MID-PENINSULA WATER DISTRICT

BOARD OF DIRECTORS
THURSDAY, JUNE 27, 2024 - 6:30 PM

AGENDA

Public comments may be submitted via email to
Administrative Services Manager, Monique Madrid, at moniquem@midpeninsulawater.org.
Please indicate in your email the agenda item to which your comment applies.
Comments submitted before the meeting will be provided to the Board before or during the meeting.
Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

This meeting will be conducted in-person, at the District's 1075 Old County Road, Suite A offices. The public may participate in-person or remotely via Zoom.

The zoom meeting link is available here: https://www.midpeninsulawater.org/zoom

Should Zoom not be operational, please check online at: www.midpeninsulawater.org for any updates or further instruction.

1. OPENING

A. Call to Order

B. Establishment of Quorum

C. Pledge of Allegiance

2. PUBLIC COMMENT

Members of the public are invited to participate and 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, or submit comments by email per the instructions above. Each speaker is limited to three (3) minutes.

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS - None

5. CONSENT AGENDA

All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may

be made. Such items are pulled for separate discussion and action after the Consent Agenda is acted upon.

A. Approve Minutes for Regular Meeting on May 23, 2024

B. Approve Expenditures from May 1, 2024 through May 31, 2024

C. Approve Resolution 2024-08 Establishing the Appropriations Limit Applicable to the Mid-Peninsula Water District during Fiscal Year 2024/2025

D. Approve Resolution 2024-09 Authorizing an Amendment to the Contract with Eide Bailly LLP for District Treasurer and Accounting Services

E. Consider Authorization of Task Order 25-01 through 25-05 with District Engineer, Pakpour Consulting Group, Inc., for Annual On-Going Services in the Amount of $140,000

6. HEARING AND APPEALS - None

7. MPWD FY 2016-2024 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP (CERTIFICATES OF PARTICIPATION) FINANCING

A. Consider Authorization of Task Order 25-06 with District Engineer, Pakpour Consulting Group, Inc., for Construction Management Services for the Harbor Boulevard Water Main Improvement (CIP: 20-07) in the Amount of $24,300

8. REGULAR BUSINESS AGENDA

A. Consider Resolution 2024-10 Calling for an Election to be Held on November 5, 2024, for the Election of Two (2) Members of the Governing Board of Directors, Representing Districts 1 and 2, and Approving the San Mateo County Candidate Policy Form for Special Districts

B. Consider Resolution 2024-11 Approving and Adopting the Records Management Policy for the Mid-Peninsula Water District, Effective June 28, 2024

C. Receive Report on Proposed Dairy Lane Operations Center Modernization Project Cost Break-Down

D. Receive Report on Proposed 5-Year CIP Budget and Corresponding Potential Customer Rate Scenarios

E. Consider Resolution 2024-12 Approving FY 2024/2025 Operating and Capital Budgets

F. Identify Date for Rate Study Session Special Meeting

G. Receive Report on California and San Francisco Regional Water System Conditions

9. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Month Ending May 31, 2024
2. District Engineer
3. Administrative Services Manager

4. Operations Manager

5. General Manager

B. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

A. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code §54956.9 Subdivision (b)

12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

This agenda was posted at the Mid-Peninsula Water District's offices at 1075 Old County Road, Suite A, in Belmont, California, and on its website at www.midpeninsulawater.org.

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or moniquem@midpeninsulawater.org. Requests should be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NEXT REGULAR BOARD MEETING: THURSDAY, JULY 25, 2024 AT 6:30PM

MEETING MINUTES

BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

Thursday, May 23, 2024
Belmont, California

REGULAR MEETING

1. OPENING

A. Call to Order

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

B. Establishment of Quorum

PRESENT: Directors Vella, Zucca, Wheeler, Schmidt, and Jordan.
ABSENT: None

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Monique Madrid, Water Resource Coordinator (WRC) Drew Bost, District Counsel Julie Sherman, District Engineer Joubin Pakpour and District Treasurer James Ramsey.

Guests Present: one member of the public.

C. Pledge of Allegiance

District Engineer Joubin Pakpour led the Pledge of Allegiance.

2. PUBLIC COMMENT

President Zucca asked for any public comment.
There were none.

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

President Zucca asked if there were any additions, deletions, or items to be pulled from consent.
There were none.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Sharing MPWD's New Recruitment Video to the Board

GM Wuelfing introduced and shared MPWD's New Recruitment Video was shared with the Board.

6. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting on April 25, 2024

B. Approve Expenditures from April 1, 2024 through April 30, 2024

C. Approve Resolution 2024-06 Adopting the Revised MPWD Conflict of Interest Code

D. Consider Resolution 2024-07 Authorizing Purchase of Two (2) 2024 Ford Maverick Hybrid XLT Pickup Trucks for use in Operations in the Amount of $63,057.32 from Downtown Ford Sacramento, a State Approved Contractor for Fleet Vehicles – Trucks in Accordance with the Requirements of State Contract #1-22-23-20 A-K

President Zucca asked if the Board had any questions, comments or would like to pull any items from the Consent Agenda.
There were none.

Director Schmidt moved to approve the Consent Agenda

Director Vella seconded the motion.

Roll Call Vote. Motion Passed unanimously. 5-0. 5-Ayes, 0-Noes, 0-Absent

7. HEARING AND APPEALS

A. Consider Ordinance No. 127 Amending Attachment A Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD

Proposition 218 Protest Hearing:
1. Open Hearing
2. Summary on MPWD Revenue Requirements for FY 2024/2025 and SFPUC Wholesale Water Rate Adjustment effective July 1, 2024
3. Consider Oral Testimony
4. Review Written Protests
5. Close Hearing
6. Consider Ordinance 127 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD

President Zucca opened the public hearing at 6:42 PM.

GM Wuelfing provided a summary of the MPWD revenue requirements for fiscal year 2024/2025 and SFPUC Wholesale Water Rate Adjustment effective July 1, 2024.

President Zucca asked if there was any oral testimony. There was none.

GM Wuelfing advised 13 total written protests were received. Twelve (12) were valid and One (1) was invalid.

President Zucca closed the public hearing at 6:48 PM.

Director Vella moved to approve Ordinance No. 127 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD.

Director Wheeler seconded the motion.

Roll Call Vote. Motion Passed unanimously. 5-0. 5-Ayes, 0-Noes, 0-Absent

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

None

9. REGULAR BUSINESS AGENDA

A. Receive Summary Report on Preliminary Draft FY2024/2025 Operating and Capital Budgets

District Treasurer Ramsey presented the Summary Report on the Preliminary Draft FY 2024/2025 Operating and Capital Budgets. At the 5/19/2024 Finance Committee meeting the committee members received and reviewed the detailed Preliminary Draft budgets.

Board discussion followed.

The Board received and accepted the Summary Report on Preliminary Draft FY 2024/2025 Operating and Capital Budgets.

B. Receive Report on Cost Break-Down of Dairy Lane Building Alternatives

Material was unavailable and the agenda item was pushed to the June 2024 Board Meeting.

C. Receive 2024 First Quarter Water Conservation Staff Report

GM Wuelfing introduced Water Resources Coordinator Drew Bost and turned the item over to him. Drew provided a detailed review of the 2024 First Quarter Water Conservation Staff Report.

Board discussion followed.

The Board received and accepted the 2024 First Quarter Water Conservation Staff Report.

D. Receive BAWSCA Update

Director Vella reviewed the Board meeting content from the May 16th BAWSCA meeting.

GM Wuelfing reported on Tier 2 and Drought Allocations update.

E. Receive Report on California and San Francisco Regional Water System Conditions

OM Ramirez presented a detailed review on the California and San Francisco Regional Water System conditions.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager
GM Wuelfing provided a review of her report.

2. Operations Manager
OM Ramirez provided a review of his report.

3. Administrative Services Manager
ASM Madrid provided a review of her report.

4. District Engineer
District Engineer Pakpour provided an overview on Capital Projects.

B. Financial Reports

1. Month End April 30, 2024
District Treasurer James Ramsey provided a review of the April 2024 Financial Position Report. Revenue is trending in a positive direction and where MPWD expected to be.

C. Director Reports

President Zucca reported the Los Angeles Department of Water and Power is the largest water agency in the country and hired a new General Manager with an annual salary of $750,000.

Vice President Jordan met with the GM and Don Cecil to discuss public outreach for the Folger Drive Property Project.

Director Vella attended the Finance Committee meeting.

Director Wheeler attended the ACWA JPIA Conference. He shared that changes in insurance in California is resulting in increases for ACWA JPIA members of as much as

10% for liability insurance and 20% for Property insurance. JPIA is not expecting an increase in workers compensation, but it is expecting an increase of 10% on HMO plans. No increase for dental or vision.

11. COMMUNICATIONS

Director Schmidt received communication from Pine Renewables regarding Solar Projects. Discussion followed.

12. CLOSED SESSION

The Board adjourned to closed session at 8:43 PM.

A. Threat to Public Services or Facilities – Government Code Section 54957(a)

13. RECONVENE TO OPEN SESSION

President Zucca reconvened the meeting to open session at 9:06 PM. There was no reportable action.

14. ADJOURNMENT

President Zucca adjourned the meeting at 9:06 PM.

_____
DISTRICT SECRETARY

APPROVED:

_____
BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, JUNE 27, 2024, AT 6:30PM

MID-PENINSULA WATER DISTRICT
1075 Old County Road, Suite A, Belmont, CA 94002
Phone: 650.591.8941 Fax: 650.591.4998
MidPeninsulaWater.org

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
BNY Mellon Sweep Acct	[redacted]	WIRE 205	05/14/2024	103405	100,000.00
Payroll Clearing A/C	adp	CASH DD	05/02/2024	103364	63,521.93
Payroll Clearing A/C	adp	CASH TAXES	05/02/2024	103364	30,307.99
Payroll Clearing A/C	adp	ER DD	05/16/2024	103404	62,594.71
Payroll Clearing A/C	adp	ER TAXES	05/16/2024	103404	29,776.06
Payroll Clearing A/C	adp	ER TAXES	05/30/2024	103430	29,650.72
Payroll Clearing A/C	adp	ER DD	05/30/2024	103430	61,711.46
Payroll Clearing A/C	Health Equity	HSA	05/02/2024	103361	1,581.99
Payroll Clearing A/C	Health Equity	HSA - [redacted]	05/02/2024	103361	900.00
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	05/16/2024	103401	76.70
Payroll Clearing A/C	Health Equity	HSA	05/16/2024	103401	1,631.99
Payroll Clearing A/C	Health Equity	HSA	05/30/2024	103427	1,631.99
Payroll Clearing A/C	ICMA contributions	457B	05/02/2024	103362	5,160.54
Payroll Clearing A/C	ICMA contributions	457B	05/16/2024	103402	5,160.54
Payroll Clearing A/C	ICMA contributions	457B	05/30/2024	103428	5,160.54
Construction in Progress	4 LEAF, INC.	05-1621-CP - APRIL 2024	05/17/2024	103395	50,969.09
Construction in Progress	C2R ENGINEERING, INC	05-1621-CP	05/24/2024	103408	431,823.82
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 HARBOR BLVD WMI PROJECT	05/10/2024	103390	1,105.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1521-CP OCR WMI PROJECT	05/10/2024	103390	7,297.50
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	05/10/2024	103390	1,187.81
Accounts Payable	MICHELY GONCALVES	Refund Check 013731-000, 303 HILLER ST	04/25/2024	39136	980.13
Accounts Payable	JAMES FOWLER	Refund Check 006512-001, 905 ACADEMY AVE	04/25/2024	39134	38.94
Accounts Payable	CATHERINE TSAI	Refund Check 013974-000, 1631 EL VERANO WAY	04/25/2024	39150	16.60
Accounts Payable	CATHERINE TSAI	Refund Check 013974-000, 1631 EL VERANO WAY	04/25/2024	39150	13.94
Accounts Payable	CATHERINE TSAI	Refund Check 013974-000, 1631 EL VERANO WAY	04/25/2024	39150	47.60
Accounts Payable	MELINIA HONJO	Refund Check 001712-000, 600 KINGSTON RD	04/25/2024	39139	109.45
Accounts Payable	KAREN MURAKAMI	Refund Check 006074-000, 342 TREASURE ISLAND DR	04/25/2024	39146	9.43
Accounts Payable	STEVE COHN	Refund Check 012332-000, 230 OLD COUNTY RD	04/25/2024	39132	7.18
Accounts Payable	CITY OF BELMONT	Refund Check 012277-000, 870 EL CAMINO REAL	04/25/2024	39131	370.91
Accounts Payable	MARA MARETTI	Refund Check 012690-000, 924 ACADEMY AVE	04/25/2024	39145	42.47
Accounts Payable	DIANE STEPHENS	Refund Check 010820-000, 3 DIONNE CT	04/25/2024	39149	72.34
Accounts Payable	CONROY SHUM	Refund Check 010098-000, 2937 SAN JUAN BLVD	04/25/2024	39147	40.27
Accounts Payable	GREGG DRILLING	Refund Check 014127-000, HYDRANT METER #79383509	04/25/2024	39137	2,436.60
Accounts Payable	KARINE LEVONYAN	Refund Check 013590-000, 1500 PINE KNOLL DR	04/25/2024	39144	110.67
Accounts Payable	TING YU	Refund Check 013388-000, HYDRANT METER #67195165	04/25/2024	39153	1,958.81
Accounts Payable	J&K RESIDENTIAL MANAGEMENT	Refund Check 004857-000, 900 O'NEILL AVE	04/25/2024	39142	74.34
Accounts Payable	STEVEN LEFCZIK	Refund Check 004708-001, 409 WESSEX WAY	04/25/2024	39143	74.19
Accounts Payable	CAR QUEST AUTO PARTS, SITE #7001	Refund Check 012449-000, 21 KAREN RD	04/25/2024	39130	36.91
Returned Water Charges	ACH Returns	ACH returns	05/03/2024	103380	61.54
Returned Water Charges	ACH Returns	ACH returns	05/03/2024	103380	103.54
Returned Water Charges	ACH Returns	ACH returns	05/03/2024	103380	255.82
Returned Water Charges	ACH Returns	ACH returns	05/03/2024	103380	61.54
Returned Water Charges	ACH Returns	ACH returns	05/03/2024	103380	1,818.53
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	339.28
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	353.00
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	142.88
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	479.65
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	213.11
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	112.45
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	8.40
Returned Water Charges	DEPOSITED ITEM RETN UNPAID	Returned deposit items	05/03/2024	103379	34.97

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Acwa Health Care	ACWA JPIA	EAP - JUNE 2024	05/17/2024	103396	52.08
Acwa Health Care	ACWA JPIA	MEDICAL INS - JUNE 2024	05/17/2024	103396	27,331.02
Awca Dental	ACWA JPIA	DENTAL INS - JUNE 2024	05/17/2024	103396	2,454.36
Acwa Vision	ACWA JPIA	VISION INS - JUNE 2024	05/17/2024	103396	426.40
Acwa Life/Ad&D	ACWA JPIA	LIFE INS - JUNE 2024	05/17/2024	103396	660.23
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	APRIL 2024 PREMIUM	05/03/2024	39148	1,662.94
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	JUNE 2024 PREMIUM	05/24/2024	39173	1,669.28
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	05/02/2024	103363	4,092.56
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	05/02/2024	103363	2,885.60
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	05/16/2024	103403	4,092.55
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	05/16/2024	103403	2,885.60
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	05/30/2024	103429	4,092.56
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	05/30/2024	103429	2,887.96
Retirees' Acwa Health Care	ACWA JPIA	RETIREES - JUNE 2024	05/17/2024	103396	10,351.76
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - JUNE 2024	05/17/2024	103396	7,609.27
Employee Service Recognition	UMPQUA BANK	ADMIN PROFESSIONALS DAY LUNCH FOR ADMIN STAFF	05/17/2024	103400	176.23
Uniforms	ALTUS RECEIVABLES MANAGEMENT	WORKBOOTS FOR DESTON + FEES - NO RECEIPT SUBMITTED ON PURCHASE	05/03/2024	39128	481.23
Uniforms	RYAN GOMES	WORKBOOTS - GOMES	05/03/2024	39135	329.65
Uniforms	UMPQUA BANK	T-SHIRTS FOR STAFF	05/17/2024	103400	2,174.52
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 04-23-2024	05/10/2024	39161	173.17
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 04-30-2024	05/10/2024	39161	236.63
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 05-07-2024	05/17/2024	39164	223.56
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL & EXCHANGE FOR TURN IN THRU 5-14-24	05/24/2024	39174	192.91
Uniforms	UNIFIRST	UNIFORM RENTALS THRU 05-21-2024 (CORRECTED)	05/31/2024	39180	207.48
Uniforms	UNIFIRST	UNIFORM RENTALS THRU 05-28-2024	05/31/2024	39180	186.01
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	WATER CHARGES 4-16 THRU 5-15-2024 (INCL DSCNT PREVIOUS PERIOD)	05/31/2024	103425	480,152.08
Bawsca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA SURCHARGE 4-16 THRU 5-15-2024	05/31/2024	103425	31,893.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	WATER SVC CHARGE 4-16 THRU 5-15-2024	05/31/2024	103425	6,522.00
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	DROPLET PORTAL LICENSING FEE - JAN - MAR 2024	05/31/2024	39176	225.00
Water Conservation Program	GLOBAL SUN LANDSCAPE	WELO INSPECTION PLAN REVIEWS - 2801 ST JAMES RD/18 HIGHLANDS CT	05/10/2024	39157	391.50
School Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	SCHOOL CONSERVATION PROGRAMS	05/31/2024	39176	4,375.00
Public Outreach & Education	UMPQUA BANK	BUILDING BLOCK GIVE-AWAYS (WITH REFUND OF $102.00)	05/17/2024	103400	1,171.33
Public Outreach & Education	UMPQUA BANK	RAFFLE TICKETS & COLORED PAPER FOR EARTH DAY EVENT	05/17/2024	103400	43.84
Public Outreach & Education	UMPQUA BANK	PRIZE WHEEL FOR EARTH DAY EVENT	05/17/2024	103400	60.87
Water Quality	HACH COMPANY INC	CHEM KEYS FOR SAMPLING	05/03/2024	39138	2,379.64
Water Quality	HACH COMPANY INC	WATER QUALITY FIELD EQUIPMENT MAINTENANCE	05/10/2024	39158	734.00
Water Quality	HACH COMPANY INC	HACH PRODUCT	05/24/2024	39168	61.73
Water Quality	SAN FRANCISCO WATER POWER SEWER	WATER QUALITY TESTING	05/03/2024	103375	2,790.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	LAB TESTING	05/31/2024	103426	1,910.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	TESTING/LAB WORK	05/31/2024	103426	1,760.00
Mains/Distribution	GRANITE ROCK COMPANY	ASPHALT	05/24/2024	103410	841.66
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	MARKING PAINT	05/24/2024	39170	354.38
Mains/Distribution	PACE SUPPLY CORP	PVC PARTS	05/24/2024	103415	159.91
Meters & Service	AQUA-METRIC SALES CO.	10 SENSUS SRII METERS	05/10/2024	39155	1,789.00
Meters & Service	AQUA-METRIC SALES CO.	METERS	05/24/2024	39165	4,166.19
Meters & Service	HASSETT HARDWARE	PARTS FOR 805	05/10/2024	103387	62.54
Meters & Service	M&M BACKFLOW & METER MAINTENANCE	MODULES FOR HONEYWELL Q4 METERS	05/31/2024	39178	1,304.27
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER PARTS	05/24/2024	103421	1,642.55
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	SADDLES & COPPER TUBING	05/24/2024	103421	9,891.42
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	FREIGHT NOT BILLED ON ORIGINAL SALES TAG S100011560.003	05/24/2024	103421	49.44
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	BALL VALVES - LESS RETURN (CM-S100018537.001)	05/24/2024	103421	860.49

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MidPeninsulaWater.org

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	SERVICE LINE REPAIR CLAMPS, METER GASKETS	05/24/2024	103421	534.64
Employee Safety	GOTSAFETY	QRTRLY TRAINING/INSPECTIONS - 07-01-2024 THRU 09-30-2024	05/10/2024	103386	690.00
Employee Safety	GOTSAFETY	SUPPORT - 07-01-2024 THRU 09-30-2024	05/10/2024	103386	105.00
Employee Safety	INSTRUMENT TECHNOLOGY CORP	BACKPACK FOR LOCATOR	05/31/2024	39177	216.75
Employee Safety	NORTHERN SAFETY CO. INC.	HIP BOOTS FOR NEW EMPLOYEES & CM 906046821	05/10/2024	39159	1,646.82
Employee Safety	NORTHERN SAFETY CO. INC.	KNEE PADS, GLOVES	05/24/2024	39172	445.07
Generator Maintenance	HASSETT HARDWARE	FOR SERVICE TRUCK	05/10/2024	103387	56.33
Generator Maintenance	INTERSTATE BATTERY SYSTEM, INC.	BATTERIES FOR GEN STATIONS	05/24/2024	39169	115.53
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	05/24/2024	103406	234.22
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	05/24/2024	103406	256.11
Buildings & Grounds	BAY POINTE LANDSCAPE	GROUNDS MAINTENANCE - MARCH 2024	05/03/2024	103365	1,425.00
Buildings & Grounds	HOME DEPOT	SUPPLIES FOR BUNK HOUSE	05/24/2024	103412	28.44
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION - DAIRY LANE - APRIL 2024	05/17/2024	103399	887.62
Buildings & Grounds	UMPQUA BANK	BUNK BEDS AT DAIRY LANE	05/17/2024	103400	1,777.43
Buildings & Furniture Purchase	UMPQUA BANK	BLINDS FOR OCR OFFICES	05/17/2024	103400	2,340.04
Equipment & Tools	HOME DEPOT	BOXES FOR PORTS FOR 805	05/03/2024	103371	358.21
Vehicle & Large Equip	BUS & EQUIPMENT REPAIR	REAPIRED A/C	05/24/2024	39167	263.38
Vehicle & Large Equip	FASTSIGNS SAN MATEO	VINYL LOGO STICKERS FOR DISTRICT VEHICLES	05/03/2024	103369	348.33
Vehicle & Large Equip	NAPA AUTO PARTS	WINDSHIELD CLEANER, TIRE CLEANER & TIRE SENSORS	05/24/2024	39171	205.22
Vehicle & Large Equip	NAPA AUTO PARTS	TIRE SENSOR	05/24/2024	39171	56.35
Vehicle & Large Equip	NAPA AUTO PARTS	TIRE SENSOR	05/24/2024	39171	41.80
Replacement for 4/14 incident	HACH COMPANY INC	SL1000 FOR SAMPLING - REPLACED DUE TO THEFT	05/10/2024	39158	7,274.60
Replacement for 4/14 incident	HASSETT HARDWARE	TOOLS REPLACED FROM THEFT	05/10/2024	103387	552.09
Replacement for 4/14 incident	HOME DEPOT	REPLACE TOOL THAT WAS STOLEN OUT OF 787 SERVICE TRUCK	05/10/2024	103388	513.25
Replacement for 4/14 incident	INSTRUMENT TECHNOLOGY CORP	METRO TECH TRANSMITTER THAT WAS BORROWED	05/03/2024	39141	869.53
Replacement for 4/14 incident	INSTRUMENT TECHNOLOGY CORP	METRO TECH PIPE LOCATOR - REPLACEMENT FOR THEFT	05/03/2024	39141	9,628.31
Replacement for 4/14 incident	INSTRUMENT TECHNOLOGY CORP	METRO TECH TRANSMITTER FOR LOCATOR - REPLACED FOR THEFT	05/03/2024	39141	3,098.78
Replacement for 4/14 incident	NOR-CAL OVERHEAD, INC.	50% - TO ORDER NEW GARAGE DOOR FOR DAIRY LN - DMGD DURING THEFT	05/03/2024	103372	8,097.22
Replacement for 4/14 incident	NOR-CAL OVERHEAD, INC.	TEMP REPAIR - DAIRY LANE GARAGE DOOR	05/03/2024	103372	819.60
Replacement for 4/14 incident	UMPQUA BANK	COST TO TOW TRUCK 787 FROM OAKLAND TO BELMONT	05/17/2024	103400	2,000.00
Replacement for 4/14 incident	UMPQUA BANK	COST TO RELEASE TRUCK 787 FROM TOW YARD	05/17/2024	103400	1,290.00
Office Supplies	OFFICE DEPOT, INC.	REPLACEMENT PRINTER FOR DAIRY LANE	05/03/2024	103373	202.17
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	05/03/2024	103373	111.28
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	05/03/2024	103373	193.61
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	05/17/2024	103398	71.61
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP & OCR KITCHEN	05/17/2024	103400	55.59
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	05/17/2024	103400	54.67
Office Supplies	UMPQUA BANK	CHARGING CABLE FOR SHOP COMPUTER	05/17/2024	103400	24.15
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	05/17/2024	103400	78.48
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	05/17/2024	103400	47.47
Printing/Printing Supplies	RAY MORGAN COMPANY	CYAN TONER FOR CANON	05/10/2024	103392	302.61
Equipment Services/Maintenance	BETTER SOURCE	4 CUBLICLES (STATIONS) @ DAIRY LANE FOR OPS STAFF	05/03/2024	103366	5,154.24
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT 4-21 THRU 5-20-2024	05/24/2024	103413	12.92
Computer Supplies & Upgrades	LIFTOFF DIGITAL	WEBSITE HOSTING & SERVICES - MAY 2024	05/24/2024	103414	277.50
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	ID BADGES FOR NEW HIRES	05/10/2024	103393	65.63
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	ANNUAL FIRE SYSTEM TEST	05/24/2024	103417	125.00
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY - APRIL 2024	05/10/2024	103394	4,596.00
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	MUNICIPAL PAYMENTS APRIL 2024	05/24/2024	103418	6.60
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN- CIVIC PAY	05/02/2024	103431	3,689.97
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN- MUNICIPAY PAYMENTS	05/02/2024	103431	266.61
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - MUNICIPAL PAYMENTS	05/03/2024	103377	188.33

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - CIVIC PAY	05/03/2024	103377	3,900.34
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - MUNICIPAL PAYMENTS	05/03/2024	103377	339.57
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - CIVIC PAY	05/03/2024	103377	3,767.59
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - MUNICIPAL PAYMENTS	05/03/2024	103377	239.63
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - CIVIC PAY	05/03/2024	103377	3,006.26
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - MUNICIPAL PAYMENTS	05/03/2024	103377	203.42
Customer Credit Card Svs Fees	Bankcard Mtot Disc	BLUEFIN - CIVIC PAY	05/03/2024	103377	4,154.29
Customer Credit Card Svs Fees	Client Analysis Svs Charge	MARCH WF CLIENT SERVICE FEE	05/03/2024	103378	3,292.31
Customer Credit Card Svs Fees	Client Analysis Svs Charge	APRIL WF CLIENT SERVICE FEE	05/03/2024	103378	3,332.00
Customer Credit Card Svs Fees	Client Analysis Svs Charge	JANUARY WF CLIENT SERVICE FEE	05/03/2024	103378	974.80
Customer Credit Card Svs Fees	Client Analysis Svs Charge	FEBRUARY WF CLIENT SERVICE FEE	05/03/2024	103378	1,989.81
Customer Credit Card Svs Fees	TTECH ACH BILLING	BLUE FIN - TTECH	05/03/2024	103381	2,747.52
Customer Credit Card Svs Fees	TTECH ACH BILLING	CIVIC PAY - ACH PAYMENT	05/03/2024	103381	2,552.18
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH ACH PAYMENTS	05/03/2024	103381	2,347.46
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH ACH PAYMENTS	05/03/2024	103381	2,391.77
PROPERTY LEASE	SWEDCOM CORPORATION	OCR RENT - JUNE 2024	05/24/2024	103420	12,238.00
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	05/17/2024	103400	110.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	05/17/2024	103400	0.99
Gov'T Fees & Licenses	DEPT OF HOUSING & COMMUNITY DEVELOPMENT	PERMIT FOR OFFICE TRAILERS	05/03/2024	39133	31.00
Gov'T Fees & Licenses	IIMC	MUNICIPAL CLERK CERTIFICATION	05/03/2024	39140	225.00
Software Licenses	AQUA-METRIC SALES CO.	SENSUS SUPPORT 05-23-2024 THRU 05-22-2025	05/10/2024	39155	14,821.74
Software Licenses	GRANICUS	AGENDA SOFTWARE - PEAK	05/24/2024	103409	7,719.34
Software Licenses	GRANICUS	AGENDA SOFTWARE - PEAK (CM 21185 APPLIED)	05/24/2024	103409	456.62
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG PHONE LINE	05/03/2024	39129	29.05
Utilities - Internet/Cable	AT&T	SCADA ANALOG PHONE LINE	05/03/2024	39129	804.91
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	05/10/2024	39156	29.02
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	05/10/2024	39156	58.18
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	05/17/2024	39162	28.94
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	05/17/2024	39162	75.84
Utilities - Internet/Cable	AT&T	SCADA ANALOG LINE	05/24/2024	39166	804.91
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	05/24/2024	39166	29.12
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	05/24/2024	39166	29.12
Utilities - Internet/Cable	COMCAST	AMI FOR TANK SITES + INTERNET ACCESS -DAIRY LANE & FOLGER	05/03/2024	103367	986.45
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE FIBER/ETHERNET	05/03/2024	103368	1,094.02
Utilities - Internet/Cable	COMCAST BUSINESS	VOICE EDGE SERVICES	05/03/2024	103368	851.31
Utilities - Internet/Cable	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICES	05/31/2024	103423	851.31
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE FIBER & ETHERNET	05/31/2024	103423	1,094.02
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	05/10/2024	39160	31.40
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR 4-21 THRU 5-20-2024	05/31/2024	39179	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONE & DEVICES BILL - MAR 15 THRU APR 15 2024	05/03/2024	39151	1,124.25
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES & DEVICES 04-16 THRU 05-15-2024	05/31/2024	39181	1,124.25
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	05/03/2024	103374	25,099.89
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	05/24/2024	103416	1,071.33
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	05/24/2024	103416	547.26
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	05/24/2024	103416	127.07
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	05/24/2024	103416	541.05
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	05/24/2024	103416	1,044.06
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	05/24/2024	103416	28,010.13
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE & VARIOUS OTHER SITES	05/03/2024	103374	3,529.55
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	05/10/2024	103391	8.11
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR	05/10/2024	103391	963.63

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	05/24/2024	103416	63.26
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR	05/24/2024	103416	1,045.43
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE & VARIOUS TANK, PUMP & REGULATOR SITES	05/31/2024	103424	4,002.64
Prof Serv - District Counsel	HANSON, BRIDGETT	DISTRICT COUNSEL SERVICES - APRIL 2024 - LABOR - GENERAL	05/24/2024	103411	1,822.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DISTRICT COUNSEL SERVICES - APRIL 2024 - RETAINER	05/24/2024	103411	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DISTRICT COUNSEL SERVICES - APRIL 2024 - FINANCIAL MATTERS	05/24/2024	103411	3,683.92
Prof Serv - District Counsel	HANSON, BRIDGETT	DISTRICT COUNSEL SERVICES - APRIL 2024 - CONTRACTS	05/24/2024	103411	2,700.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DISTRICT COUNSEL SERVICES - APRIL 2024 - LITIGATION SUPPORT	05/24/2024	103411	850.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DISTRICT COUNSEL SERVICES - APRIL 2024 - ADMINISTRATION	05/24/2024	103411	3,422.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 DISTRIBUTION SYSTEM ANALYSIS	05/10/2024	103390	4,089.75
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 MISC PROJECTS	05/10/2024	103390	1,092.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 DEVELOPMENT REVIEW	05/10/2024	103390	431.81
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.17 FOLGER PROPERTY	05/10/2024	103390	322.88
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 RETAINER	05/10/2024	103390	1,000.00
Prof Serv - It	STEPFORD BUSINESS, INC.	IT MONTHLY SERVICES	05/24/2024	103419	2,918.10
Prof Serv - It	STEPFORD BUSINESS, INC.	IT HOSTING SERVICES	05/24/2024	103419	1,268.75
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	FINAL BILLING FOR AUDIT OF FINANCIAL STMTS YE 06-30-23	05/10/2024	103382	2,192.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-14 FINANCIAL MGMT PLAN	05/10/2024	103390	6,074.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 MISC - WEBSITE/PR/PUBLIC OUTREACH	05/10/2024	103390	2,047.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 MISC - PERSONNEL	05/10/2024	103390	614.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-08 - RECORDS RETENTION POLICY	05/10/2024	103390	2,593.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 MISC - ADMINISTRATION	05/10/2024	103390	136.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 OPS RECRUITMENT	05/10/2024	103390	136.50
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME & ATTENDANCE	05/03/2024	103381	2,070.25
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME & ATTENDANCE	05/03/2024	103381	2,070.25
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME & ATTENDANCE	05/03/2024	103381	2,070.25
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR APRIL 2024 WATER BILLS	05/10/2024	103384	2,856.32
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR MAY REMINDER NOTICES	05/10/2024	103384	173.95
Prof Serv - Customer Billing	RAY MORGAN COMPANY	APRIL 2024 WATER BILLS	05/10/2024	103392	1,987.44
Prof Serv - Customer Billing	RAY MORGAN COMPANY	MAY REMINDER NOTICES	05/10/2024	103392	280.63
Prof Serv - Recruiting	ALCALAY COMMUNICATIONS	RECRUITING VIDEO PRODUCTION	05/10/2024	39154	4,000.00
Prof Serv - Recruiting	UMPQUA BANK	BACKGROUND CHECK	05/17/2024	103400	100.50
Prof Serv - Miscellaneous	BEST BEST & KRIEGER LLP	OUTSIDE COUNSEL FOR WSA REVIEW - JULY 2023	05/24/2024	103407	70.00
Prof Serv - Miscellaneous	CAUSEY DEMGEN & MOORE	BIDDING AGENT SVCS FOR US TREASURIES - APRIL 30, 2024	05/10/2024	103383	850.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	DESIGN/MARKETING/WEBSITE SVCS - MAY 2024	05/17/2024	103397	4,950.00
Prof Serv - Miscellaneous	HF & H CONSULTANTS, LLC	RATE STUDY	05/03/2024	103370	3,817.50
Prof Serv - Miscellaneous	WULFF, HANSEN & CO.	FINANCIAL ADVISORY SVCS - NOV 2023 THRU MARCH 2024	05/24/2024	103422	2,775.41
Prof Serv - District Treasurer	EIDE BAILLY LLP	DISTRICT TREASURER SVCS - APRIL 2024	05/10/2024	103385	14,505.00
Director Travel	UMPQUA BANK	DIRECTOR TRAVEL - C JORDAN	05/17/2024	103400	614.54
Employee Travel/Training	KAT WUELFING	SM CHAMBER OF COMMERCE PROGRESS SEMINAR	05/03/2024	39152	152.97
Employee Travel/Training	KAT WUELFING	ACWA & ACWA JPIA SPRING CONFERENCE	05/24/2024	39175	214.72
Employee Travel/Training	LEADERSHIP DEVELOPMENT NETWORK LLC	DISC ASSESSMENT - DREW BOST	05/17/2024	39163	60.75
Employee Travel/Training	UMPQUA BANK	APWA SILICON VALLEY CHAPTER LUNCHEON FOR 3 PEOPLE	05/17/2024	103400	150.00
Employee Travel/Training	UMPQUA BANK	CALWEP PEER TO PEER CONFERENCE REGISTRATION	05/17/2024	103400	310.50
Employee Travel/Training	UMPQUA BANK	PROGRESS SEMINAR	05/17/2024	103400	614.54
Employee Travel/Training	UMPQUA BANK	AWWA.ORG TRAINING	05/17/2024	103400	322.00
Meeting Expenses	UMPQUA BANK	REG BOARD MTG DINNER - 04-25-24	05/17/2024	103400	168.38
Meeting Expenses	UMPQUA BANK	DINNER FOR KAT	05/17/2024	103400	22.67
Meeting Expenses	UMPQUA BANK	MTG FOR RMP & RETENTION SCHEDULE REVIEW	05/17/2024	103400	70.96
Meeting Expenses	UMPQUA BANK	DINNER MTG - MONIQUE & KAT - REVIEW & SUCCESSION PLANNING	05/17/2024	103400	62.43
Meeting Expenses	UMPQUA BANK	DOORDASH PASS ERRONEOUSLY CHGD TO DIST - TO BE REIMBURSED	05/17/2024	103400	96.00

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Meeting Expenses	UMPQUA BANK	DRINKS & CHIPS FOR MEETINGS	05/17/2024	103400	49.93
Meeting Expenses	UMPQUA BANK	SANDWICHES FOR MEETING	05/17/2024	103400	67.10

Mid-Peninsula Water District

NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024/2025

State law (Section 7910 of the governmental Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIIIB of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used for determining the limit must be made available for public review fifteen (15) days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2024/2025 appropriations limit for the District. The limit as set forth below will be considered and adopted at the regular meeting of the Board of Directors on June 27, 2024.

FY 2023-24	Appropriations Limit		$	4,173,871
	Change in Per Capita Personal Income			3.62%
	Per Capita converted to a Ratio			1.0362
	Change in population			-0.50%
	Population converted to a Ratio			0.9950
	Calculation of Factor	(1.0362 x 0.995)		1.0310
FY 2024-25	**Appropriation Limit**		**$**	**4,303,340**

The establishment of the appropriation limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative. Because the District staddles multiple jurisdictions it uses the population change related to the County as a whole as it is representative of the Districts population change. The rates for the changes in population and per capital provided by the State of California Department of Finance is attached to this notice.

Dated and posted: June 12, 2024

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

Gavin Newsom ▪ Governor
1021 O Street, Suite 3110 ▪ Sacramento CA 95814 ▪ www.dof.ca.gov

April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit
California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts
Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification
The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024**. Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25: 1.0362 x 1.0017 = 1.0379

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County City	Percent Change 23-24	--- Population Minus Exclusions --- 1-1-23	 1-1-24	Total Population 1-1-24
San Mateo				
Atherton	0.06	6,972	6,976	6,976
Belmont	-0.92	27,180	26,931	26,931
Brisbane	-0.72	4,695	4,661	4,661
Burlingame	0.34	30,410	30,513	30,513
Colma	-1.12	1,426	1,410	1,410
Daly City	-1.03	102,513	101,458	101,458
East Palo Alto	0.42	28,957	29,078	29,078
Foster City	-1.03	32,921	32,581	32,581
Half Moon Bay	-0.79	11,328	11,238	11,238
Hillsborough	-0.19	11,137	11,116	11,116
Menlo Park	0.61	32,814	33,015	33,140
Millbrae	1.79	22,687	23,093	23,093
Pacifica	-0.89	37,388	37,057	37,062
Portola Valley	-0.79	4,283	4,249	4,249
Redwood City	-0.34	82,144	81,863	81,863
San Bruno	-0.94	42,550	42,152	42,152
San Carlos	-0.94	29,700	29,420	29,420
San Mateo	-0.79	104,180	103,352	103,352
South San Francisco	-0.25	64,765	64,601	64,601
Woodside	-0.83	5,176	5,133	5,133
Unincorporated	-0.65	61,942	61,538	61,538
County Total	-0.50	745,168	741,435	741,565

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM 5.C

TO: Board of Directors

FROM: James W Ramsey, CPA, District Treasurer

DATE: June 27, 2024

SUBJECT: APPROVE RESOLUTION 2024-08 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MID-PENINSULA WATER DISTRICT DURING FISCAL YEAR 2024/2025

RECOMMENDATION

Approve Resolution 2024-08.

FISCAL IMPACT

None. The MPWD is projecting receiving approximately $545,000 from property taxes or other sources that constitute the "proceeds of taxes" that would be subject to this limit. Thus, the Appropriations Limit has no effect on the MPWD.

BACKGROUND

The Board has established an Appropriations Limit every year since the requirement went into effect in 1982.

DISCUSSION

In 1978, Proposition 13 was passed, which was a property tax reform measure sponsored by the Howard Jarvis Association. The purpose of Proposition 13 was to limit the rate at which property taxes can increase on an annual basis. In 1981, this same group decided to put a similar lid on expenditures a public agency may incur from "proceeds of taxes" and got Proposition 4 passed, now known as the Gann Limitation. A formula was derived by which to calculate an appropriations limit and applied to all public agencies in the State. Each year the agency can adjust this limit based on changes in population as well as per capita personal income. The change in the California per capita personal income for the prior year was 3.62% and the applicable change in population from January 1, 2023, to January 1, 2024, for the District was -0.50%

The MPWD adjusted limit for Fiscal Year 2023/2024 will be $4,303,340.

As required by law, notice of the FY 2024/2025 limit and how it was calculated was posted on Wednesday, June 12, 2024, at the MPWD's Old County Road headquarters and on the MPWD's website. The posting is provided here as an attachment.

Attachments: Resolution 2024-08
Notice of Determination of Appropriations Limit for Fiscal Year 2024/2025

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2024-08

ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MID-PENINSULA WATER DISTRICT DURING FISCAL YEAR 2024/2025

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors of the Mid-Peninsula Water District (MPWD) established the appropriations limit applicable to the MPWD during the Fiscal Year 2023/2024 as $4,173,871; and

WHEREAS, Article XIIIB of the California Constitution and Sections 7902(b) and 7910 of the Government Code require that each local agency subject thereto establish by resolution the applicable appropriations limit on an annual basis by applying to the previous year's appropriations limit two factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population; and

WHEREAS, the calculations showing the applications of those factors have been provided to the Board of Directors for review, and have been made available for public inspection at least fifteen (15) days prior to the date hereof; and

WHEREAS, the applicable factors for Fiscal Year 2024/2025 are as follows: (1) the change in the California per capital personal income was 3.62%; and (2) the applicable change in population from January 2023 to January 2024 was -0.50%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2024/2025 is established as $4,303,340.

REGULARLY PASSED AND ADOPTED this 27th day of June 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

_____

President, Board of Directors

ATTEST:

_____

Board Secretary

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 5.D.

DATE: July 27, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Alison Bell, Administrative Services Manager

SUBJECT: APPROVE RESOLUTION 2024-09 AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH EIDE BAILLY LLP FOR DISTRICT TREASURER AND ACCOUNTING SERVICES

RECOMMENDATION

Approve Resolution 2024-09.

FISCAL IMPACT

Total services estimate for contract: $155,300

Services Breakdown:

Financial Management and District Treasurer Services:	$135,000
Year End Audit Preparation:	$ 20,300
TOTAL	$155,300

Funding source: The proposed budget for Fiscal Year 2024/2025 includes $155,300 under Operations Budget line item 1-710-7111-00-00, which will be considered by the Board at this same meeting. The cost for Fiscal Year 2023/2024 was $142,160 (i.e., $123,360 for financial management and District Treasurer services and $18,800 for year-end audit preparation).

BACKGROUND

In July 2023, the Board approved Resolution 2023-23, for Eide Bailly LLP to provide professional accounting services, and for the appointment of Eide Bailly LLP as District Treasurer to provide professional accounting oversight of the District's financial reporting. Eide Bailly was selected following a request for proposal (RFP) process and has been performing the work over the course of FY 2023/2024. Based on the needs of the District, the continued services of Eide Bailly are requested.

The District Treasurer and professional accounting services have historically been provided by contract at MPWD, and all other public official positions at the MPWD are by contract—General Manager, District Engineer, and District Counsel.

DISCUSSION

The scope of work proposed by Eide Bailly is provided below, and includes (1) financial management services, (2) District Treasurer services, and (3) services to help prepare for and support the District's Year-end audit, through June 30, 2024. James Ramsey, CPA, CFE has been identified as the District's engagement partner, to continue to serve as primary contact and District Treasurer and assume the role of Chief Financial Officer (CFO). Mr. Ramsey is a Certified Public Accountant and a Certified Fraud Examiner.

As District Treasurer:

- Will attend regular and/or special meetings of the Board of Directors and participate as District Treasurer;
- Will attend Finance Committee meetings and participate as a member (as scheduled); and
- Will present reports as necessary during Board and Finance Committee meetings

Financial management services include:

- Review of the details of the general ledger and determine correcting entries as needed;
- Review the trial balance on a monthly basis to ensure amounts are complete;
- Prepare and provide monthly reports to the Board of Directors;
- Review and analyze the monthly billing, payroll, accounts payable, and cash management activity;
- Prepare and review monthly bank reconciliations for all accounts;
- Review and analyze capital expenditures; and
- Meet with staff on a periodic basis

Year-end audit preparation:

- Provide required reports, ledger, and other documents as requested by the District's external auditors;
- Prepare schedules for inclusion in the annual audited financial reports;
- Perform an analytical review of the trial balance prior to submission to auditors;
- Coordinate yearend audited fieldwork; and
- Assist in review of the financial statements prior to issuance.

The District has benefited from the services of Eide Bailly and staff is recommending that the Board approve the contract amendment for Eide Bailly to serve as District Treasurer. As written, the resolution will allow the General Manager in subsequent years to extend the contract by one-year without specific action by the Board, if it is in the best interest of the District to do so and with the amounts to be approved by the Board in the adoption of the budget.

Attachments: Resolution 2024-09
Eide Bailly LLP Statement of Work, dated June 17, 2024

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

RESOLUTION 2024-09

AMENDING AGREEMENT WITH EIDE BAILLY LLP FOR DISTRICT TREASURER AND ACCOUNTING SERVICES

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, on August 15, 2023, after successfully completing a competitive solicitation process, the Mid-Peninsula Water District ("District") entered into a contract with Eide Bailly LLP for (1) financial management services, (2) District Treasurer services, and (3) services to help prepare for and support the District's Year-end audit; and

WHEREAS, the Board of Directors now desires to amend the contract with Eide Bailly LLP, to extend the contract for one year, add additional services, and authorize further one year extensions, as set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves an amendment, in a form approved by legal counsel, to extend the Contract for Professional Services with Eide Bailly LLP for District Treasurer and accounting services until June 30, 2025; and

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to extend the agreement for subsequent years, if it is in the best interest of the District to do so, with the amounts to be approved in the adoption of the budget.

REGULARLY PASSED AND ADOPTED this 27th day of June 2024 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENCES:

_____
Board President

ATTEST:

_____
Board Secretary

MID-PENINSULA
WATER DISTRICT

AGENDA ITEM NO. 5.E.

DATE: June 27, 2024

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER AUTHORIZATION OF TASK ORDER 25-01 THROUGH 25-05 WITH DISTRICT ENGINEER, PAKPOUR CONSULTING GROUP, INC., FOR ANNUAL ON-GOING SERVICES IN THE AMOUNT OF $140,000

RECOMMENDATION

That the Board authorizes the General Manager to sign Task Orders 25-01 through 25-05 with the District Engineer for fiscal year 2024/2025 on-going services in the amount of $140,000.

FISCAL IMPACT

The fiscal impact for the five (5) areas of work are budgeted in the District's proposed FY 2024/2025 operating budget under Professional Services - District Engineer, line item 710-7102-00-00. Task Orders 25-04 and 25-05, are related to development and water service capacity needs, which are directly offset by a long-time District policy that es developers to deposit $5,000 for non-residential development plan review and meetings with the District Engineer and legal counsel, and to pay the cost for PCG to run the hydraulic model for water service upgrades related to fire sprinklers (typically about $550 for a model run).

DISCUSSION

For the last several fiscal years, the District has used Task Orders to authorize and track routine work. In this case, the District Engineer is indicating five areas of routine work and the cost to provide the service in fiscal year 2024-2025:

Task Order 25-01:	Support for Miscellaneous Projects	$ 25,000
Task Order 25-02:	Support for Development & Update of CIP	$ 45,000
Task Order 25-03:	Maintenance/Update District Standard Construction Details & Specifications	$ 20,000
Task Order 25-04:	Maintain/Update District Hydraulic Model	$ 30,000
Task Order 25-05:	Review of Development Projects	$ 20,000
	Total	$140,000

Last fiscal year, $145,000 was budgeted for these same routine work tasks.

Attachments: Task Orders 25-01 through 25-05

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

Mid-Peninsula Water District
Task Order Form

Title: District Engineer Support for Review of Development Projects		Page 1 of 1
1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Amended & Restated Contract for Professional Services dated July 1, 2021	
3. Task Order No.: 25-05	**4. Task Order Type:** District Engineer Services	

5. Period Of Performance:
Services during July 1, 2024 through June 30, 2025

6. T. O. Cost history	COST	FEE	TOTAL
This Action Amount		$ 20,000.00	$ 20,000.00
Previously Approved Amount			$ -
NEW TOTAL	$ -	$ 20,000.00	$ 20,000.00

Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.

7. Summary of Work to be Performed Under Task Order:

All work related to reviewing development projects submitted to the District and assigned to District Engineer for review (cost reimbursed by applicant), PCG Project No. 10012.11.

8. T. O. Documentation Requirements:	**9. Schedule/Deliverables:**
Update to District expense tracking sheet for capital projects	As needed

10. Payment Provisions:
District will remit payment upon receipt of monthly invoice from District Engineer for capital project support and approval for payment.

11. Contractor/Consultant Project Manager:	**Phone Number:**
Joubin Pakpour, PE	(925) 224-7717

AUTHORIZED SIGNATURES

12. Mid-Peninsula Water District	**13. Contractor/Consultant**
Signature:	Signature:
Print Name: Kat Wuelfing	Print Name: Joubin Pakpour
Title: General Manager	Title: President
Date:	Date:

Mid-Peninsula Water District
Task Order Form

Title:	District Engineer Support to Maintain and Update District's Hydraulic Model	Page 1 of 1

1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Amended & Restated Contract for Professional Services dated July 1, 2021
3. Task Order No.: 25-04	**4. Task Order Type:** District Engineer Services

5. Period Of Performance:
Services during July 1, 2024 through June 30, 2025

6. T. O. Cost history	COST	FEE	TOTAL
This Action Amount		$ 30,000.00	$ 30,000.00
Previously Approved Amount			$ -
NEW TOTAL	$ -	$ 30,000.00	$ 30,000.00

Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.

7. Summary of Work to be Performed Under Task Order:

All work related to maintaining and updating the District's hydraulic model, including providing distribution system analysis as requested by developers (cost reimbursed by applicant), PCG Project No. 10012.09.

8. T. O. Documentation Requirements: Update to District expense tracking sheet for capital projects	**9. Schedule/Deliverables:** As needed

10. Payment Provisions:
District will remit payment upon receipt of monthly invoice from District Engineer for capital project support and approval for payment.

11. Contractor/Consultant Project Manager: Joubin Pakpour, PE	**Phone Number:** (925) 224-7717

AUTHORIZED SIGNATURES

12. Mid-Peninsula Water District	**13. Contractor/Consultant**
Signature:	Signature:
Print Name: Kat Wuelfing	Print Name: Joubin Pakpour
Title: General Manager	Title: President
Date:	Date:

Mid-Peninsula Water District
Task Order Form

Title:	District Engineer Support to Maintain and Update District's Standard Construction Details and Specifications	Page 1 of 1

1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Amended & Restated Contract for Professional Services dated July 1, 2021
3. Task Order No.: 25-03	**4. Task Order Type:** District Engineer Services

5. Period Of Performance:
Services during July 1, 2024 through June 30, 2025

6. T. O. Cost history	COST	FEE	TOTAL
This Action Amount		$ 20,000.00	$ 20,000.00
Previously Approved Amount			$ -
NEW TOTAL	$ -	$ 20,000.00	$ 20,000.00

Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.

7. Summary of Work to be Performed Under Task Order:

All work related to maintaining and updating the District's standard construction details and specifications, PCG Project No. 10012.08.

8. T. O. Documentation Requirements: Update to District expense tracking sheet for capital projects	**9. Schedule/Deliverables:** As needed

10. Payment Provisions:
District will remit payment upon receipt of monthly invoice from District Engineer for capital project support and approval for payment.

11. Contractor/Consultant Project Manager: Joubin Pakpour, PE	**Phone Number:** (925) 224-7717

AUTHORIZED SIGNATURES

12. Mid-Peninsula Water District	**13. Contractor/Consultant**
Signature:	Signature:
Print Name: Kat Wuelfing	Print Name: Joubin Pakpour
Title: General Manager	Title: President
Date:	Date:

Mid-Peninsula Water District
Task Order Form

Title:	District Engineer Support for Development and Update of Capital Improvement Program	Page 1 of 1

1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Amended & Restated Contract for Professional Services dated July 1, 2021
3. Task Order No.: 25-02	**4. Task Order Type:** District Engineer Services

5. Period Of Performance:
Services during July 1, 2024 through June 30, 2025

6. T. O. Cost history	COST	FEE	TOTAL
This Action Amount		$ 45,000.00	$ 45,000.00
Previously Approved Amount			$ -
NEW TOTAL	$ -	$ 45,000.00	$ 45,000.00

Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.

7. Summary of Work to be Performed Under Task Order:

All work related to developing and updating the District's capital improvement program, including assisting other consultants in preparing any needed rate studies, PCG Project No. 10012.07.

8. T. O. Documentation Requirements: Update to District expense tracking sheet for capital projects	**9. Schedule/Deliverables:** As needed

10. Payment Provisions:
District will remit payment upon receipt of monthly invoice from District Engineer for capital project support and approval for payment.

11. Contractor/Consultant Project Manager: Joubin Pakpour, PE	**Phone Number:** (925) 224-7717

AUTHORIZED SIGNATURES

12. Mid-Peninsula Water District	**13. Contractor/Consultant**
Signature:	Signature:
Print Name: Kat Wuelfing	Print Name: Joubin Pakpour
Title: General Manager	Title: President
Date:	Date:

Mid-Peninsula Water District
Task Order Form

Title: District Engineer Support for Miscellaneous Projects		Page 1 of 1

1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Amended & Restated Contract for Professional Services dated July 1, 2021
3. Task Order No.: 25-01	**4. Task Order Type:** District Engineer Services

5. Period Of Performance:
Services during July 1, 2024 through June 30, 2025

6. T. O. Cost history	COST	FEE	TOTAL
This Action Amount		$ 25,000.00	$ 25,000.00
Previously Approved Amount			$ -
NEW TOTAL	$ -	$ 25,000.00	$ 25,000.00

Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.

7. Summary of Work to be Performed Under Task Order:

Work authorize is described as miscellaneous projects, including weekly meetings with District staff and other assigned work. PCG Project No. 10012.04.

8. T. O. Documentation Requirements: Update to District expense tracking sheet for capital projects	**9. Schedule/Deliverables:** As needed

10. Payment Provisions:
District will remit payment upon receipt of monthly invoice from District Engineer for capital project support and approval for payment.

11. Contractor/Consultant Project Manager: Joubin Pakpour, PE	**Phone Number:** (925) 224-7717

AUTHORIZED SIGNATURES

12. Mid-Peninsula Water District	**13. Contractor/Consultant**
Signature:	Signature:
Print Name: Kat Wuelfing	Print Name: Joubin Pakpour
Title: General Manager	Title: President
Date:	Date:

MID-PENINSULA
WATER DISTRICT

AGENDA ITEM NO. 7.A.

DATE: June 27, 2024

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER AUTHORIZATION OF TASK ORDER 25-06 WITH DISTRICT ENGINEER, PAKPOUR CONSULTING GROUP, INC., FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE HARBOR BOULEVARD WATER MAIN IMPROVEMENT (CIP: 20-07) IN THE AMOUNT OF $24,300

RECOMMENDATION

That the Board authorizes the General Manager to sign Task Order 25-06 with the District Engineer for additional support services during the Harbor Boulevard Water Main Improvement capital project, 20-07, in the amount of $24,300.

FISCAL IMPACT

The fiscal impact for the recommendation will come from the District's capital reserves and will be accounted for in the Harbor Boulevard Water Main Improvement project. The $24,300 recommended would bring the expense for design and construction management support to $438,800.

DISCUSSION

A budget for design and construction management support related to the Harbor capital project was prepared by the District Engineer taking the project from design through project close out. During construction, the District Engineer provided additional services, used budgeted time, to assist with a County traffic signal matter and a contractor trench matter, which then reduced the time available to close out the project. This task order recognizes the time spent on the issue with the County and contractor and provides budget to close out the Harbor capital project, including as-built plans.

For reference, the final and approved construction cost paid to the contractor, C2R Engineering, for the Harbor Boulevard Water Main Improvement capital project was $2,079,000.

Attachments: Task Order 25-06

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

Mid-Peninsula Water District
Task Order Form

Title: Harbor Blvd Water Main Improvements (CIP 20-07)		Page 1 of 1

1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Amended & Restated Contract for Professional Services dated July 1, 2021
3. Task Order No.: 25-06	**4. Task Order Type:** District Engineer Capital Project Support

5. Period Of Performance:
Services through duration of project

6. T. O. Cost history	COST	FEE	TOTAL
This Action Amount		$ 24,300.00	$ 24,300.00
Previously Approved Amount		$ 414,500.00	$ 414,500.00
NEW TOTAL	$ -	$ 438,800.00	$ 438,800.00

Except as otherwise expressly provided herein, the Contractor/Consultant shall perform the work described below in accordance with all terms and conditions of the Contract referenced above.

7. Summary of Work to be Performed Under Task Order:

Additional Service Request No. 3 - (1) San Mateo County's Traffic Signal Line (2) Trench Depth / Change Order #02 (3) Project Close Out

8. T. O. Documentation Requirements: PCG Additional Service Request No. 2 Dated January 25, 2024 and update to District expense tracking sheet for capital projects	**9. Schedule/Deliverables:** Vary per construction schedule

10. Payment Provisions:
District will remit payment upon receipt of monthly invoice from District Engineer for capital project support and approval for payment.

11. Contractor/Consultant Project Manager: Joubin Pakpour, PE	**Phone Number:** (925) 224-7717

AUTHORIZED SIGNATURES

12. Mid-Peninsula Water District	**13. Contractor/Consultant**
Signature:	Signature:
Print Name: Kat Wuelfing	Print Name: Joubin Pakpour
Title: General Manager	Title: President
Date:	Date:

DocuSign Envelope ID: 6030CE39-40F1-4062-B090-D5D458BB7AF0

PAKPOUR CONSULTING GROUP

June 19, 2024 ***10012.28***

Kat Wuelfing
General Manager
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

Subject: Additional Service Request No. 3
Harbor Blvd Water Main Improvements
Mid-Peninsula Water District

Dear Kat,

At the request of the Mid-Peninsula Water District (District), *Pakpour Consulting Group, Inc. (PCG)* prepared a proposal on December 7, 2022, to provide construction management support services for Harbor Blvd Water Main Improvements. As the District's staff are aware, the project's construction required more oversight and coordination than was initially anticipated. Our Project Manager, Feraydoon Jahanian-Farsi, and I spent additional hours during the construction, as detailed below:

Trench Depth / Change Order #02

On August 7, 2023, the District received change order request #02 from C2R for the water main being installed deeper than what was shown on the project plans and profile due to sewer main lateral conflicts. PCG analyzed the data from the district inspector and generated an Excel sheet showing the actual elevation change. PCG also created a new profile comparing the design to the installed water main to clarify and understand the changes. Our estimated time in additional service No. 2 was exceeded by 20 hours.

San Mateo County's Traffic Signal Line

On June 27, 2023, and June 28, 2023, the contractor, C2R, damaged an unmarked traffic signal line and their conduit. PCG conducted additional meetings with the District's staff and attorney, providing supporting data, background information, and feedback. In addition, I spent a significant amount of time coordinating with the County's staff to explain the situation and determine the party responsible for covering the cost of damages. Our estimated time in additional service No. 2 was exceeded by 10 hours.

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Project Close Out

Due to the unforeseen soil conditions encountered during construction, the closeout of the project has exceed the hours we had budgeted for the project. The alignment and profile needed extensive rework to bring the design plans in conformance with the as-built conditions.

Budget Request

District Engineer	10 hours x $260	$2,600.00
Project Manager	100 hours x $205	$20,500.00
Direct Cost Multiplier 5%		$1,200.00
Total Additional Service Request No. 3:		**$24,300.00**

Original Proposal – *Design Services*	$261,000.00
Additional Service Request No. 1 – *Construction Support Service*	$129,300.00
Additional Service Request No. 2	$24,200.00
Additional Service Request No. 3 – ***Current Request***	$24,300.00
Total Contract Budget	**$438,800.00**

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:
Joubin Pakpour
FD1650F8C0904EA...

Joubin Pakpour, PE
President

J:\Projects\MPWD - 10012.00\28 - Harbor Blvd Water Main Improvements\Contract\Agency\28-MPWD-Wuelfing-24.06.19-Harbor Blvd CM Support-ASR3.docx

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.A.

DATE: July 27, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Alison Bell, Administrative Services Manager

SUBJECT: CONSIDER RESOLUTION 2024-10 CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE ELECTION OF TWO (2) MEMBERS OF THE GOVERNING BOARD OF DIRECTORS REPRESENTING DISTRICTS 1 AND 2, AND APPROVING THE SAN MATEO COUNTY CANDIDATE POLICY FORM FOR SPECIAL DISTRICTS

RECOMMENDATION

Approve Resolution 2024-10.

FISCAL IMPACT

$35,000 is budgeted for the November 5, 2024, MPWD election.

DISCUSSION

Attached are the following documents from Mark Church, Chief Elections Officer & Assessor County Clerk-Recorder, for the November 5, 2024, Presidential General Election:

1. Resolution 2024-10.
2. Administrative Contact & Incumbent List Form; and
3. San Mateo County Candidate Policy Form.

The completed forms need to be returned to the County no later than July 3, 2024.

For the last two (2) MPWD elections (November 3, 2020 and November 8, 2022), the Board determined that the candidate's statement would be limited to 400 words and the candidate would pay for the candidate statement. Staff is proposing to follow that approach for the November 5, 2024 election.

The attached Resolution 2024-10 is also required by the San Mateo County Elections Office. District Counsel reviewed the service agreement.

Attachments: Resolution 2024-10
Administrative Contact & Incumbent List Form
San Mateo County Candidate Policy Form
Service Agreement for MPWD

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

RESOLUTION NO. 2024-10

CALLING FOR AN ELECTION TO BE HELD ON NOVEMBER 5, 2024, FOR THE ELECTION OF TWO MEMBERS OF THE MID-PENINSULA WATER DISTRICT GOVERNING BOARD REPRESENTING DISTRICTS 1 AND 2

***

MID-PENINSULA WATER DISTRICT

The Governing Board of the Mid-Peninsula Water District hereby resolves as follows:

WHEREAS, an election has been ordered to be held on November 5, 2024 in the Mid-Peninsula Water District for the purpose of electing members of the its Governing Board ("Board"); and

WHEREAS, pursuant to Section 1001 of the Elections Code of the State of California, there is an established General Statewide election to be held on the same date; and

WHEREAS, pursuant to Part 3, Consolidation of Elections, and commencing with Section 10400 of the Elections Code of the State of California, an election for members of the Board may be either completely or partially consolidated with another election held on the same day, if in the same territory, or in territory that is part the same; and

WHEREAS, pursuant to Section 1002 of the Elections Code of the State of California, the Board desires to adopt this resolution to request that the Board of Supervisors of the County of San Mateo permit the County's the San Mateo County Chief Elections Officer & Assessor–County Clerk–Recorder (the "Chief Elections Officer") to render specified services to the Mid-Peninsula Water District relating to the conduct of the on November 5, 2024 election.

NOW, THEREFORE, BE IT RESOLVED

Section 1. An election is hereby called to be held in and for the Mid-Peninsula Water District on November 5, 2024, to elect two (2) (members of the Governing Board representing District One (1) and District Two (2) for a full term of four (4) years.

Section 2. Pursuant to Elections Code 10002, the Governing Board of the Mid-Peninsula Water District hereby requests the Board of Supervisors of the County of San Mateo to make available the services of the San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the "Chief Elections Officer") as the County Elections Official for the purpose of rendering services in the conduct of the election to be held on November 5, 2024.

Section 3. The election to be held on November 5, 2024, will be conducted by district. Each governing board member shall reside in the sub district area where she or he seeks to represent and shall be elected by the registered voters of that particular sub district area (by district).

Section 4. Pursuant to Elections Code 10509, not less than 125 days prior to the date of the election, the jurisdiction secretary shall deliver a notice to the Chief Elections Officer. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

(a) The elective offices of the jurisdiction to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.

(b) Whether the jurisdiction or the candidate is to pay for the publication of a candidate statement.

Section 5. Pursuant to Elections Code 10522, not less than 125 days prior to the date of the election, the Mid-Peninsula Water District shall deliver to the Chief Elections Officer a map showing the boundaries of the jurisdiction and the boundaries of the divisions of the jurisdiction, if any, within the County and a statement indicating in which divisions a member of the Governing Board is to be elected and whether any elective officer is to be elected at large at the next general district election.

Section 6. The General Manager of the Mid-Peninsula Water District, or his/her designee, is hereby authorized and directed to enter an Elections Service Agreement with the Chief Elections Officer regarding the election to be held November 5, 2024, to outline the detailed services to be provided by both the Mid-Peninsula Water District and the Chief Elections Officer.

Section 7. The Chief Elections Officer will send an itemized invoice to the Mid-Peninsula Water District for all services provided pursuant to the Elections Service Agreement after the election is conducted and all related costs are determined, and the General Manager of the Mid-Peninsula Water District, or his/her designee, is hereby authorized and directed to submit payment on the full amount of the invoice to the County of San Mateo within forty-five (45) days of the date of the invoice.

Section 8. Pursuant to Elections Code 13307, each candidate for the Governing Board to be voted in the election to be held on November 5, 2024, may prepare a candidate statement on the appropriate form provided by the Chief Elections Officer. Such statement shall be limited to four hundred (400) words. The prorated costs of printing, mailing and translating the statements shall be paid by the candidate.

REGULARLY PASSES AND ADOPTED this 27th day of July 2024.

AYES:

NOES:

ABSENTIONS:

ABSENCES:

_____

BOARD PRESIDENT

ATTEST:

_____

SECRETARY OF THE BOARD

OFFICE OF
ASSESSOR-COUNTY CLERK-RECORDER & ELECTIONS
REGISTRATION & ELECTIONS DIVISION
COUNTY OF SAN MATEO

Administrative Contact & Incumbent List Form for the November 5, 2024 Presidential General Election

Official District (Jurisdiction) Name: MID-PENINSULA WATER DISTRICT

Primary Administrative Contact	
Name Kat Wuelfing	Phone 650-591-8941
E-mail kwuelfing@midpeninsulawater.org	Fax 650-591-4998
Secondary Administrative Contact	
Name Alison Bell	Phone 650-591-8941
E-mail abell@midpeninsulawater.org	Fax 650-591-4998

Complete List of Incumbent Board Members – Also Name Incumbent's Trustee Area/Subdistrict Area if Elected by District – Circle Appointed or Elected		
Name **Kirk R Wheeler**	Trustee Area/Subdistrict Area **District 3**	Most Recent Date (Appointed / Elected) **November 2022**
Name **Louis J Vella**	Trustee Area/ Subdistrict Area **District 1**	Most Recent Date (Appointed / Elected) **November 2020**
Name **Brian Schmidt**	Trustee Area/ Subdistrict Area **District 5**	Most Recent Date (Appointed / Elected) **November 2022**
Name **Matthew P Zucca**	Trustee Area/ Subdistrict Area **District 2**	Most Recent Date (Appointed / Elected) **November 2020**
Name **Catherine Jordan**	Trustee Area/ Subdistrict Area **District 4**	Most Recent Date (Appointed / Elected) **November 2022**
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)
Name	Trustee Area/ Subdistrict Area	Most Recent Date (Appointed / Elected)

40 Tower Road, San Mateo, CA 94402
P 650.312.5222 **F** 650.312.5348 **email** registrar@smcacre.org **web** www.smcacre.org

OFFICE OF
ASSESSOR-COUNTY CLERK-
RECORDER & ELECTIONS
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

Candidate Policy Form for Special Districts
November 5, 2024
Presidential General Election

Please complete and return this form by July 3, 2024 (EC §§10509, 10522)

Our District Board adopts the following policies effective for the November 5, 2024 Presidential General Election:				
1	The *number of members* to be elected to the Governing Board for a **4-year term:** _Two (2)_____			
	Names of incumbents currently holding these seats (Indicate sub-district if election is by district)			
	Name Matthew Zucca	Sub-district 2	Name Louis J. Vella	Sub-district 1
	Name	Sub-district	Name	Sub-district
2	The *number of members* to be elected to the Governing Board for a **2-year term** (if applicable to fill balance of an unexpired term): _____			
	Name(s) of incumbent(s) currently holding or who previously held and has vacated this seat(s)			
	Name	Sub-district	Name	Sub-district
	Name	Sub-district	Name	Sub-district
3	Election type			
	☐ **At-large:** Each governing board member shall reside in the jurisdiction and shall be elected by the registered voters of the entire jurisdiction			
	☒ **By district:** Each governing board member shall reside in the sub-district area where she or he seeks to represent and shall be elected (choose one): ☒ By the registered voters of that particular sub-district area ☐ By the registered voters of the entire jurisdiction			
4	The word limit for a candidate statement will be (EC §13307)			
	☐ 200-word statement ☒ 400-word statement			
5	The cost of the candidate's statement sent to each voter will be paid by (EC §13307)			
	☐ District (Jurisdiction) ☒ Candidate			

(District Seal)

_____
Signature of the General Manager or Administrator and Date

Kat Wuelfing, General Manager
Print Name and Title

Mid-Peninsula Water District
Official District Name (***to be used as ballot heading***)

40 Tower Road, San Mateo, CA 94402
P 650.312.5222 **F** 650.312.5348 **email** registrar@smcacre.gov **web** www.smcacre.gov

SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES
BETWEEN THE
_____AND
SAN MATEO COUNTY CHIEF ELECTIONS OFFICER & ASSESSOR - COUNTY CLERK - RECORDER

This Service Agreement for the Provision of Election Services ("Agreement"), entered into this _____ day of _____, 20__, by and between the _____ (the "District") and San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the "Chief Elections Officer");

WHEREAS, it is necessary and desirable that the Chief Elections Officer be retained for the purpose of conducting an election, described in more detail below, relating to the _____ (the "District"); and

WHEREAS, the Chief Elections Officer has been asked by the District to conduct an election on _____ (the "Election").

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE DISTRICT:

1) Within the time frame set by statute, the District will request the Board of Supervisors, through the Chief Elections Officer, to conduct an election relating to the District on_____ and will request the services of the Chief Elections Officer in relation to the Election.

2) The District will prepare and deliver to the Chief Elections Officer the ballot pamphlet information containing, as applicable, the ballot measure and tax rate statement by 88 days prior to the Election and/or the offices to be voted on by 123 days prior to the Election.

3) The District, if applicable, will review and sign off on the official ballot wording for measures.

4) The District will complete any other non-delegable tasks required by law in relation to the Election.

5) The District shall maintain records/maps regarding the boundaries of the District and will notify the Chief Elections Officer of any changes/additions to those boundaries by 125 days prior to the Election.

SERVICES TO BE PERFORMED BY CHIEF ELECTIONS OFFICER:

1) The Chief Elections Officer will publish the Notice of Election and, if applicable, the Notice to File Arguments For or Against any measure.

2) The Chief Elections Officer will select the sample and official ballot printer(s) and translators.

3) The Chief Elections Officer will prepare and deliver all election information to the printers and translators.

4) The Chief Elections Officer will determine the appropriate translation and transliteration of all pertinent documents.

5) The Chief Elections Officer will issue, receive, and process vote by mail ballots.

6) The Chief Elections Officer will set up ADA compliant Vote Centers, publish any required notices, and conduct the Election.

7) The Chief Elections Officer will provide services for any official recount or election contest, if applicable.

8) The Chief Elections Officer will conduct all aspects of the Canvass of Votes Cast. Pursuant to Section 10262 of the Elections Code, the Chief Elections Officer will submit a Certificate of Chief Elections Officer to the District's governing body certifying the results of the Election.

9) The Chief Elections Officer will conduct other various and miscellaneous election-related activities directly required to conduct the Election itself. To the extent that the District has obligations under law to perform various duties that relate to the Election beyond those directly involved with conducting the Election, those duties remain the responsibility of the District. If the District wishes to have any such duties performed by the Chief Elections Officer, the parties must mutually agree in advance in writing to have the Chief Elections

Officer perform such duties. By way of example only, if the District is required to send certain notices or adopt resolutions relating to the Election, those duties remain duties of the District.

TERMS:

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the Election to be held on _____, including before and after said Election date.

In the event the Chief Elections Officer is unable to perform services required under this Agreement as a result of employer/employee relation conditions, vendor conditions, the unavailability of Federal, State, or County funds, COVID-19-related limitations, and/or other conditions beyond the control of the Chief Elections Officer, the Chief Elections Officer will be relieved of all obligations under this Agreement. The Chief Elections Officer may terminate this Agreement after giving 72 hours written notice, at which time the Chief Elections Officer will be relieved of all obligations under this Agreement.

This Agreement can be terminated by the District upon 30 days written notice.

COST FOR SERVICES:

In consideration of the performance of services and supplies provided by the Chief Elections Officer, including 1) any and all costs incurred during a recount or election contest that are not reimbursed by the voter requesting the recount or filing the contest as specified in the Elections Code and 2) any other costs associated with the Election, such as return postage costs and costs for ensuring voter accessibility, the District shall pay to the Chief Elections Officer a sum equal to the full cost of the Election, including all such services, supplies, and other costs.

The Chief Elections Officer shall send an itemized invoice to the District for all services provided pursuant to this Agreement after the Election is conducted and all related costs are determined. Payment on the full amount of the invoice shall be due and the District shall submit payment to the County of San Mateo within forty-five (45) days of the date of the invoice (the “Due Date”). If the amount is not paid in full within this time, interest shall accrue monthly at a rate of 0.25% per month (equivalent to 3% annually) on the unpaid balance starting at the Due Date. Thereafter, invoices will be sent and shall be payable within thirty (30) days of the date of the invoice, with interest being added each month for any unpaid balance.

DISTRICT

Signature: _____ Date: _____

Print Name: _____

Title: _____

COUNTY

Signature: _____ Date: _____

Print Name: _____

Title: _____

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8B

DATE: June 27, 2024

TO: Board of Directors

FROM: Monique Robinson, Management Advisor
Tammy Rudock, Principal / Pakpour Consulting Group, Inc.

SUBJECT: CONSIDER RESOLUTION 2024-11 APPROVING AND ADOPTING THE RECORDS MANAGEMENT POLICY FOR THE MID-PENINSULA WATER DISTRICT, EFFECTIVE JUNE 28, 2024

RECOMMENDATION
Approve Resolution 2024-11.

FISCAL IMPACT
Besides staff time input and coordination with consultants, after the Records Management Policy (RMP) is approved and published into a manual, there will be on-site staff training. The following are estimated costs to project completion and deliverables:

- Pakpour Consulting Group, Inc. $18,250
- Hansen Bridgett LLP $ 5,000
- JRocket77 Design & Marketing $ 5,000 (including printing/shipping of policy manuals)

$28,250 TOTAL

BACKGROUND
For the past few months, Tammy Rudock, Principal with Pakpour Consulting Group, Inc. (PCG) has worked closely with MPWD's project team, including Monique Robinson, Management Advisor (former Administrative Services Manager), project leader, and General Manager Kat Wuelfing, to develop the MPWD's RMP.

A DRAFT RMP was created in late 2021 shortly after Monique started working at the MPWD. She researched MPWD records for existing records management policies and created the initial draft policy document. The project team reached out to MPWD supervisors and managers and met with them in the development of this policy, and particularly the records categories for the retention schedule, and received good feedback from them. District Counsel is credited with the final review and many other productive suggestions.

The attached DRAFT RMP is intended to be a comprehensive collection of staff and District Counsel input, existing policies, and other more recent local government and water district records management policies, restated and updated for legal compliance, to best reflect MPWD administrative, financial, and operational records management processes, and to incorporate best management practices. This policy replaces and supersedes all records management and destruction policies, revisions, and amendments previously adopted by the MPWD, including:

- Resolution 2005-02 Authorizing Destruction of District Personnel Records; and
- Resolution 2005-13 Authorizing Destruction of District Contracts and Agreements.

Professional Standards and Retention Guidelines. Selected professional associations and other governmental agencies, such as the California Secretary of State, California Special Districts Association (CSDA), the Department of Justice, and the City Clerks Association, have published standards, model retention guidelines, best management practices, and/or articles recommending retention periods of different types of records. Although these standards and guidelines are not binding on the District, the District has taken these documents into consideration in establishing the District's records management policy and retention schedule.

The following resources were referenced and used for best management practices in developing this Records Management Policy for the MPWD:

- California Secretary of State's Local Government Records Management Guidelines (February 2006).
- Records Management Handbook prepared by the California Records and Information Management Program (CalRIM), California State Archives, and the California Office of the Secretary of State (July 21, 2014).
- MPWD Resolution 2005-02 Authorizing Destruction of District Personnel Records dated February 24, 2005.
- MPWD Resolution 2005-13 Authorizing Destruction of District Contracts and Agreements dated December 15, 2005.
- California Special Districts Association Records Retention Policy No. 3310 from its Sample Policy Handbook.
- Records management policies and retention schedules of other California special districts.
- Relevant statutory and regulatory sources, including the California Government Code, California Code of Regulations, the United States Code, and the Code of Federal Regulations.

DISCUSSION

Proper management of District records ensures prompt and accurate retrieval of records and compliance with legal and regulatory requirements, and professional standards.

Government Code Sections 60200 through 60203 govern the retention and destruction of records for special districts in California.

Vital records are identified within the RMP (Section 6.2) for MPWD business continuity. This has been an objective of the District's for a long time, which will be achieved with the adoption of this policy.

RMP Overview

The RMP is divided into eleven (11) sections, and two (2) exhibits:

- Section 1 Purpose
- Section 2 Records Management Resources
- Section 3 Definitions
- Section 4 Authority
- Section 5 Employee Duties and Responsibilities
- Section 6 Records Retention
- Section 7 Records Destruction
- Section 8 Electronic Records Management / Network Drives
- Section 9 Management and Retention of Electronic Communications

- Section 10 Trustworthy Electronic Records / Document Imaging
- Section 11 Policy Review

- Exhibit A – Records Retention Schedule
- Exhibit B – Certificate of Records Destruction

Short executive summaries of noteworthy policy sections follow herein below.

Authority and Employee Duties and Responsibilities. The General Manager is authorized to interpret and implement this policy, and the General Manager and Administrative Services Manager are authorized to ensure compliance with the terms of this policy.

All District employees have responsibilities for records management, and the control environment is the responsibility of Management.

Records Retention. This section of the RMP is the most detailed portion of the policy and governs the following significant records management activities:

- Section 6.1 General Guidelines
- Section 6.2 Vital Records and Business Continuity
- Section 6.3 Duplicate Records
- Section 6.4 Transitory Records
- Section 6.5 Exceptions to Scheduled Disposal of Obsolete Records
- Section 6.6 Records Storage
- Section 6.7 Records Retention Schedule

Exhibit A – *Records Retention Schedule* identifies the record categories and retention periods.

Records Destruction. Final disposition of records is performed after the identified record has met or exceeded its retention period no matter what media is used to store it (paper, electronic). The RMP contains destruction procedures and a form in Exhibit B – *Certificate of Records Destruction*, and provisions for destruction methodology (shredding and recycling) and documentation of lost or accidentally destroyed records.

Following Board adoption of the RMP, the project team will follow through with scheduling next month (July 2024) the destruction of approximately 250 boxes (stored at Folger Drive) containing identified and logged records and files that have far exceeded their retention periods in compliance with the RMP. Per the policy, the General Manager will report that the task has been completed.

Electronic Records Management. There are sections within the RMP dedicated to:
- Electronic records management and network drives.
- Management and retention of electronic communications.
- Trustworthy electronic records and document imaging.

It is important to have these policies and procedures regarding electronic records, especially those intended to serve as the District's official records, to ensure consistent use, security, safekeeping, and management of those records.

Policy Review. The policy should be reviewed every four (4) years, except as otherwise noted within the policy, or as necessary when there are new legal requirements or policies developed.

Missing Original District Resolutions from 2021

It was discovered during this policy development that original signed resolutions were missing from the District's permanent records. Original Resolution Nos. 2021-01 through 2021-33 were found to be missing, but scanned versions were maintained. Staff searched to no avail, and it is possible they might be among the "flood files" that were hurriedly removed from Dairy Lane and boxed up. After conferring with District Counsel, the scanned versions were stamped with the District's seal and a note attached verifying that they were serving as "trusted copies" as defined in the attached Records Management Policy.

Missing Original District Ordinances from 1929 – 2015

It was also discovered during this policy development that original signed ordinances were missing from the District's permanent records. An assumption was made that the numbering of Ordinances began at 01, therefore the assumed original Ordinances Nos. 01 – 108 were found to be missing but scanned versions of Ordinances 103 – 108 were maintained. Staff searched to no avail, and it is possible they might be among the "flood files" that were hurriedly removed from Dairy Lane and boxed up. The scanned versions were stamped with the District's seal and a note attached verifying that they were serving as "trusted copies" as defined in the attached Records Management Policy.

RMP Deliverable

Once finalized and approved by the Board of Directors, PCG will work with MPWD consultant John Davidson, and the RMP will be formatted into a manual (like the MPWD's Personnel and Financial Management policies) and staff training sessions will be scheduled. It should simplify the policy reference process and increase workplace efficiencies for management, staff, Board members, customers, and contractors/vendors and allow the District to operate in a more transparent manner beneficial to all.

Recommendations by the Project Team

Three (3) priority objectives recommended by the project team for the District's next phases of records management are as follows:

1. The "flood files" currently stored at the District's Folger Drive property contain records, many of them permanent official records, that should be organized and identified for records retention in compliance with the RMP.
2. Standard operating procedures should be developed for the District's abundant e-file system and electronic records filed therein.
3. All the District's hard copy as-built drawings of past projects should be converted to mylar or something equivalent for sturdiness and protection from the elements and should be included in every construction project going forward as a deliverable. That way these records identified as permanent records for the District, in addition to their electronic versions, can be better maintained than the paper ones that are deteriorating.

Attachments: Resolution 2024-11
DRAFT MPWD Records Management Policy

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

RESOLUTION 2024-11

APPROVING AND ADOPTING THE RECORDS MANAGEMENT POLICY FOR THE MID-PENINSULA WATER DISTRICT, EFFECTIVE JUNE 28, 2024

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, Government Code Sections 60200 through 60203 govern the retention and destruction of records for special districts in California; and

WHEREAS, the Board of Directors of the Mid-Peninsula Water District (MPWD) had existing policies related to records management and destruction activities, including but not limited to District personnel records and contracts and agreements; and

WHEREAS, staff determined it was in the best interest of MPWD and the public to create a comprehensive records management policy, incorporating the MPWD's existing policies, restated and updated for legal and regulatory and professional standards compliance, to reflect MPWD administrative, financial, and operational practices, and to incorporate best management practices; and

WHEREAS, the MPWD 2024-2024 Strategic Plan included a priority objective to develop a comprehensive Records Management Policy; and

WHEREAS, the new Records Management Policy was presented to the Board of Directors at its regular meeting on June 27, 2024; and

WHEREAS, the Records Management Policy will be formatted and published into a manual to simplify the policy reference process and increase workplace efficiencies for staff, Board members, customers, and contractors/vendors, and allow the District to continue to operate in a transparent manner beneficial to all; and

WHEREAS, training will be provided to staff on the new Records Management Policy; and

WHEREAS, upon adoption of this resolution, the following District resolutions shall be repealed and rescinded effective June 28, 2024:

- Resolution 2005-02 Authorizing Destruction of District Personnel Records; and
- Resolution 2005-13 Authorizing Destruction of District Contracts and Agreements.

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

1. The new Records Management Policy, including Exhibit A – Records Retention Schedule and Exhibit B – Certificate of Records Destruction, presented to the Board at its regular meeting on June 27, 2024, is approved and adopted for records management at the Mid-Peninsula Water District.

2. The Records Management Policy complies with California law and any obsolete records destroyed pursuant to the policy will not adversely affect the District or the public.

3. The General Manager or their designee is authorized to do all acts necessary to give effect to and comply with the terms and intent of the Records Management Policy.

4. The General Manager or their designee, with District Counsel approval, shall have ongoing authority without further approval from the Board of Directors to authorize destruction of obsolete District records in accordance with the Records Management Policy.

5. District Resolution Nos. 2005-02 and 2005-13 are rescinded effective June 28, 2024.

6. The effective date of the Records Management Policy is June 28, 2024.

REGULARLY PASSED AND ADOPTED this 27th day of June 2024 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

_____

BOARD PRESIDENT

ATTEST:

_____

BOARD SECRETARY

RECORDS MANAGEMENT POLICY

June 27, 2024

DRAFT

MID-PENINSULA
WATER DISTRICT

20876546.1

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Attachments:

- *EXHIBIT A – Records Retention Schedule*
- *EXHIBIT B – Certificate of Records Destruction*

RECORDS MANAGEMENT POLICY

POLICY STATEMENT

It is the policy of the Mid-Peninsula Water District ("District") to properly manage the retention and disposition of District records. Proper management of District records ensures prompt and accurate retrieval of records and compliance with legal and regulatory requirements, as well as minimizes the use of District resources for storage of records that are no longer needed.

This policy applies to all District employees, elected or appointed officials, contractors, vendors, temporary personnel, volunteers, or anyone creating or using District records.

Management of District records applies to all records in any format (paper, electronic) or location (on-site, off-site, in District vehicles, on District computers, laptops, tablets, and other electronic devices).

SECTION 1.0 PURPOSE

The purpose of this Records Management Policy ("Policy") is to establish a comprehensive and uniform policy for the cost effective and efficient management of the District's records, documents, and writings (including the creation, use, maintenance, security, retention, storage, preservation, and destruction), in accordance with the legal requirements and professional standards identified in this Policy.

This policy will allow the District to continue to operate in a transparent manner beneficial to employees, officials, and members of the public.

This Policy replaces and supersedes all records management and destruction policies, revisions, and amendments previously adopted by the MPWD, including:

- Resolution 2005-02 Authorizing Destruction of District Personnel Records
- Resolution 2005-13 Authorizing Destruction of District Contracts and Agreements

SECTION 2.0 RECORDS MANAGEMENT RESOURCES

Government Code Sections 60200 through 60203 govern the retention and destruction of records for special districts in California.

The California Public Records Act (Government Code Sections 7920.000, *et seq*.) provides definitions for "writings" and "public records," for the purpose of determining which records are required to be disclosed to the public upon request. It also identifies which records are confidential or otherwise exempt from disclosure to the public.

SECTION 2.1 General Rule for Records Retention. All records must be retained for a minimum of two years, unless otherwise unless otherwise specified in this Policy.

SECTION 2.2 Penalties for Destruction of Public Records. There are serious penalties for unlawful destruction of public records. California Government Code Section 6200 provides for punishment by imprisonment up to four (4) years for a District employee or official that is found guilty of willfully destroying (including altering, falsifying, mutilating, defacing, or stealing, in whole or in part) a public record without complying with the requirements of law, including this Policy.

SECTION 3.0 DEFINITIONS

Access – Ability to locate, retrieve, and provide records at the appropriate time for the appropriate individuals.

Active File/Record – Materials maintained in the office of an agency for current daily operations and referred to frequently.

Confidential Record – Any record where there is any possibility that the information could be considered personal (such as personnel or medical records), or private (such as proprietary or non-public financial information received from a third party), or if disclosure could potentially expose the District to liability. Disclosure of a confidential record is prohibited, unless required or permitted, such as in connection with a court proceeding or by a state and/or federal regulatory agency. If there is any question as to whether or not a particular record is "confidential," employees should contact the Attorney for the District (Attorney).

Confidential Records include:

1. Personal information that is confidential and private in nature, including information found in confidential and private employee and customer records such as protected medical information, Social Security numbers, driver's license numbers, passport numbers, and financial account information.

2. Proprietary information provided to the District under contract with another entity under condition that the District not disclose the records.

3. Other information made confidential or exempt from disclosure by law.

Copy – The reproduction, by any method, of the complete substance of a record; a reproduction of an original.

Digital Signature – A cryptographic technique for creating a bit stream that can be affixed to a document (or any other digital object) and thereby attests to its authenticity. A digital signature includes a private key that is known only to its owner and a reciprocal public key

that can be made available to anyone. A digital object signed with a private key can only be validated by its reciprocal public key.

Electronic Record – Digital information content that is captured and stored in a computer storage device or media for future use as evidence of business transactions that requires access to computer technology to render it intelligible to humans, including records created in a digital format and scanned digital records representing reproductions or images of hard copy records.

Historical Record – Records that are no longer of use to the MPWD but because of their age or research value may be of historical interest or significance and should not be destroyed except in accordance with established procedures.

Inactive Record – A record that has a reference rate of less than one (1) search per month. Records that are not needed immediately, but which must be kept for administrative, fiscal, legal, historical, or governmental purposes, prior to disposition.

LAFCo – Local Agency Formation Commission

Legal Hold – A notice or memorandum instructing affected District personnel to suspend destruction of records, including e-mail communications, related to anticipated litigation, audits or investigations.

Media – The materials on which information may be recorded. The media may include paper, USB flash drive, external hard drive, microfilm, magnetic disk, tape, or optical disks.

MPWDEA – Mid-Peninsula Water District Employee Association

Optical Character Recognition (OCR): A process that scans text images and stores the scanned characters in a digital form.

Permanent Record – A record considered to be so valuable or unique that it should be permanently preserved.

Record – Any writing, including e-mail communications, containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District.

Record Copy – A record that is designated to be kept for the full retention period; not a reference, working, or convenience copy.

Records Disposition – Final processing of records; either destruction, permanent retention, or archival preservation.

Records Manager – The individual within an organization who is assigned the responsibility for managing and operating the records management policy.

Records Retention Schedule – The schedule of record categories which are prepared, owned, used, or retained by the District, and which identifies a minimum retention period for each category of record. Records can be destroyed after the termination of the retention period.

RFP – Request for Proposal

RFQ – Request for Qualifications

Temporary Records – Records that are disposable as valueless after a stated period.

Transitory Records – Records / items not retained in the ordinary course of business (e.g., calendars, emails that do not have a material impact on the conduct of District business, invitations, mailing lists, notes, preliminary draft documents, transmittal letters, magazines, professional association materials, facsimile transmittal forms, and records having only transitory value which has no lasting value to the District).

Trustworthy Records – Trustworthy electronic records that are reliable and authentic records and their integrity has been preserved over time. Reliability references that the records can be trusted as accurate representations of the activities and facts associated with a transaction(s) because they were captured at or near the time of the transaction. Authenticity means that electronic records are what they purport to be.

Vital Records – Records containing information necessary to the operating of government in an emergency created by disaster; and records to protect the rights and interests of individuals or to establish and affirm the government in the resumption of operation after a disaster.

Writing – (a) Any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing; (b) any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, any record thereby created, regardless of the manner in which the record has been stored.

SECTION 4.0 AUTHORITY

The General Manager is authorized to interpret and implement this Policy. The Administrative Services Manager is designated as the Records Manager who shall be responsible for:

- The administration of this Policy;

- Monitoring compliance with District policies and procedures for records management;
- Conducting an annual review of the records database to determine which records are eligible for destruction;
- Preparing a list of administrative, executive, and/or operational records eligible for destruction and appropriate authorization forms;
- Ensuring appropriate signatures are received prior to records destruction; and
- Ensuring that obsolete records are destroyed in a timely manner and obtaining the necessary forms certifying that the records have been destroyed.

The General Manager and Administrative Services Manager are authorized to do everything necessary to comply with the terms and intent of this Policy.

SECTION 5.0 EMPLOYEE DUTIES AND RESPONSIBILITIES

All District employees are responsible for:

A. Keeping accurate and complete records of District business activities and for complying with District policies and procedures.
B. Ensuring appropriate safeguarding of confidential, historical, and vital records.
C. Ensuring economical and efficient maintenance of records.
D. Routinely practicing effective controls over the creation, maintenance, and use of District records in all media formats.
E. Segregating, transferring, or disposing of District records in accordance with policies and procedures and retention schedules.

The General Manager, Administrative Services Manager, and Operations Manager are responsible for:

A. All records within their administrative, executive, and/or operational control.
B. Maintaining an active program for the economical and efficient use of records.
C. Ensuring subordinate employee compliance with this Policy.
D. Reviewing annually and designating and approving destruction of District records that have reached the end of their retention period under their control per this Policy and retention schedules.

SECTION 6.0 RECORDS RETENTION

This Policy provides employees with direction as to how long District official records must be minimally retained in accordance with laws, regulations, and business needs. It further provides for the preservation, protection, retention, and legal disposition of District records. Standards regarding the retention and disposal of District records are essential to ensure information is available when it is needed. To do this efficiently and effectively, records must be identified, organized, and maintained for the requisite number of years as specified by the retention schedule, and then destroyed with proper documentation.

SECTION 6.1 General Guidelines. The following general provisions apply to all District records.

A. Pursuant to this Policy, except where a record is expressly required to be preserved according to state law, the District may destroy any original obsolete document without retaining a copy of the document if the retention and destruction of the document complies with the retention schedule as set forth in this Policy. (Government Code Section 60201).
B. Pursuant to this Policy, except where a record is expressly required to be preserved in its original format in accordance with state law, the District may retain electronic records without retaining the original hard copy document if the retention and destruction of the document complies with the retention schedule as set forth in this Policy.
C. In addition to retention periods required under this Policy, the District shall retain original administrative, legal, fiscal, and/or historical records with continued value (e.g., records for long-term transactions and/or special projects) until all matters pertaining to such records are completely resolved or the time for appeals has expired.
D. Records, including but not limited to organizational policies, legislative actions, programs, and plans, which are superseded following approval of new ones after revision, update, or replacement, should be marked SUPERSEDED and retained according to this Policy.
E. Pursuant to Government Code Section 60201(d), the District shall not destroy any of the following records:
    1. Records relating to the formation, change of organization, or reorganization of the District.
    2. Ordinances and resolutions, unless they have been repealed or have become invalid or otherwise unenforceable for five (5) years.
    3. Official Minutes of any meeting of the District.
    4. Records relating to any pending claim, litigation, any settlement or other disposition of litigation within the past two (2) years.
    5. Records that are the subject of any pending request for records under the California Public Records Act, whether the record is exempt from disclosure, until the request has been granted or two (2) years after the request has been denied by the District.
    6. Records relating to any pending construction that the District has not accepted or for which a stop notice claim may be legally presented.
    7. Records relating to any non-discharged debt of the District.
    8. Records relating to the title to real property in which the District has an interest.
    9. Records relating to any non-discharged contract to which the District is a party.
    10. Records that have not fulfilled the administrative, fiscal, or legal purpose for which they were created or received.
    11. Unaccepted bids or proposals, which are less than two (2) years old, for the construction or installation of any building, structure, or other public works.
    12. Records less than seven (7) years old that specify the amount of compensation or expense reimbursement paid to District employees, officials, or independent contractors.

F. In addition, the following records are required to be retained in their original hard copy format for at least two (2) years before imaging or scanning them into electronic format. The electronic version becomes the "original," pursuant to state law. (Government Code Sections 60203[b] and 81009):
   1. Statements of Economic Interest for Elected Officials (copies of FPPC Form 700). Total retention is four (4) years.
   2. Statements of Economic Interest for Non-Elected Officials (originals of FPPC Form 700. Total retention is seven (7) years.

SECTION 6.2 Vital Records and Business Continuity. Vital records contain information necessary to the operations of the MPWD in an emergency created by disaster for business continuity. For emergency and business continuity preparedness, vital records for the MPWD include, but are not limited to, the following:

A. All Permanent Records Identified in Exhibit A – *MPWD Records Retention Schedule*
B. Accounting Journals and Ledgers
C. Agreements and Contracts
D. As-Built System Drawings
E. Financial Audits
F. Claims / Settlements
G. Customer Billing Information
H. Deeds
I. Depreciation Schedule
J. Disposal of Surplus and Excess Real Property
K. Disposal of Scrap Materials
L. District Insurance Records
M. District Water Rights
N. Employee Accident Reports, Injury Claims, and Settlements
O. Employee Earnings Records
P. Employee Compensation, Payroll, and Benefits Records
Q. Encroachment Permits (By MPWD and Others)
R. Inventories
S. Journal Vouchers
T. Licenses and Permits (To Operate)
U. Loans and Grants
V. Official Minutes of Board Meetings
W. Payroll Register
X. Policies, Rules and Regulations
Y. Purchasing Requisitions
Z. Rights-of-Way and Easements
AA. Statements of Economic Interest
BB. Water System Maps

MPWD will ensure that its Information Technology professional consultant deploys and maintains on off-site snapshot methodology to facilitate disaster recovery in the event of a catastrophic loss of facilities, including a local file backup to compliment the snapshots.

SECTION 6.3 Duplicate Records. Pursuant to this Policy, the General Manager and/or the Administrative Services Manager is authorized to destroy at any time any duplicate record, paper, writing, or document of the District, while the original, whether in paper or electronic format, is retained by the District for the legally required period.

SECTION 6.4 Transitory Records. Transitory records may be destroyed when no longer required without authorizations being obtained. Transitory records are items not retained in the ordinary course of business (e.g., calendars, emails that do not have a material impact on the conduct of District business, invitations, mailing lists, notes, preliminary draft documents, transmittal letters, magazines, professional association materials, transmittal letters, facsimile transmittal forms, and records having only transitory value).

SECTION 6.5 Exceptions to Scheduled Disposal of Obsolete Records. Scheduled disposal of records that have met or exceeded their retention periods must be postponed if the records are responsive to, subject to, or relate in some way to any of the following:

A. A lawsuit filed by or against the District.
B. Threatened or anticipated litigation known to the District.
C. A Request for Production received by the District from an opposing party in litigation.
D. A court order.
E. Government investigation conducted in connection with the District.
F. Protection or enforcement of the District's legal rights.
G. Tax audits, assessments or other investigations.
H. Legal hold or request for preservation of evidence received by the District, until the judgment is final.

The above exceptions apply to both hard copy and electronic records. No Records may be destroyed, even if to do so would otherwise be compliant with the Records Retention Schedule, if they reasonably relate to ongoing or reasonably anticipated litigation, audits or investigation, regardless of whether the Attorney has issued a formal legal hold.

District personnel must immediately report to the General Manager or their designee any issues, claims or disputes where litigation is threatened or reasonably foreseeable. Prompt reporting is critical in order for the District to take appropriate steps to impose a Legal Hold, to suspend destruction of relevant records (including pertinent emails), and to ensure the District's compliance with a legal obligation to preserve potential evidence. All questions regarding whether records or writings should be retained for legal or litigation purposes should be directed to the Attorney.

SECTION 6.6 Records Storage. All of the District records referenced in this Policy will be maintained at District offices and properties located at:

- 1075 Old County Road, Suite A, in Belmont California; and
- 3 Dairy Lane, in Belmont, California; and
- 1510 Folger Drive, in Belmont, California; and
- Such other off-site repositories that the District may designate from time to time for storage and safekeeping of its records.

Confidential Records shall be maintained in a secure location with access limited to designated management or confidential staff. All Confidential Records may be shredded, erased by permanent means or otherwise rendered illegible and unusable.

SECTION 6.7 Records Retention Schedule. The Records Retention Schedule establishes the retention periods for records and authorizes disposition for many of the District's administrative, fiscal, and legal records. Retention periods are based upon federal, state, and local mandate, business needs, and general knowledge. District staff shall implement the Records Retention Schedule as it applies to their administrative or operational records.

A. The Records Retention Schedule is attached to this Policy as EXHIBIT A and is incorporated into this Policy by reference. It may be updated from time to time by the General Manager and/or Administrative Services Manager, in consultation with District Counsel, to remain current with federal and state laws regarding retention of District records.
B. Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.
C. The following index of records is established for the Records of Retention Schedule:
    1. Accounting and Finance / Customer Services / Risk Management
    2. Administration / Human Resources / Information Technology / Legal / Public Relations and Outreach
    3. Board of Directors
    4. Operations
D. The legal authorities (in alphabetical order) relied upon for development of the Records Retention Schedule:
    - California Environmental Quality Act (CEQA)
    - California Government Code (GC)
    - Code of Civil Procedure (CCP)
    - Code of Federal Regulations (CFR)
    - Fair Political Practices Commission (FPPC)
    - Family Medical Leave Act (FMLA)
    - California Occupational Safety & Health Act (CalOSHA)

SECTION 7.0 RECORDS DESTRUCTION

Destruction of District records and final disposition is performed by the Administrative Services Manager and must occur on a routine basis and in a systematic manner, in the normal course of business activity and in accordance with the Records Retention Schedule. Final disposition of records is performed after the identified record has met or exceeded its retention period no matter what media is used to store the record (paper, electronic).

SECTION 7.1 Certificate of Records Destruction Form. Prior to destruction of District records, staff shall use the records destruction certificate attached to this Policy as EXHIBIT B to identify and list the records to be destroyed. Signature approvals are required by the Administrative Services Manager, the General Manager, and District Counsel. The Administrative Services Manager will certify destruction and will be the final signature required on the form. The General Manager should provide an annual summary report of destroyed obsolete records to the Board of Directors.

SECTION 7.2 Records Destruction Procedures. The procedures for destruction of District records are as follows:

A. Use the Records Retention Schedule (EXHIBIT A) to determine the final disposition of original District records.
B. Identify paper, hard copy, or electronic files, records, and media that are ready for destruction and complete the Certificate of Records Destruction form (EXHIBIT B).
C. Route the destruction form to obtain proper signatures for approval.
D. Once approvals have been obtained, arrange for the destruction of the records.
E. Permanently retain certificates of destruction in accordance with the Records Retention Schedule.

SECTION 7.3 Method for Records Destruction. The District has identified that shredding and recycling the paper produced from the destruction of its records is the most appropriate method of disposal and in adherence with its continued certification as a Bay Area Green Business.

SECTION 7.4 Lost or Accidentally Destroyed Records. Employees are required to promptly report to their supervisor if a record is lost or accidentally destroyed, and provide a written report, signed and dated to the General Manager or their designee, including the following information:

A. Identify the records affected and their condition.
B. Describe the circumstances surrounding the loss or inadvertent destruction of records and how it was identified. For example:
    - Were the records destroyed/damaged beyond repair?
    - Were they lost before they met their retention period?
    - How was the problem identified or discovered?
    - What was the cause: weather, pests, fire, disorganized filing systems?

C. Describe the actions taken to recover, reconstruct, or remediate the records (if applicable). Document further the prevention strategies or safeguards implemented to prevent future loss or inadvertent destruction of records.
D. Responsible Manager for the Records.

The documentation of the loss or accidental destruction is not intended to punish or malign the employee but is a legal requirement. It further promotes transparency and demonstrates a proactive effort to prevent future loss. Proper documentation will also aid the MPWD should the record(s) be subject to a Public Records Act request, audit, or litigation in the future.

SECTION 8.0 ELECTRONIC RECORDS MANAGEMENT / NETWORK DRIVES

A. Policies and procedures for paper records also apply to electronic records.
B. District staff are required to delete drafts, copies, notes, and memoranda not retained in the ordinary course of District business on a regular basis from all computer and electronic media.
C. District staff are required to store all files on OneDrive or network drives, which are backed up regularly and are accessible to other employees during absences from the work environment.
D. District staff should not store any District records on desktops or computer/laptop "C drives," which are not backed up.

SECTION 9.0 MANAGEMENT AND RETENTION OF ELECTRONIC COMMUNICATIONS

Electronic communications generate correspondence and other documentation, which are public records that may be subject to disclosure under the California Public Records Act (Government Code Section 7920.000, *et seq*.) and such records require protection and retention in accordance with the law.

A. The MPWD's electronic communication systems, including electronic mail (e-mail) social media sites, and other communication tools, are intended as mediums of communications only and are not intended or designed for the long-term storage or maintenance of records.
B. E-mail is a business tool, which will be used in accordance with generally accepted business practices and current law to provide an efficient and effective means of communication. Only District-based e-mail should be used for District business.
C. Users are solely responsible for the management of their electronic mailboxes. For the e-mail system to function as designed, employees must regularly delete electronic data (e-mails and attachments) from the e-mail system.
D. The following types of e-mail messages (sent and received) and attachments are generally not considered records and shall not be retained in the ordinary course of business:
   - Routine messages comparable to telephone communications.
   - Scheduling related messages.

- General information (e.g., announcements, solicitations, professional list serve messages).
- Informal communication among staff and/or consultants.
- Informal notes and personal messages.
- Personal messages that are not work- or agency-related.

E. Employees shall regularly monitor their individual e-mail files, including Inbox, Sent, Deleted, and Archived folders, and routinely delete from the e-mail system the hereinabove described e-mail messages.

F. E-mail messages (sent and received) and attachments that contain information relating to the conduct of the MPWD's business and that are deemed to be a record shall be printed in hard copy and placed in the appropriate file or converted to the appropriate electronic format and properly retained in local file systems in accordance with this Policy, and then deleted from the e-mail system.

G. Effective January 1, 2025, going forward, e-mail communications shall not be retained in the MPWD's e-mail system for more than 180 days from the date the e-mail is sent or received. At the General Manager's discretion, e-mail archive indefinite folders may be established for individual user e-mails that serve a business purpose for the MPWD.

H. The General Manager shall ensure that the Information Technology professional consultant promptly eliminates access for employees that separate from the MPWD so that they do not have access to District e-mail immediately following notification from the General Manager or their designee and that the separating employee's supervisor, or employee as designated by the General Manager, should have access to that e-mail account.

I. When an employee separates from the MPWD, the records stored in the e-mail account of the employee shall be the responsibility of that employee's former supervisor. The supervisor shall review the e-mails of the former employee, ensure the content of their e-mail account are non-records and not retained in the ordinary course of business, and then authorize their deletion (after appropriate records are retained for their retention period, as appropriate).

SECTION 10.0 TRUSTWORTHY ELECTRONIC RECORDS / DOCUMENT IMAGING

A. Trustworthy Electronic Records are those electronic records that are intended to serve as the District's official records (rather than preliminary drafts or copies). For purposes of this Policy, "Official Record" is used interchangeably with "Trustworthy Electronic Record." An electronically generated document (paper scanned to image file or electronic file), controlled by daily operational procedures, policies, and security, to ensure reasonable expectations of document integrity, free from physical or electronic additions, subtractions or other modifications that would change the content of the original document. A "Trusted Copy" means a record which is a copy of an originally created record if the copy is created on a "trusted system" in accordance with the requirements of Government Code section 60203. Once a "Trusted Copy" is created, it may replace the originally created record, and the "Trusted Copy" will be retained in accordance with this program and the Record Retention Schedule. While "trusted

copies" are not spelled out in specific retention categories in the Record Retention Schedule, they are inherent and an important component to the District's strategy to migrate paper documents to the electronic document management solution.

B. The District will be in full compliance with all applicable laws to ensure the integrity of its official records and trustworthy electronic records. All images and indexes shall be stored on unalterable media, which shall be stored in a safe and separate location.

C. Whether scanning is accomplished "in-house" (by District employees) or "outsourced" (external services), any new records series to be imaged or which is intended to serve as the District's official record must be approved by the General Manager prior to commencement. Scanned documents will use OCR format.

SECTION 11.0 POLICY REVIEW

This Policy should be reviewed at least once every four (4) years, except as otherwise noted within this policy, or as necessary when there are new legal requirements or policies developed.

1. ACCOUNTING AND FINANCE / CUSTOMER SERVICES / RISK MANAGEMENT

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	*RECORD TYPE*	*DESCRIPTION*	*RETENTION*
Accounting	Accounting Reports, Statements	Monthly budget status, revenue, expense, balance sheet, quarterly reports	Audit + 5
Accounting	Annual Financial Report (CAFR)	Annual Comprehensive Financial Report	Permanent
Accounting	Audit Reports	Financial services, internal and external reports, independent auditor analysis, management letters	Audit + 5
Accounting	Accounting Journals, Registers, Ledgers	Journals: General, payroll Registers: Cash receipts, cash disbursements, accounts receivable, accounts payable, checks Ledgers: General, payroll	Audit + 5
Accounting	Checks	Checks issued by the District, including expense reimbursement to employees and Board members, payments to independent contractors; includes check copies, canceled and voided checks, electronic versions of checks	Audit + 7
Accounting	Credit Cards, District-Issued	Credit card bills/statements, and other records related to use of District-issued credit cards	Audit + 5
Accounting	Purchasing Vendor Information	Vendor information, I-9s	Audit + 5
Accounting	Purchasing Bids, RFPs, RFQs	Bids, RFPs and RFQs not related to capital projects	Audit + 5
Accounting	Accounting Internal Controls and Procedures	Rules and regulations regarding internal work practices	Superseded + 2
Banking / Investments	Banking, Certificates of Deposit	Statements, reconciliations, transactions, earnings reports	Audit + 5
Banking / Investments	Local Agency Investment Fund (LAIF), United States Treasuries, Other Investments	Statements, transactions, earnings reports	Permanent
Budget	Operating and Capital	Annual operating and capital budgets, and amendments	Permanent

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CATEGORY	***RECORD TYPE***	***DESCRIPTION***	***RETENTION***
Debt	Bonds, Certificates of Participation, Refunding, Loans—State, Federal, or Bank	Authorizations, public hearing records, prospectus, certificates, notices, transcripts, official statements	Completed + 10
Fixed Assets	Inventory	Purchase date, costs, depreciation	Audit + 5
Fixed Assets	Surplus Property	Auction, listing, sale, disposition of property	Audit + 4
Fixed Assets	Vehicles and Equipment	Purchase documentation, DMV registration and title; Title transfers when vehicle sold	Until sold + 2
Payroll	CalPERS Employee Deduction Reports	Records of CalPERS deductions	Separation + 4
Payroll	Registers	Labor costs and employee programs	Permanent
Payroll	Reports District level	W-2, Federal 941, CA DE6, CA DE7	Audit + 5
Payroll	Reports Employee level	Dates and hours worked, gross pay, net pay, and all related taxes, deductions, benefits, adjustments, etc.	Audit + 5
Payroll	Salary Records	Deduction authorizations, paid time off, beneficiaries, garnishments, unemployment claims	Separated + 5
Payroll	Timecard Data, LOAs, PAFs	Record of employee attendance	Audit + 5
Payroll	Payroll Internal Controls and Procedures	Rules and regulations regarding internal work practices	Superseded + 2
Reporting	State Controller	Financial transaction report government compensation	Permanent
Reporting	State Water Resources Control Board	Water arrearage payment program, and Low-Income Household Water Assistance Program (LIHWAP)	Audit + 5
Reporting	Employment Development Department	Unemployment, disability, independent contractor	Current Year + 4
Revenue	Water Consumption, Meter Charges	Water consumption, meter fees, late fees	Audit + 5
Revenue	New Connections	Meters, capacity, intent to serve, project review, supply assessment	Audit + 5
Revenue	Other Revenue	Property taxes, interest	Audit + 5
Revenue	Receivables Payments / Cash Receipts / Deposit Receipt Forms	Proof of payment for fire flow tests, meter upgrades, new services, and landscape reviews	Audit + 5
Revenue	Water Rate Study	Rates and fees study, rate models	Permanent
Revenue	Water Capacity Charges	Water capacity charges, rate models	Permanent
Revenue	Miscellaneous Fees	Miscellaneous fees, cost of service	Permanent

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CATEGORY	***RECORD TYPE***	***DESCRIPTION***	***RETENTION***
Revenue	Proposition 218	Notices, protests and ballots	Completed + 4
Revenue	Rate Implementation	Annual revenue review, SFPUC pass-throughs, and rate increase	Audit + 6
Risk Management	Insurance: Certificates of Commercial and Professional Liability	Consultants, contractors, vendors	Completed + 5
Risk Management	Insurance Programs: Liability, Property, Workers' Compensation	Program documents, performance bonds, employee bonds, insurance certificates	Current Year + 5
Risk Management	Accident / Damage Reports	Reports and related records	Closed + 5
Risk Management	Incident Reports	Theft, arson, vandalism, property damage, etc.	Current Year + 2
Risk Management	Claims	Claim forms, paid or denied, supporting documents, settlements	Closed + 5
Utility Billing	Customer Requests	Start-stop service, name change, meter reading, usage, payment, disconnect, and service requests such as checking for leaks, pressure checks, etc.	Current Year + 2
Utility Billing	Billing Registers	Monthly activity, meter reading	Current Year + 2
Utility Billing	Leak Adjustments / Qualifying Medical Needs / Rate Assistance / Rebates / Payment Plans	Program related records, including administrative and customer requests	Current Year + 5
Utility Billing	Receivables Payments / Cash Receipts	Payment records	Current Year + 5
Utility Billing	Reconciliations	Daily work for cashiering; daily journal tape from register and payment receipts	Audit + 2
Utility Billing	Temporary Connections	Contractor and developer records, temporary fire hydrant meters for construction	Completed + 2
Utility Billing	Water Waste	Violation records, including administrative and public reports	Current Year + 5
Utility Billing	Utility Billing Internal Controls and Procedures	Rules and regulations regarding internal work practices	Superseded + 2

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2. ADMINISTRATION / HUMAN RESOURCES / INFORMATION TECHNOLOGY / LEGAL / PUBLIC RELATIONS AND OUTREACH

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
Administration	Agreements – Contracts (Non-CIP)	Original agreements and back-up materials for non-CIP contracts and agreements, leases, licenses, reimbursements, maintenance, and professional services	Completed + 4
Administration	California Public Records Act	Requests, acknowledgments, responses	Current Year + 2
Administration	Agency Formation Records	Formation, incorporation, organizational, historical	Permanent
Administration	Policies and Programs	District policies and programs	Superseded + 5
Administration	Records Destruction	Approved disposed records certificates	Permanent
Administration	Records Inventories and Indexes	Tracking logs, indexes of records	Superseded + 5
Administration	Strategic Planning	Mission, values, vision, strategic plans	Superseded + 5
Administration	Service, Sphere of Influence, Annexations	Reports, public notices, certifications	Permanent
Emergency Planning	Emergency Planning, Response, Recovery	Emergency preparedness, response, and disaster recovery, including evacuation plans, emergency response requirements	Superseded + 10
Grants	Funded	Applications, reports, contracts, project files, statements	Completed + 5
Grants	Unfunded	Applications, proposals	Completed + 2
Human Resources	Labor Relations	MPWDEA bargaining unit, letter agreements, exempt employment agreements, personnel policies and procedures	Superseded + 7
Human Resources	Compensation and Benefits	CalPERS retirement plans, COBRA, compensation plans and studies, healthcare benefits, supplemental retirement plans, salary schedules, employee safety and wellness programs	Superseded + 7
Human Resources	Employee Development	Performance evaluations, education, awards, discipline, promotion, training	Separation + 7

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CATEGORY	***RECORD TYPE***	***DESCRIPTION***	***RETENTION***
Human Resources	Labor Law and Legal Compliance	FSLA, NLRA, CFMLA, compliance, reporting, training	Separation + 7
Human Resources	Recruitment and Selection	Job descriptions/classifications, internship, community service, recruitment, selection, pre-employment information and reports, onboarding, orientation	Current Year + 5
Human Resources	Employment Applications	Unsolicited employment applications	Current Year + 2
Human Resources	Workplace Safety	Safety programs, CalOSHA log of work-related injuries and illnesses, annual summary, and incident reports, DMV pull notices, security	Current Year + 5
Human Resources	Employee Personnel Files	All records, documents, and files related to employee's employment	Separation + 7
Information Technology	Hardware, Software, Telecommunications, Cybersecurity	Assessments, inventory, documentation, backups, logs, voicemail, operations manuals	Current Year + 2
Legal Services	Legal Opinions	Confidential attorney client privileged information/documents	Completed + 5
Legal Services	Litigation / Mediation	Litigation and mediation or settlement files	Completed + 7
Public Relations	Public Relations and Community Information/Outreach Historical	Records with historical value	Permanent
Public Relations	Public Relations and Community Information/Outreach General	Advertising, bill inserts, brochures, correspondence, fact sheets, Q&As, newsletters, photos, press releases, social media, special events, videos	Current Year + 2
Public Relations	Correspondence General	Letters, e-mails, text messages, voicemails, social media, invitations not related to another record series	Current Year + 2
Real Property	District Real Property	Title, grant deeds, easements, quit-claims, acquisition, appraisals, surplus, transfers	Permanent

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3. BOARD OF DIRECTORS

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	***RECORD TYPE***	***DESCRIPTION***	***RETENTION***
Board Appointments	Certification Records	Administrative record of election from County Elections Office, Board member oaths of office	Separation + 10
Board Appointments	Other Agency Board / Committee	BAWSCA, ACWA Board and Committee, ACWA JPIA Board, Interagency	Current Year + 5
Board Meetings	Board Meetings, Regular and Special	Agendas, agenda packets, official minutes	Permanent
Board Committees	Board Committee Meetings	Agendas, meeting reports	Current Year + 3
Compensation	Board Compensation and Benefits	Compensation and benefits	Current Year + 5
Compliance	Mandatory Training	Certificates of Completion for Ethics and Harassment Prevention training	Current Year + 5
Compliance	FPPC Filings	Form 700, Statement of Economic Interest Elected and Public Officials (Section 6.1[F] of the Records Management Policy)	Current Year + 7
Elections	Initiatives and Measures, LAFCO, ACWA, ACWA JPIA	Administrative record of election conducted by County Elections Office, LAFCO Special District Representative, ACWA Region 5 Board, ACWA JPIA Executive Committee or Captive Water Insurance Fund	Permanent
Legislation	Resolutions / Ordinances	Legislative actions	Permanent
Recordings	Recordings of public meetings	Audio or video recordings in person or via virtual meetings of public meetings made by or at the direction of the MPWD	60 days
Reporting	Registry of Public Agencies *(formerly Statement of Facts – Roster of Public Officials)*	Annual filing with the CA Secretary of State's Office reporting officers of the Board of Directors	Current Year + 7

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4. OPERATIONS

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown.

CATEGORY	RECORD TYPE	DESCRIPTION	RETENTION
As-Built Drawings	As-Built System Plans and Drawings	As-built drawings of system improvements by contractors	Permanent
Construction Projects	Capital Improvements and Construction Projects	Planning, engineering design, construction records, including contracts and agreements and related materials, for District facilities, structures, and systems	Permanent
GIS Mapping	Maps, Geographic Information	System maps, distribution, sampling	Superseded + 10
Meter Operations	Meter Maintenance, Testing, Reading	Meter specifications, maintenance and testing reports, reading reports	Current Year + 2
Meter Operations	Consumption Tracking	SFPUC meter readings, reconciled with MPWD billing system, water loss tracking, and historical water use data records for MPWD system	Permanent
Master Plan	Comprehensive System Analysis / Master Plan	Comprehensive planning for District water system improvements	Superseded + 10
New Connections	Developer Project Files	Intent to serve letters, service applications, fire services, water supply agreements	Completed + 10
Operations	Bacteriological Analysis, Chemical Analysis	Compliance records, including location, date, method used and results, analysis of bacterial and chemical content	Current Year + 12
Operations	Consumer Confidence Report	Annual report on drinking water quality	Current Year + 7
Operations	Corrosion Control	Compliance records	Current Year + 12
Operations	Discharge Monitoring	Pollution discharges	Current Year + 5
Operations	Maintenance / Repair Records	Water system main line repairs and maintenance, including mainline valves, fire hydrants, water storage tanks, pumps and motors, PRVs, generators, etc.; Form 1s	Permanent
Operations	Maintenance / Repair Records (Permits)	Vehicles and equipment, and generators; fuel station at Dairy Lane, including regulatory inspections and reporting	Current Year + 5
Operations	Permits: NPDES	Compliance with Clean Water Act regarding pollutants	Permanent
Operations	Sanitary Surveys	Statistics, reports, correspondence	Current Year + 10

DRAFT

CATEGORY	***RECORD TYPE***	***DESCRIPTION***	***RETENTION***
Operations	SCADA	Supervisory Control and Data Acquisition system specifications and reports	Current Year + 5
Operations	State Certification	Compliance records	Current Year + 12
Operations	Lead and Copper Testing	Methodology, analysis, records, corrections	Current Year + 18
Operations	Water Outages and Customer Complaint Log	Leaks, pressure, color, taste, odor, turbidity, and other organisms	Current Year + 5
Operations	Water Quality	Compliance records, including sampling data, analysis, reports, surveys, records, evaluations, schedules, valves	Current Year + 12
Operations	Standard Operating Procedures	Rules and regulations regarding internal work practices	Superseded + 2
System Standards and Specifications	Water System Standards and Specifications	Design, construction, testing of water mains and appurtenances	Superseded + 10
Water Use Efficiency	UWMP and WSCP	Urban water management planning and water shortage contingency planning, including reporting, tracking, and compliance records; plans submitted to SWRCB	Superseded + 10
Water Use Efficiency	Water Conservation, School Education, BAWSCA Workshops, Community Events	Programs and activities related to MPWD's water conservation programs, including education in schools, BAWSCA workshops, and participation in community events	Current Year + 5
Water Use Efficiency Reporting	State Water Resources Control Board, BAWSCA, Internal	MPWD system water use / drought tracking and reporting	Current Year + 5

DRAFT

MID-PENINSULA WATER DISTRICT

1075 Old County Road, Suite A
Belmont, CA 94002

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with MPWD's Records Management Policy and Records Retention Schedule.

1. PERSON COMPLETING FORM:_____ DIVISION:_____

2. RECORDS TO BE DESTROYED *(Attach Separate Sheet[s] if Necessary)*

CATEGORY	***RECORDS DESCRIPTION***	***DATE RANGE (MONTH/YEAR)***	***LOCATION***

3. RECORDS DESTRUCTION APPROVALS – We certify that the records listed above were retained for the scheduled retention period per the MPWD Records Management Policy, required audits were completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

APPROVED:

_____ Date:_____
RESPONSIBLE MANAGER

APPROVED:

_____ Date:_____
DISTRICT COUNSEL

APPROVED:

_____ Date:_____
GENERAL MANAGER

DESTRUCTION CERTIFIED:

_____ Date:_____
RECORDS MANAGER

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.C.

TO: Board of Directors

FROM: Kathryn Wuelfing, General Manager

DATE: June 27, 2024

RECEIVE REPORT ON PROPOSED DAIRY LANE OPERATIONS CENTER MODERNIZATION PROJECT COST BREAK-DOWN

RECOMMENDATION

Receive presentation and provide staff with feedback.

FISCAL IMPACT

Based on the early conceptual project cost estimates developed by Noll & Tam Architects, the three proposed design schemes range in cost from $14.4 million to $19.3 million (inclusive of project design and construction). Noll & Tam and staff have identified up to $10 million of potential scope reductions, bringing the estimated cost of the preferred project scheme to $12.2 million to $19.3 million depending on selected scope reductions. These estimated costs are inclusive of design, construction management, interior fixtures and furniture, and cost contingencies.

At this time, a specific funding mechanism has not been identified, but could be expected to include debt financing options. Staff is working with our rate consultant to evaluate impacts to customer rates if the District moves ahead with this project, with consideration for other system capital improvement projects and expected expenses.

BACKGROUND

In January 2023, the District's Dairy Lane Operations Center was damaged by flooding. In March 2023, the Board approved a contract with Noll & Tam Architects to develop conceptual design alternatives for rehabilitation of the Dairy Lane site, consistent with Phase 1 of the District's Capital Improvement Program FY 2019-2022 Update (Capital Project 20-09 Dairy Lane Operations Center Rehabilitation – Phase 1).

On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given

the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

On February 28, 2024, a Special Board meeting was held to discuss (1) the results of an assessment of siting the District's operations center at a location other than Dairy Lane, with a particular focus on hazards that could interrupt continuity of customer service, and (2) conceptual level plans developed by Noll & Tam Architects for restoring the use of the Folger Drive property as an Emergency Operations Center. At this meeting, the Board directed staff to work with Noll & Tam to develop the scope of work and proposal for design for the Folger Drive Emergency Operations Center project, and to develop a plan for proactive and thorough public outreach regarding the project. The Board also requested staff provide additional information to support their evaluation of the 3 proposed remodeling schemes for the Dairy Lane site.

On March 28th, 2024, staff and Noll & Tam Architects presented to the Board: (1) a summary of the reasons to remodel Dairy Lane as the operations center over the other alternatives considered; (2) the key drivers behind the District's need to complete both the Dairy Lane Operations Center and Folger Drive Emergency Operations Center projects; (3) the additional benefits to the District associated with the Dairy Lane Operations Center and Folger Drive Emergency Operations Center projects, taken as a whole; (4) background on and identification of the key differences between the three design schemes developed for the Dairy Lane Project; and (5) discussion of the key trade-offs between Scheme 1 and Schemes 2 and 3 and the impacts of a disjointed office layout. At this meeting, the Board requested staff work with Noll & Tam to identify the discrete costs of various project features to better understand the costs associated with the trade-offs between options.

DISCUSSION

The presentation prepared by Noll & Tam is provided as an attachment, and includes:

- Project goals and background on the initial conceptual design schemes;
- Discussion of Scheme 2 feasibility;
- Line item breakdown of cost savings associated with potential scope reductions for Scheme 1 and site plan notations;
- Line item breakdown of costs to complete the bare-minimum project scope;
- Summary of similar projects by other agencies and associated costs; and
- An updated conceptual project schedule.

Staff requests that the Board consider and provide initial feedback on the potential scope reductions and approach. It is noted that consideration of this project is closely related to the capital improvement program budget and customer rates, which are to be discussed under the subsequent agenda item.

Attachments: Noll & Tam Presentation on Dairy Lane Operations Center - Project Update

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

Mid-Peninsula Water District

Dairy Lane Headquarters Upgrade

Project Update
June 2024

MID-PENINSULA
WATER DISTRICT

NOLL & TAM
ARCHITECTS

PROJECT GOALS

- Renovation and Expand District Headquarters to support staff and services for the next 75+ years
- Minimize flood event impact to site and buildings
- Provide universally accessible and gender inclusive design
- Mitigate seismic deficiencies of existing buildings
- Upgrade electrical infrastructure for all-electric building and future fleet supported by CARB start in January 2024

Flood Mitigation

One Shoreline, Future flood management of the Belmont Slough

- Caltrans 101 and Oneill avenue stormwater catch basins

Caltrans soundwall and 101 drainage at Northeast property line

Southeast property line at adjacent unincorporated San Mateo County

Elevate Administration First floor +6”, 30”-high concrete stem walls at perimeter, no low-sill windows, floor control barriers at all door openings

Provide stormwater control at site perimeter

Space Needs and Square Footage

Project: Mid-Peninsula Water District - Dairy Lane				Updated: 6/14/2023	
Area	**Number of Staff**	**Space Needs (SF)**	**Notes**	**Equipment & Inventory**	**Location/Adjacencies**
Administration					
General Manager	1	180	workstation, meeting table for 4	security monitors (OFCI), whiteboard	
Operations Manager	1	130	workstation, 2 guest chairs	whiteboard, tackboard	
Administrative Services Manager	1	130	workstation, 2 guest chairs	whiteboard, tackboard	
Operations Project Coordinator?	1	0	workstation, 2 guest chairs	whiteboard, tackboard	
Operations Supervisor	1	100	workstation, 2 guest chairs	whiteboard, tackboard	
Admin Supervisor		100			
Payroll office		80			
Guest offices		160			
Reception	2	110	2 work stations	transaction counter, ballistic resistant screen	admin/offices
SCADA - Operations	2	180-200	2 work stations	wall-mounted monitors for SCADA, Tank Security Cameras and Dairy	admin/offices
Open Office	4	350	6 work stations or cubicles		admin/offices
Board Room		1000	raised dais and seating for 30 - 40, sink and cabinets?	(5) board members, bullet resistant screening	admin/offices
Board Room Storage		80			Board Room
Conference Room		250	table seats (10)	board room	admin/offices
Quiet Room		100	privacy	comfortable seating, work station	admin/offices
Storage/Admin		150			admin/offices
Vault		120	Fire Proof	independent climate control	admin/offices
Copy/Printing		80		large and small format printers	admin/offices
Staff Restrooms		165	(2) All-gender single accommodation		admin/offices
Locker Room		170	(20) lockers, can be separated into M and W and located with	20 full ht. lockers	(could be in warehouse) break room
Kitchen		250		commercial fridge, stove, micro, DW, large sink, cabinets	(could be in warehouse) break room
Break Room		300	15 - 20 employees, counter w/ sink and cabinets, 2	table(s), chairs, work stations, charging stations	(could be in warehouse) kitchen, training room
Training Room		500	20 - 22 employees	large monitors	kitchen, break room
Custodial Closet/Storage		80		mop sink	(could be in warehouse)
Records Storage		100	upper mezzanine level? Accessed with lift or forklift	banker boxes	(could be in warehouse)
IT closet/storage		50			(could be in warehouse)
Mud Room		100			(could be in warehouse) access from exterior
Uniform collection and storage		100			(could be in warehouse)
Future Wet Lab		250			(could be in warehouse)
Miscellaneous Storage		20			
Conservation Program Storage					
Admin Subtotal	13	5205			
Admin Loading Factor	20.00%	1041			
Admin Total		6246			

Shop and Warehouse					
Managers Office	1	0	Existing		
Parts Room		350	Existing		
Safety & Clean Supplies		250	Existing		
Vending Machines		60	Existing		
Men's Restroom with Shower		250	Existing = 60 sf, (1 restroom and 1 shower)		Locker Room
Women's Restroom with Shower		250			Locker Room
Laundry and Custodial Supplies		150	Existing = 60 sf, (1 restroom and 1 shower)	Washer and Dryer, Hot water heater	
Warehouse (tools storage)		1265	Existing	Fork Lift parking, (2) Roll-up doors	
Work Stations		200	Existing		
Flammable Materials Storage		30	Existing = Metal Cabinet		
Paint Supplies		100	Existing		

EXISTING CONDITIONS

- Administration = 4,364 sf
- Warehouse = 11,200 sf
- Modular Office = 300 sf ea.
- Material Storage
- Site Area Total = 44,918 sf
- Transformer Location to Remain

SCHEME 1
2-STORY ADMIN BUILDING

Administration: 7,980 sf Enclosed, 2-Levels, reconfigured with additional office space, breakroom, kitchen, training room, SCADA room, deck

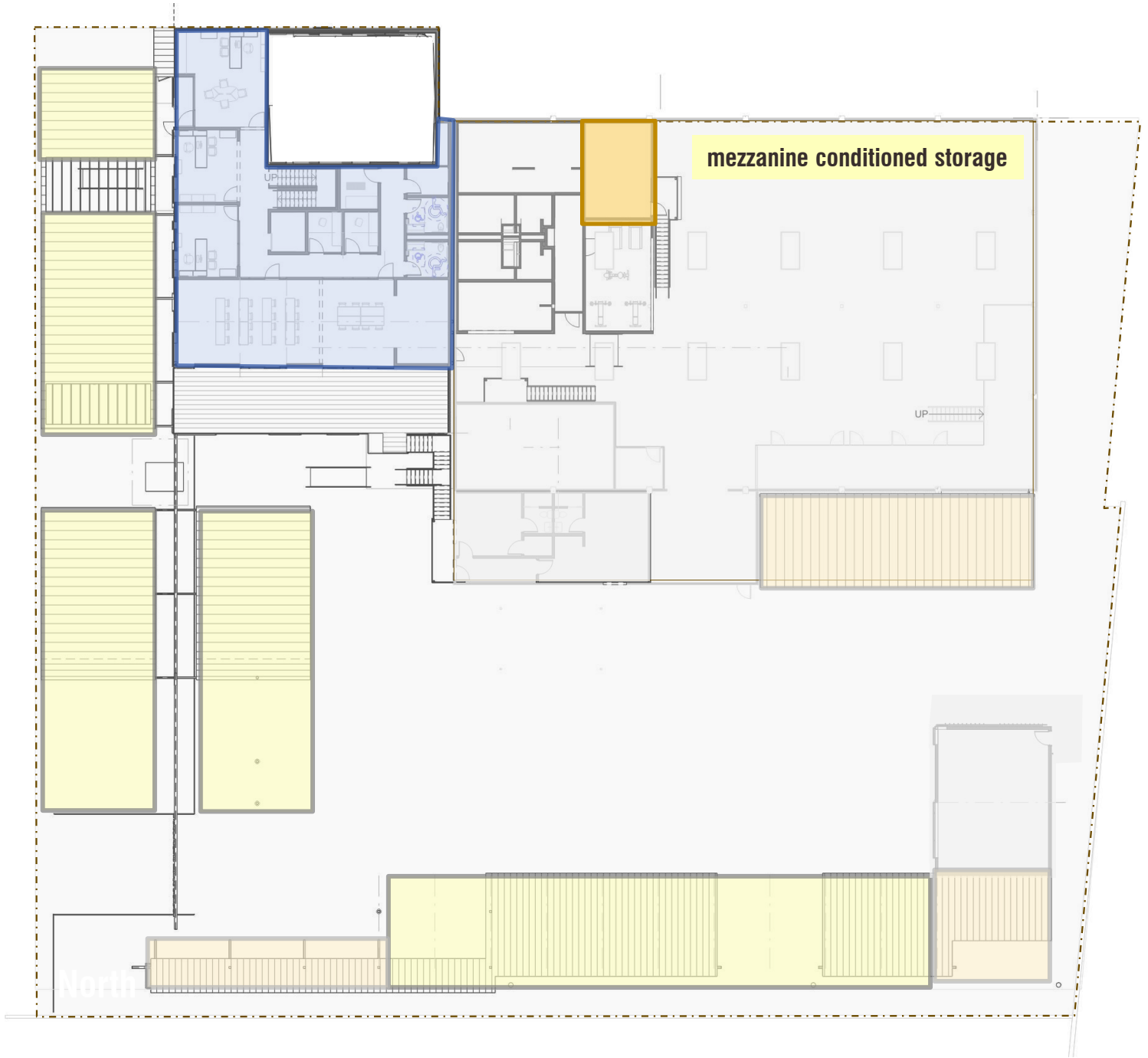
Warehouse: Locker-Rooms, Exercise, Storage, and Seismic Improvements

Parking Areas and Material Storage

SCHEME 1
PLAN ELEMENTS
First Level

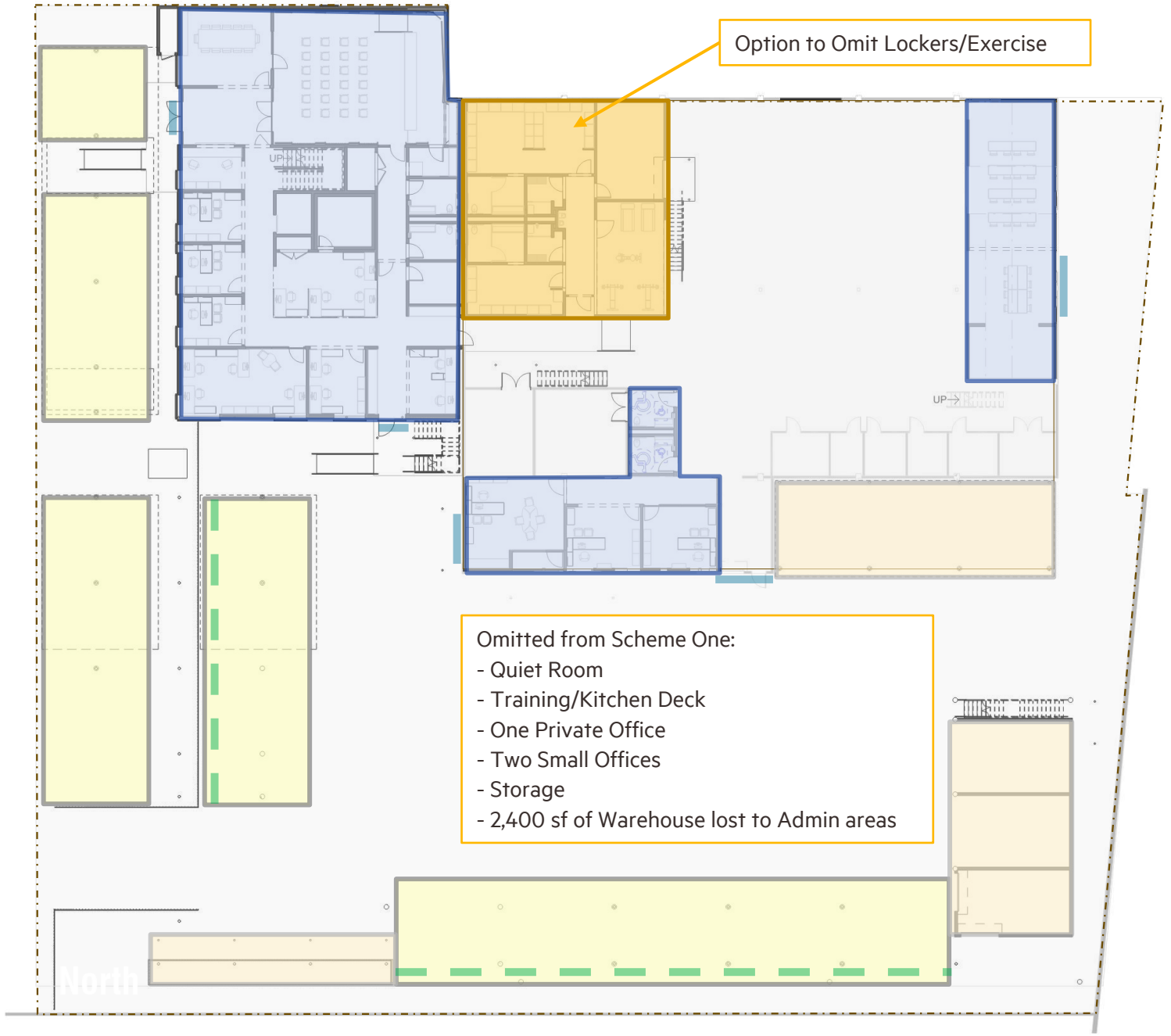
- Board Room: 1,000 sf, reconfigured
- Administration: 3,800 sf, Slab raised 6-inches
- Warehouse Additions: 1,900 sf, Locker-Rooms/Exercise/Storage. Slab raised 6-inches
- Parking Areas
- Material Storage
- EV Charging
- Flood Water Barriers

SCHEME 1
PLAN ELEMENTS
Second Level



- Administration: 3,180 sf with kitchen, breakroom, training room, and deck
- Conditioned Storage: 300 sf
- Covered Parking: 7,900 sf
- Material Storage: 2,250 sf

SCHEME TWO
PLAN ELEMENTS
New One-story Admin Building



Administration: New Building = 5,100 sf
Remodeled in Warehouse = 2,400 sf

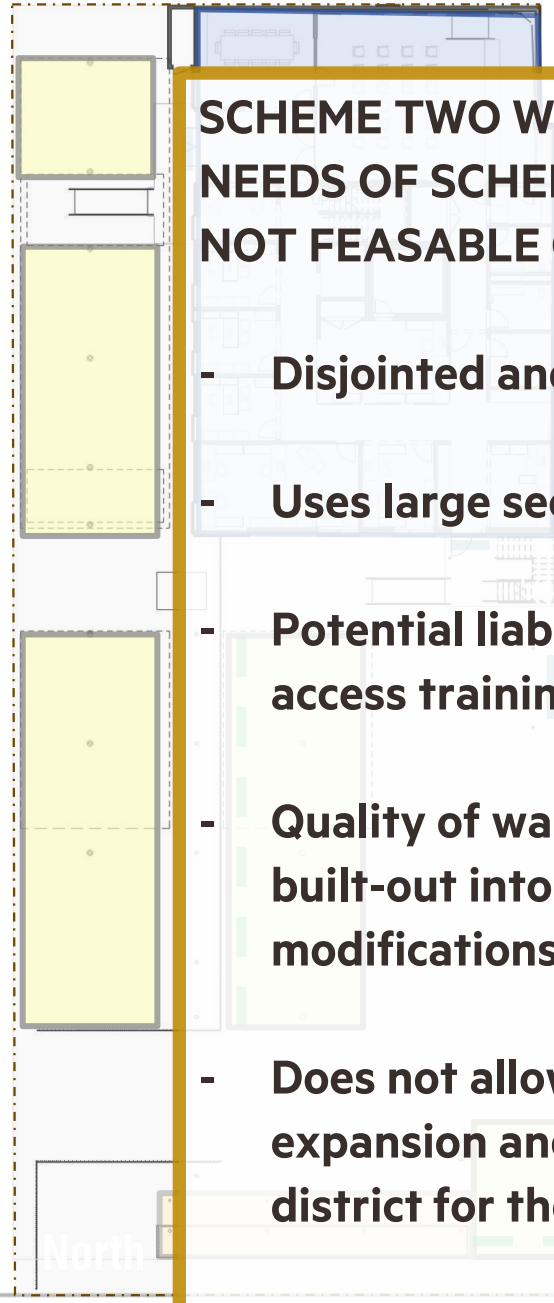
Warehouse Additions: 1,900 sf, Locker-Rooms/Exercise/Storage. Slab raised 6-inches

Parking Areas

Material Storage

EV Charging

Flood Water Barriers



SCHEME TWO

PLAN ELEMENTS

New One-story Admin Building

Administration: New Building = 5,100 sf

Remodeled in Warehouse = 2,400 sf

Warehouse Additions: 1,900 sf, Locker Rooms/Exercise/Storage.

Slab raised 6-inches

Parking Areas

Material Storage

Flood Water Barriers

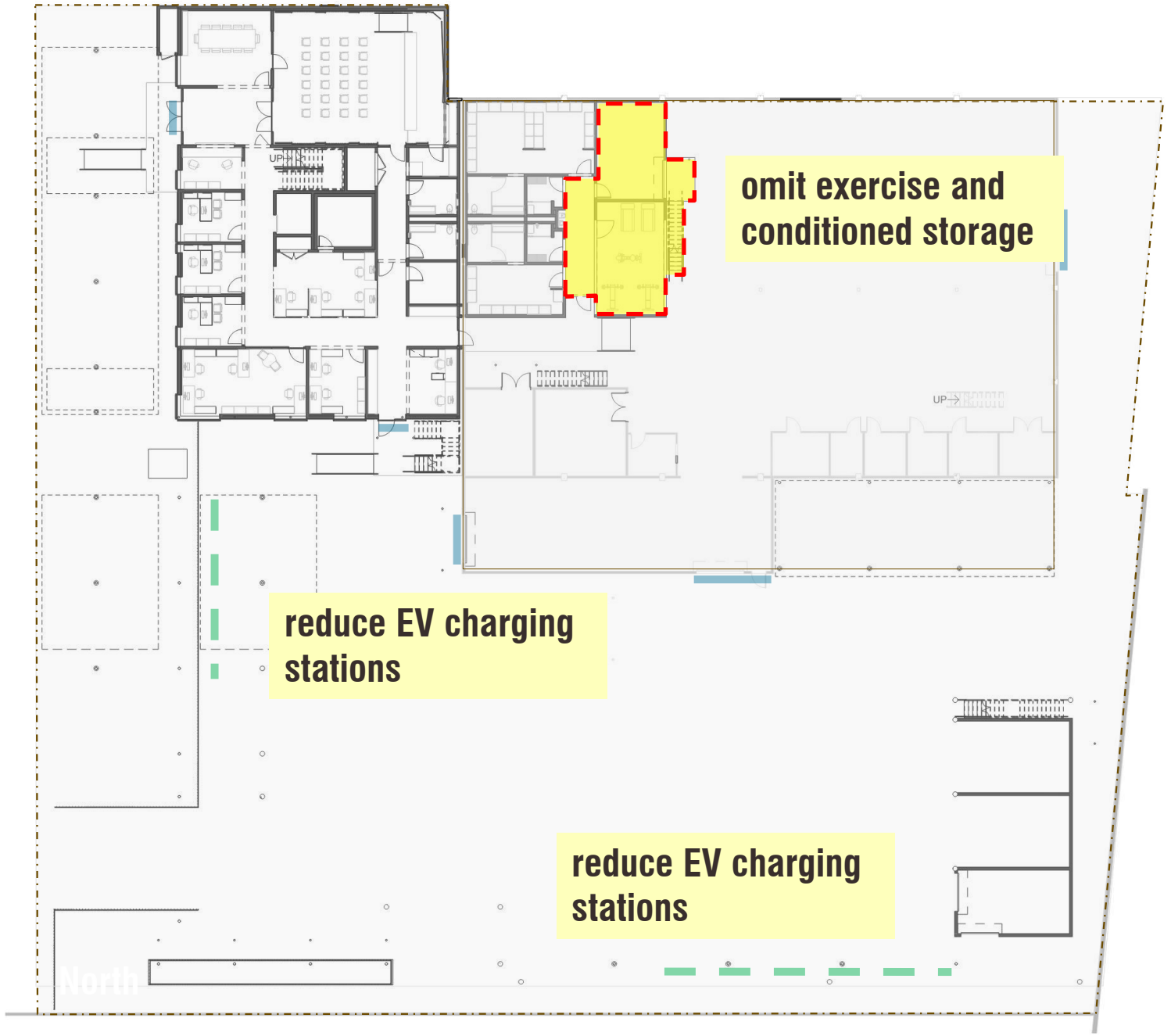
SCHEME TWO WAS CREATED TO ASSESS THE FEASIBILITY OF FITTING THE PROGRAMTIC NEEDS OF SCHEME ONE INTO A SMALLER FOOTPRINT. OUR CONCLUSION IS THAT IT IS NOT FEASABLE OR PRACTICAL FOR THE FOLLOWING REASONS:

- **Disjointed and inefficient plan, does not foster team integration**
- **Uses large sections of warehouse square footage, limits future use of warehouse**
- **Potential liability/life-safety concerns of staff having to walk through warehouse to access training rooms/kitchen and admin areas**
- **Quality of warehouse Admin/Training spaces and access to light and air is diminished if built-out into existing warehouse space. Tilt-up concrete wall construction makes modifications to exterior warehouse walls expensive and possibly infeasible.**
- **Does not allow for future growth, builds “for the moment” but does not anticipate expansion and limits flexibility in the future. This is counter to the goal of supporting the district for the next 75+ years.**

Scheme 1 Potential Reductions	Total Areas	Construction Estimate
Scheme 1: Total Construction Cost (Project Cost = $19.3 mil)		$14.5 mil
Omit fitness room in warehouse *	- 530 sf	- $258k
Omit conditioned storage in warehouse *	- 600 sf	- $344k
Omit 60% EV Charging III Stations *	---	- $233k
Omit 60% EV Charging II Stations *	---	- $93k
Reduce site/parking canopies by 50% (about 3,200 sf) *	---	- $621k
Omit all PV *	---	- $271k
Reduce corporation yard scope by 25% (no bulk storage, spoils, or pipe storage) *	---	- $850k
Omit 2nd floor training room (training room function in board room)	- 571 sf	- $513k
Reduce size of 2nd floor deck by 400 sf.	-400 sf	- $337k
Reduce Admin square footage by about 10% (-180 sf)	-180 sf	-$162k
Reduce corporation yard work scope by an additional 50% *		-$1.7 mil
(* can be added at a later date)		
Scheme 1: Total after all Potential Reductions (Project Cost = $12.2 mil)		$9.2 mil

PREFERRED SCHEME SCOPE REDUCTIONS

First Level



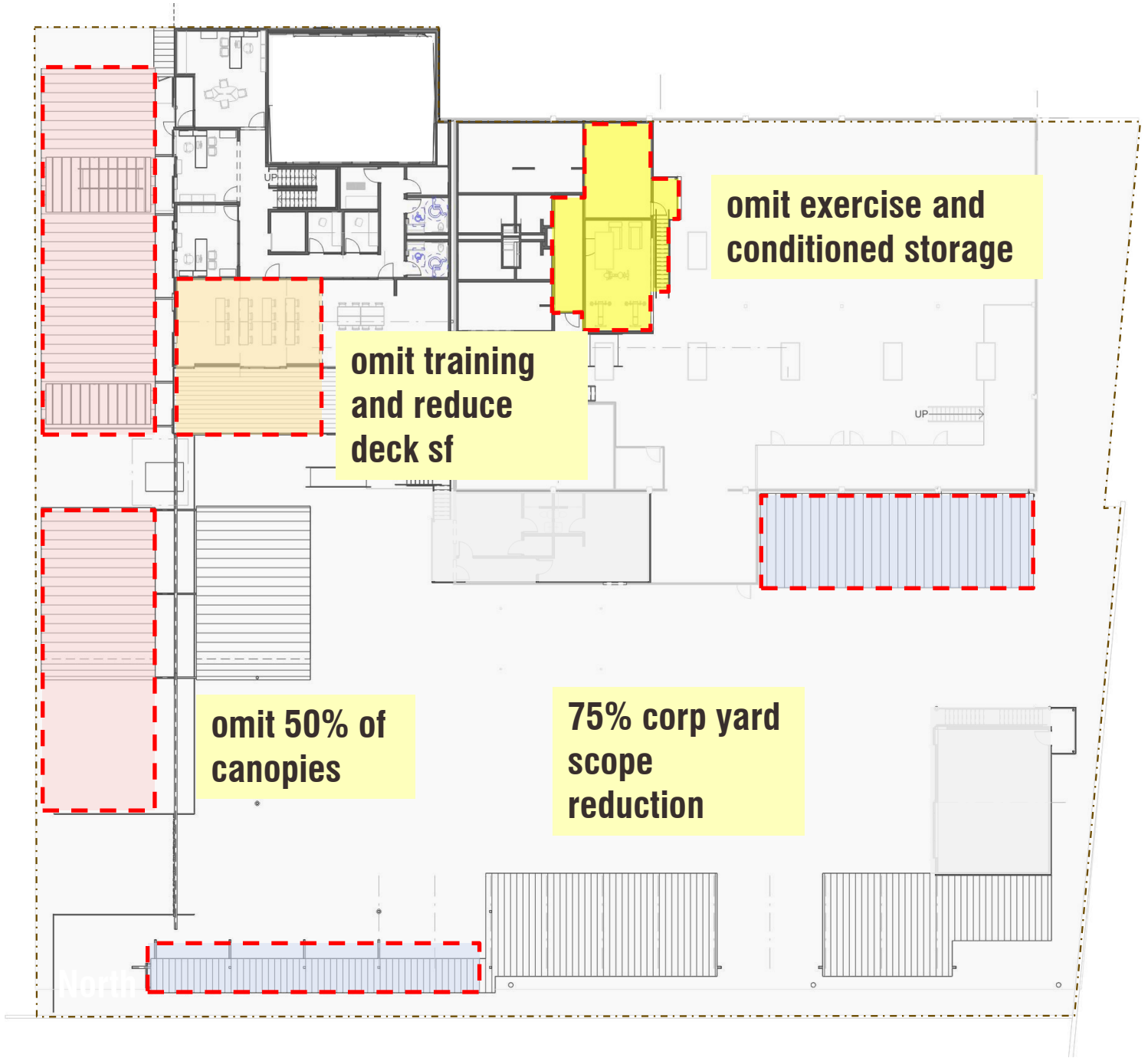
Exercise and Storage: 1,130 sf omitted

Corporation Yard: 25% - 75% scope reduction

EV Charging: 60% omitted

Flood Water Barriers

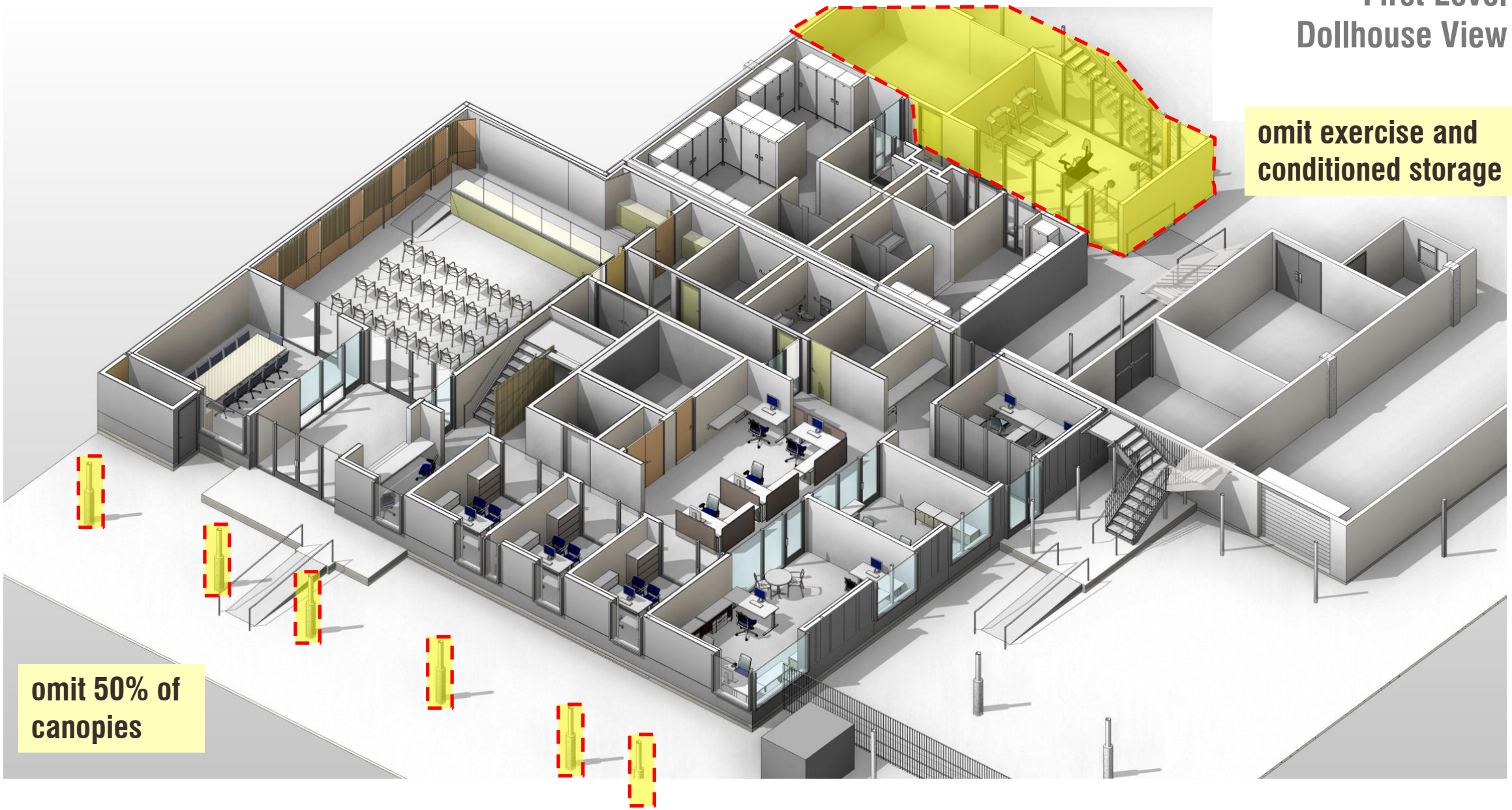
PREFERRED SCHEME SCOPE REDUCTIONS
Second Level



- Exercise and Storage: 1,130 sf omitted
- Training and Deck: 971 sf omitted
- Corporation Yard: 75% scope reduction
- Shade Canopies: 50% omitted

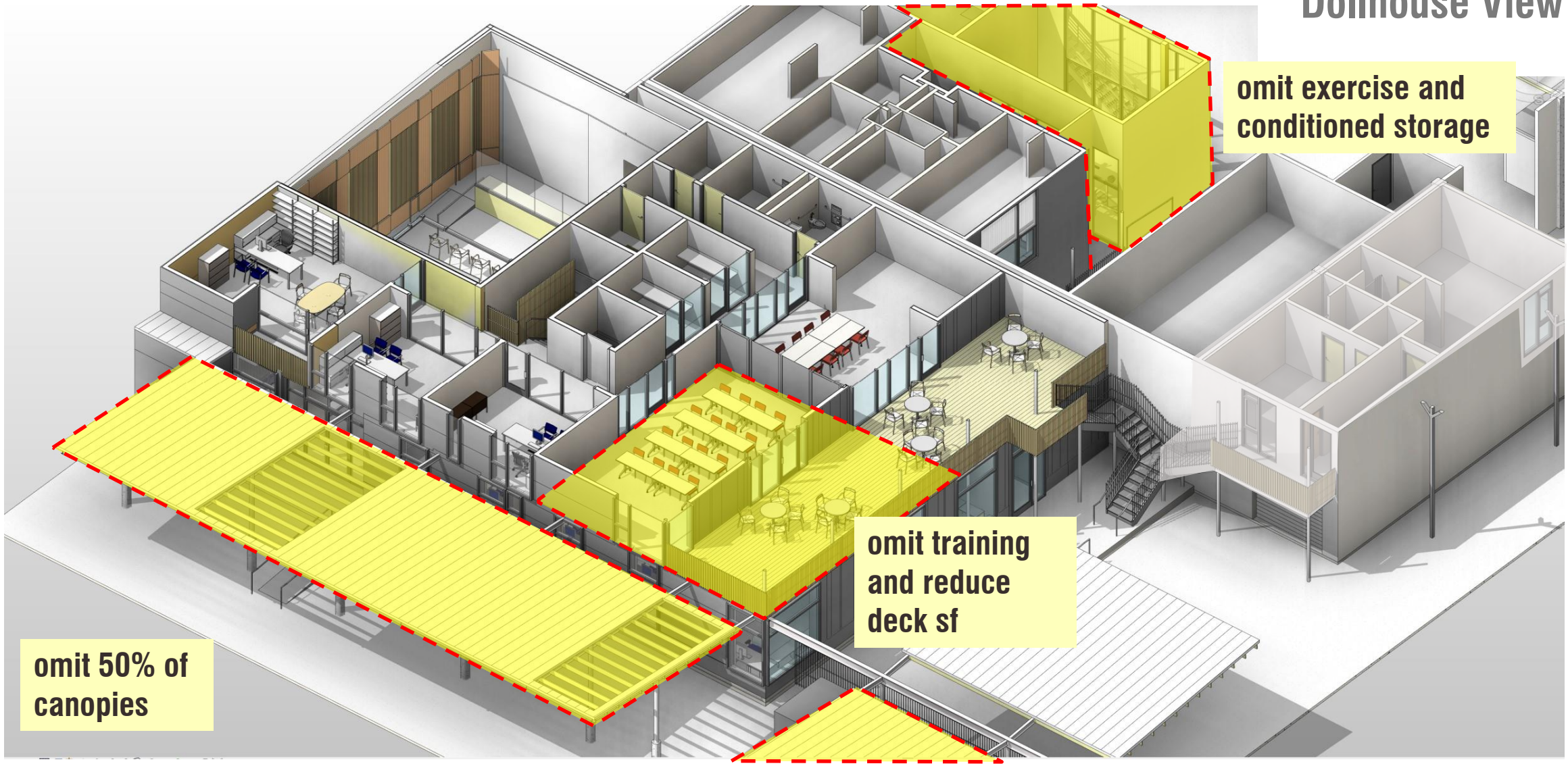
SCHEME ONE – SCOPE REDUCTIONS

First Level
Dollhouse View



SCHEME ONE – SCOPE REDUCTIONS

Second Level Dollhouse View



Minimum Project Scope Requirements:

• Renovate Existing Admin Bldg.	$2.35 mil
• Warehouse seismic upgrade only	$300 k
• New Warehouse Roof	$120 k
• Retaining Wall Repair/Replace	$50 k
• New Sewer Lateral	$30 k
• Storm Water Control	$50 k
• Van Accessible Parking + Path of Travel	$65 k
• EV Charger for Van Space	$35 k
• Flood Control, project-wide	$30 k

Total Construction Cost =	approximately $3 mil
Total Project Cost =	approximately $4 mil

Mid-Peninsula Water District – Dairy Lane

Scope: two-story, 8,000 sf new construction, 2,000 sf remodel (locker rooms), 9300 sf warehouse remodel. Scope includes site work = 45,000 sf.

Cost Estimate: $900 per sf for new building, $75 per sf for site improvements, $300 per sf for remodeled areas.
About **$14.5 Mil** for total project.

Bid Result: Project has not yet been bid.

NMWD Admin and Lab Upgrade Project

Scope: 9,000 sf renovation, 4,000 sf new, and includes landscape work. One story.

Cost Estimate: $965 per sf, $12,866,000. Landscape $118,000 for 6,260 sf

Bid Result: $900 - $1,000 per square for building. (Landscape work adds $100,000)
$11.6 Mil - $13.4 Mil total

Oro-Loma Sanitary District

Scope: 3,700 sf new construction: training rooms and locker room building. 1,500 office remodel. 1,200 sf kitchen and break room remodel. 6,400 sf site and landscape.

Cost Estimate: $920 per sf for new construction. $600 per sf for office remodel. $50 per sf for site improvements.
About $4.6 Mil for total project.

Bid Result: about **$4.1 Mil** total

North Coast County Water District

Scope: 9,825 sf new construction: training room, break room/kitchen, offices, board room, small lab. 1,444 sf prefabricated shop building. 35,755 sf site work. 4,939 sf remodel of existing warehouse.

Cost Estimate: $930 per sf for new construction. $524 per sf for shop building. $96 per sf for site improvements. $35 sf for warehouse remodel.
About $13.5 Mil for total project.

Bid Result: about **$13.6 Mil** (Bid Range = $16.1 Mil – 12.6 Mil)

Purissima Hills Water District

Scope: 7,368 sf new construction: McCann Operations Center. 10,552 sf site work.

Cost Estimate: $1,069 per sf for new construction. $443 per sf for site improvements.
About **$13.7 Mil** for total project.

Bid Result: Project has not yet been bid.

SMC Mosquito and Vector Control District

Scope: Remodel of existing building: 2,200 sf of new office, 2,825 sf of remodeled warehouse

Cost Estimate: $1,300 per sf for remodeled construction (office and warehouse).
About **$8.0 Mil** for total project.

Bid Result: Project has not yet been bid.

Hayward Sewage Plant: New Administration Building

Scope: 22,000 sf new construction. (6,700 sf existing building demolished). Site improvements, 62kW solar parking canopies, 62 parking spaces, associated site and landscape improvements.

Cost Estimate: $1,545 per sf for new bldg construction, inclusive of site and landscape improvements.
About **$34 Mil** for total project.

Bid Result: Project has not yet been bid.

Project Entitlement & Approvals Process

- District acts as Lead Agency for Categorical Exemption
- Belmont Planning Department provides an Administrative Project Review (No Planning Commission Hearing)
- Belmont Fire Protection District Review
- Belmont Building Department Review and
- Courtesy Meetings: One Shoreline – updates and schedule for Belmont Slough work

SCHEDULE MILESTONES	Start	End
Schematic Design	November 2024	February 2025
Design Development / Planning Entitlements	February 2025	April 2025
Construction Documents	March 2025	November 2025
City of Belmont Permitting	September 2025	December 2025
Project Bid and Contract Award	January 2026	March 2026
Construction Duration	April 2026	May 2027
Project Closeout	April 2027	May 2027
Move in	June 2027	July 2027

Mid-Peninsula Water District

Dairy Lane Headquarters Upgrade

Project Update
June 2024

MID-PENINSULA
WATER DISTRICT

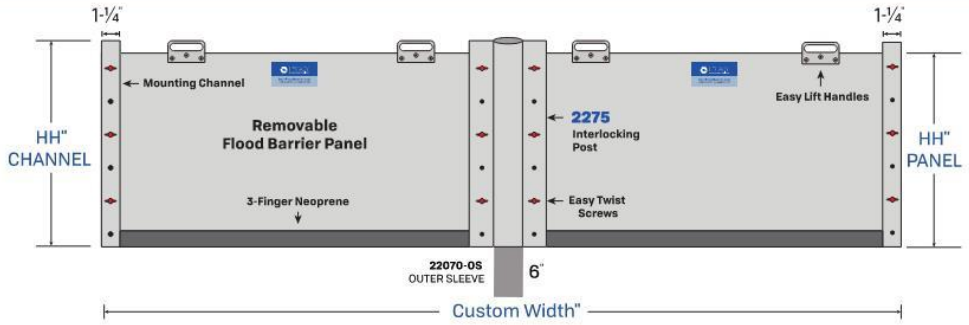
NOLL & TAM
ARCHITECTS

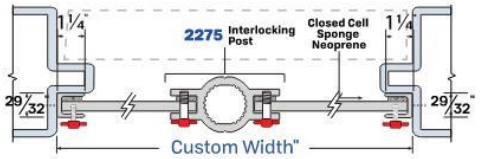
ALL SCHEMES FLOOD BARRIERS

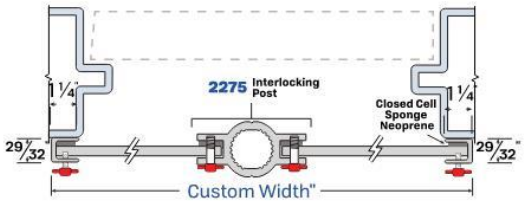
For all ground-level openings

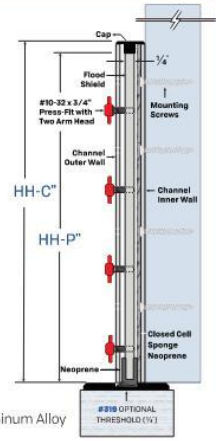
Website: DoorFloodBarrier.com
General Inquiries: contact@legacyllc.com
Orders: orders@legacyllc.com
Main Office: 415 Concord Avenue Bronx, NY 10455
Phone: (718) 292-5333
Fax: (888) 383-3330

Interlocking Flood Shield for Oversized Openings #5029









Product Specifications

PANEL: 5052 type Marine-grade Aluminum Alloy

INSIDE MOUNTED FRAMES: 1-1/4" x 29/32" x 1/8" aluminum extrusion 6062 alloy T5-T6, with 10-32 stainless steel allen head tightening. Black anodized channels are also available if specified.

OUTSIDE MOUNTED FRAMES: 1-1/4" x 29/32" x 1/8" aluminum extrusion 6062 alloy T5-T6, with 10-32 stainless steel allen head tightening. Black anodized channels are also available if specified.

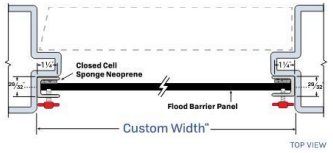
FLOOR SURFACE: Threshold aluminum Part #319. Optional

SEALS: Neoprene lines the bottom of the shield. Sponge Rubber lines the channels. Our seals are composed of high-density rubber extrusions for increased strength with a low hardness that provides superior compression.

HARDWARE: #10 x 1-¼" FHPH with plastic expansion tube anchors. Snap covers for safety provided for the top of the channels and for the mounting holes.

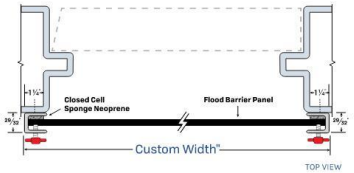
Single Flood Barrier for Standard Openings (Up to 48")

#5027 MOUNTED TO INSIDE OF FRAME



#5027MA mounted to the inside of the door frame.

#5127 MOUNTED TO OUTSIDE OF FRAME



#5127MA mounted to the outside of the door frame.

Cost Estimate Project Contingencies	
Conceptual Design & Engineering (5% reduction per Design Milestone)	15%
Construction Cost Escalation to Mid-Point of Construction	9%
Construction Management Estimate	4.5%
Owner Project Contingency	8.5%

Contingencies are included in construction and “Soft” cost estimates and are not in addition to.

Soft costs also include design and engineering fees, permitting estimates, project construction management, Audio/video systems and a FF&E package

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.D.

DATE: June 27, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Joubin Pakpour, District Engineer

SUBJECT: RECEIVE REPORT ON PROPOSED 5-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET AND CORRESPONDING POTENTIAL CUSTOMER RATE SCENARIOS

RECOMMENDATION

Receive report and provide staff with feedback.

FISCAL IMPACT

No immediate fiscal impact. Board is asked to review presented information before taking action at a future date.

Versions of the attached 5-Year CIP were reviewed and discussed with the Board Finance Committee during meetings on May 16, 2024, and June 5, 2024, and shared with the full Board at the May 24, 2024 regular meeting during the budget presentation.

BACKGROUND

The District first established a five-year capital program in December 2015, which covered fiscal years 2016/2017 through 2021/2022. This capital program created a list of 92 projects with an estimated cost of $51,820,000. Of those, 22 projects, with 2 additional projects added later were identified as priority projects for the District to complete within 5 years. The Board issued certificates of participation (COP) in the amount of $20,045,000 to fund the capital program to be augmented by “pay-go” funding from each fiscal year’s operations budget.

As of 2020, four years into the program, 14 of the 24 projects had been bid and awarded. At that time, the District conducted an update of its CIP. With 14 completed projects, the 2020 update identified a total of 84 capital projects with an estimated cost of $80,230,000.

After expending the 2016 COP funds in March 2024, the District will need to assess its remaining projects, prioritize the projects, and identify funding mechanisms. Pakpour Consulting Group (PCG) and staff have been working to update the CIP list of projects and prioritizations. Brandon Laurie of PCG presented the preliminary updated draft CIP list and discussed how it was developed at the June 6, 2024 special board meeting.

Also at the June 6, 2024 special board meeting, staff presented several potential CIP funding and associated customer rate scenarios based on information provided by our rate consultant HF&H Consultants. Board members asked staff to (1) provide additional information on the criticality of the projects identified in the presented preliminary 5-year CIP and (2) continue to analyze potential customer rate scenarios.

DISCUSSION

A revised draft 5-Year CIP budget is provided as an attachment, and will be discussed at the meeting. District Engineer Pakpour will provide additional information and context as to the criticality of the identified projects.

A presentation discussing a range of potential customer rate scenarios is attached, and will be presented by staff. Staff would like to get feedback and direction on the provided scenarios. This direction will be given to HF&H to further analyze the selected scenarios, and HF&H will then present the results of their study to the Board at a subsequent rate study session special meeting.

The full updated CIP document will be presented to the Board at the July regular Board meeting.

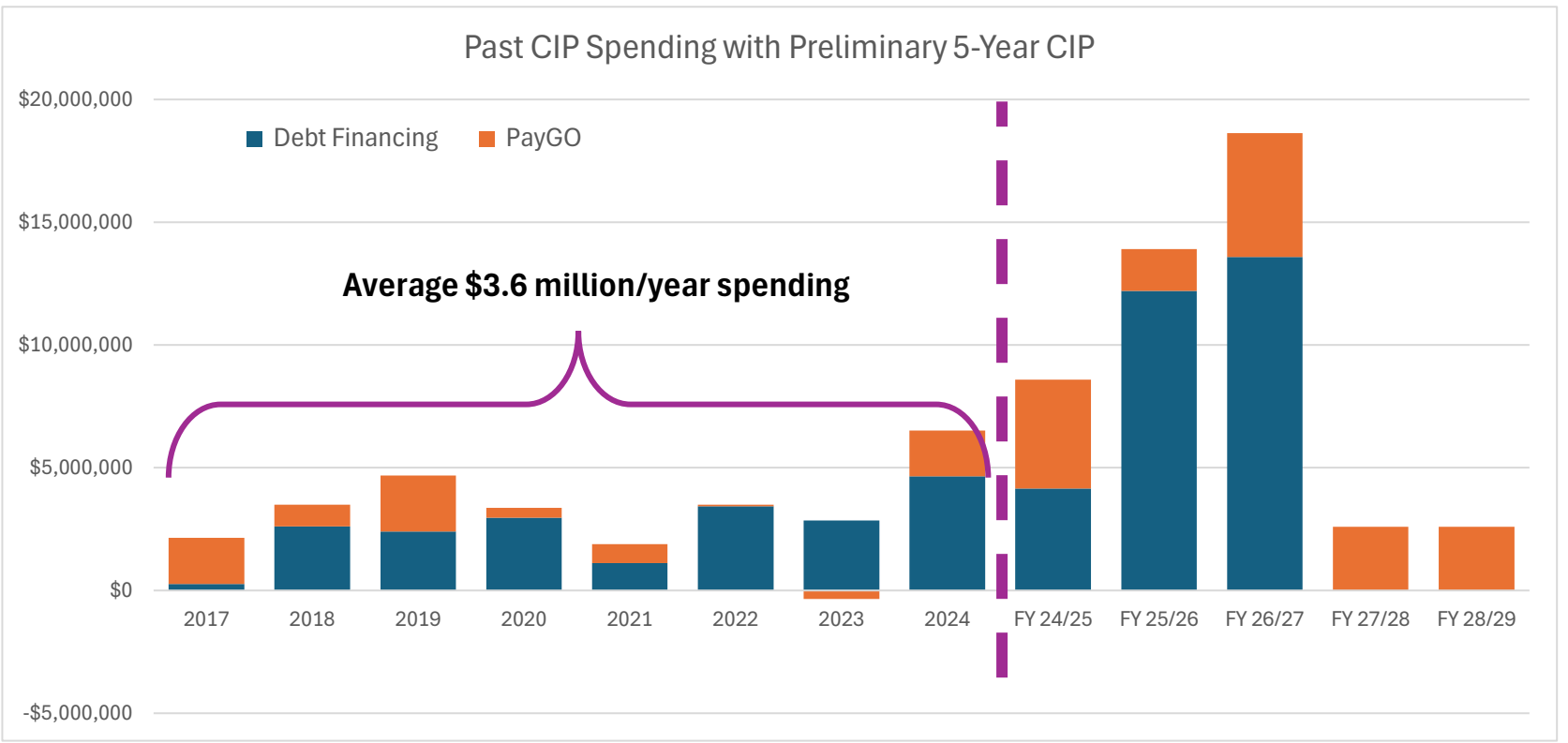
Attachments: Revised Preliminary 5-Year CIP Budget
Presentation on Potential Customer Rate Scenarios

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

Preliminary 5-Year CIP Budget

CIP #	Project	Proposed Funding	Total		FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
--	(Capitalized Equipment)	Pay-Go	$ 800,000		$ 400,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
CIP 15-75a	Old County Road Improvements	Pay-Go	$ 225,000		$ 225,000	$ -	$ -	$ -	$ -
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	Pay-Go	$ 3,000,000		$ 3,000,000	$ -	$ -	$ -	$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	Debt Financ	$ 3,719,715		$ 1,859,858	$ 1,859,858	$ -	$ -	$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	Debt Financ	$ 11,271,863		$ -	$ 3,381,559	$ 7,890,304	$ -	$ -
CIP 24-07	Folger Property Improvements	Debt Financ	$ 4,590,000		$ 2,295,000	$ 2,295,000	$ -	$ -	$ -
CIP 15-89	Dekoven Tanks Replacement	Debt Financ	$ 7,590,000		$ -	$ 1,897,500	$ 5,692,500	$ -	$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	Debt Financ	$ 2,765,000		$ -	$ 2,765,000	$ -	$ -	$ -
CIP 24-08	Exborne West Tank Recoating	Pay-Go	$ 675,000		$ 675,000	$ -	$ -	$ -	$ -
CIP 24-09	Hallmark North Tank Recoating	Pay-Go	$ 3,050,000		$ -	$ 610,000	$ 2,440,000	$ -	$ -
CIP 24-10	West Belmont North Tank Recoating	Pay-Go	$ 130,000		$ 130,000	$ -	$ -	$ -	$ -
--	Other Projects (Not Yet Identified)	Pay-Go	$ 8,500,000		$ -	$ 1,000,000	$ 2,500,000	$ 2,500,000	$ 2,500,000
	Total Pay-Go		**$ 16,380,000**		**$ 4,430,000**	**$ 1,710,000**	**$ 5,040,000**	**$ 2,600,000**	**$ 2,600,000**
	Total Debt Financing		**$ 29,936,578**		**$ 4,154,858**	**$ 12,198,916**	**$ 13,582,804**	**$ -**	**$ -**
	Total		**$ 45,291,578**		**$ 7,959,858**	**$ 13,808,916**	**$ 18,522,804**	**$ 2,500,000**	**$ 2,500,000**



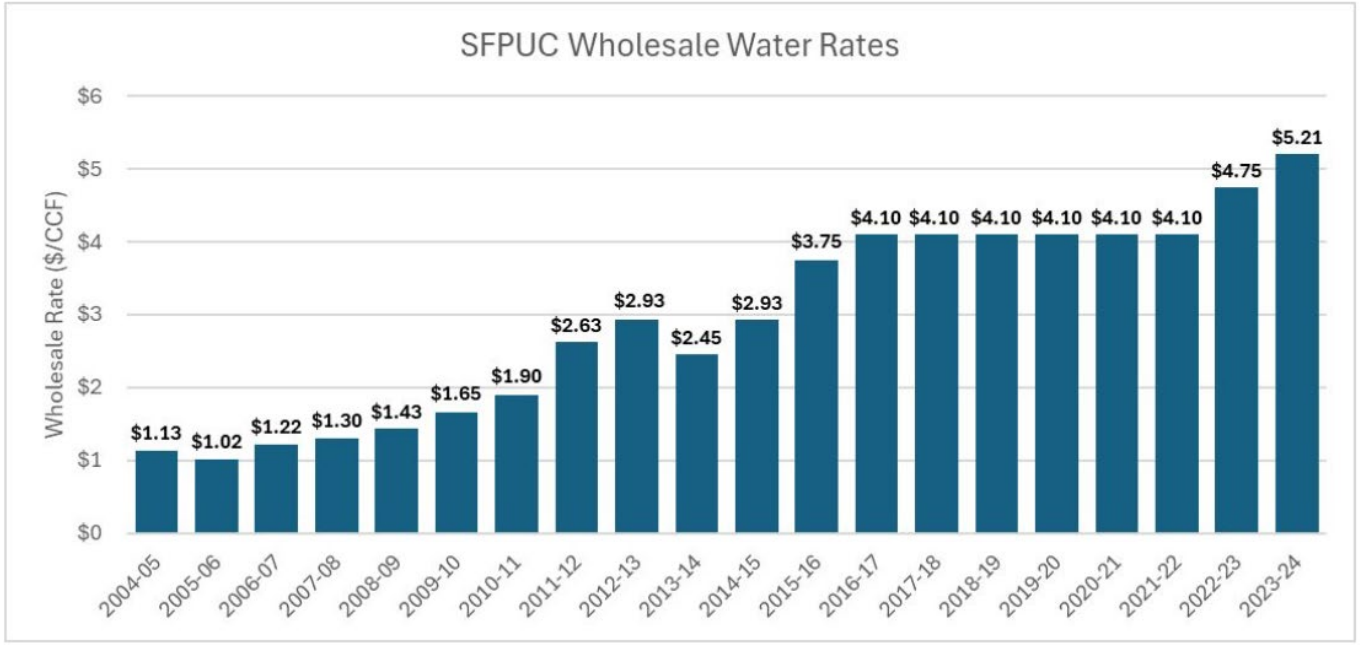
Proposed 5-Year CIP Budget and Corresponding Potential Customer Rate Scenarios

June 27, 2024

Presentation updated 6/26/2024

Recent Rate Increases

- July 1, 2024 – Pass-Through Rate Increase of up to $0.46 HCF (6.5% increase relative to lowest residential tier)
- July 1, 2023 – Pass-Through Rate Increase of $0.46/HCF (7% increase relative to lowest residential tier)
- July 1, 2022 – Pass-Through Rate Increase of $0.65/HCF (11% increase relative to lowest residential tier)
- July 1, 2021 – No Rate Increase
- July 1, 2020 – No Rate Increase
- July 1, 2019 – Part of 5-Year Rate Study, 3% Increase to MPWD Rates



Last 5-Year Rate Study – May 2015

- 18% Increase in first year, 6% subsequent years
- Modeled projection for 2020-2023 would have increased rates 14.8% over 2019 rates.

After 5 years – 49% increase

Mid-Peninsula Water District Cash Flow Projections

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Rate Adjustments	9%	18%	6%	6%	6%	6%	3.5%	3.5%	3.5%	3.5%
Growth in Service Connections		20	20	20	10	10	10	10	10	10
Water System Capacity Charge	$1,450	$9,375	$9,560	$9,750	$9,950	$10,150	$10,350	$10,560	$10,770	$10,990
Change in Water Sales	-13.00%	-4.40%	-1.02%	-1.02%	-1.02%	-1.02%	-0.60%	-0.60%	-0.60%	-0.60%
Change in Sales Revenues	-14.56%	-4.95%	-1.15%	-1.15%	-1.15%	-1.15%	-0.67%	-0.67%	-0.67%	-0.67%
Total Water Sales (hcf)	1,160,000	1,109,000	1,097,700	1,086,500	1,075,400	1,064,400	1,058,100	1,051,800	1,045,500	1,039,300
SFPUC Water Supply (hcf) +7%	1,241,200	1,186,600	1,174,500	1,162,600	1,150,700	1,138,900	1,132,200	1,125,400	1,118,700	1,112,100
Reduction in Supply Since 2013	-16.4%	-20.0%	-20.9%	-21.7%	-22.5%	-23.3%	-23.7%	-24.2%	-24.6%	-25.1%
SFPUC Rate per hcf	$2.93	$3.75	$3.78	$3.79	$4.31	$4.72	$4.74	$4.90	$5.03	$5.17
Interest Earnings Rate	0.30%	0.30%	0.50%	0.75%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Cost Escalation		4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Beginning Fund Balances	$4,377,000	$2,483,000	$2,512,000	$2,778,000	$3,195,000	$3,322,000	$3,344,000	$3,498,000	$3,632,000	$3,781,000
REVENUES										
Monthly Service Charges	2,050,000	2,420,000	2,654,000	2,879,000	3,103,000	3,294,000	3,414,000	3,538,000	3,667,000	3,801,000
Water Sales	6,570,000	8,229,000	8,620,000	8,933,000	9,248,000	9,564,000	9,832,000	10,108,000	10,392,000	10,684,000
Subtotal Rate Revenues	8,620,000	10,649,000	11,274,000	11,812,000	12,351,000	12,858,000	13,246,000	13,646,000	14,059,000	14,485,000
Interest Revenue	10,000	7,000	13,000	21,000	32,000	33,000	33,000	35,000	36,000	38,000
Lease of Physical Property	238,000	248,000	255,000	263,000	271,000	279,000	287,000	296,000	305,000	314,000
Property Taxes	245,000	245,000	252,000	260,000	268,000	276,000	284,000	293,000	302,000	311,000
Capacity Charges	50,000	188,000	191,000	195,000	100,000	102,000	104,000	106,000	108,000	110,000
Other/Miscellaneous Revenues	34,400	79,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000
Total Revenues	9,197,400	11,416,000	12,035,000	12,603,000	13,076,000	13,604,000	14,012,000	14,436,000	14,872,000	15,322,000
EXPENSES										
Operating & Maintenance										
Personnel Costs	2,470,000	2,659,000	2,765,000	2,876,000	2,991,000	3,111,000	3,235,000	3,364,000	3,499,000	3,639,000
SFPUC Water Purchases	3,737,000	4,550,000	4,540,000	4,506,000	5,060,000	5,476,000	5,467,000	5,614,000	5,727,000	5,850,000
BAWSCA Bond Surcharge	500,000	461,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000
Maintenance & Repair	500,000	524,000	545,000	567,000	590,000	614,000	639,000	665,000	692,000	720,000
Utilities	330,000	344,000	358,000	372,000	387,000	402,000	418,000	435,000	452,000	470,000
Professional Services	536,000	591,000	615,000	640,000	666,000	693,000	721,000	750,000	780,000	811,000
Wtr Conservation Prog & Rebates	72,000	73,000	76,000	79,000	82,000	85,000	88,000	92,000	96,000	100,000
Other Operating Costs	586,000	615,000	640,000	666,000	693,000	721,000	750,000	780,000	811,000	843,000
Subtotal	8,731,000	9,817,000	10,019,000	10,186,000	10,949,000	11,582,000	11,798,000	12,180,000	12,537,000	12,913,000
Capital Improvements	2,360,000	1,570,000	1,750,000	2,000,000	2,000,000	2,000,000	2,060,000	2,122,000	2,186,000	2,252,000
Total Expenses	11,091,000	11,387,000	11,769,000	12,186,000	12,949,000	13,582,000	13,858,000	14,302,000	14,723,000	15,165,000
Revenues Less Expenses	(1,893,600)	29,000	266,000	417,000	127,000	22,000	154,000	134,000	149,000	157,000
Ending Fund Balances	2,483,400	2,512,000	2,778,000	3,195,000	3,322,000	3,344,000	3,498,000	3,632,000	3,781,000	3,938,000

5-Year Rate Study – March 2010

- 9% increase each year

After 5 years – 54% increase

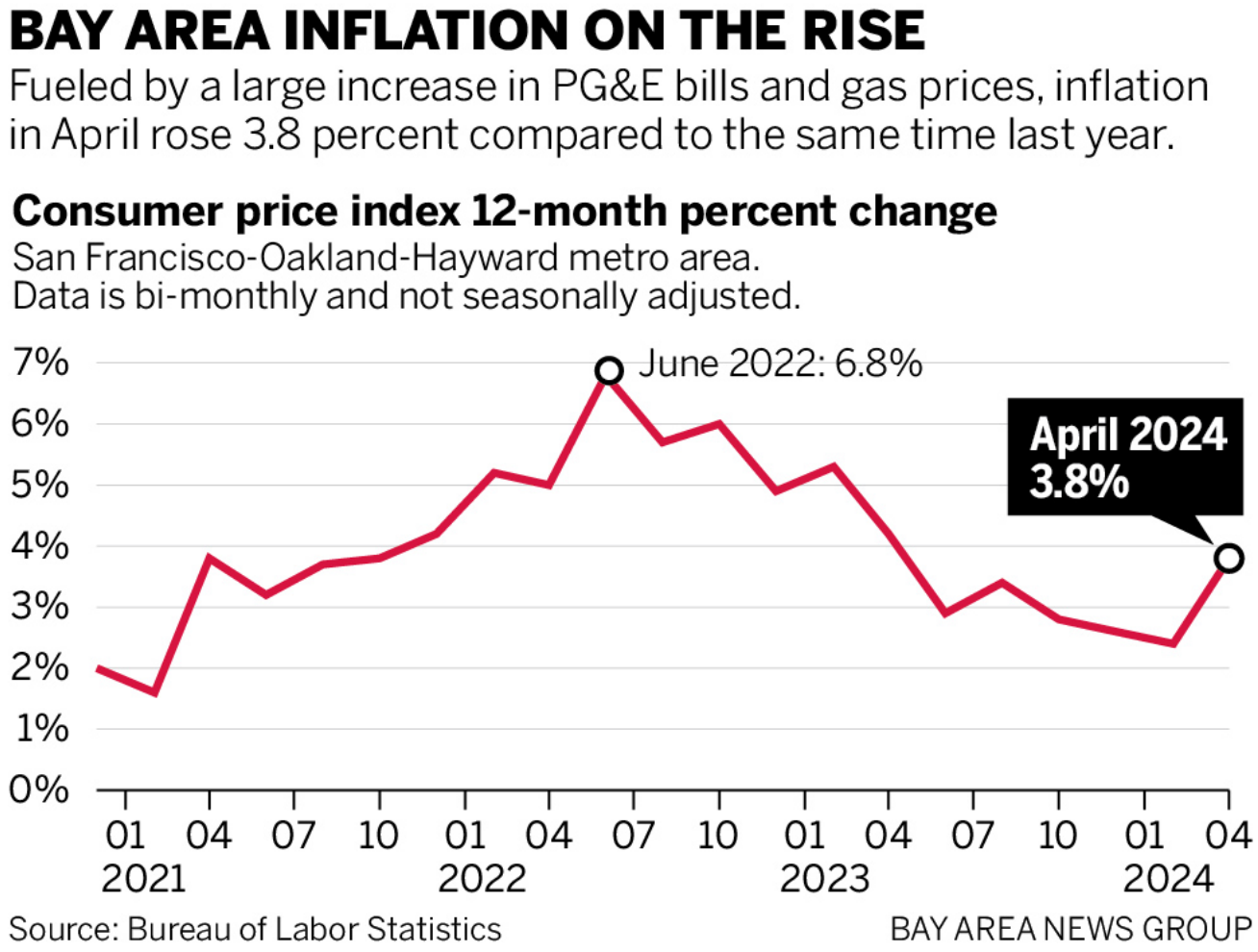
Table 17 - Mid-Peninsula Water District Cash Flow Projections

	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Overall Rate Adjustment		9%	9%	9%	9%	9%	9%	4%	3%	3%
Growth in Service Connections		0%	0%	0%	0%	0%	0%	0%	0%	0%
Annual % Change in Water Sales	-6.5%	-2.5%	-2.5%	0%	0%	0%	0%	0%	0%	0%
Total Water Sales (hcf)	1,335,000	1,300,000	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000	1,270,000
SFPUC Water Purchases (hcf)	1,450,000	1,415,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000	1,380,000
SFPUC Rate per ccf	$1.65	$1.90	$2.09	$2.71	$2.85	$3.21	$3.87	$3.99	$4.11	$4.23
Interest Earnings Rate	0.75%	1.0%	1.5%	2.0%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Cost Escalation		4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Beginning Fund Balances	$3,400,000	$1,822,000	$1,724,000	$2,000,000	$2,036,000	$2,499,000	$3,145,000	$3,386,000	$3,726,000	$4,059,000
REVENUES										
Monthly Service Charges	900,000	981,000	1,069,000	1,165,000	1,270,000	1,384,000	1,509,000	1,569,000	1,616,000	1,664,000
Water Sales	5,600,000	5,964,000	6,352,000	6,924,000	7,547,000	8,226,000	8,966,000	9,325,000	9,605,000	9,893,000
Facilities Maintenance Charges	420,000	458,000	499,000	544,000	593,000	646,000	704,000	732,000	754,000	777,000
Subtotal	*6,920,000*	*7,403,000*	*7,920,000*	*8,633,000*	*9,410,000*	*10,256,000*	*11,179,000*	*11,626,000*	*11,975,000*	*12,334,000*
Property Taxes	140,000	143,000	146,000	149,000	152,000	155,000	158,000	161,000	164,000	167,000
Facilities/Connection Fees	0	0	0	0	0	0	0	0	0	0
Interest Income on Reserves	26,000	18,000	26,000	40,000	51,000	62,000	79,000	85,000	93,000	101,000
Cellular/Other	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Total Revenues	7,286,000	7,814,000	8,342,000	9,072,000	9,863,000	10,723,000	11,666,000	12,122,000	12,482,000	12,852,000
EXPENSES										
Operating & Maintenance										
Labor	1,942,000	2,020,000	2,101,000	2,185,000	2,272,000	2,363,000	2,458,000	2,556,000	2,658,000	2,764,000
Water Purchases	2,393,000	2,689,000	2,884,000	3,740,000	3,933,000	4,430,000	5,341,000	5,506,000	5,672,000	5,837,000
SFWD Contract Maint	57,000	59,000	61,000	63,000	66,000	69,000	72,000	75,000	78,000	81,000
Purchase Power	225,000	234,000	243,000	253,000	263,000	274,000	285,000	296,000	308,000	320,000
Customer Billing	85,000	88,000	92,000	96,000	100,000	104,000	108,000	112,000	116,000	121,000
Maintenance and General	612,000	636,000	661,000	687,000	714,000	743,000	773,000	804,000	836,000	869,000
Insurance	120,000	125,000	130,000	135,000	140,000	146,000	152,000	158,000	164,000	171,000
Legal Services	75,000	78,000	81,000	84,000	87,000	90,000	94,000	98,000	102,000	106,000
Directors Fees and Benefits	105,000	109,000	113,000	118,000	123,000	128,000	133,000	138,000	144,000	150,000
Other (doublecheck)	600,000	624,000	649,000	675,000	702,000	730,000	759,000	789,000	821,000	854,000
Subtotal	6,214,000	6,662,000	7,015,000	8,036,000	8,400,000	9,077,000	10,175,000	10,532,000	10,899,000	11,273,000
Non-Operating										
Debt Service, Dairylane Note	150,000	150,000	51,000	0	0	0	0	0	0	0
Capital Improvements & Maint	2,500,000	1,100,000	1,000,000	1,000,000	1,000,000	1,000,000	1,250,000	1,250,000	1,250,000	1,250,000
Subtotal	2,650,000	1,250,000	1,051,000	1,000,000	1,000,000	1,000,000	1,250,000	1,250,000	1,250,000	1,250,000
Total Expenses	8,864,000	7,912,000	8,066,000	9,036,000	9,400,000	10,077,000	11,425,000	11,782,000	12,149,000	12,523,000
Revenues Less Expenses	(1,578,000)	(98,000)	276,000	36,000	463,000	646,000	241,000	340,000	333,000	329,000
Ending Fund Balances	1,822,000	1,724,000	2,000,000	2,036,000	2,499,000	3,145,000	3,386,000	3,726,000	4,059,000	4,388,000
Fund Reserve Target	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000

BARTLE WELLS ASSOCIATES
Jobs/Mid-Peninsula WD/488A/MPWD Water Rate Study Draft 3-18-10/Cash Flow A, 3/22/2010

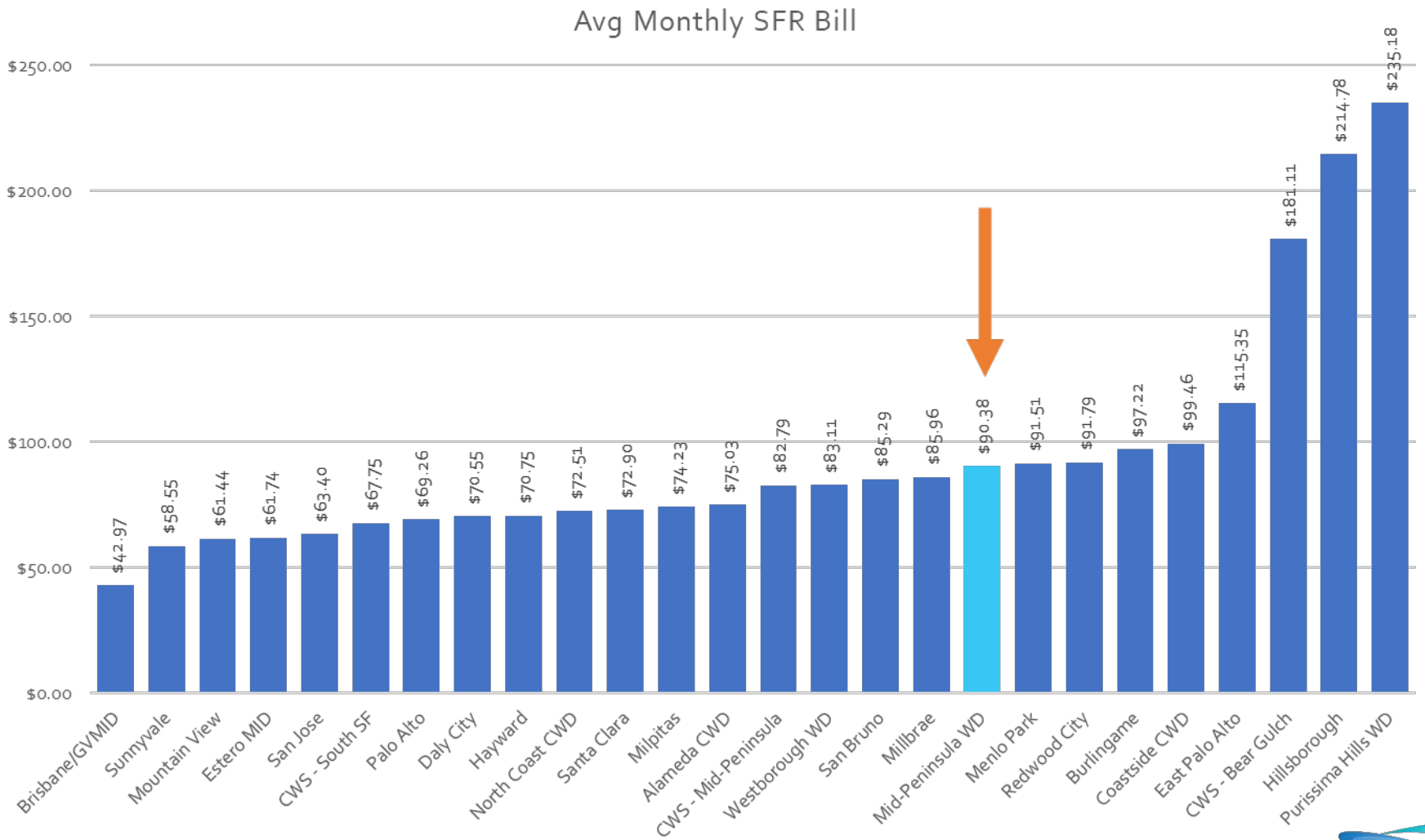
Context for Rate Increases

- If rates were increased 3% per year since 2019, they would have increased by 12.6%.
- If rates were increased by the CPI since 2019, they would have increased by 18.7%.
- If they were increased as modeled in the 2015 rate study since 2019, rates would have increased 15%-27%.



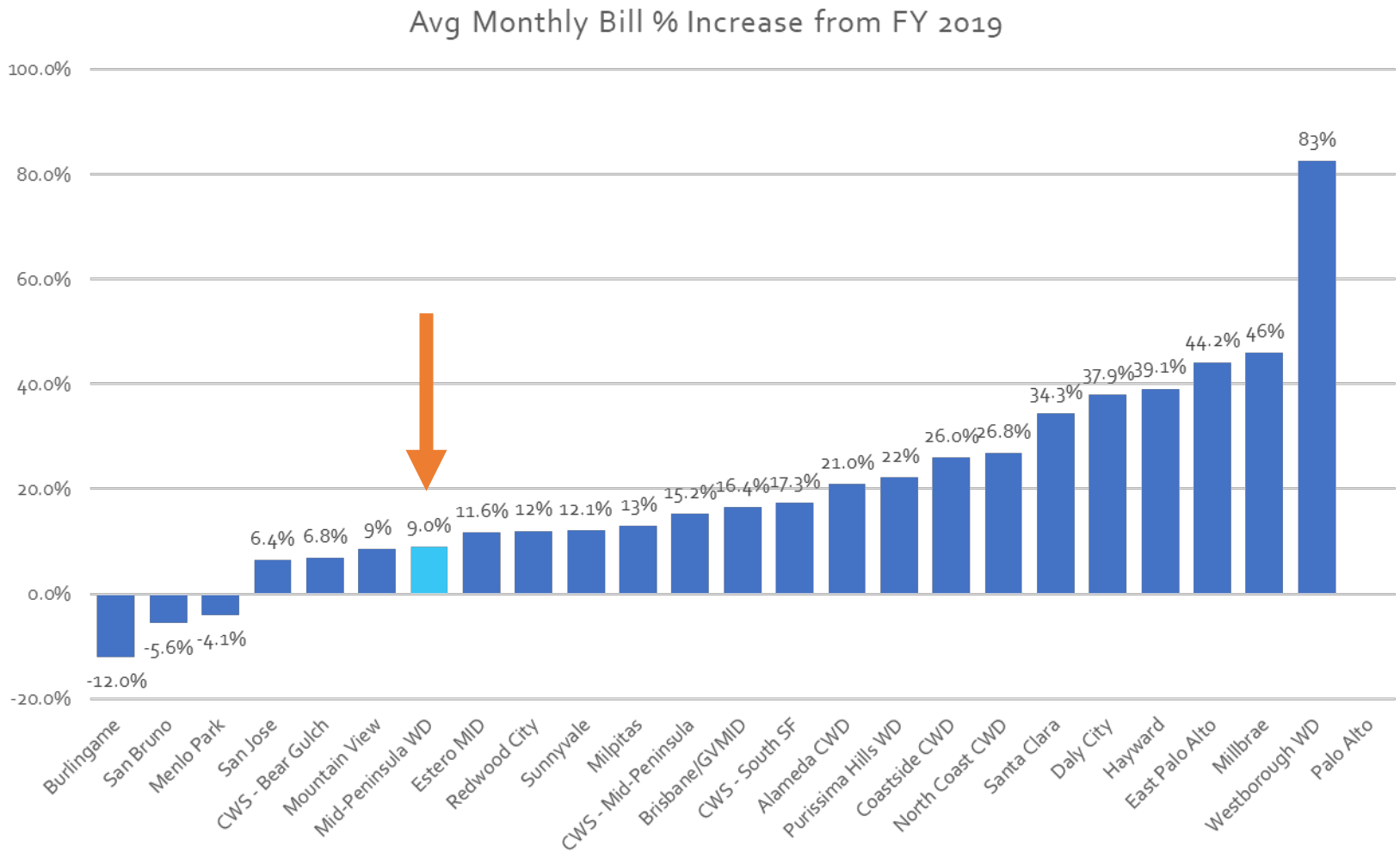
BAWSCA Agencies Avg Monthly SFR Bill

- Based on each agency's average SFR use in 2022/23 per the 22/23 BAWSCA Annual Survey
- Compared to agencies' posted/adopted July 1, 2024 rates
- Error in Palo Alto data



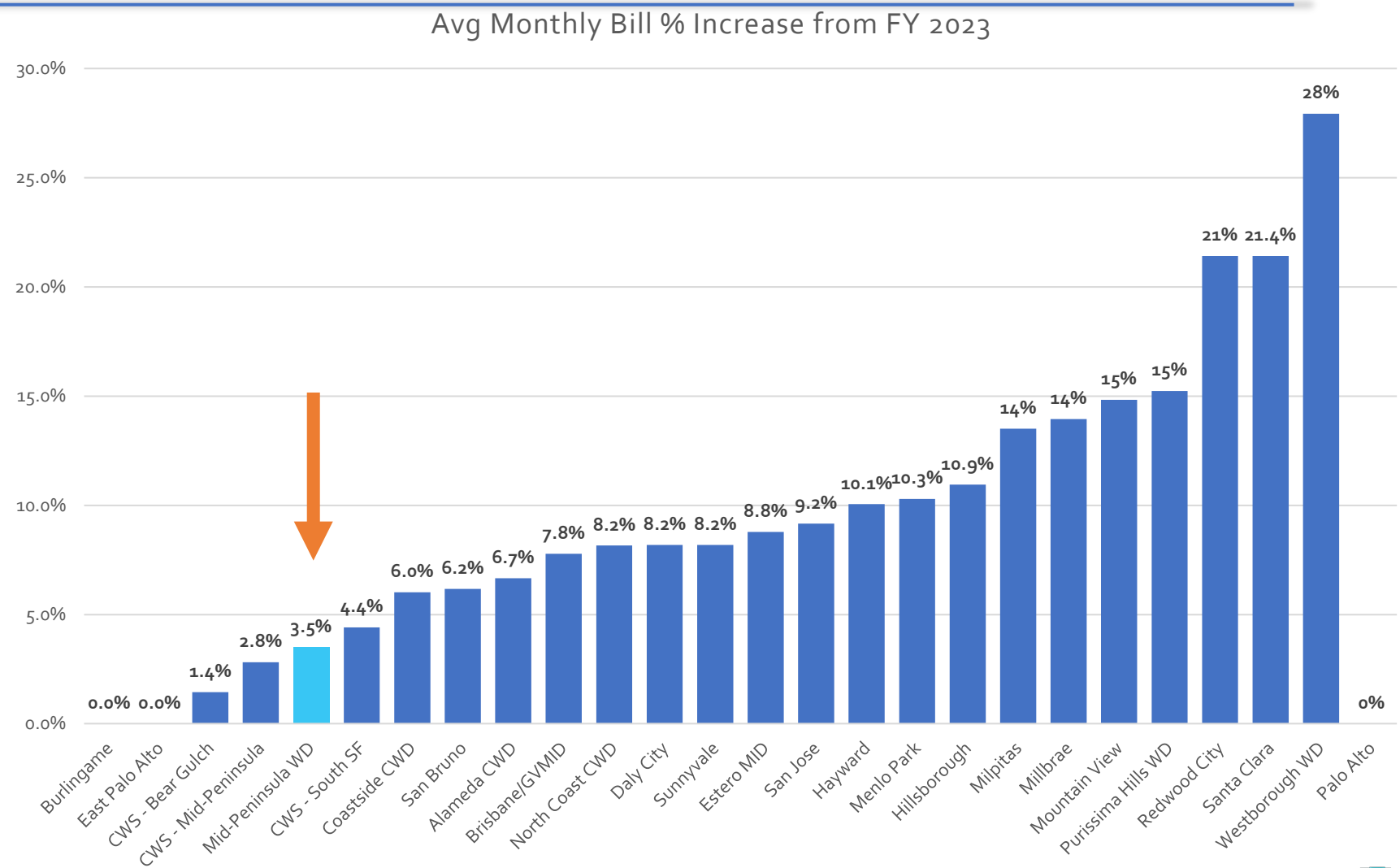
BAWSCA Agencies Avg Monthly SFR Bill Increase from FY 2019

- Current bill based on each agency's average SFR use in 22/23 per the BAWSCA Annual Survey
- Compared agencies' average bills FY 2019 bills per FY2019 BAWSCA Annual Survey to posted/adopted July 1, 2024 rates
- Error in Palo Alto data

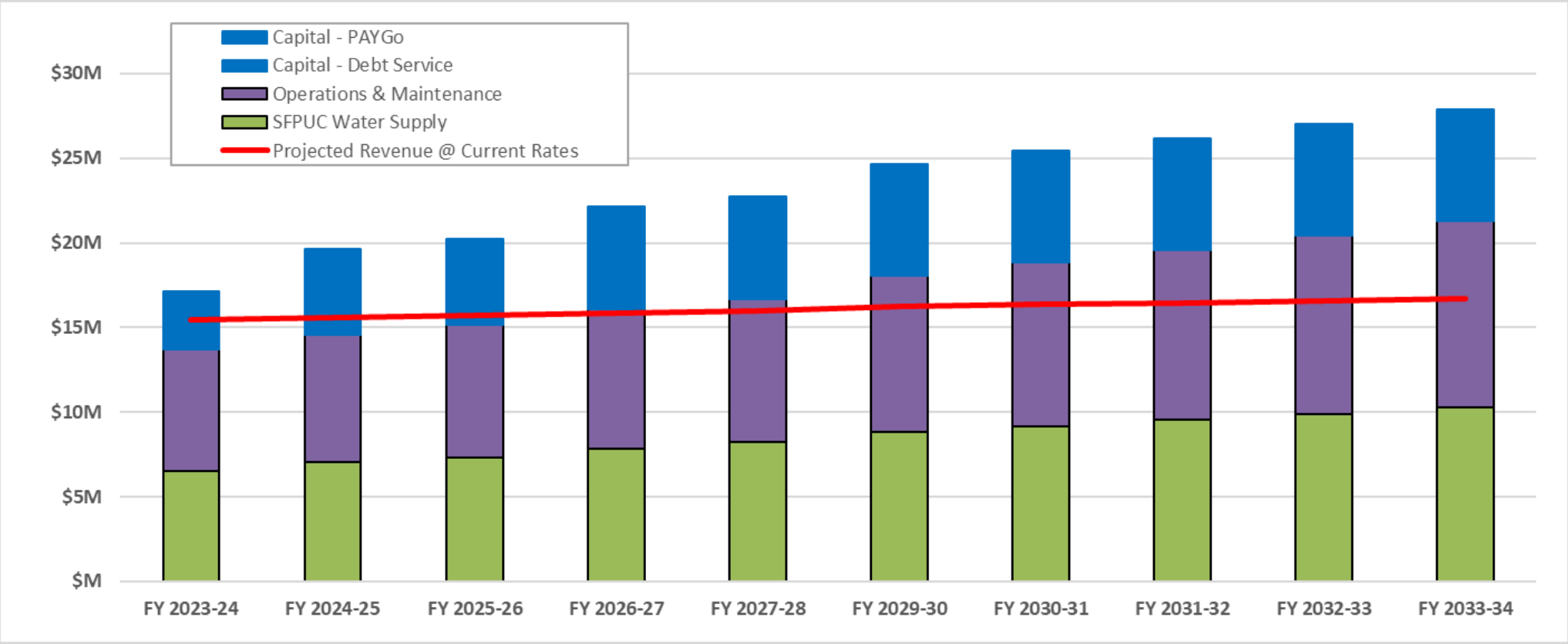


BAWSCA Agencies Avg Monthly SFR Bill Increase from FY 2022

- Based on each agency's average SFR use in 2022/23 per the 22/23 BAWSCA Annual Survey
- Compared to agencies' posted/adopted July 1, 2024 rates
- Compared agencies' average bills FY 2023 bills per FY2023 BAWSCA Annual Survey to posted/adopted July 1, 2024 rates
- Error in Palo Alto data



Revenue Requirement Projections

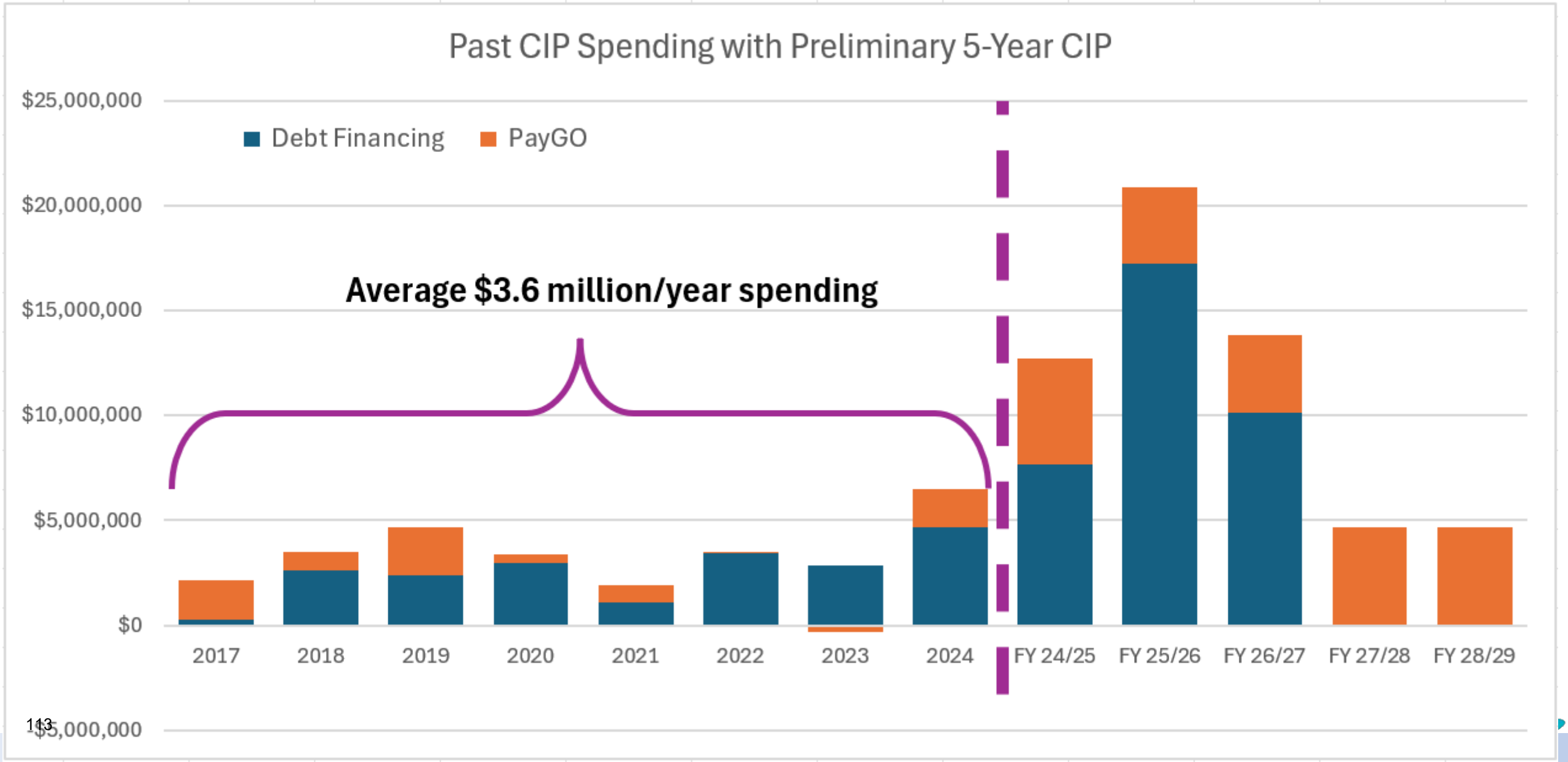


- Projected Revenue (red line) at current rates includes: growth, non-operating revenues, Capacity Fee revenue, and Water Demand Offset Charge revenue
- Annual revenue shortfalls can be covered by a combination of annual rate increases and the use of reserves
- Rates have not been increased in five years, except for SFPUC pass-through

CIP Version 1: Preliminary 5-Year CIP Budget

CIP #	Project	Proposed Funding	Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
--	(Capitalized Equipment)	Pay-Go	$ 1,200,000	$ 400,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
CIP 15-75a	Old County Road Improvements	Pay-Go	$ 225,000	$ 225,000	$ -	$ -	$ -	$ -
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	Pay-Go	$ 3,000,000	$ 3,000,000	$ -	$ -	$ -	$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	Debt Finan	$ 4,800,000	$ 2,400,000	$ 2,400,000	$ -	$ -	$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	Debt Finan	$ 14,500,000	$ -	$ 4,350,000	$ 10,150,000	$ -	$ -
CIP 24-07	Folger Property Improvements	Debt Finan	$ 5,400,000	$ 2,700,000	$ 2,700,000	$ -	$ -	$ -
CIP 15-89	Dekoven Tanks Replacement	Debt Finan	$ 7,590,000	$ 1,897,500	$ 5,692,500	$ -	$ -	$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	Debt Finan	$ 2,765,000	$ 691,250	$ 2,073,750	$ -	$ -	$ -
CIP 24-08	Exborne West Tank Recoating	Pay-Go	$ 675,000	$ 675,000	$ -	$ -	$ -	$ -
CIP 24-09	Hallmark North Tank Recoating	Pay-Go	$ 3,050,000	$ 610,000	$ 2,440,000	$ -	$ -	$ -
CIP 24-10	West Belmont North Tank Recoating	Pay-Go	$ 130,000	$ 130,000	$ -	$ -	$ -	$ -
--	Other Projects (Not Yet Identified)	Pay-Go	$ 13,500,000	$ -	$ 1,000,000	$ 3,500,000	$ 4,500,000	$ 4,500,000
	Total Pay-Go		**$ 21,780,000**	**$ 5,040,000**	**$ 3,640,000**	**$ 3,700,000**	**$ 4,700,000**	**$ 4,700,000**
	Total Debt Financing		**$ 35,055,000**	**$ 7,688,750**	**$ 17,216,250**	**$ 10,150,000**	**$ -**	**$ -**
	Total		**$ 55,410,000**	**$ 12,103,750**	**$ 20,656,250**	**$ 13,650,000**	**$ 4,500,000**	**$ 4,500,000**

Preliminary 5-Year CIP Budget – Version 1



Scenario that Achieves Full Preliminary 5-Year CIP (Version 1) Needs

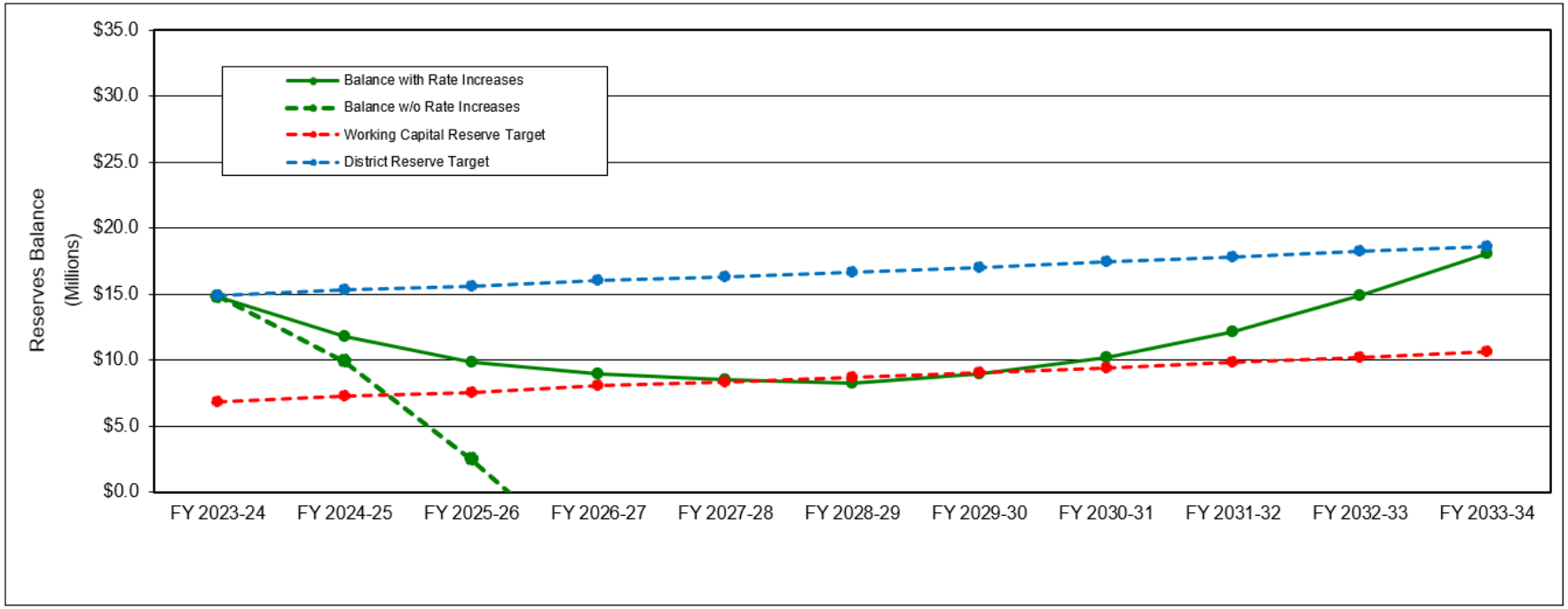
Capital Assumptions

- $4.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $8 million debt financing FY 2024-25 at 5.5%, 30-year term
- $27 million debt financing FY 2025-26 at 5.5%, 30-year term

Challenges

- Large increase the first year to maintain reserves
- *$56.5 M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**25.0%**	**10.0%**	**10.0%**	**4.0%**	**4.0%**	**5.0%**	**5.0%**	**5.0%**	**5.0%**	**4.0%**
Cumulative Increase	*25.0%*	*37.5%*	*51.3%*	*57.3%*	*63.6%*	*71.8%*	*80.4%*	*89.4%*	*98.8%*	*106.8%*
Change in Reserves	*($3,085,573)*	*($1,935,190)*	*($812,920)*	*($491,970)*	*($218,240)*	*$687,591*	*$1,247,738*	*$1,957,396*	*$2,682,677*	*$3,161,042*
Debt Coverage Ratio (1.30 mininum)	**1.76**	**1.72**	**2.08**	**2.21**	**2.33**	**2.53**	**2.73**	**2.97**	**3.21**	**3.34**



After 5 years – 64% increase

CIP Version 1

Bill Impacts: CIP Version 1

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $46.06

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$11.83	$13.01	$14.31	$14.89	$15.48
Quantity Charge	$66.16	$95.27	$104.82	$115.33	$119.93	$124.74
Total	$94.16	$107.10	$117.83	$129.64	$134.82	$140.22
Increase/(Decrease)		**$12.94**	**$10.73**	**$11.81**	**$5.17**	**$5.41**

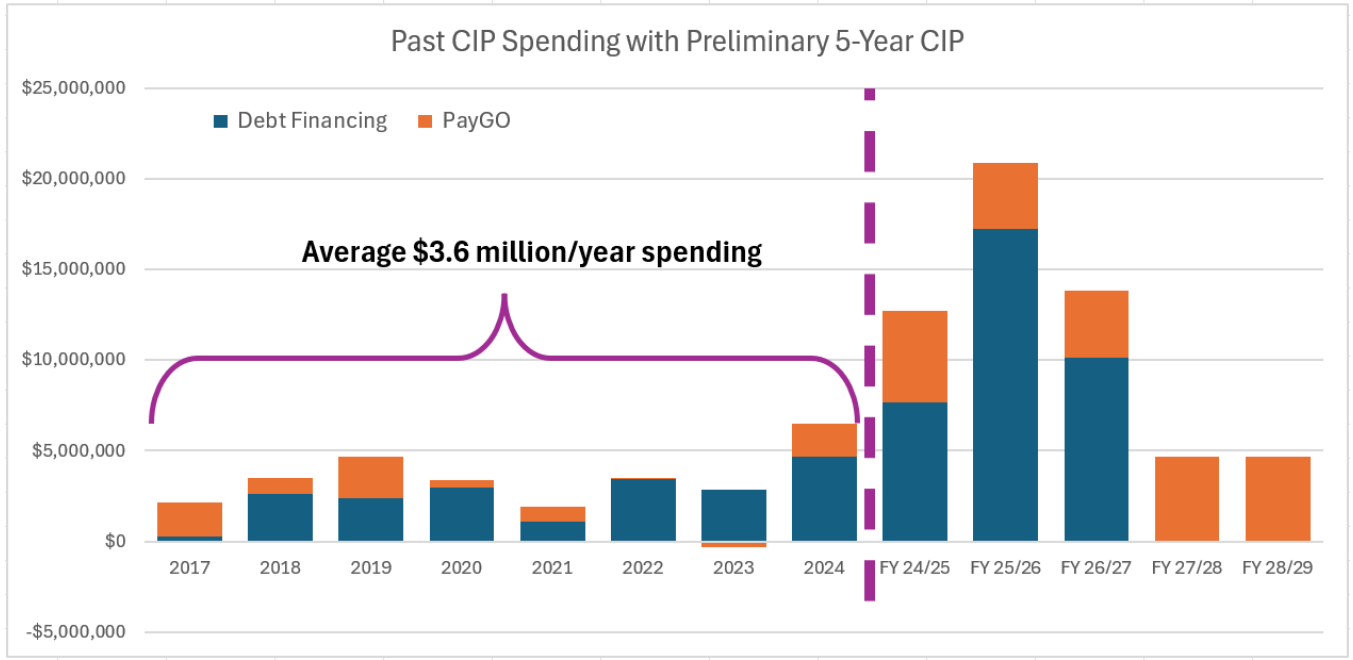
Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$12.91	$14.20	$15.62	$16.25	$16.90
Quantity Charge	$476.05	$733.95	$807.30	$887.85	$923.40	$960.30
Total	$518.05	$746.86	$821.50	$903.47	$939.65	$977.20
Increase/(Decrease)		**$228.81**	**$74.64**	**$81.97**	**$36.17**	**$37.55**

CIP Version 2: Revised Prelim 5-Year CIP

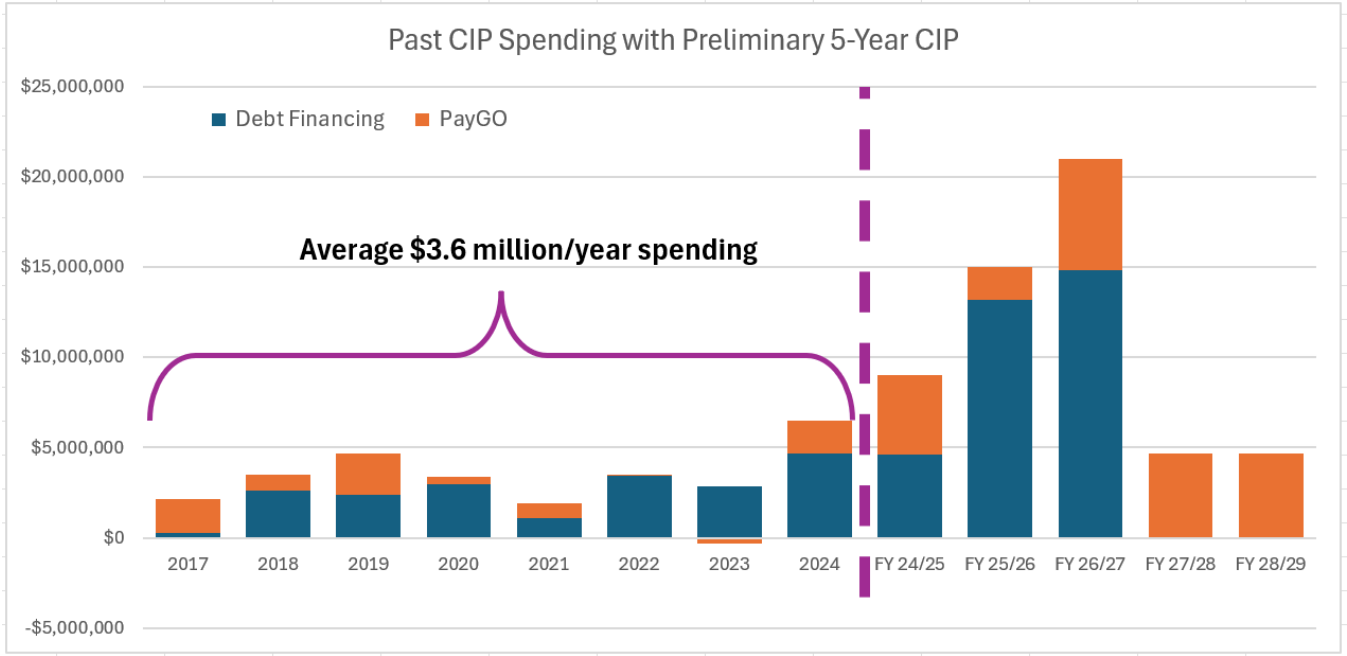
CIP #	Project	Proposed Funding	Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
--	(Capitalized Equipment)	Pay-Go	$ 1,200,000	$ 400,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
CIP 15-75a	Old County Road Improvements	Pay-Go	$ 225,000	$ 225,000	$ -	$ -	$ -	$ -
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	Pay-Go	$ 3,000,000	$ 3,000,000	$ -	$ -	$ -	$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	Debt Finan	$ 4,320,000	$ 2,160,000	$ 2,160,000	$ -	$ -	$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	Debt Finan	$ 13,050,000	$ -	$ 3,915,000	$ 9,135,000	$ -	$ -
CIP 24-07	Folger Property Improvements	Debt Finan	$ 4,860,000	$ 2,430,000	$ 2,430,000	$ -	$ -	$ -
CIP 15-89	Dekoven Tanks Replacement	Debt Finan	$ 7,590,000	$ -	$ 1,897,500	$ 5,692,500	$ -	$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	Debt Finan	$ 2,765,000	$ -	$ 2,765,000	$ -	$ -	$ -
CIP 24-08	Exborne West Tank Recoating	Pay-Go	$ 675,000	$ 675,000	$ -	$ -	$ -	$ -
CIP 24-09	Hallmark North Tank Recoating	Pay-Go	$ 3,050,000	$ -	$ 610,000	$ 2,440,000	$ -	$ -
CIP 24-10	West Belmont North Tank Recoating	Pay-Go	$ 130,000	$ 130,000	$ -	$ -	$ -	$ -
--	Other Projects (Not Yet Identified)	Pay-Go	$ 13,500,000	$ -	$ 1,000,000	$ 3,500,000	$ 4,500,000	$ 4,500,000
	Total Pay-Go		**$ 21,780,000**	**$ 4,430,000**	**$ 1,810,000**	**$ 6,140,000**	**$ 4,700,000**	**$ 4,700,000**
	Total Debt Financing		**$ 32,585,000**	**$ 4,590,000**	**$ 13,167,500**	**$ 14,827,500**	**$ -**	**$ -**
	Total		**$ 52,940,000**	**$ 8,395,000**	**$ 14,777,500**	**$ 20,767,500**	**$ 4,500,000**	**$ 4,500,000**

- Assumed Folger and Dairy projects are 10% less cost
- Shifted Dekoven tank replacement, Hallmark tank recoating by one year
- Shifted 101 crossing ½ year

CIP Version 1: Preliminary 5-Year CIP $55M total



CIP Version 2: Preliminary 5-Year CIP, w/Projects Shifted $53M total



CIP Version 2: Reduces total investment and delays projects

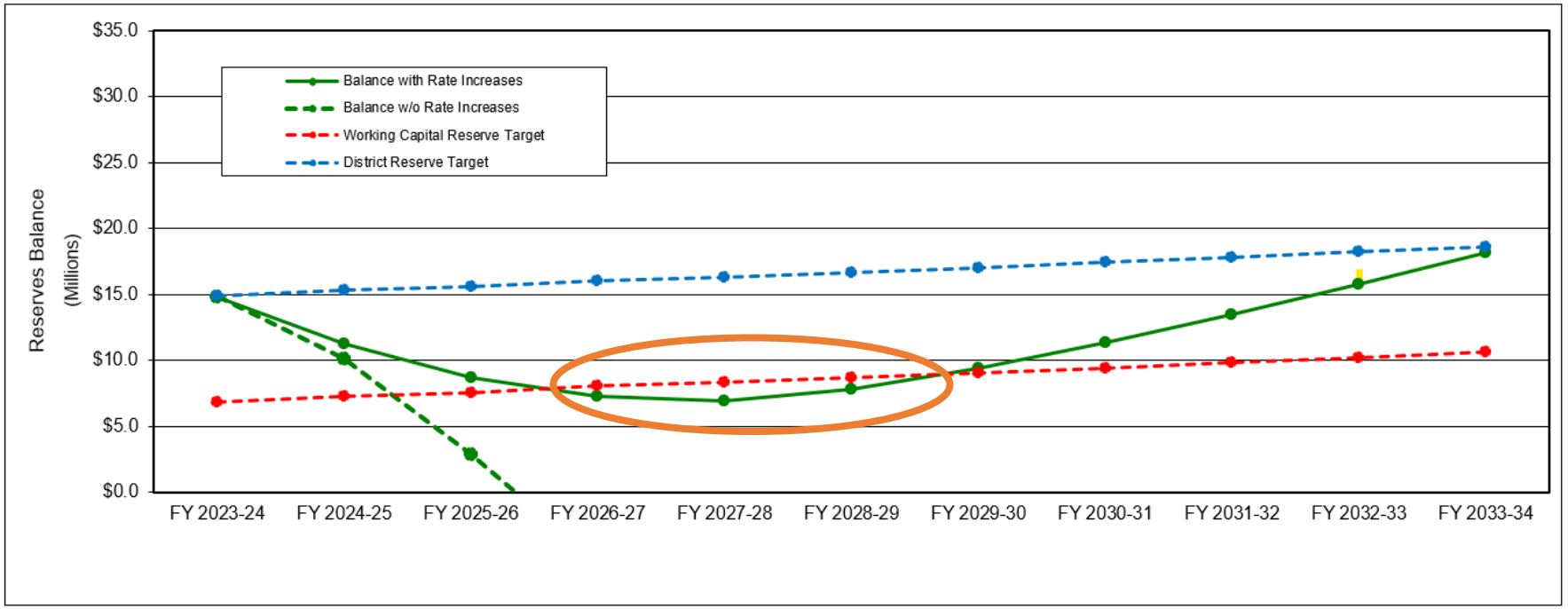
Capital Assumptions

- $4.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $5 million debt financing FY 2024-25 at 5.5%, 30-year term
- $27 million debt financing FY 2025-26 at 5.5%, 30-year term

Challenges

- Large increase the first 2 years
- Dips below working capital reserve by $1.4M
- *$53.5M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**15.0%**	**15.0%**	**10.0%**	**8.0%**	**8.0%**	**4.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**
Cumulative Increase	*15.0%*	*32.3%*	*45.5%*	*57.1%*	*69.7%*	*76.5%*	*83.5%*	*89.0%*	*94.7%*	*100.5%*
Change in Reserves	*($3,606,286)*	*($2,501,360)*	*($1,466,981)*	*($326,630)*	*$887,690*	*$1,600,501*	*$1,942,398*	*$2,126,897*	*$2,271,565*	*$2,416,300*
Debt Coverage Ratio (1.30 mininum)	**1.51**	**1.59**	**1.95**	**2.34**	**2.75**	**2.90**	**3.05**	**3.14**	**3.23**	**3.26**



After 5 years – 70% increase

CIP Version 2

Bill Impacts: CIP Version 2

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $55.48

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$31.40	$36.11	$39.72	$42.90	$46.33
Quantity Charge	$66.16	$70.03	$80.51	$88.56	$95.64	$103.31
Total	$94.16	$101.43	$116.62	$128.28	$138.54	$149.64
Increase/(Decrease)		$7.27	$15.19	$11.66	$10.26	$11.10

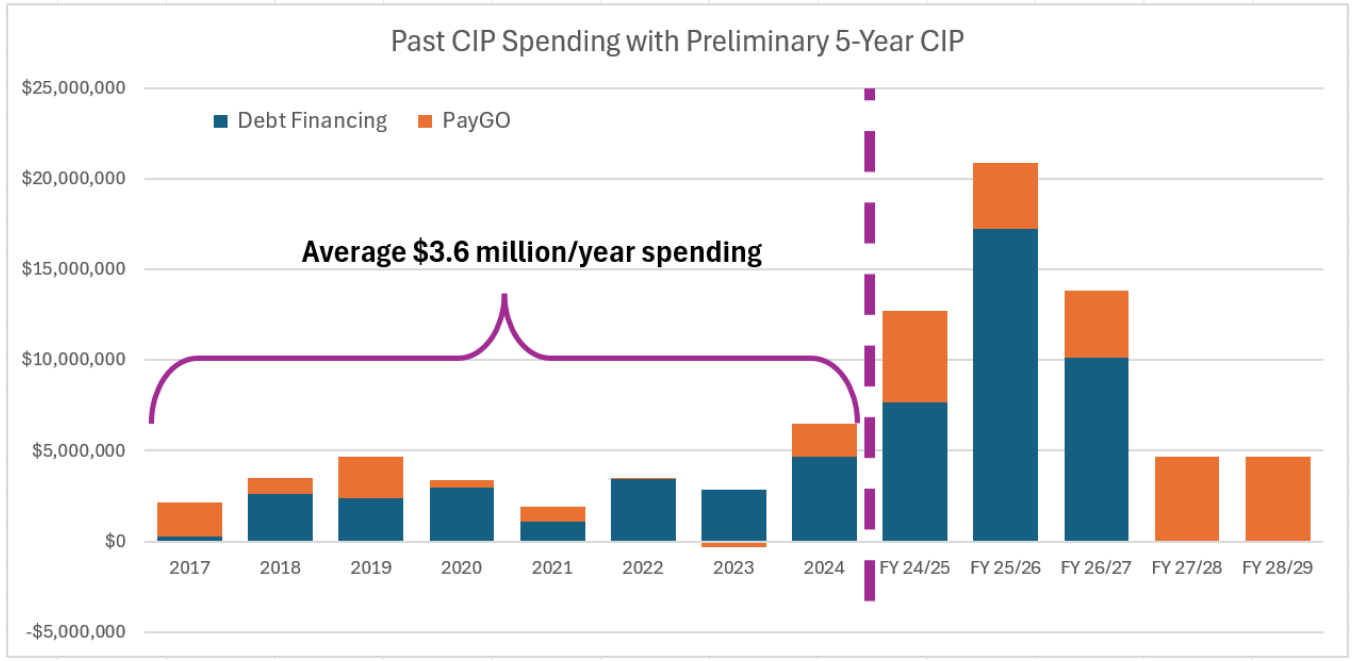
Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$68.09	$78.30	$86.13	$93.02	$100.47
Quantity Charge	$476.05	$536.85	$617.40	$679.05	$733.50	$792.00
Total	$518.05	$604.94	$695.70	$765.18	$826.52	$892.47
Increase/(Decrease)		$86.89	$90.76	$69.48	$61.34	$65.94

CIP Version 3 – Cutting Total CIP Investment by $10MM and Delaying Projects

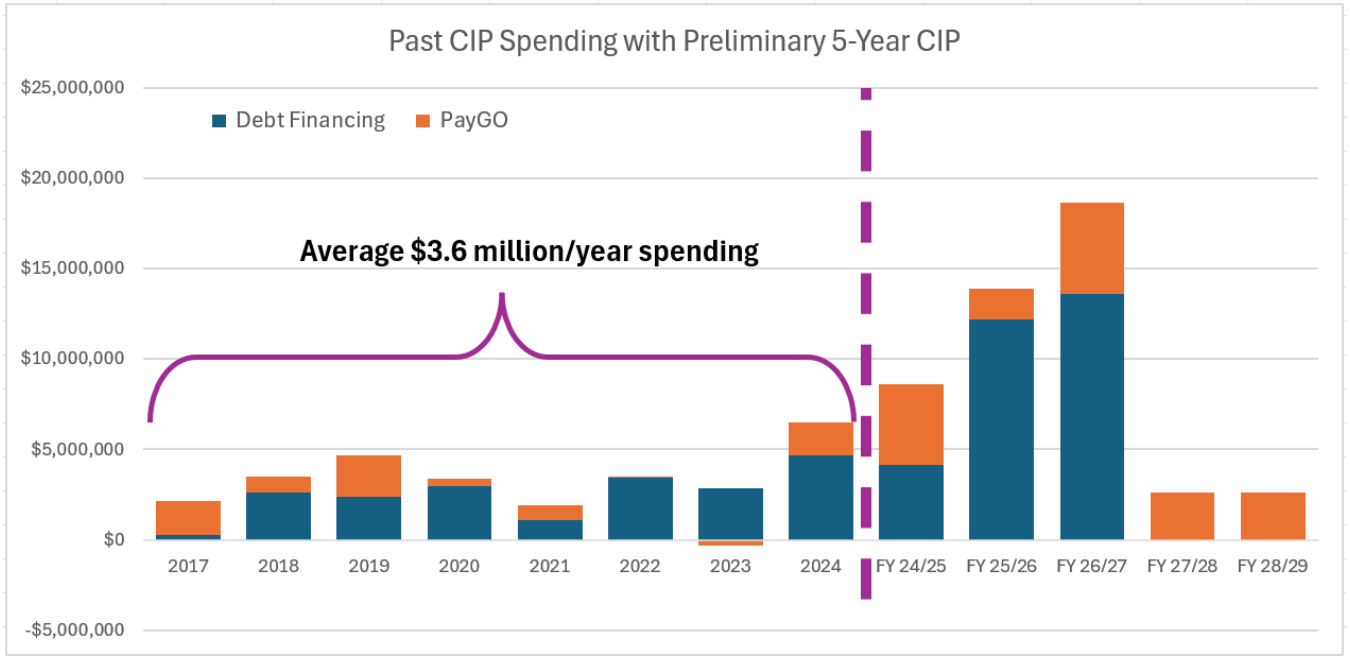
CIP #	Project	Proposed Funding	Total	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
--	(Capitalized Equipment)	Pay-Go	$ 800,000	$ 400,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
CIP 15-75a	Old County Road Improvements	Pay-Go	$ 225,000	$ 225,000	$ -	$ -	$ -	$ -
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	Pay-Go	$ 3,000,000	$ 3,000,000	$ -	$ -	$ -	$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	Debt Finan	$ 3,719,715	$ 1,859,858	$ 1,859,858	$ -	$ -	$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	Debt Finan	$ 11,271,863	$ -	$ 3,381,559	$ 7,890,304	$ -	$ -
CIP 24-07	Folger Property Improvements	Debt Finan	$ 4,590,000	$ 2,295,000	$ 2,295,000	$ -	$ -	$ -
CIP 15-89	Dekoven Tanks Replacement	Debt Finan	$ 7,590,000	$ -	$ 1,897,500	$ 5,692,500	$ -	$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	Debt Finan	$ 2,765,000	$ -	$ 2,765,000	$ -	$ -	$ -
CIP 24-08	Exborne West Tank Recoating	Pay-Go	$ 675,000	$ 675,000	$ -	$ -	$ -	$ -
CIP 24-09	Hallmark North Tank Recoating	Pay-Go	$ 3,050,000	$ -	$ 610,000	$ 2,440,000	$ -	$ -
CIP 24-10	West Belmont North Tank Recoating	Pay-Go	$ 130,000	$ 130,000	$ -	$ -	$ -	$ -
--	Other Projects (Not Yet Identified)	Pay-Go	$ 8,500,000	$ -	$ 1,000,000	$ 2,500,000	$ 2,500,000	$ 2,500,000
	Total Pay-Go		**$ 16,380,000**	**$ 4,430,000**	**$ 1,710,000**	**$ 5,040,000**	**$ 2,600,000**	**$ 2,600,000**
	Total Debt Financing		**$ 29,936,578**	**$ 4,154,858**	**$ 12,198,916**	**$ 13,582,804**	**$ -**	**$ -**
	Total		**$ 45,291,578**	**$ 7,959,858**	**$ 13,808,916**	**$ 18,522,804**	**$ 2,500,000**	**$ 2,500,000**

- Cut total CIP investment by $10MM
- Shifted Dekoven tank replacement, Hallmark tank recoating by one year
- Shifted 101 crossing ½ year
- Cut Dairy Lane by $4.3MM (22%)
- Cut Folger by $800k (15%)
- Cut unspecified projects by $4M

CIP Version 1: Preliminary 5-Year CIP $55M total



CIP Version 3: Reduced by $10M w/Projects Delayed



CIP Version 3, Scenario 1 - Cutting Total CIP Investment by $10MM and Delaying Projects -- **More even distribution of rate increases**

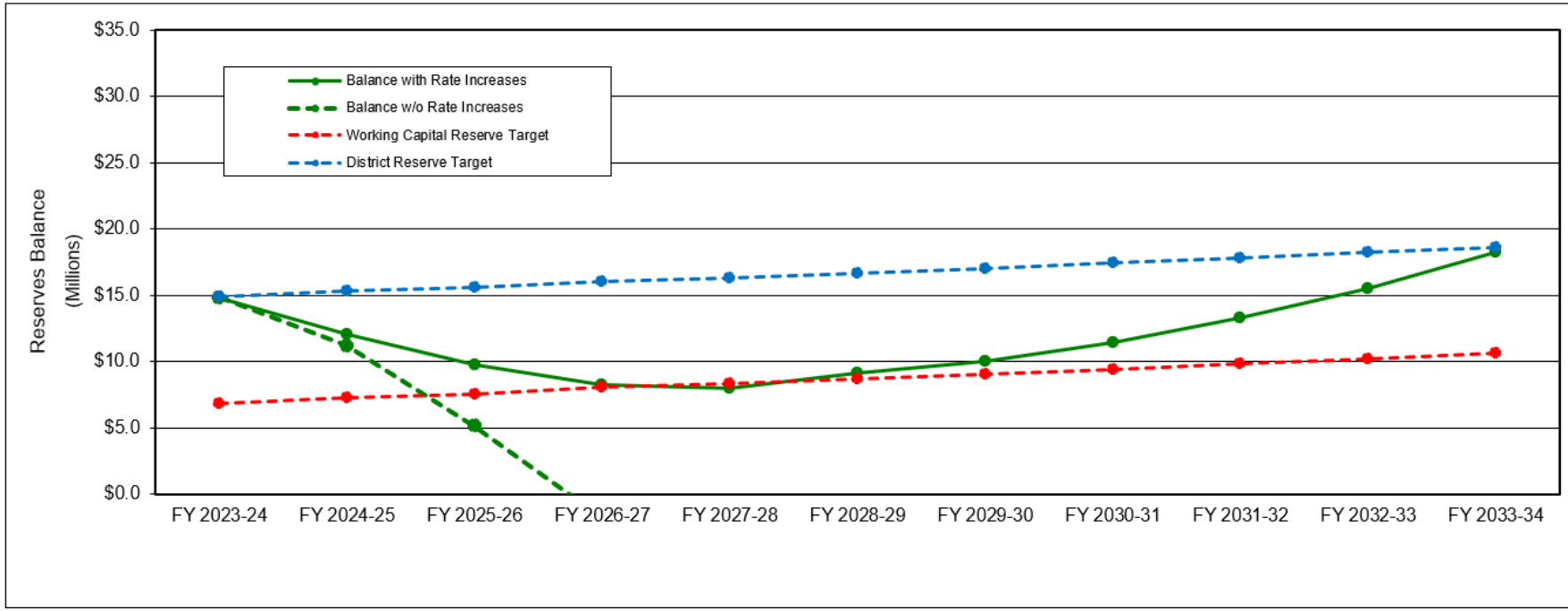
Capital Assumptions

- $3.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $5 million debt financing FY 2024-25 at 5.5%, 30-year term
- $25 million debt financing FY 2025-26 at 5.5%, 30-year term
- Spreads rate increase more evenly over the years

Challenges

- 12% Initial increase, followed by 10% and 12% increases
- Less investment in system
- *$46.5M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**12.0%**	**12.0%**	**9.0%**	**9.0%**	**9.0%**	**5.0%**	**5.0%**	**4.0%**	**4.0%**	**4.0%**
Cumulative Increase	*12.0%*	*25.4%*	*36.7%*	*49.0%*	*62.4%*	*70.6%*	*79.1%*	*86.3%*	*93.7%*	*101.5%*
Change in Reserves	*($2,787,347)*	*($2,281,931)*	*($1,504,143)*	*($239,290)*	*$1,128,341*	*$866,398*	*$1,418,155*	*$1,845,950*	*$2,257,969*	*$2,695,706*
Debt Coverage Ratio (1.30 mininum)	**1.36**	**1.35**	**1.63**	**2.07**	**2.54**	**2.75**	**2.97**	**3.15**	**3.32**	**3.45**



After 5 years – 62.4% increase

CIP V3, Scenario 1

Bill Impacts: CIP V3, Scenario 1

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $50.37

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$31.83	$35.65	$38.86	$42.36	$46.17
Quantity Charge	$66.16	$67.81	$75.93	$82.79	$90.24	$98.36
Total	$94.16	$99.64	$111.58	$121.65	$132.60	$144.53
Increase/(Decrease)		$5.48	$11.94	$10.07	$10.95	$11.93

Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$66.08	$74.01	$80.67	$87.93	$95.84
Quantity Charge	$476.05	$519.75	$582.30	$634.50	$691.65	$753.75
Total	$518.05	$585.83	$656.31	$715.17	$779.58	$849.59
Increase/(Decrease)		$67.78	$70.48	$58.86	$64.41	$70.01

CIP Version 3, Scenario 2 – Cutting Total CIP Investment by $10MM and Delaying Projects -- **More even distribution of rate increases, minimizing July 2025 increase**

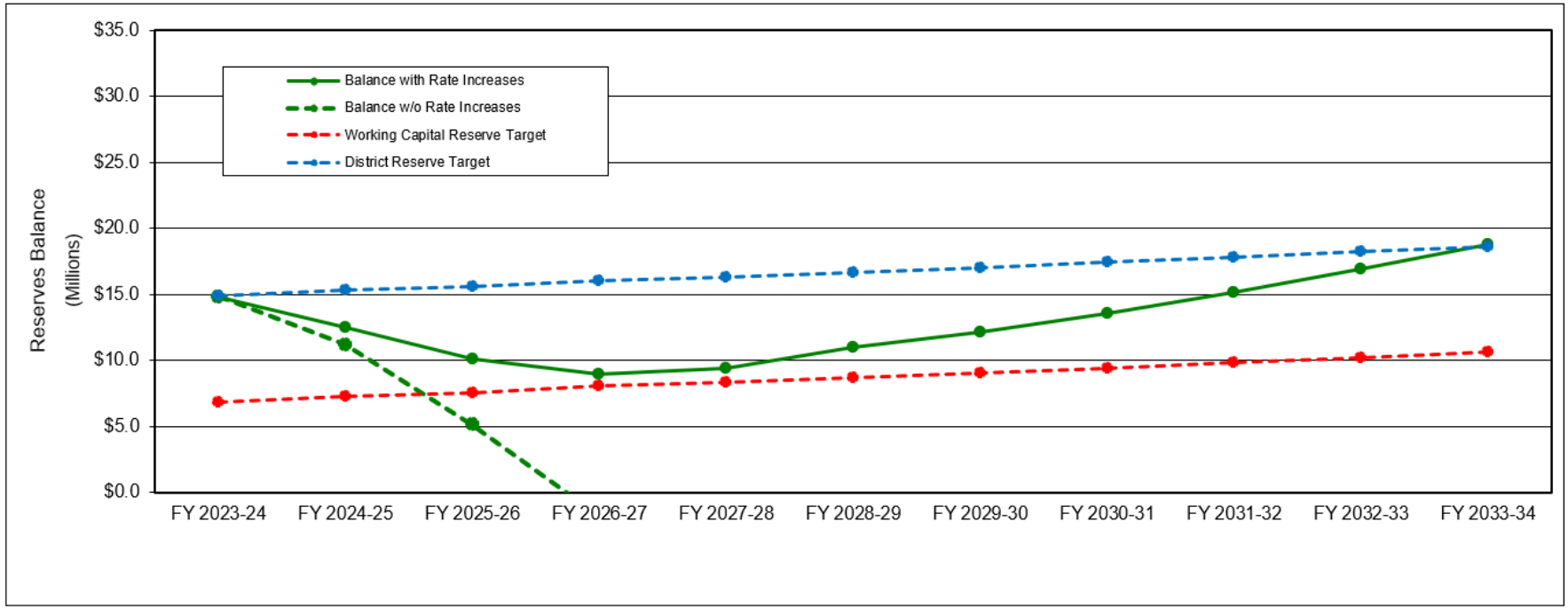
Capital Assumptions

- $3.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $5 million debt financing FY 2024-25 at 5.5%, 30-year term
- $25 million debt financing FY 2025-26 at 5.5%, 30-year term
- Spreads rate increase more evenly over the years and minimizes 2nd increase in first year

Challenges

- Big initial increase
- Less investment in system
- *$46.5M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**18.0%**	**5.5%**	**12.0%**	**10.0%**	**8.0%**	**4.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**
Cumulative Increase	*18.0%*	*24.5%*	*39.4%*	*53.4%*	*65.6%*	*72.3%*	*79.2%*	*84.5%*	*90.1%*	*95.8%*
Change in Reserves	*($2,348,583)*	*($2,417,152)*	*($1,102,070)*	*$412,683*	*$1,619,615*	*$1,140,181*	*$1,448,217*	*$1,603,817*	*$1,718,442*	*$1,831,933*
Debt Coverage Ratio (1.30 mininum)	**1.67**	**1.31**	**1.76**	**2.28**	**2.69**	**2.84**	**2.98**	**3.07**	**3.15**	**3.17**



After 5 years – 66% increase

Bill Impacts: CIP V3, Scenario 2

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $66.09

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$60.06	$63.36	$70.97	$78.06	$84.31
Quantity Charge	$66.16	$54.09	$57.05	$63.91	$70.33	$75.94
Total	$94.16	$114.15	$120.41	$134.88	$148.39	$160.25
Increase/(Decrease)		$19.99	$6.26	$14.46	$13.52	$11.86

Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$109.66	$115.69	$129.57	$142.53	$153.93
Quantity Charge	$476.05	$414.90	$437.85	$490.50	$539.55	$582.75
Total	$518.05	$524.56	$553.54	$620.07	$682.08	$736.68
Increase/(Decrease)		$6.51	$28.98	$66.53	$62.01	$54.60

CIP Version 3, Scenario 3 – Cutting Total CIP Investment by $10MM and Delaying Projects -- **Delay 2nd round of financing, minimize July 2025 increase**

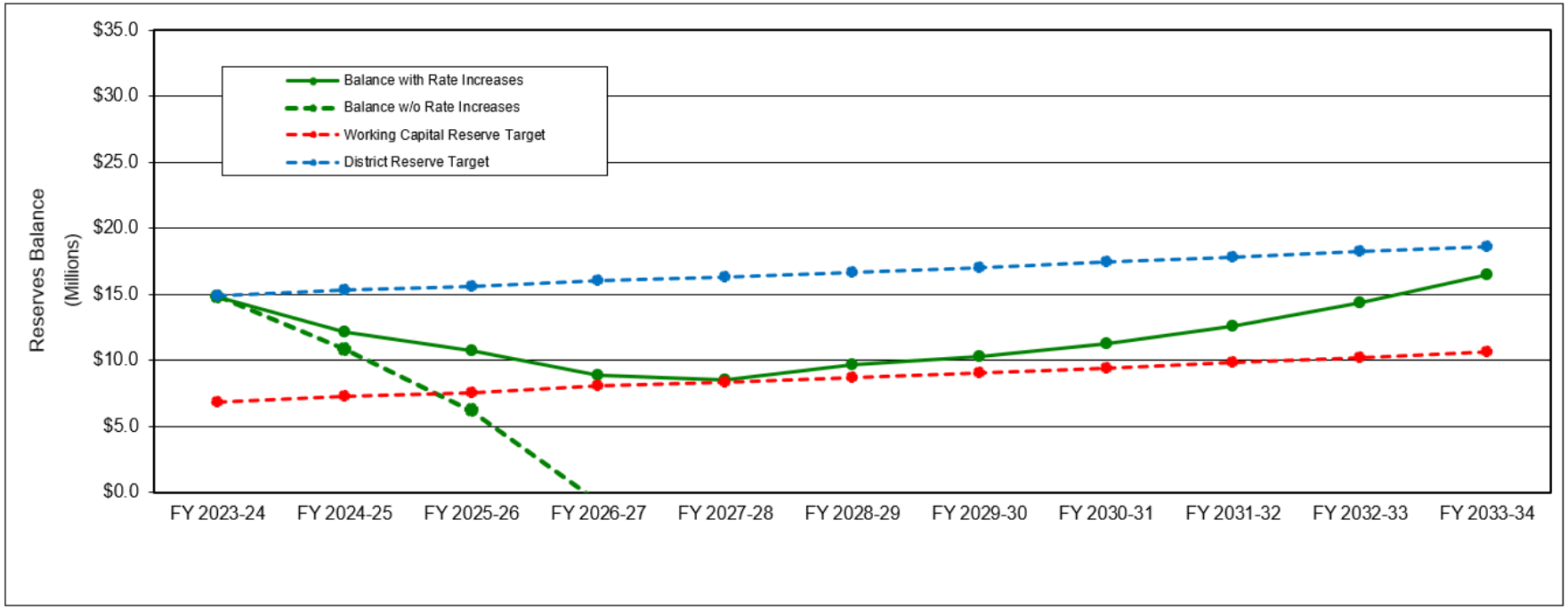
Capital Assumptions

- $3.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $10 million debt financing FY 2024-25 at 5.5%, 30-year term
- $20 million debt financing FY 2026-27 at 5.5%, 30-year term

Challenges

- Shifts debt financing timing
- Less investment in system
- *$46.5M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**17.5%**	**4.0%**	**10.0%**	**10.0%**	**10.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**
Cumulative Increase	*17.5%*	*22.2%*	*34.4%*	*47.9%*	*62.6%*	*69.2%*	*75.9%*	*83.0%*	*90.3%*	*97.9%*
Change in Reserves	*($2,736,080)*	*($1,353,825)*	*($1,835,791)*	*($407,302)*	*$1,163,024*	*$658,312*	*$939,856*	*$1,340,598*	*$1,724,273*	*$2,132,302*
Debt Coverage Ratio (1.30 mininum)	**1.31**	**2.16**	**1.53**	**2.02**	**2.55**	**2.69**	**2.82**	**2.99**	**3.15**	**3.28**



After 5 years – 63% increase

Bill Impacts: CIP V3, Scenario 3

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $50.19

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$33.57	$34.91	$38.40	$42.24	$46.47
Quantity Charge	$66.16	$70.71	$73.53	$80.88	$88.97	$97.88
Total	$94.16	$104.28	$108.44	$119.28	$131.21	$144.35
Increase/(Decrease)		$10.12	$4.16	$10.84	$11.93	$13.13

Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$68.08	$70.80	$77.88	$85.67	$94.24
Quantity Charge	$476.05	$546.75	$568.80	$625.50	$688.05	$756.90
Total	$518.05	$614.83	$639.60	$703.38	$773.72	$851.14
Increase/(Decrease)		$96.78	$24.77	$63.78	$70.34	$77.42

CIP Version 3, Scenario 4 – Cutting Total CIP Investment by $10MM and Delaying Projects -- **Big initial increase**

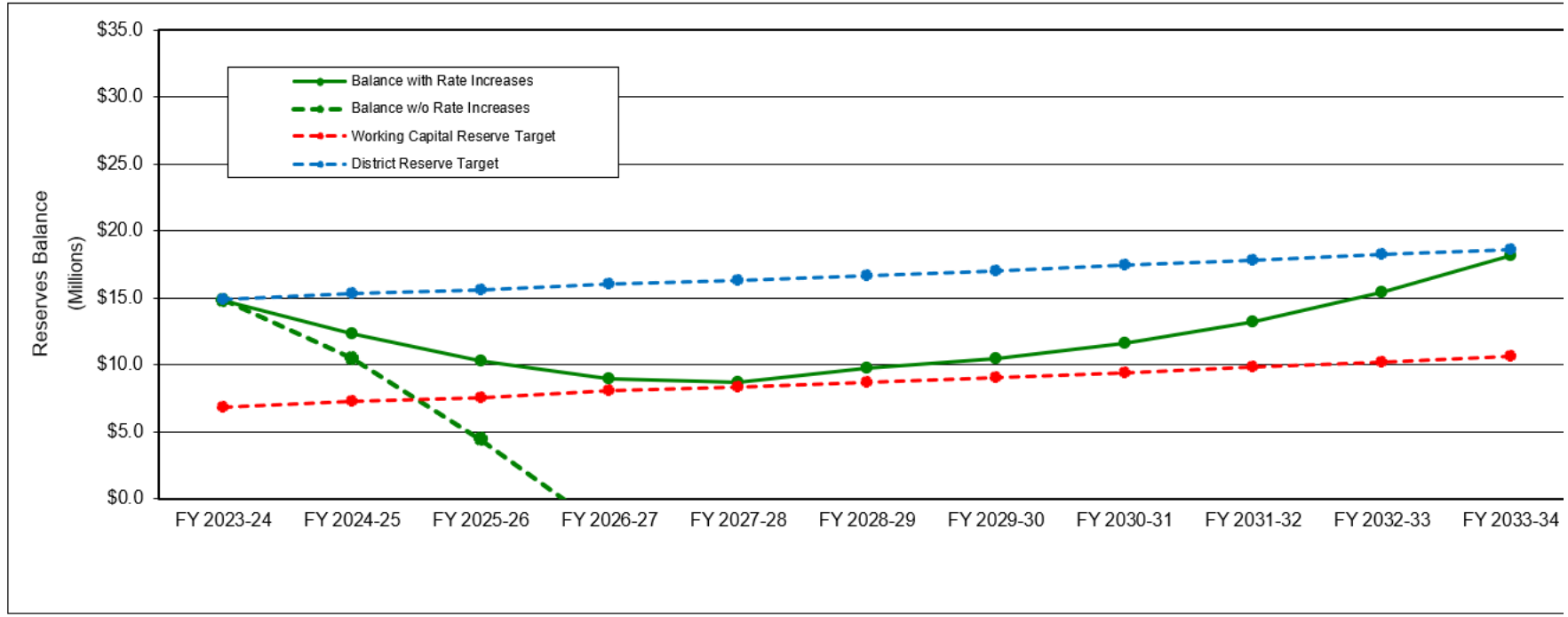
Capital Assumptions

- $3.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $15 million debt financing FY 2024-25 at 5.5%, 30-year term
- $15 million debt financing FY 2025-26 at 5.5%, 30-year term

Challenges

- Large initial increase
- Less investment in system
- *$46.5M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**25.0%**	**2.0%**	**8.0%**	**8.0%**	**9.0%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**
Cumulative Increase	*25.0%*	*27.5%*	*37.7%*	*48.7%*	*62.1%*	*69.4%*	*77.0%*	*85.0%*	*93.3%*	*102.0%*
Change in Reserves	*($2,538,558)*	*($1,976,712)*	*($1,355,143)*	*($279,741)*	*$1,082,903*	*$695,586*	*$1,107,424*	*$1,652,352*	*$2,195,154*	*$2,778,387*
Debt Coverage Ratio (1.30 mininum)	**1.36**	**1.45**	**1.68**	**2.06**	**2.52**	**2.70**	**2.87**	**3.09**	**3.30**	**3.48**



After 5 years – 62% increase

Bill Impacts: CIP V3, Scenario 4

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $49.12

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$35.95	$36.67	$39.60	$42.77	$46.62
Quantity Charge	$66.16	$74.53	$76.02	$82.08	$88.66	$96.66
Total	$94.16	$110.48	$112.69	$121.68	$131.43	$143.28
Increase/(Decrease)		**$16.32**	**$2.21**	**$8.99**	**$9.75**	**$11.85**

Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$72.56	$74.01	$79.93	$86.33	$94.10
Quantity Charge	$476.05	$580.95	$592.65	$639.90	$691.20	$753.30
Total	$518.05	$653.51	$666.66	$719.83	$777.53	$847.40
Increase/(Decrease)		**$135.46**	**$13.15**	**$53.17**	**$57.69**	**$69.87**

CIP Version 3, Scenario 5 – Cutting Total CIP Investment by $10MM and Delaying Projects -- **Single-Digit Increases**

Consistent larger increases every year, although single-digit

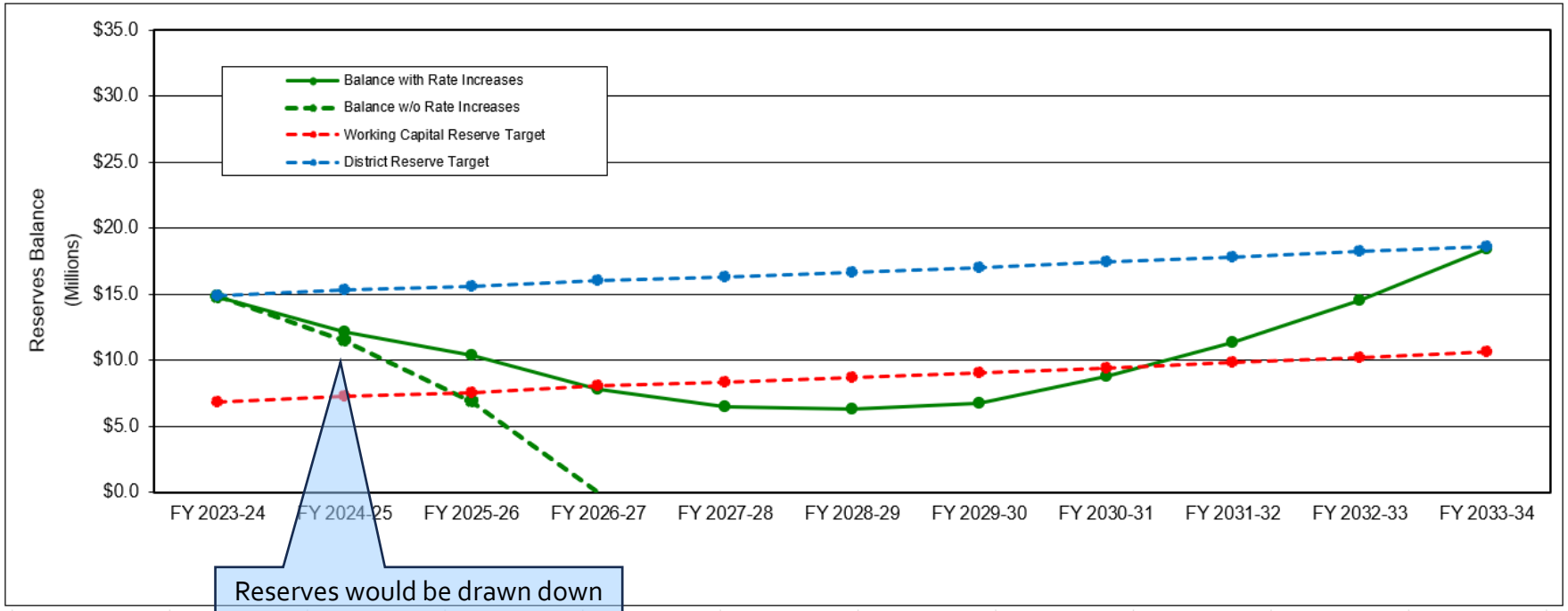
Capital Assumptions

- $3.3M/yr PAYGo first 5 years, $4M/yr next 5 years
- $10 million debt financing FY 2025-26 at 5.5%, 30-year term (rely on more pay go)
- $20 million debt financing FY 2026-27 at 5.5%, 30-year term

Challenges

- Single-digit increase
- Delays debt
- Will spend more pay-go in first years than reflected in chart
- Less investment in system
- *$46.5M for CIP in first 5 years*

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**9.0%**	**9.2%**	**9.0%**	**9.0%**	**9.0%**	**9.0%**	**9.0%**	**4.5%**	**4.5%**	**4.5%**
Cumulative Increase	*9.0%*	*19.0%*	*29.7%*	*41.4%*	*54.1%*	*68.0%*	*83.1%*	*91.4%*	*100.0%*	*109.0%*
Change in Reserves	*($2,655,796)*	*($1,819,168)*	*($2,531,436)*	*($1,376,591)*	*($129,675)*	*$453,848*	*$1,997,449*	*$2,598,821*	*$3,201,054*	*$3,846,879*
Debt Coverage Ratio (1.30 mininum)	**1.60**	**1.89**	**1.31**	**1.71**	**2.14**	**2.62**	**3.16**	**3.39**	**3.62**	**3.82**



Reserves would be drawn down more here because of uneven pay-go spending

After 5 years – 54% increase

Bill Impacts: CIP V3, Scenario 5

- First year includes a restructuring of rate tiers for both SF and CII/MFR
- SFR bill increase over 5 years of $44.22

Single Family Residential						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	5/8" meter	5/8" meter				
Average Monthly Water Use (HCF)	7	7				
Bill Calculation						
Fixed Service Charge	$28.00	$31.46	$34.35	$37.45	$40.82	$44.49
Quantity Charge	$66.16	$66.40	$72.49	$79.01	$86.12	$93.89
Total	$94.16	$97.86	$106.84	$116.46	$126.94	$138.38
Increase/(Decrease)		$3.70	$8.98	$9.61	$10.48	$11.44

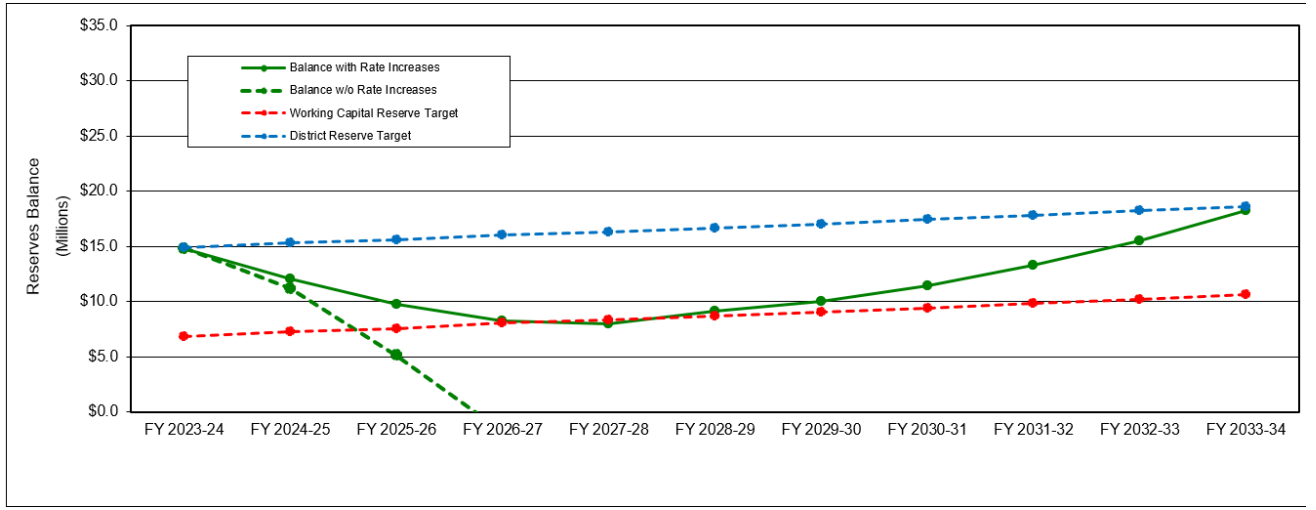
Commercial/MFR						
	Current	Proposed				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
Assumptions						
Meter Size	1" meter	1" meter				
Average Water Consumption	45	45				
Bill Calculation						
Fixed Service Charge	$42.00	$64.03	$69.92	$76.21	$83.07	$90.55
Quantity Charge	$476.05	$504.45	$550.80	$600.30	$654.30	$713.25
Total	$518.05	$568.48	$620.72	$676.51	$737.37	$803.80
Increase/(Decrease)		$50.43	$52.24	$55.79	$60.86	$66.43

Interest Rate Considerations

- HFH Model assumes 5.5% Debt financing rate.
- Per Wulff Hansen, current rates on a 30-year bond are about 5%
- Wulff Hansen speculates that if we go for a bond later this year/early 2025, our rates may be closer to 3.5%
- Wulff Hansen suggestion is to issue $10MM in first round and to utilize a Demand Deposit Slug (an IRS product) that allows us to earn interest but avoid arbitrage

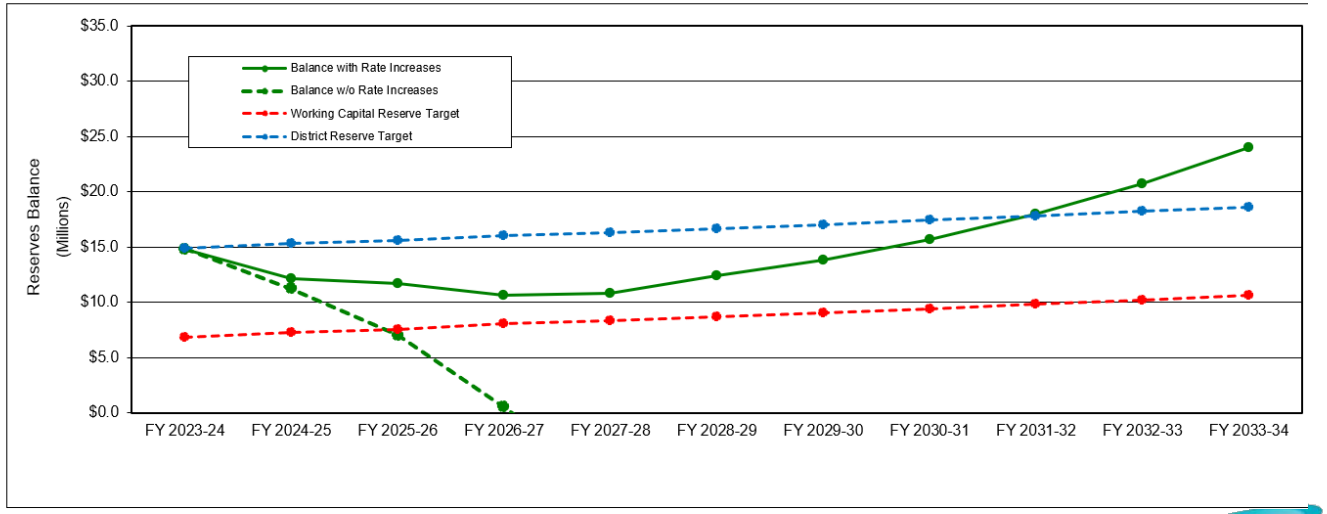
CIP V3, Scenario 1
5.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**12.0%**	**12.0%**	**9.0%**	**9.0%**	**9.0%**	**5.0%**	**5.0%**	**4.0%**	**4.0%**	**4.0%**
Cumulative Increase	*12.0%*	*25.4%*	*36.7%*	*49.0%*	*62.4%*	*70.6%*	*79.1%*	*86.3%*	*93.7%*	*101.5%*
Change in Reserves	*($2,787,347)*	*($2,281,931)*	*($1,504,143)*	*($239,290)*	*$1,128,341*	*$866,398*	*$1,418,155*	*$1,845,950*	*$2,257,969*	*$2,695,706*
Debt Coverage Ratio (1.30 mininum)	**1.36**	**1.35**	**1.63**	**2.07**	**2.54**	**2.75**	**2.97**	**3.15**	**3.32**	**3.45**



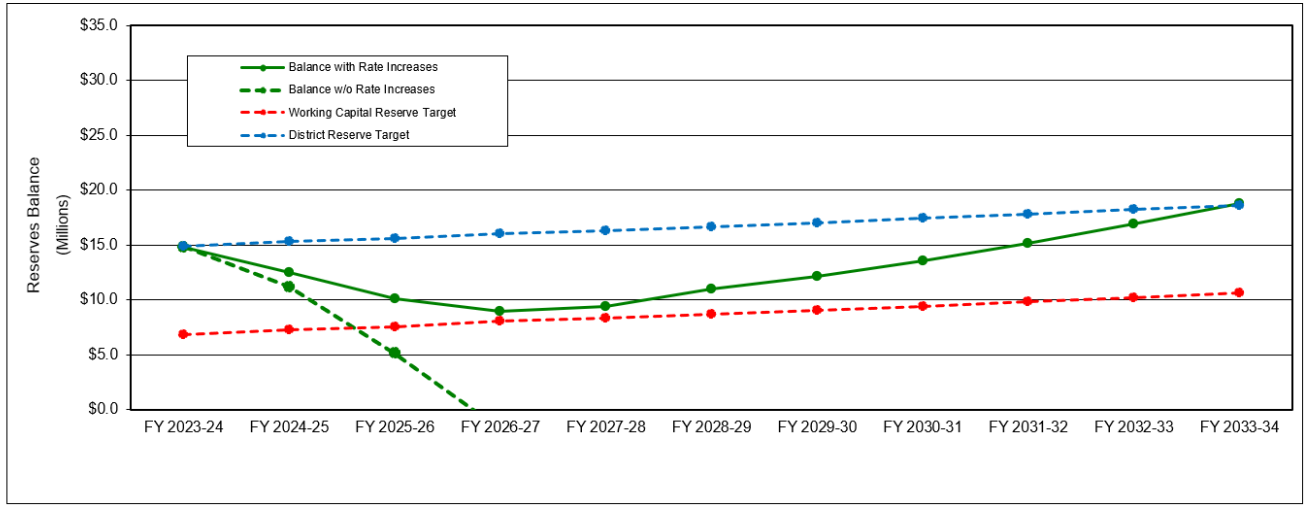
CIP V3, Scenario 1
3.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**12.0%**	**12.0%**	**9.0%**	**9.0%**	**9.0%**	**5.0%**	**5.0%**	**4.0%**	**4.0%**	**4.0%**
Cumulative Increase	*12.0%*	*25.4%*	*36.7%*	*49.0%*	*62.4%*	*70.6%*	*79.1%*	*86.3%*	*93.7%*	*101.5%*
Change in Reserves	*($2,713,728)*	*($452,909)*	*($1,043,402)*	*$226,059*	*$1,598,343*	*$1,341,100*	*$1,897,604*	*$2,330,194*	*$2,747,055*	*$3,189,682*
Debt Coverage Ratio (1.30 mininum)	**1.43**	**3.19**	**1.91**	**2.41**	**2.96**	**3.21**	**3.47**	**3.67**	**3.88**	**4.01**



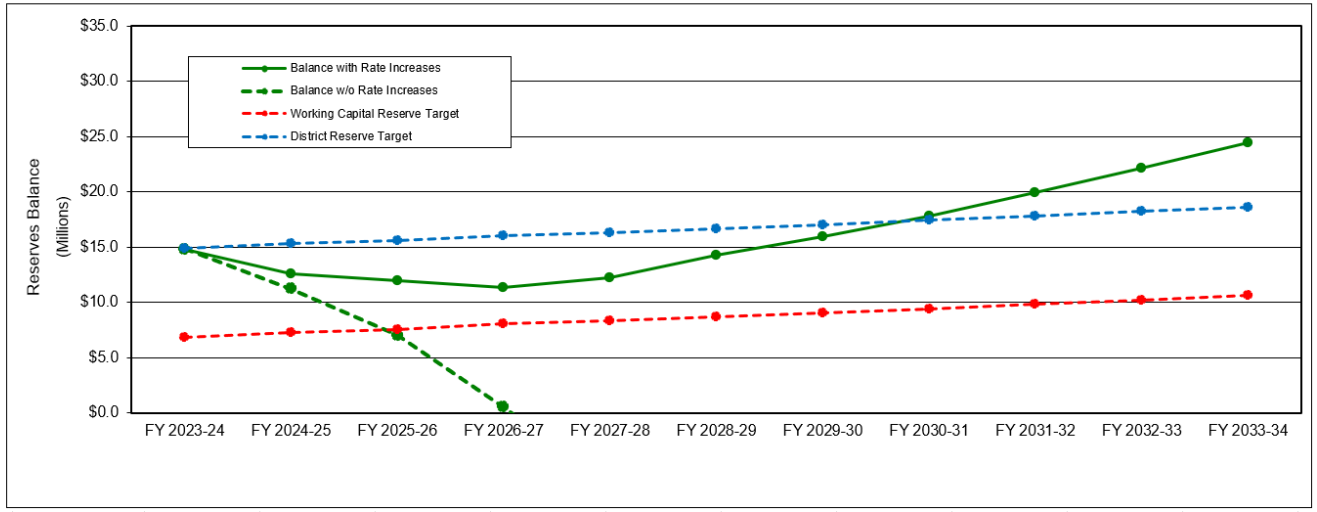
CIP V3, Scenario 2
5.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**18.0%**	**5.5%**	**12.0%**	**10.0%**	**8.0%**	**4.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**
Cumulative Increase	*18.0%*	*24.5%*	*39.4%*	*53.4%*	*65.6%*	*72.3%*	*79.2%*	*84.5%*	*90.1%*	*95.8%*
Change in Reserves	*($2,348,583)*	*($2,417,152)*	*($1,102,070)*	*$412,683*	*$1,619,615*	*$1,140,181*	*$1,448,217*	*$1,603,817*	*$1,718,442*	*$1,831,933*
Debt Coverage Ratio (1.30 mininum)	**1.67**	**1.31**	**1.76**	**2.28**	**2.69**	**2.84**	**2.98**	**3.07**	**3.15**	**3.17**



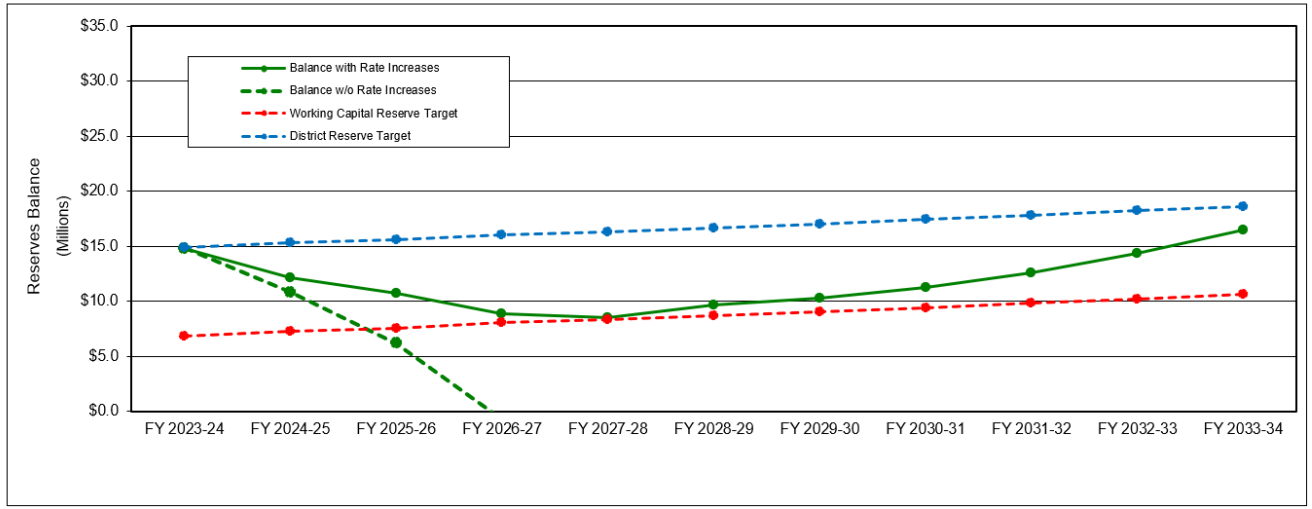
CIP V3, Scenario 2
3.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**18.0%**	**5.5%**	**12.0%**	**10.0%**	**8.0%**	**4.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**
Cumulative Increase	*18.0%*	*24.5%*	*39.4%*	*53.4%*	*65.6%*	*72.3%*	*79.2%*	*84.5%*	*90.1%*	*95.8%*
Change in Reserves	*($2,274,964)*	*($588,130)*	*($641,328)*	*$878,031*	*$2,089,617*	*$1,614,883*	*$1,927,666*	*$2,088,061*	*$2,207,528*	*$2,325,909*
Debt Coverage Ratio (1.30 mininum)	**1.76**	**3.09**	**2.05**	**2.65**	**3.14**	**3.31**	**3.48**	**3.58**	**3.68**	**3.69**



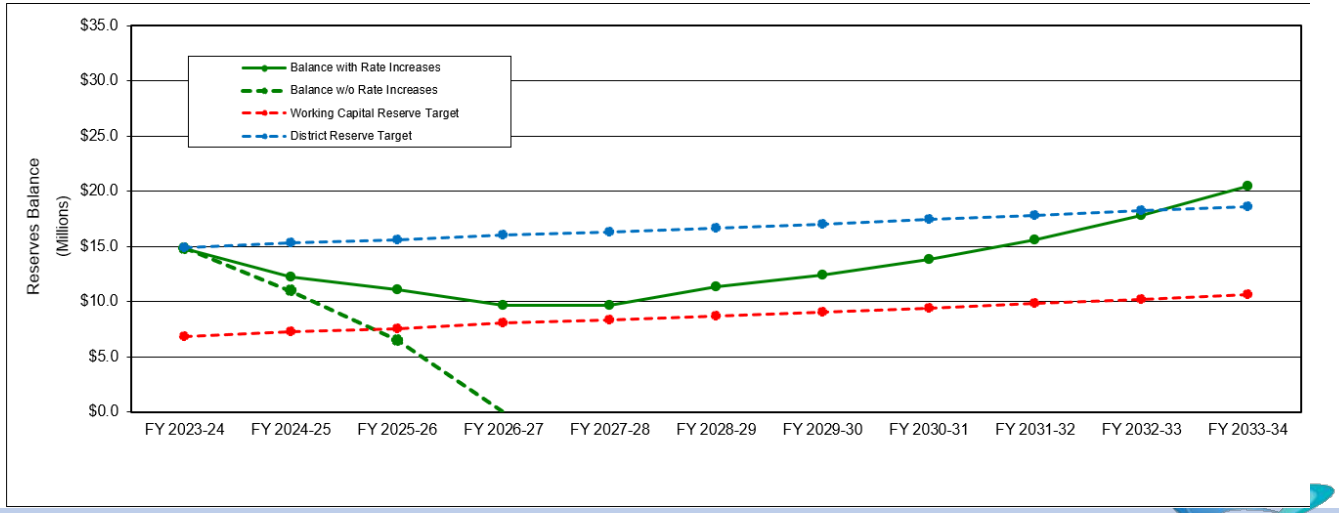
CIP V3, Scenario 3
5.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**17.5%**	**4.0%**	**10.0%**	**10.0%**	**10.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**
Cumulative Increase	*17.5%*	*22.2%*	*34.4%*	*47.9%*	*62.6%*	*69.2%*	*75.9%*	*83.0%*	*90.3%*	*97.9%*
Change in Reserves	*($2,736,080)*	*($1,353,825)*	*($1,835,791)*	*($407,302)*	*$1,163,024*	*$658,312*	*$939,856*	*$1,340,598*	*$1,724,273*	*$2,132,302*
Debt Coverage Ratio (1.30 mininum)	**1.31**	**2.16**	**1.53**	**2.02**	**2.55**	**2.69**	**2.82**	**2.99**	**3.15**	**3.28**



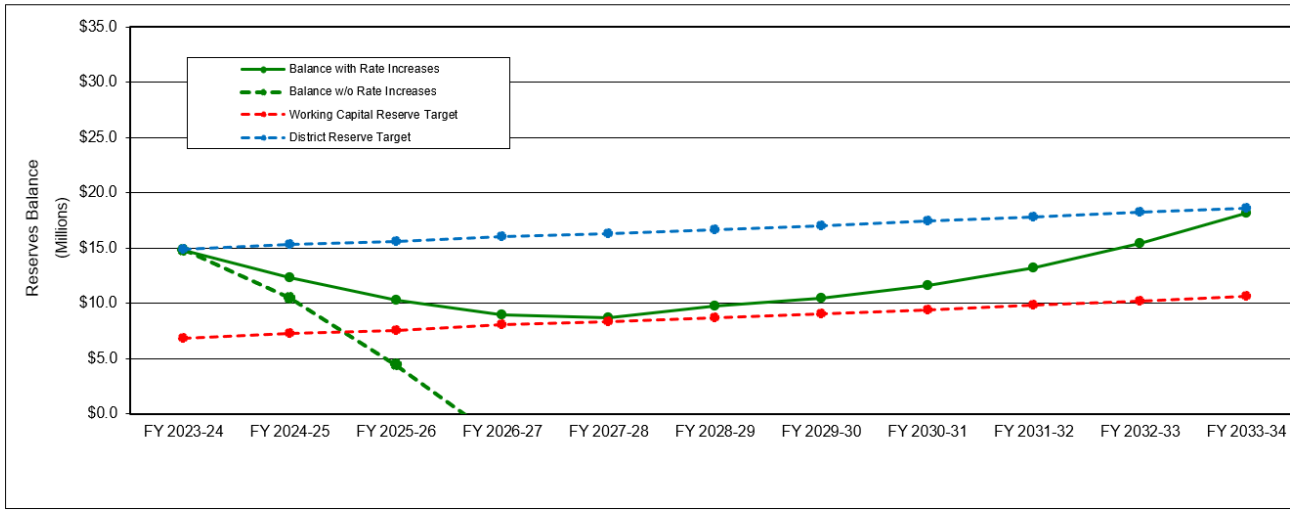
CIP V3, Scenario 3
3.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**17.5%**	**4.0%**	**10.0%**	**10.0%**	**10.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**	**4.0%**
Cumulative Increase	*17.5%*	*22.2%*	*34.4%*	*47.9%*	*62.6%*	*69.2%*	*75.9%*	*83.0%*	*90.3%*	*97.9%*
Change in Reserves	*($2,588,842)*	*($1,205,114)*	*($1,391,117)*	*$41,819*	*$1,616,636*	*$1,116,460*	*$1,402,586*	*$1,807,955*	*$2,196,304*	*$2,609,052*
Debt Coverage Ratio (1.30 mininum)	**1.43**	**2.36**	**1.78**	**2.35**	**2.96**	**3.13**	**3.29**	**3.48**	**3.68**	**3.81**



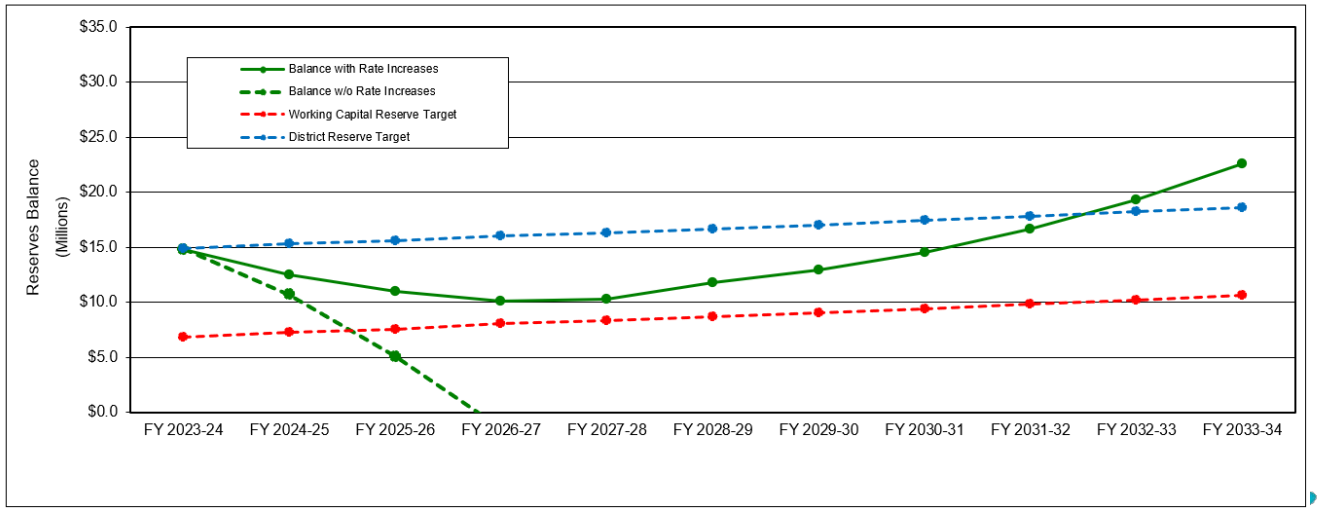
CIP V3, Scenario 4
5.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**25.0%**	**2.0%**	**8.0%**	**8.0%**	**9.0%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**
Cumulative Increase	*25.0%*	*27.5%*	*37.7%*	*48.7%*	*62.1%*	*69.4%*	*77.0%*	*85.0%*	*93.3%*	*102.0%*
Change in Reserves	*($2,538,558)*	*($1,976,712)*	*($1,355,143)*	*($279,741)*	*$1,082,903*	*$695,586*	*$1,107,424*	*$1,652,352*	*$2,195,154*	*$2,778,387*
Debt Coverage Ratio (1.30 mininum)	**1.36**	**1.45**	**1.68**	**2.06**	**2.52**	**2.70**	**2.87**	**3.09**	**3.30**	**3.48**



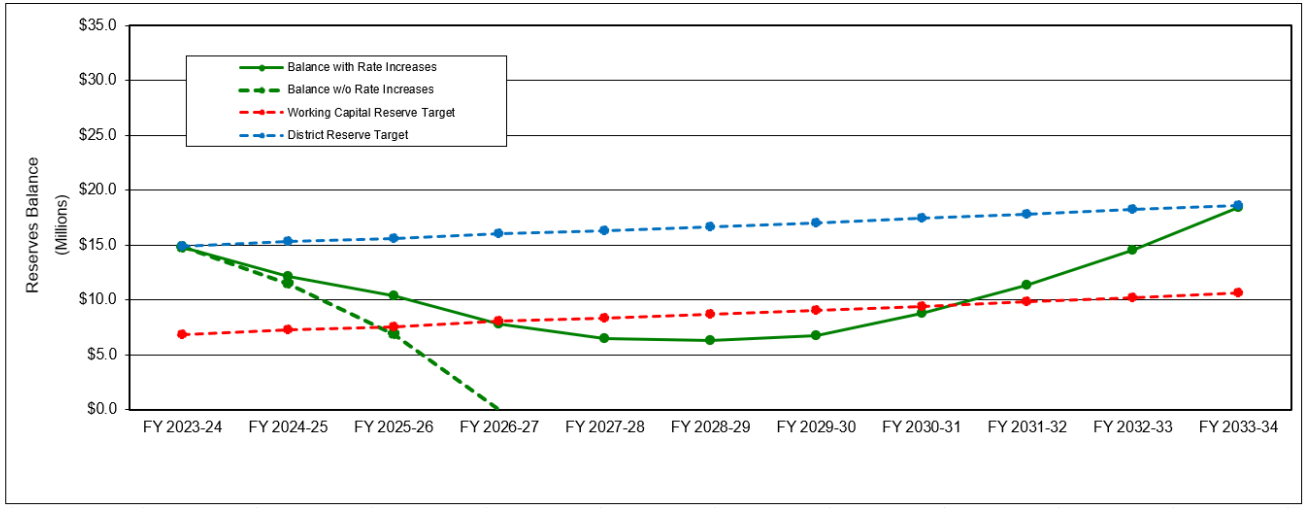
CIP V3, Scenario 4
3.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**25.0%**	**2.0%**	**8.0%**	**8.0%**	**9.0%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**	**4.5%**
Cumulative Increase	*25.0%*	*27.5%*	*37.7%*	*48.7%*	*62.1%*	*69.4%*	*77.0%*	*85.0%*	*93.3%*	*102.0%*
Change in Reserves	*($2,317,701)*	*($1,532,789)*	*($906,781)*	*$173,105*	*$1,540,277*	*$1,157,534*	*$1,573,992*	*$2,123,585*	*$2,671,100*	*$3,259,093*
Debt Coverage Ratio (1.30 mininum)	**1.51**	**1.69**	**1.96**	**2.39**	**2.94**	**3.15**	**3.35**	**3.60**	**3.85**	**4.04**



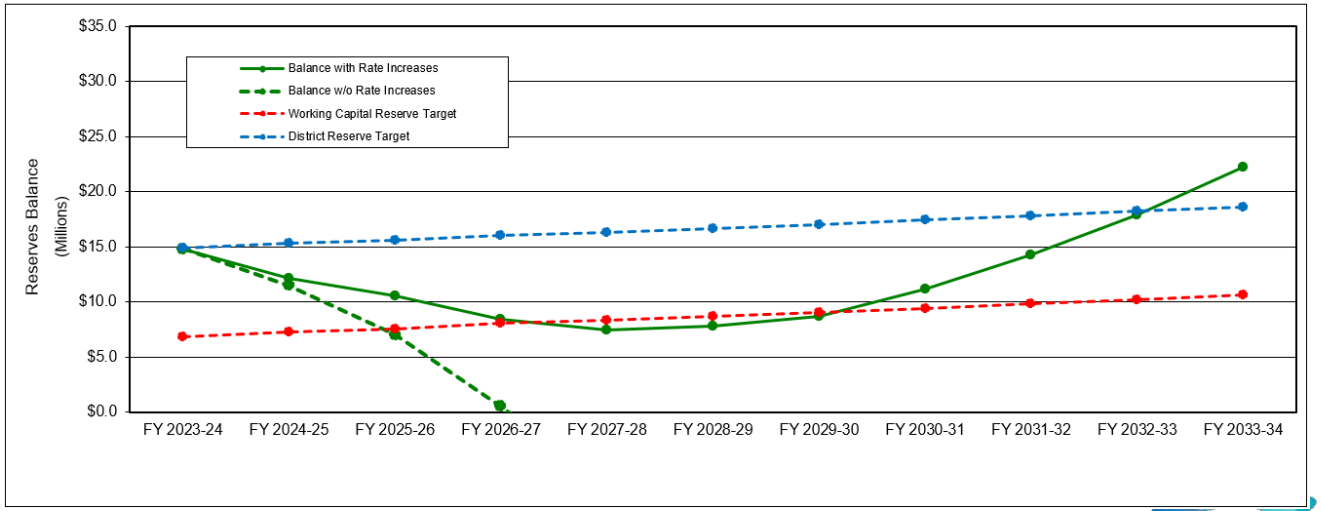
CIP V3, Scenario 5
5.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**9.0%**	**9.2%**	**9.0%**	**9.0%**	**9.0%**	**9.0%**	**9.0%**	**4.5%**	**4.5%**	**4.5%**
Cumulative Increase	*9.0%*	*19.0%*	*29.7%*	*41.4%*	*54.1%*	*68.0%*	*83.1%*	*91.4%*	*100.0%*	*109.0%*
Change in Reserves	*($2,655,796)*	*($1,819,168)*	*($2,531,436)*	*($1,376,591)*	*($129,675)*	*$453,848*	*$1,997,449*	*$2,598,821*	*$3,201,054*	*$3,846,879*
Debt Coverage Ratio (1.30 mininum)	**1.60**	**1.89**	**1.31**	**1.71**	**2.14**	**2.62**	**3.16**	**3.39**	**3.62**	**3.82**



CIP V3, Scenario 5
3.5% Interest

Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
Rate Revenue Increases	**9.0%**	**9.2%**	**9.0%**	**9.0%**	**9.0%**	**9.0%**	**9.0%**	**4.5%**	**4.5%**	**4.5%**
Cumulative Increase	*9.0%*	*19.0%*	*29.7%*	*41.4%*	*54.1%*	*68.0%*	*83.1%*	*91.4%*	*100.0%*	*109.0%*
Change in Reserves	*($2,655,796)*	*($1,671,930)*	*($2,088,249)*	*($928,972)*	*$322,420*	*$910,464*	*$2,458,632*	*$3,064,615*	*$3,671,506*	*$4,322,036*
Debt Coverage Ratio (1.30 mininum)	**1.60**	**2.07**	**1.52**	**1.99**	**2.49**	**3.05**	**3.67**	**3.94**	**4.22**	**4.43**



MID-PENINSULA WATER DISTRICT

TO: Board of Directors

FROM: James W Ramsey, CPA, District Treasurer

Kat Wuelfing, General Manager

DATE: June 27, 2024

SUBJECT: CONSIDER RESOLUTION 2024-12 APPROVING THE FY 2024 / 2025 OPERATING AND CAPITAL BUDETS

RECOMMENDATION:

Approve Resolution 2024-12.

FISCAL IMPACT:

DESCRIPTION	FY 2023-2024 APPROVED FY 2023-24 BUDGET	PRELIMINARY FY 2024-25 BUDGET	*INCREASE /* (DECREASE) FY 2022-23 TO FY 2023-24	% Change
TOTAL REVENUE (SOURCES)	**16,368,700**	**16,626,900**	**258,200**	**1.6%**
TOTAL OPERATING EXPENSES (USES)	**14,070,000**	**16,113,852**	**2,043,852**	**14.5%**
CAPITAL ITEMS				
Trucks (2 trucks)		200,000		
Surveillance Equipment for Tanks / Facilities		40,000		
Misc. Equipment		30,000		
Valve Turner		30,000		
Air Relief and Vacuum Valves		100,000		
Construction Projects - PayGo		4,030,000		
Construction Projects - Debt Financing		4,154,858		
TOTAL CAPITAL ITEMS	**-**	**8,584,858**	**-**	**0.0%**
TOTAL EXPENSES	**-**	**8,584,858**	**-**	**0.0%**
NET SURPLUS/(LOSS)	**2,298,700**	**(8,071,810)**	**(1,785,652)**	**177.7%**
TRANSFER FROM (TO) WORKING CAPITAL RESERVES*	**(2,298,700)**	**8,071,810**	**1,785,652**	

DISCUSSION:

Staff presented proposed Operating and Capital Budgets in detail to the Board Finance Committee during meetings on April 18, 2024, and May 16, 2024, and the Committee supported staff in moving the item forward for consideration by the Board. Staff also presented a

preliminary version of the Operating and Capital Budgets to the Board at the May 23, 2024 regular Board meeting.

Following are the most significant changes from the FY 2023/24 Budget to the attached FY 2024/25 MPWD Operating Budget:

- Water Commodity Charges Revenue is increased by $932,000.
- Purchased Water Charges Expense is increased by $592,719.
- Maintenance & Repairs – Facilities / Equipment increased by $137,000.
- System Surveys increased by $700,000.
    - *Primarily from the Transmission Main Condition Assessment Project*
- Professional Services Expense is increased by $315,000.
- Salaries & Wages Expense is increased by $513,733.

Significant Capital Budget Highlights:

Projected capital items include $400,000 for capital related equipment, $4,030,000 in PayGo Capital Projects, and $4,154,858 in Debt Financed Capital Projects.

Attachments: MPWD Operating and Capital Budgets for FY 2024/2025
Resolution 2024-12

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

MID-PENINSULA
WATER DISTRICT

OPERATING AND CAPITAL BUDGETS

FISCAL YEAR 2024-25

OPERATING AND CAPITAL BUDGETS
FISCAL YEAR 2024-2025

Board of Directors

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

Officers

Kat Wuelfing – General Manager
Alison Bell – Administrative Services Manager/District Secretary
Rene Ramirez – Operations Manager
Julie Sherman, Hanson Bridgett LLP – District Counsel
Joubin Pakpour, Pakpour Consulting Group – District Engineer
James Ramsey, CPA Eide Bailly LLP – District Treasurer

ABOUT MID-PENINSULA WATER DISTRICT

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

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

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

GOVERNANCE

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

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

ORGANIZATIONAL STRUCTURE

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

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

There is a total of 22 budgeted FTE (full-time equivalent) positions within the MPWD.

The Operations staff totals 15 full-time employees, including the Manager, Field Operations Supervisor, Lead Operators, Water System Operators, Maintenance Technicians, Water Resource Coordinator, and Operations Project Coordinator.

The Administrative staff totals five (5) full-time employees, including the General Manager, Administrative Services Manager, Administrative Supervisor, Administrative Assistant, and Administrative Specialist.

Additionally, to support the smooth transitions and continuity of District services as employees retire, two short-term Management Advisor positions are included this fiscal year as succession planning positions – one each for the Administrative Services Manager and Operations Manager positions.

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

MPWD MISSION STATEMENT

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

MPWD VISION STATEMENT

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

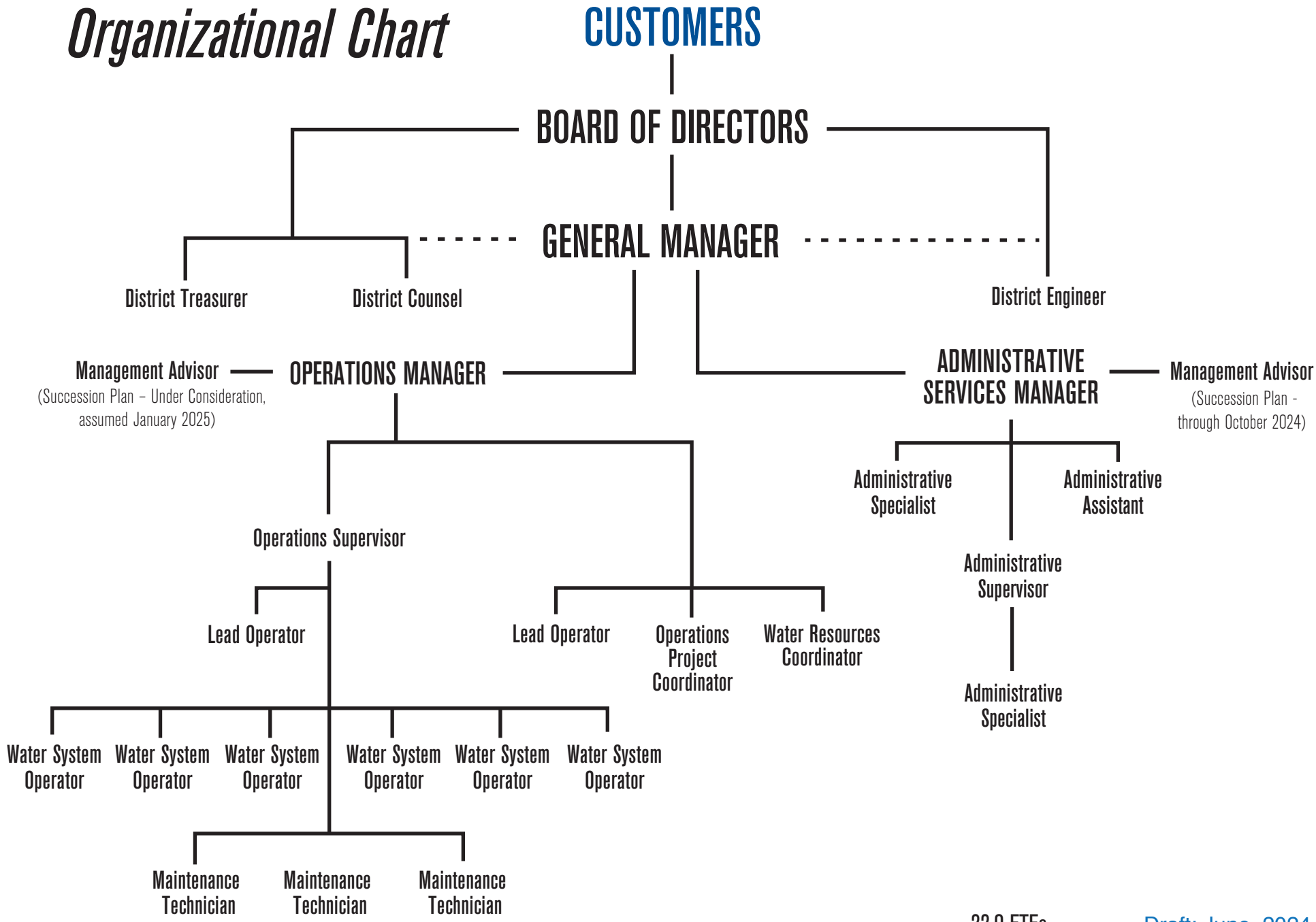
MPWD STRATEGIC GOALS

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

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

MPWD

Organizational Chart



22.0 FTEs

Draft: June, 2024

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT- OPERATIONS
PRELIMINARY DRAFT
SUMMARY PAGE

DESCRIPTION	FY 2023-2024 APPROVED FY 2023-24 BUDGET	PRELIMINARY FY 2024-25 BUDGET	*INCREASE /* (DECREASE) FY 2022-23 TO FY 2023-24	% Change
OPERATING REVENUE				
WATER COMMODITY CHARGES	10,640,000	11,576,200	936,200	8.8%
FIXED SYSTEM CHARGES	3,197,000	3,197,000	-	0.0%
FIRE SERVICE CHARGES	18,000	18,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	99,700	98,700	(1,000)	-1.0%
SERVICE LINE & INSTALLATION CHARGES	60,000	60,000	-	0.0%
MISCELLANEOUS OPERATING	3,000	3,000	-	0.0%
TOTAL OPERATING REVENUE (SOURCES)	**14,017,700**	**14,952,900**	**935,200**	**6.7%**
WATER SYSTEM CAPACITY CHARGES	60,000	60,000	-	0.0%
WATER DEMAND OFFSET CHARGES	15,000	15,000	-	0.0%
PROPERTY TAX REVENUE	545,000	545,000	-	0.0%
LEASE OF PHYSICAL PROPERTY	198,000	168,000	(30,000)	-15.2%
MISCELLANEOUS NON-OPERATING	844,000	75,000	(769,000)	-91.1%
INTEREST REVENUE - PARS	41,000	41,000	-	0.0%
INTEREST REVENUE-LAIF	200,000	100,000	(100,000)	-50.0%
INTEREST REVENUE-COP	182,000	273,000	91,000	50.0%
INTEREST REVENUE-US TREASURIES	262,000	393,000	131,000	50.0%
LANDSCAPE PERMIT REVENUE	4,000	4,000	-	0.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	**2,351,000**	**1,674,000**	**(677,000)**	**-28.8%**
TOTAL REVENUE (SOURCES)	**16,368,700**	**16,626,900**	**258,200**	**1.6%**
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,311,000	2,772,868	461,868	20.0%
PAYROLL TAXES & BENEFITS	1,125,000	1,176,865	51,865	4.6%
PURCHASED WATER	6,048,000	6,640,719	592,719	9.8%
OUTREACH & EDUCATION	80,000	80,000	-	0.0%
M&R - OPS SYSTEMS	620,000	630,000	10,000	1.6%
M&R - FACILITIES & EQUIPMENT	215,000	352,000	137,000	63.7%
FLOOD RECOVERY	20,000	-	(20,000)	-100.0%
SYSTEM SURVEYS	15,000	715,000	700,000	4666.7%
ADMINISTRATION & EQUIPMENT	604,000	606,000	2,000	0.3%
MEMBERSHIP & GOV FEES	345,000	400,000	55,000	15.9%
BAD DEBT & CLAIMS	90,000	15,000	(75,000)	-83.3%
UTILITIES	474,000	506,400	32,400	6.8%
PROFESSIONAL SERVICES	1,034,000	1,076,500	42,500	4.1%
TRAINING/TRAVEL & RECRUITMENT	49,000	87,500	38,500	78.6%
DEBT SERVICE	1,040,000	1,055,000	15,000	1.4%
TOTAL OPERATING EXPENSES (USES)	**14,070,000**	**16,113,852**	**2,043,852**	**14.5%**
NET SOURCES OVER/(UNDER) USES	**2,298,700**	**513,048**	**(1,785,652)**	**-77.7%**
CAPITAL ITEMS				
Trucks (2 trucks)		200,000		
Surveillance Equipment for Tanks / Facilities		40,000		
Misc. Equipment		30,000		
Valve Turner		30,000		
Air Relief and Vacuum Valves		100,000		
Construction Projects - PayGo		4,030,000		
Construction Projects - Debt Financing		4,154,858		
TOTAL CAPITAL ITEMS	**-**	**8,584,858**	**-**	**0.0%**
TOTAL EXPENSES	**-**	**8,584,858**	**-**	**0.0%**
NET SURPLUS/(LOSS)	**2,298,700**	**(8,071,810)**	**(1,785,652)**	**177.7%**
TRANSFER FROM (TO) WORKING CAPITAL RESERVES*	**(2,298,700)**	**8,071,810**	**1,785,652**	
DEBT SERVICE COVERAGE	**1.66**	**1.34**		

Account Number	Project #	Description	Preliminary Budget FY 2025
		PROPOSED PAY-GO CAPITAL	
1-900-9500-00-00		Capitalized Equipment	
		Trucks	200,000
		Surveillance Equipment for Tanks/Facilities	40,000
		Misc Equipment	30,000
		Valve Turner	30,000
		Install ARV's (air relief and vacuum valves)	100,000
1-950-9510-01-01	15-75a	Old County Road Improvements	225,000
1-950-9510-01-02	15-09/15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	3,000,000
1-950-9510-01-03	24-08	Exborne West Tank Recoating	675,000
1-950-9510-01-05	24-10	West Belmont North Tank Recoating	130,000
			$ 4,430,000
		PROPOSED DEBT FINANCING CAPITAL	
1-950-9520-01-01	20-09	Dairy Lane Ops Center Rehab Design	1,859,858
1-950-9520-01-02	24-07	Folger Drive Property Improvements	2,295,000
			$ 4,154,858
		Total Capital	**$ 8,584,858**

RESOLUTION NO. 2024-12

APPROVING FY 2024/2025 OPERATING & CAPITAL BUDGETS

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, at its April 18, 2024 and May 16, 2024 Board Finance Committee meetings, detailed working drafts of the proposed Operating and Capital Budgets for Fiscal Year 2024/2025 were presented and discussed; and

WHEREAS, the preliminary Operating and Capital Budgets for FY 2024/2025 were presented to the Board of Directors on May 23, 2024; and

WHEREAS, the final Operating and Capital Budgets for FY 2024/2025 were presented to the Board of Directors on June 27, 2024; and

WHEREAS, the Operating Budget for Fy 2024/2025 total Revenues in the amount of $16,626,900 and Expenses in the amount of $16,113,852 ; and

WHEREAS, the Capital Budget for FY 2024/2025 totaling Expenditures of $7,959,858 and included utilizing current resources of $4,430,000 and utilizing future debt financing of $4,154,858.

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 2024/2025:

TOTAL OPERATING REVENUES	*$ 16,626,900*
TOTAL OPERATING EXPENSES	*$ 16,113,852*

BE IT FURTHER RESOLVED that the Board of Directors of the Mid-Peninsula Water

District hereby approves a total capital budget for Fiscal Year 2024/2025:

TOTAL CAPTITAL BUDGET	*$ 4,430,000*
FROM CURRENT RESERVES	*$ 4,430,000*
FROM NOT YET IDENTIFIED	
DEBT-FINANCING	*$ 4,154,858*

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

REGULARLY PASSED AND ADOPTED this 27th day of June, 2024 by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENCES:

_____
President, Board of Directors

ATTEST:

_____
Board Secretary

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.G.

DATE: June 27, 2024

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON:
- **CALIFORNIA AND SAN FRANCISCO REGIONAL WATER SYSTEM CONDITIONS**

RECOMMENDATION
Receive verbal report.

FISCAL IMPACT
None.

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

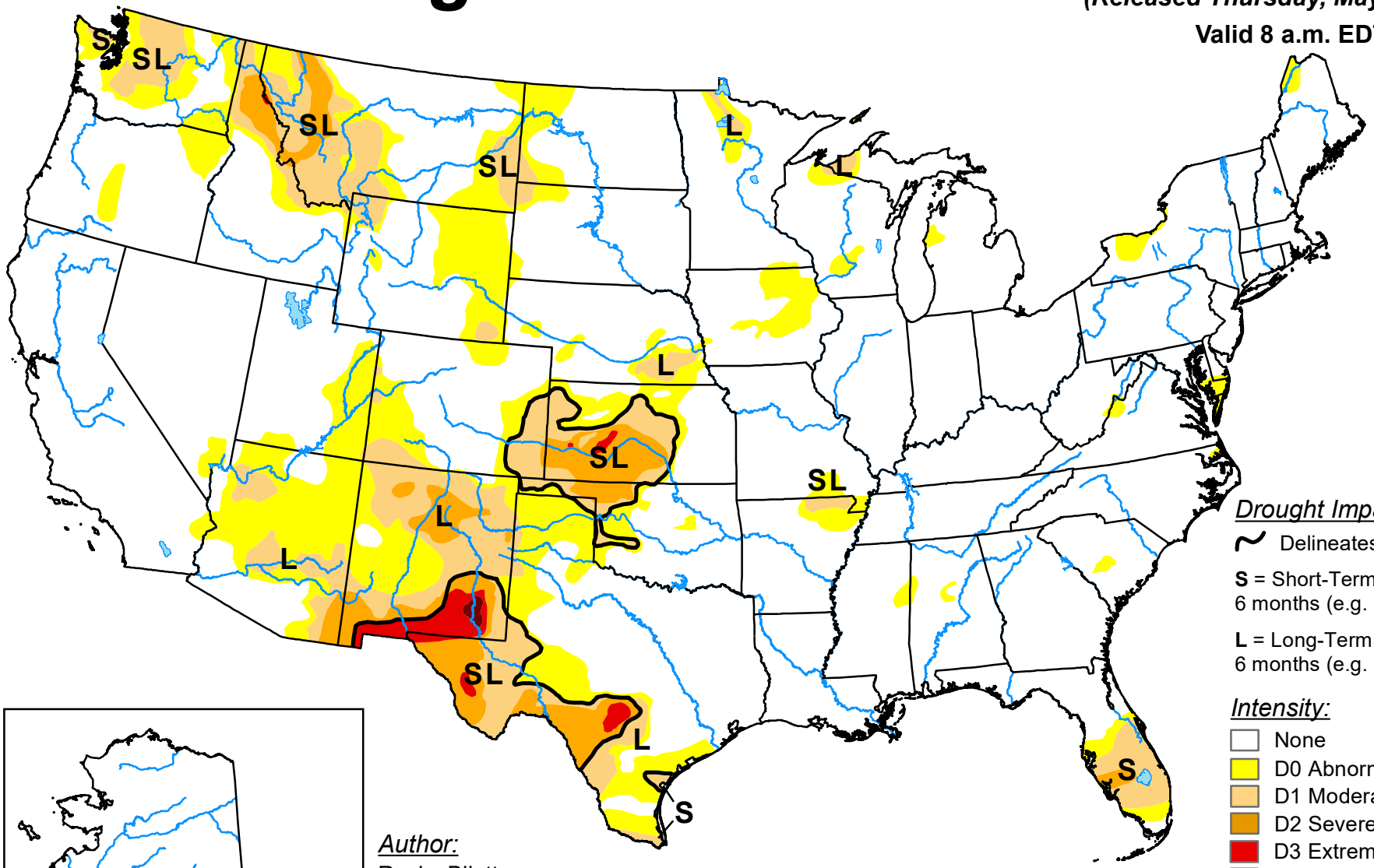
UNANIMOUS___ ZUCCA____ JORDAN____ SCHMIDT____ WHEELER____ VELLA _____

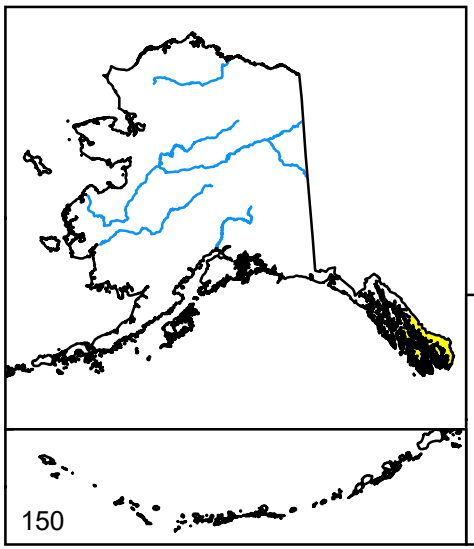
U.S. Drought Monitor

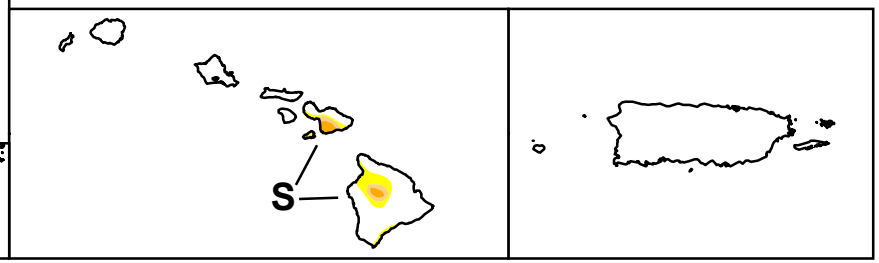
May 28, 2024

(Released Thursday, May. 30, 2024)

Valid 8 a.m. EDT







Author:
Rocky Bilotta
NCEI/NOAA

Drought Impact Types:

~ Delineates dominant impacts

S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)

L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

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

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

USDA NDMC NOAA

droughtmonitor.unl.edu

U.S. Drought Monitor

California

May 28, 2024

(Released Thursday, May. 30, 2024)

Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	98.77	1.23	0.00	0.00	0.00	0.00
Last Week *05-21-2024*	98.77	1.23	0.00	0.00	0.00	0.00
3 Months Ago *02-27-2024*	92.97	7.03	0.00	0.00	0.00	0.00
Start of Calendar Year *01-02-2024*	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year *09-26-2023*	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago *05-30-2023*	70.88	29.12	4.63	0.00	0.00	0.00

Intensity:

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

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

Author:

Rocky Bilotta

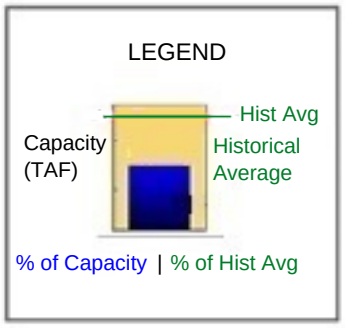
NCEI/NOAA

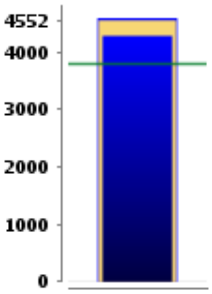
droughtmonitor.unl.edu

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

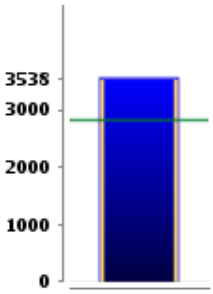
Midnight - June 2, 2024

CURRENT CONDITIONS

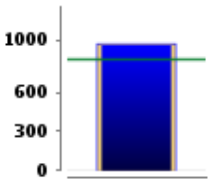




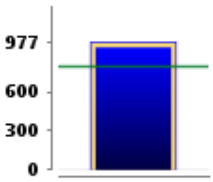
94% | 113%
Shasta



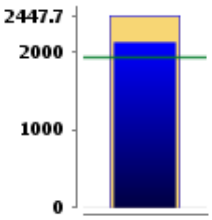
100%| 126%
Oroville



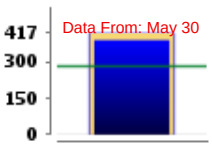
99% | 112%
New Bullards Bar



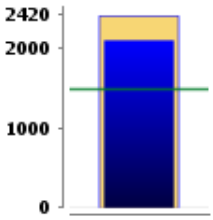
96% | 119%
Folsom



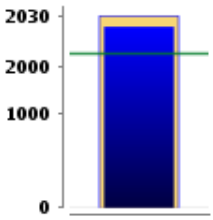
87% | 110%
Trinity



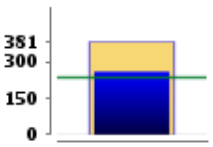
93% | 136%
Camanche



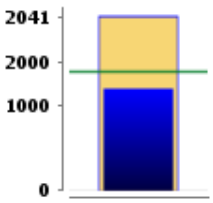
88% | 140%
New Melones



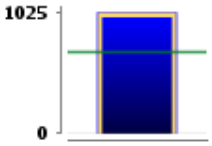
95% | 118%
Don Pedro



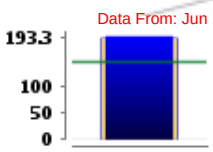
68% | 111%
Sonoma



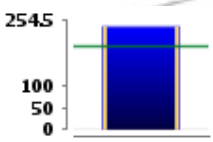
59% | 87%
San Luis



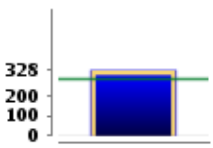
96% | 142%
McClure



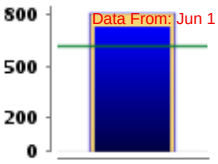
102%| 134%
Cachuma



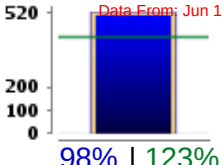
100%| 122%
Casitas



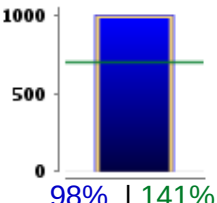
93% | 107%
Castaic



90% | 119%
Diamond Valley



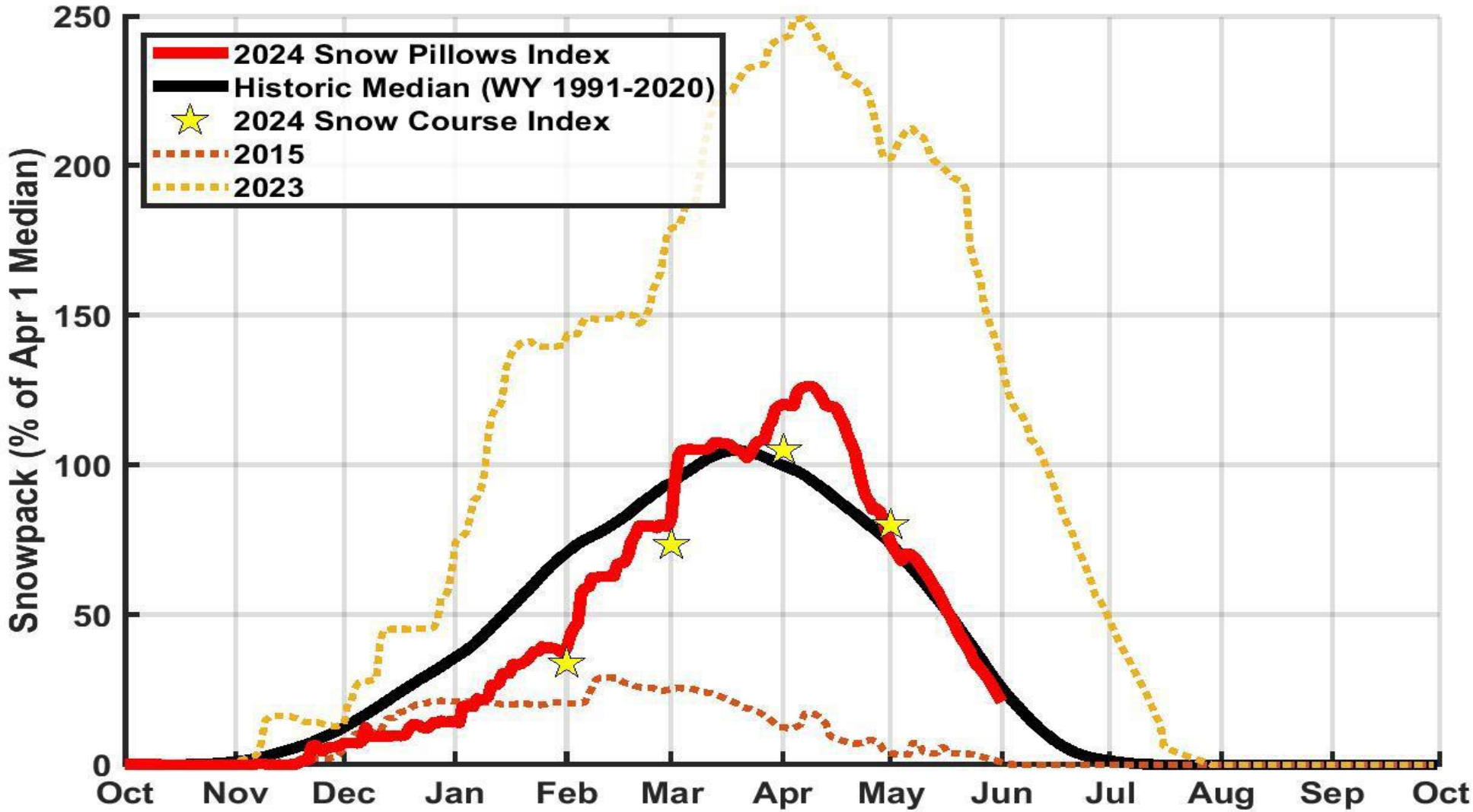
98% | 123%
Millerton



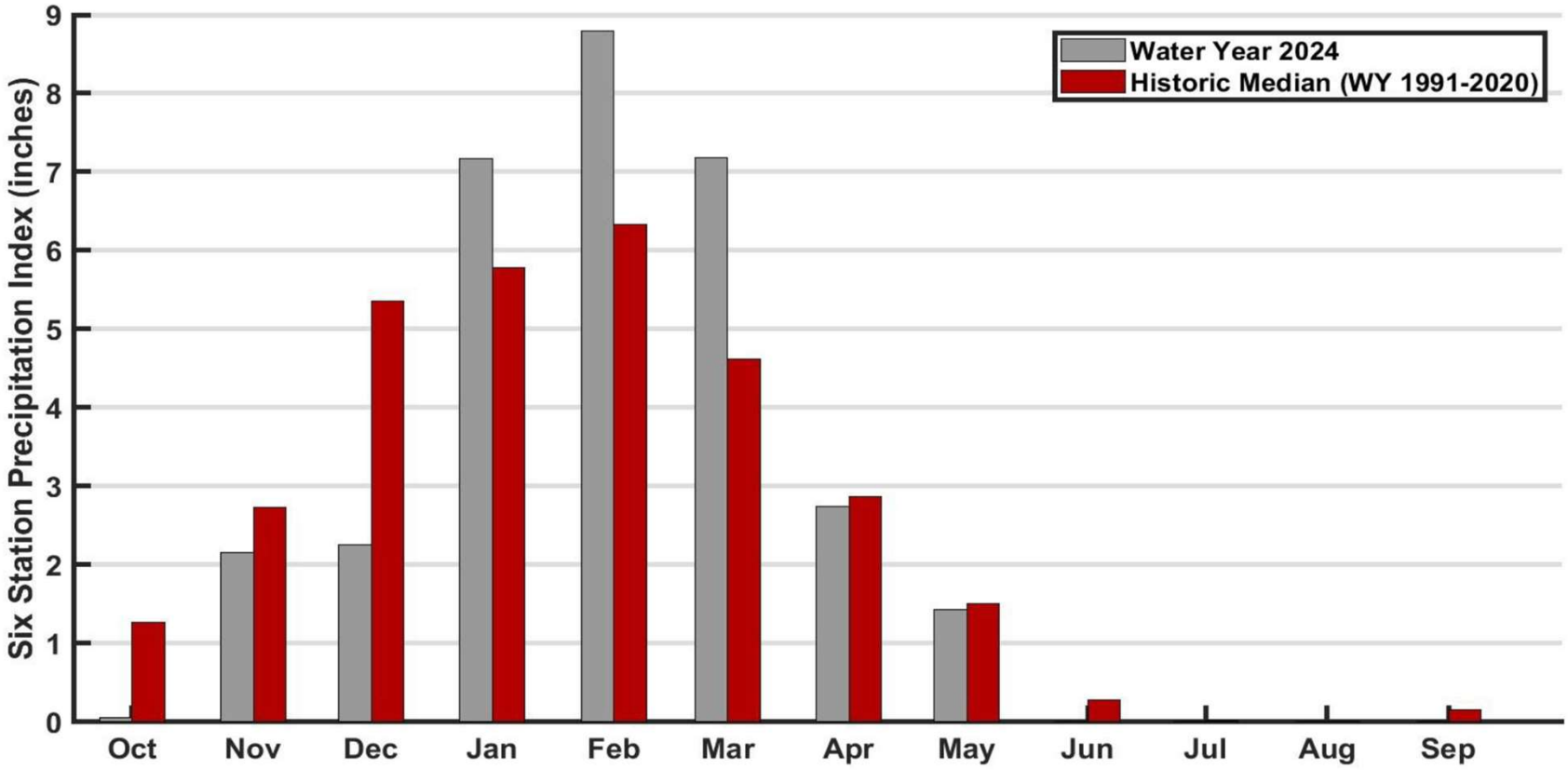
98% | 141%
Pine Flat

Updated 06/03/2024 08:18 AM

Upcountry Snowpack

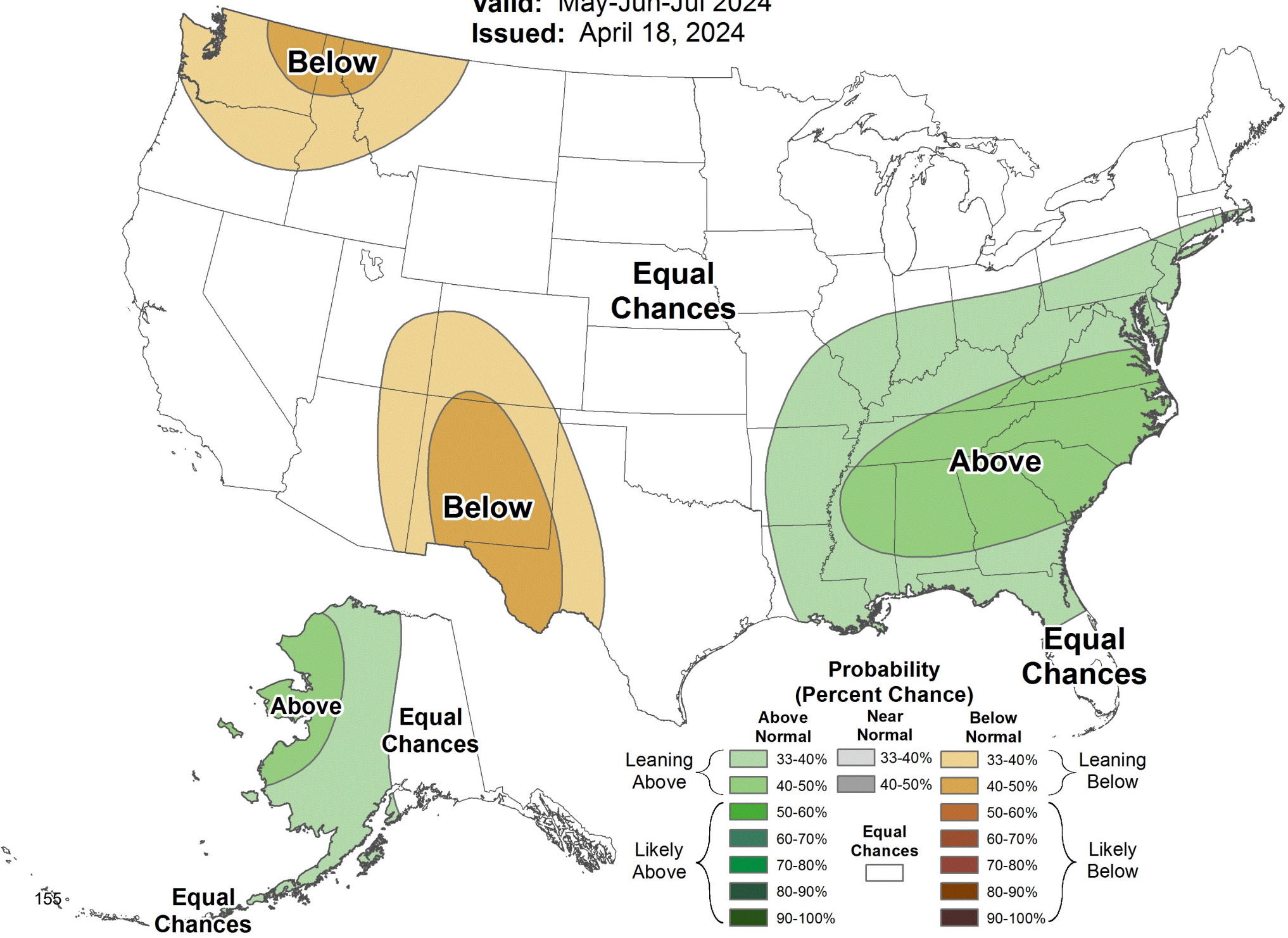


Hetch Hetchy System Precipitation Index



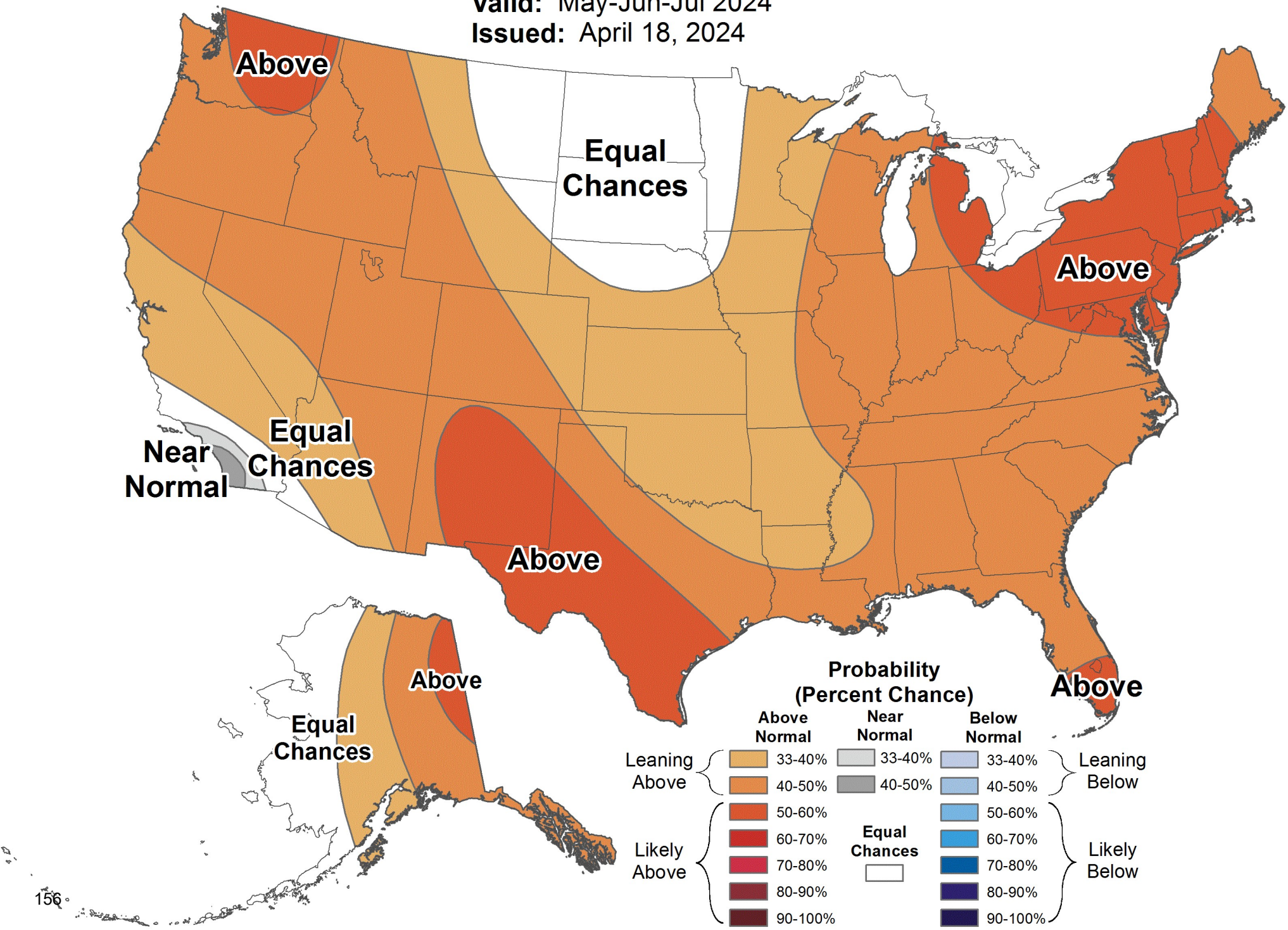
Seasonal Precipitation Outlook

Valid: May-Jun-Jul 2024
Issued: April 18, 2024

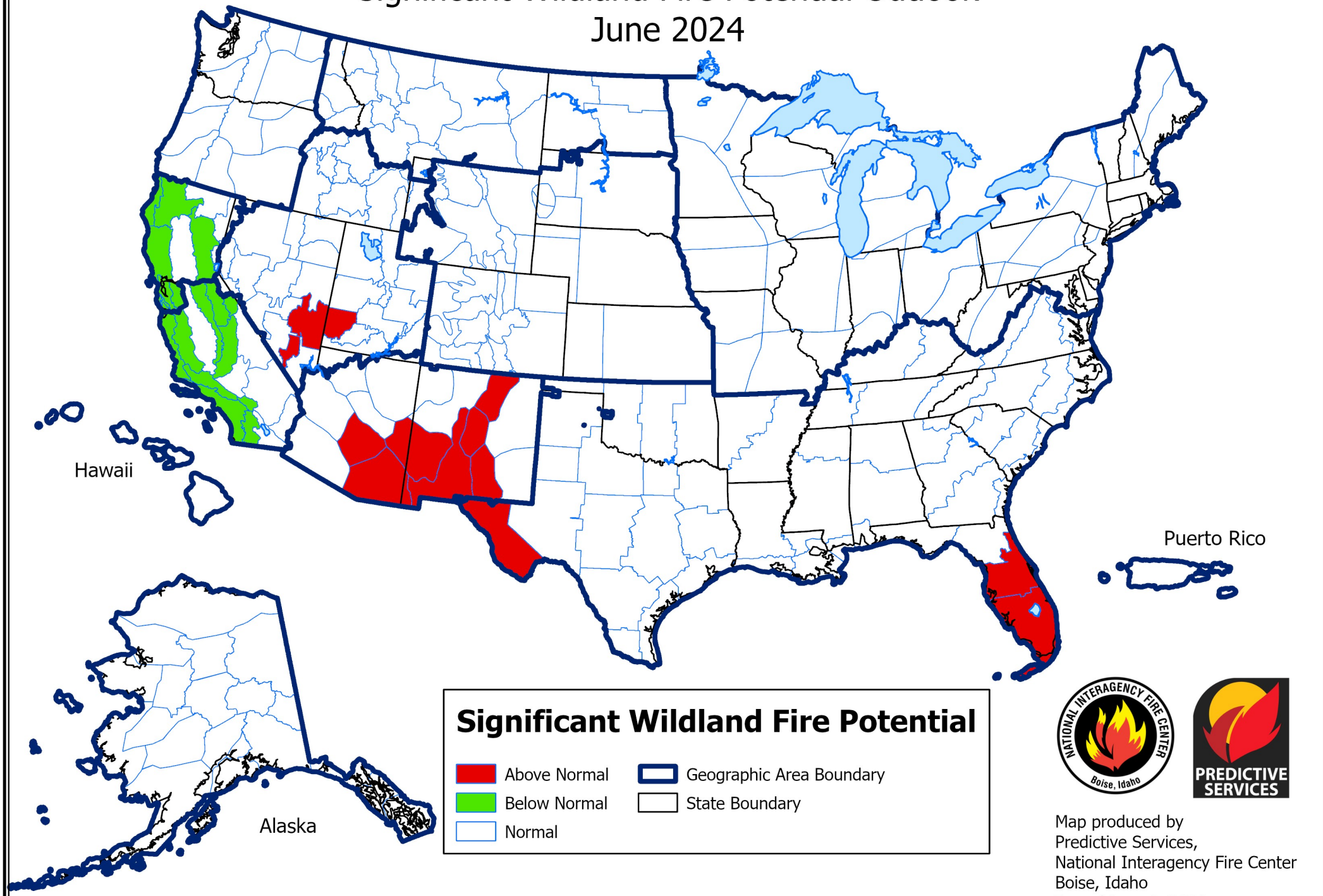


Seasonal Temperature Outlook

Valid: May-Jun-Jul 2024
Issued: April 18, 2024



Significant Wildland Fire Potential Outlook
June 2024



Map produced by
Predictive Services,
National Interagency Fire Center
Boise, Idaho
Issued June 1, 2024
Next issuance July 1, 2024

Above normal significant wildland fire potential indicates a greater than usual likelihood that significant wildland fires will occur.
Significant wildland fires should be expected at typical times and intervals during normal significant wildland fire potential conditions.
Significant wildland fires are still possible but less likely than usual during forecasted below normal periods.

Hetch Hetchy Regional Water System

RWS - Storage Conditions Comparison

	6/1/2024			5/30/2023			Comparing	5/31/2022	
	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage	This Year to Last Year	Current Storage Acre-Feet	Pct. Of Maximum Storage
Tuolumne System									
Hetch Hetchy Rsvr	360,360	318,467	88.4%	360,360	294,400	81.7%	8.2%	360,300	100.0%
Cherry Rsvr	273,345	266,877	97.6%	273,345	197,700	72.3%	35.0%	270,500	99.0%
Lake Eleanor	27,100	25,402	93.7%	27,100	24,920	92.0%	1.9%	26,720	98.6%
Water Bank	570,000	570,000	100.0%	570,000	570,000	100.0%	0.0%	244,556	42.9%
Total Tuoloumne Storage	**1,230,805**	**1,180,746**	95.9%	**1,230,805**	**1,087,020**	88.3%	8.6%	**902,076**	**73.3%**
Local Bay Area Storage									
Calaveras Rsvr	96,670	94,623	97.9%	96,670	95,044	98.3%	-0.4%	62,141	64.3%
San Antonio Rsvr	53,266	50,993	95.7%	53,266	53,155	99.8%	-4.1%	47,690	89.5%
Crystal Springs Rsvr	68,953	51,564	74.8%	68,953	54,744	79.4%	-5.8%	50,115	85.9%
San Andreas Rsvr	18,572	11,229	60.5%	18,572	15,459	83.2%	-27.4%	12,257	64.4%
Pilarcitos Rsvr	3,125	2,326	74.4%	3,125	2,609	83.5%	-10.8%	2,837	93.6%
Total Local Storage	**240,586**	**210,735**	87.6%	**240,586**	**221,011**	91.9%	-4.6%	**175,040**	**76.0%**
Total RWS Storage	**1,471,391**	**1,391,481**	94.6%	**1,471,391**	**1,308,031**	88.9%	6.4%	**1,077,116**	**74.0%**

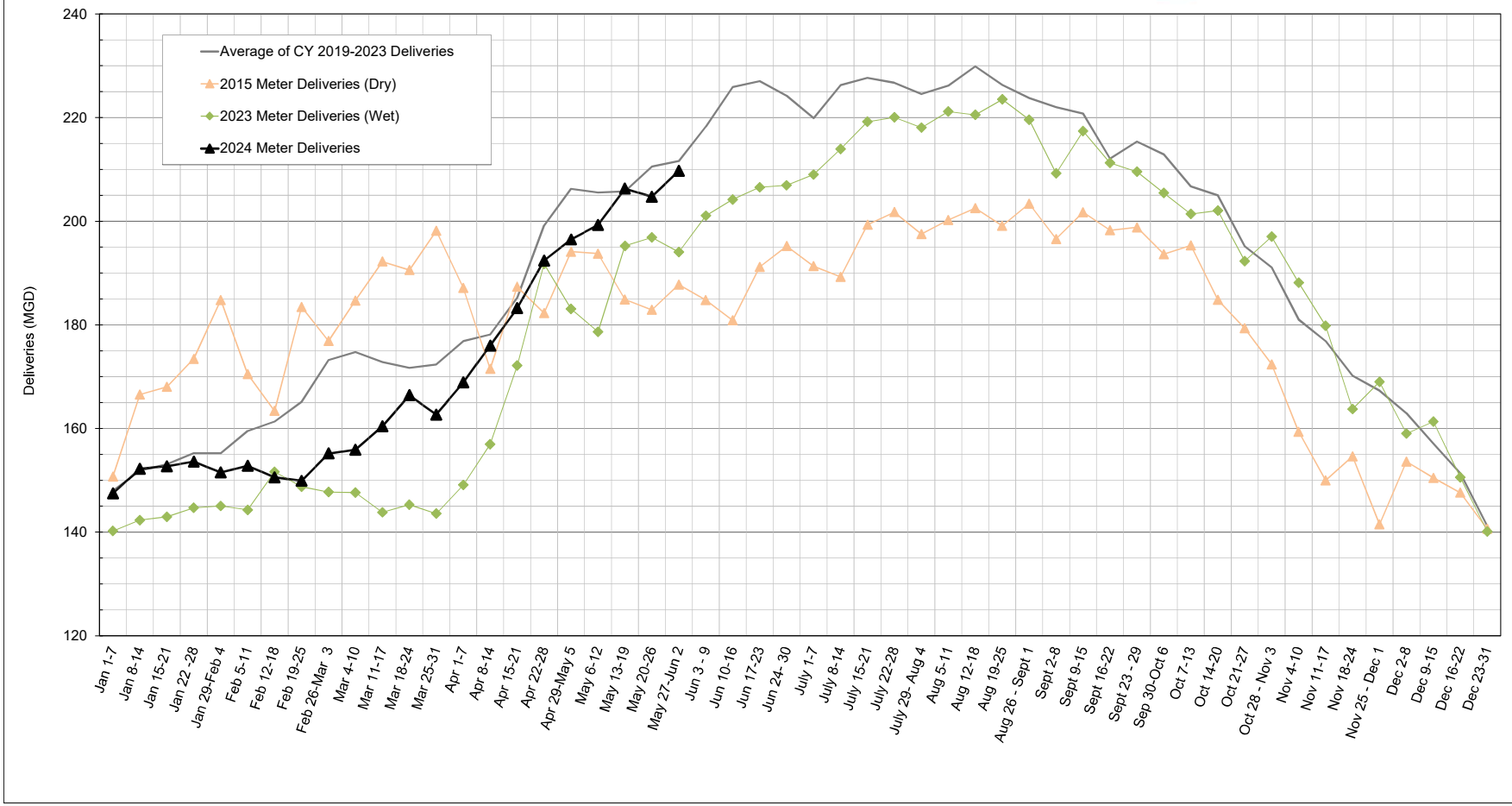
	Total RWS Storage on 4/1/2024	**1,373,163**	**Total RWS Storage on 5/1/2023**	**1,233,040**	**Total RWS Storage on 458/2022**	**1,080,882**
Inc/Dec over the month		**18,318**		**74,991**		**(3,766)**

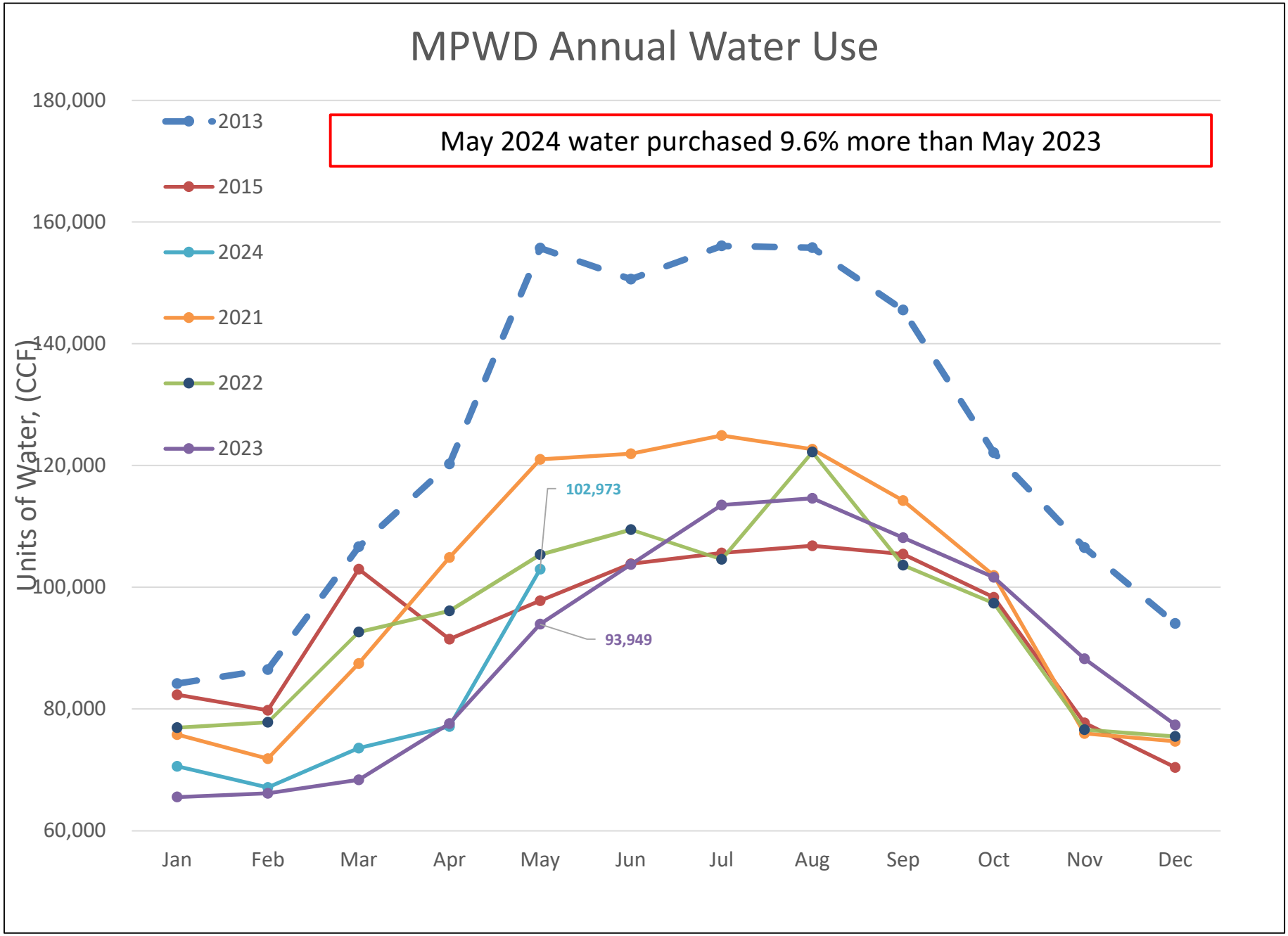
SAN FRANCISCO PUBLIC UTILITIES COMMISSION
REGIONAL WATER SYSTEM DELIVERY REPORT
Calendar Year 2024
(Monitoring Year #18)

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

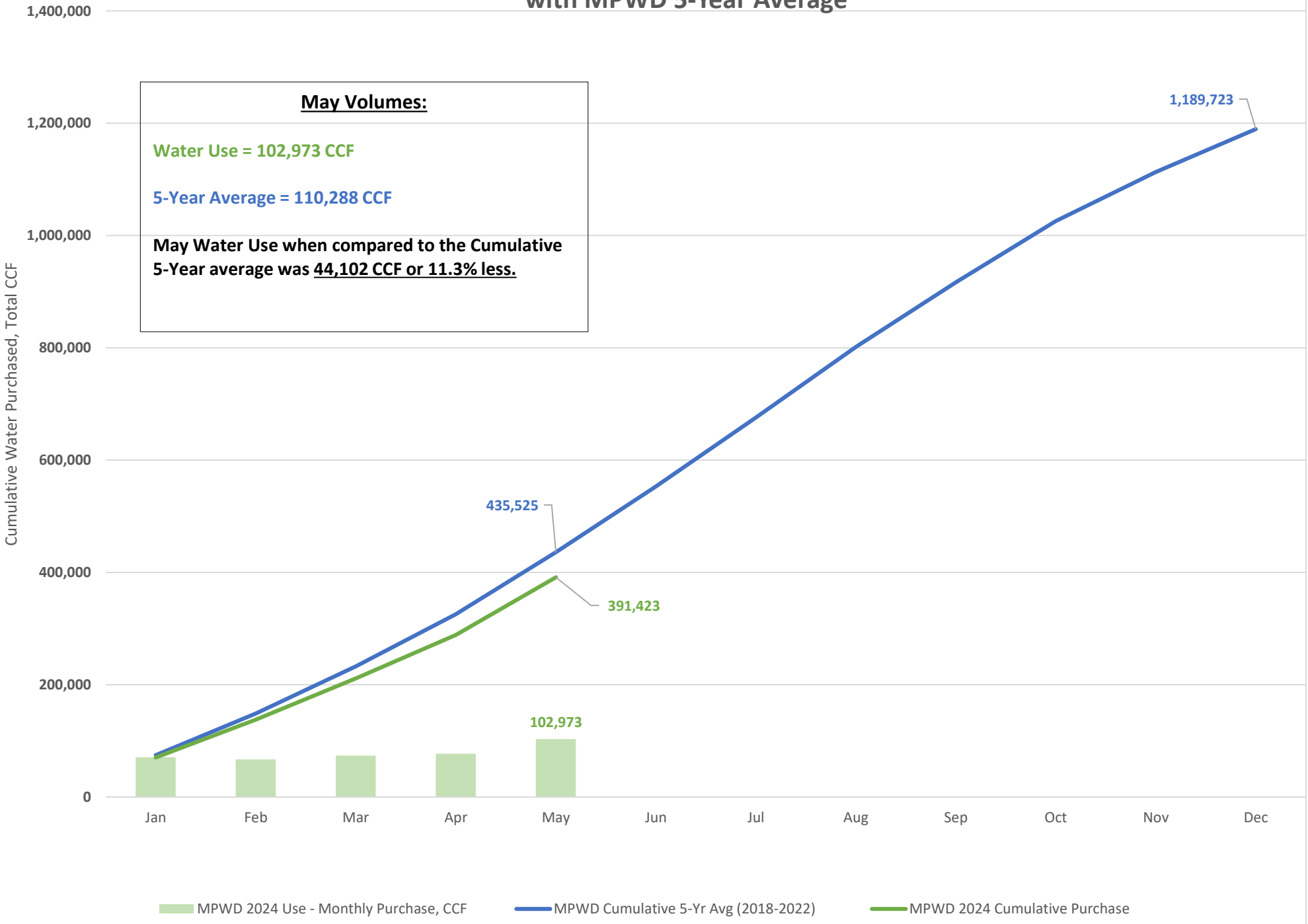
SFPUC Regional Water System - Meter Deliveries
Total SFPUC Service Area
Source: SFPUC Regional Water System County Meters

San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission




MPWD Annual Water Use
May 2024 water purchased 9.6% more than May 2023
Units of Water, (CCF)
180,000
160,000
140,000
120,000
100,000
80,000
60,000
2013
2015
2024
2021
2022
2023
102,973
93,949
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

Comparing 2024 Monthly Cumulative Water Use with MPWD 5-Year Average



MID-PENINSULA WATER DISTRICT

TO: Board of Directors

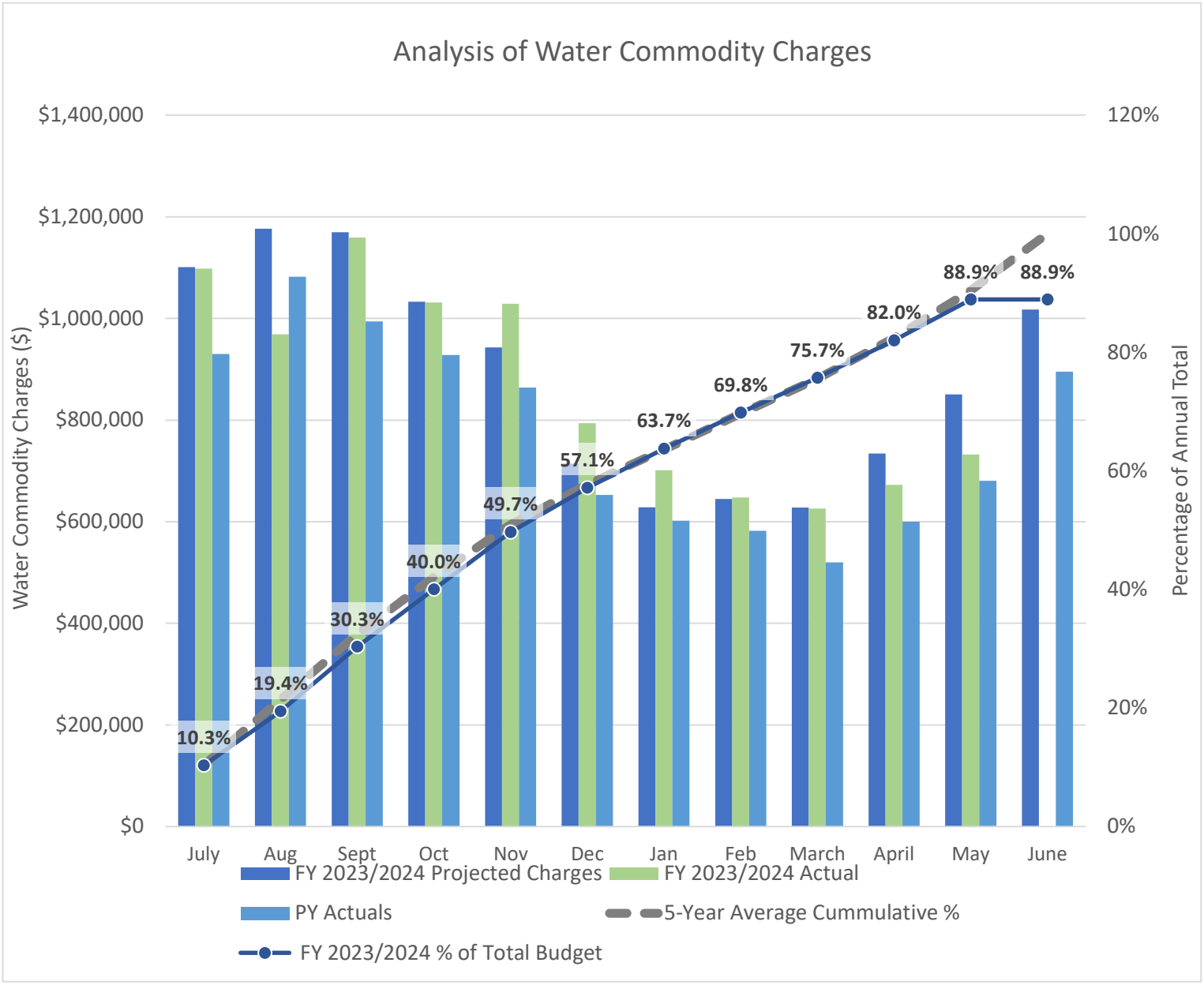
FROM: James W Ramsey, CPA, District Treasurer

DATE: June 27, 2024

Budget Performance and Financial Position Report
May 2024

Please find the enclosed fiscal year 2023/2024 (FY 23/24) unaudited monthly budget report for the period of July 1-May 31, 2024 and Statement of Financial Position as of May 31, 2024. The following highlights significant activity through and as of May 31, 2024:

- The net surplus from operations is $2,490,625, an increase of $148,358 as compared to the same period last year. The primary changes stem from a decrease of water system capacity charges collected as of May 2024 of $1,494,657, offset by an increase of $1,023,960 in water commodity charges as compared to last year. The most significant changes in expenditures for the same period are primarily from salaries and benefits, which are down $435,358 as compared to last year. Remaining changes are spread among other categories.
- Water Commodity Charges totaled $9,458,360. This is 88.9% of budget and while a little bit behind the target of 91.7%, it is $1,023,960 more than last year at this point in time.
- Fixed System Charges were $2,941,280, which is 92.0% of budget.
- The Total Interest Revenue from all sources is $630,681, which is 92.07% of the amended budget. This is primarily due to unrealized gains on investments of $218,344 as of May 30, 2024. When adjusted for that, total interest revenue is 60.2% of budget.
- Total Operating Revenue is $12,591,678, which is 89.6% of budget. Total Non-Operating Revenue is $1,942,069, which is 82.6% of the amended budget. The primary driver is the receipt of insurance proceeds of $539,706 received on February 21, 2024.
- Total Revenue is $14,533,747 which is 88.6% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is $2,798,263, which is 85.05% of the amended budget.
- Purchased Water is $5,598,689 which is 92.6% of budget. Purchased Water cost for the year ended June 30, 2023 was $5,470,727.
- Total Operating Expenditures were $11,034,751, which is 79.9% of budget.
- Unrestricted Cash & Cash Equivalents is $15,889,932, which is a decrease of $392,577 from May 2023.
- Unrestricted Net Position was $19,529,216 with Total Net Position of $43,550,588.



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2023/2024 Projected Charges	FY 2023/2024 Actual	FY 2023/2024 % of Total Budget
July	10.3%	10.3%	930,097	1,100,593	1,098,097	10.3%
August	21.4%	11.1%	1,081,784	1,176,612	968,623	19.4%
September	32.4%	11.0%	994,336	1,169,744	1,159,108	30.3%
October	42.1%	9.7%	927,981	1,033,065	1,030,999	40.0%
November	51.0%	8.9%	863,636	943,154	1,028,758	49.7%
December	57.7%	6.7%	652,337	714,378	793,729	57.1%
January	63.6%	5.9%	601,942	628,095	701,568	63.7%
February	69.6%	6.1%	582,169	644,568	647,539	69.8%
March	75.5%	5.9%	520,072	627,683	625,568	75.7%
April	82.4%	6.9%	599,820	734,076	672,435	82.0%
May	90.4%	8.0%	680,227	850,508	731,935	88.9%
June	100.0%	9.6%	894,965	1,017,524	-	88.9%
TOTAL		100.0%	9,329,366	10,640,000	9,458,360	

MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
AS OF MAY 31, 2024 AND 31, 2023

	AS OF 5/31/2024	AS OF 5/31/2023
ASSETS		
Current Assets		
Cash and cash equivalents	$ 3,570,302	$ 7,097,078
Investments	12,319,630	9,185,431
Accounts receivable	2,380,133	949,660
Prepaid expenses and other assets	329,738	147,349
Total Current Assets	18,599,803	17,379,518
Restricted cash with fiscal agent	1,398,449	6,649,948
Lease receivable	1,099,275	1,214,420
Construction in progress	15,188,287	8,642,116
Capital assets, net	24,871,964	23,152,416
Net OPEB asset	135,246	169,365
TOTAL ASSETS	$ 61,293,024	$ 57,207,783
Deferred Outflows of Resources		
Pension related deferred outflows	$ 1,898,626	$ 1,917,307
OPEB related deferred outflows	291,399	-
Total Deferred Outflows	$ 2,190,025	$ 1,917,307
LIABILITIES		
Current Liabilities		
Accounts payable	$ 647,794	$ 156,894
Accrued expenses	89,452	19,103
COP Interest Payable	-	327,699
Customer Deposits	-	24,000
Current portion of long-term debt	579,419	420,000
Total Current Liabilities	1,316,665	947,696
Noncurrent Liabilities		
Compensated absenses	198,259	321,254
Lease liability	84,816	-
SBITA Liability	4,854	-
Long-term portion of Certificates of Participation	16,262,510	16,700,117
Net pension liability	271,173	(1,356,634)
Total Noncurrent Liabilities	16,821,612	15,664,737
TOTAL LIABILITIES	18,138,277	16,612,433
Deferred Inflows of Resources		
Pension related deferred inflows	844,115	2,888,758
Lease receivable related deferred inflows	950,069	-
Total Deferred Inflows	1,794,184	2,888,758
NET POSITION		
Net investment in capital assets	$ 24,021,372	$ 29,352,322
Unrestricted	19,529,216	10,271,577
TOTAL NET POSITION	$ 43,550,588	$ 39,623,899

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATIONS
FOR THE 11 MONTHS ENDED MAY 2024
SUMMARY

			Target	91.67%
DESCRIPTION	**APPROVED FY 2023-24 BUDGET**	**ACTUALS 7/1/2023-5/31/2024**	**REMAINING BALANCE/ (OVER BUDGET)**	**Y-T-D % OF BUDGET**
OPERATING REVENUE				
WATER COMMODITY CHARGES	10,640,000	9,458,360	1,181,640	88.9%
FIXED SYSTEM CHARGES	3,197,000	2,941,280	255,720	92.0%
FIRE SERVICE CHARGES	18,000	16,094	1,906	89.4%
MISC CUSTOMER ACCOUNT FEES	109,700	85,014	24,686	77.5%
SERVICE LINE & INSTALLATION CHARGES	60,000	57,676	2,324	96.1%
MISCELLANEOUS OPERATING	30,000	33,254	(3,254)	110.8%
TOTAL OPERATING REVENUE (SOURCES)	**14,054,700**	**12,591,678**	**1,463,022**	**89.6%**
WATER SYSTEM CAPACITY CHARGES	60,000	-	60,000	-
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	542,097	2,903	99.5%
LEASE OF PHYSICAL PROPERTY	198,000	206,994	(8,994)	104.5%
MISCELLANEOUS NON-OPERATING	844,000	557,898	286,102	66.1%
INTEREST REVENUE - PARS	41,000	47,381	(6,381)	115.6%
INTEREST REVENUE - LAIF	200,000	119,270	80,730	59.6%
INTEREST REVENUE - COP	182,000	147,623	34,377	81.1%
INTEREST REVENUE - US TREASURIES	262,000	316,406	(54,406)	120.8%
LANDSCAPE PERMIT REVENUE	4,000	4,400	(400)	110.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	**2,351,000**	**1,942,069**	**408,931**	**82.6%**
TOTAL REVENUE (SOURCES)	**16,405,700**	**14,533,747**	**1,871,953**	**88.6%**
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,311,000	1,706,677	604,323	73.9%
PAYROLL TAXES & BENEFITS	949,500	1,082,586	(133,086)	114.0%
PURCHASED WATER	6,048,000	5,598,689	449,311	92.6%
OUTREACH & EDUCATION	80,000	38,123	41,877	47.7%
M&R - OPS SYSTEM	620,000	333,924	286,076	53.9%
M&R - FACILITIES & EQUIPMENT	235,000	203,167	31,833	86.5%
SYSTEM SURVEYS	-	-	-	-
ADMINISTRATION & EQUIPMENT	619,000	401,254	217,746	64.8%
MEMBERSHIP & GOV FEES	345,000	280,423	64,578	81.3%
BAD DEBT & CLAIMS	10,000	-	10,000	-
UTILITIES	474,000	427,731	46,269	90.2%
PROFESSIONAL SERVICES	1,034,000	659,246	374,754	63.8%
TRAINING/TRAVEL & RECRUITMENT	49,000	30,534	18,466	62.3%
DEBT SERVICE	1,040,000	272,397	767,603	26.2%
TOTAL OPERATING EXPENDITURES (USES)	**13,814,500**	**11,034,751**	**2,779,749**	**79.9%**
NET SOURCES OVER/(UNDER) USES	**2,591,200**	**3,498,995**		
TOTAL OPERATING EXPENDITURES	**13,814,500**	**11,034,751**	**2,779,749**	**79.9%**
DEPRECIATION EXPENSE	**1,100,000**	**1,008,370**	**91,630**	**91.7%**
TOTAL EXPENSES	**14,914,500**	**12,043,121**	**2,871,379**	**80.7%**
NET SURPLUS/LOSS	**1,491,200**	**2,490,625**	**(91,630)**	**167.0%**
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	**(1,491,200)**	**(2,490,625)**	**91,630**	**167.0%**
NET TRANSFERS TO CAPITAL	**-**		**-**	
DEBT SERVICE COVERAGE	**1.95**	**9.47**		

MID-PENINSULA WATER DISTRICT
INVESTMENT & RESERVES REPORT
AS OF MAY 2024

Local Agency Investment Fund (LAIF)	BALANCE @ 5/31/2024	FY 23/24 INTEREST EARNED	FY 23/24 UNREALIZED GAIN/(LOSS)	FY 23/24 AVERAGE RATE OF RETURN	May, 2024 RATE OF RETURN
Capital Reserves	$ 1,500,000				
Working Capital Reserves (Operating)	1,500,000				
Unrestricted Cash Reserves	11,734	$ 119,270			
TOTAL LAIF	3,011,734	119,270		3.880%	4.012%
Bank Of New York (BNY) Mellon					
Sweep Account	875,288	31,973			
Fiscal Agent Project Funding Account	-	118,408			
TOTAL BNY	875,288	150,381		5.223%	5.250%
Zions Bank					
Cash Equivalents	12,849			4.998%	5.000%
Fixed Income	9,365,069		218,344	2.079%	2.170%
TOTAL ZIONS BANK	9,377,918	98,062 #	218,344 &		
Wells Fargo Bank					
Checking	560,514	-			
TOTAL WELLS FARGO	560,514	-		N/A	N/A
Petty Cash Funds	600	-		N/A	N/A
TOTAL ALL ACCOUNTS	$ 13,826,055	$ 367,713	$ 218,344		

Reserve Funds	Minimum Target	6/30/2023 Balance	FY 2023/2024 Additions (Reductions)	FY 2023/2024 Interest	5/31/2024 Ending Balance
Capital Reserves	$ 1,500,000	$ 1,500,000	$ -	$ -	$ 1,500,000
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000
Restricted Cash Reserves	-	5,681,089	(4,956,182)	150,381	875,288
Unrestricted Cash Reserves	-	13,312,863	(13,736,805)	435,676	11,734
TOTAL	$ 3,000,000	$ 21,993,952	$ (18,692,987)	$ 586,057	$ 15,523,930

	May 31, 2024	May 31, 2023	June 30, 2023	
Quick Ratio*	13.88	18.18	7.22	Does not include investment in Zions Bank
Current Ratio*	14.13	18.34	15.30	

*Cash with Fiscal Agent was not included in the Quick and Current Ratio calculations. The quick ratio includes only the most liquid liquid assets, whereas the current ratio includes all current asests other than Investment in Zions Bank.
#Zions Bank statements only report total interest.
&Reported as Zion Interest Revenue on Budget reports.
Per California Government Code Section 53600et. Seq., specifically Se. 53646 and Sec. 53607, this investment report summarizes all investment related activity in the current period. Mid-Peninsula Water District's (MPWD) funds are currently invested with Zions Bank and LAIF and their individual investment transactions are not reportable under the Government code. The MPWD's investment policy has taken a prudent investment course, in compliance with the "Prudent Inestor's Policy" to protect public funds.

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-CAPITAL
FOR THE 11 MONTHS ENDED MAY 31, 2024

		APPROVED FY 2023/24 BUDGET	ACTUALS 7/1/23-5/31/2024	REMAINING BALANCE (OVER BUDGET)	Y-T-D % OF BUDGET
FUNDING SOURCES					
COP FUNDS*		$ 4,500,000	$ 4,656,733	$ (156,733)	103.5%
TRANSFER FROM OPERATING SURPLUS		973,000	-	973,000	0.0%
CAPITAL RESERVES		1,500,000	-	1,500,000	0.0%
GENERAL RESERVES		1,503,946	-	1,503,946	0.0%
	TOTAL FUNDING SOURCES	8,476,946	4,656,733	3,820,213	54.9%
EXPENDITURES					
CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS					
PROJECT NUMBER	**PROJECT DESCRIPTION**				
15-75A	Old County Road Improvements	$ 5,641,946	$ 2,189,872	$ 3,452,074	38.8%
20-07	Harbor Bouevard Water Main Replacement	2,280,000	2,091,743	188,257	91.7%
21-01	Dekoven Tank Utilization Project (Lincoln, Newlands and Oak Knoll WMRs	210,000	168,691	41,309	80.3%
20-01	Hastings Drive Service Connection Replacements	-	197,799	(197,799)	0.0%
15-88	Vine Street (Zone 5) Improvements	-	5,082	(5,082)	0.0%
15-29	Belmont Canyon Road Water Main	-	3,477	(3,477)	0.0%
15-40	Hastings Drive Water Main Replacement	-	69	(69)	0.0%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	150,000	0.0%
	TOTAL CIP EXPENDITURES	8,281,946	4,656,733	3,625,213	56.2%
CAPITAL OUTLAY					
	Payroll Module - Springbrook	75,000	-	75,000	0.0%
	Trucks	50,000	-	50,000	0.0%
	Surveillance Equipment for Tanks	40,000	-	40,000	0.0%
	Miscellaneous Equipment	30,000	-	30,000	0.0%
	TOTAL CAPITAL OUTLAY EXPENDITURES	195,000	-	195,000	
	TOTAL EXPENDITURES	8,476,946	4,656,733	3,820,213	54.9%
NET FUNDING SOURCES LESS EXPENDITURES		$ -	$ -	$ -	

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 9.A.2.

DATE: June 27, 2024

TO: Board of Directors

FROM: Joubin Pakpour, PE – District Engineer

SUBJECT: Capital Project Update

Harbor Blvd Water Main Improvements (20-07)
All construction work is complete with the exception of closing out the County encroachment permit which is pending the resolution of conduit repair at the intersection Industrial and Harbor Blvd. District Counsel has prepared a summary which will be sent to the County once the OCR project is complete. Work continues on closing out the project with the preparation of the project record drawings.

Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (15-09 &15-19)
Consultant submitted an addendum to modify their indemnity clause to reflect the comments received from the Division of Drinking Water. District Counsel met with the Consultants Attorney's and a compromised resolution was reached. Next step is to sign the addendum.

Capital Improvement Program (CIP)
Work continues in updating the capital improvement program. In-person meetings are held approximately every two weeks. Draft CIP report will be presented at the July Board meeting.

District Engineer Report Card
Please see attached report.

Old County Road Water Main Improvements (15-75)
Please see attached report.

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____
UNANIMOUS____ ZUCCA _____ JORDAN_____ SCHMIDT _____ WHEELER _____ VELLA _____

Table 1 - Construction Change Order Totals on Designed Projects

	Acceptance Date	Original Construction Contract		Owner Initiated and Balancing Change Orders			Non-Owner Initiated Change Orders			Final Construction Contract / Cost	Notes
Buckland Tanks Replacement Project	March 23, 2015	$1,459,140	+	($59,521)	-4.19%	+	$20,428	1.44%	=	$1,420,047	
Hillcrest Pressure Regulating Station Project	July 25, 2019	$649,620	+	($22,080)	-3.50%	+	$2,975	0.47%	=	$630,515	
Belburn Water Main Replacement Project	April 23, 2015	$442,735	+	($13,703)	-3.18%	+	$2,325	0.54%	=	$431,357	
Notre Dame Avenue and Folger Drive Tie-In	May 28, 2015	$81,650	+	($12,150)	-16.21%	+	$5,475	7.30%	=	$74,975	
Alameda de Las Pulgas Water Main Replacement Project	October 11, 2016	$620,807	+	$21,736	3.31%	+	$13,223	2.02%	=	$655,766	
Karen, Mezes, Arthur, South & Folger Water Main Replacement Project	August 23, 2018	$2,055,271	+	$35,132	1.65%	+	$35,760	1.68%	=	$2,126,163	
Notre Dame , Cliffside, Tahoe Area Water Main Replacement Project	May 28, 2020	$1,949,385	+	$116,352	5.41%	+	$83,113	3.87%	=	$2,148,850	
Hastings, Vine, Belmont Canyon Water Main Improvements	October 27, 2022	$1,368,750	+	$6,916	0.48%	+	$52,097	3.65%	=	$1,427,762	
Harbor Blvd Water Main Improvements	February 22, 2024	$1,937,287	+	($51,660)	-2.48%	+	$193,687	9.31%	=	$2,079,314	Encountered rock throughout the project
	Total	**$10,564,645**	+	**$21,022**	**0.19%**	+	**$409,084**	**3.72%**	=	**$10,994,750**	

Total Contract Amount	$10,994,750	**Percent Change Order**	**Savings vs Target**
Actual Non-Owner Initiated Change Orders	$409,084	3.72%	
District Internal Average Goal - 5%	$549,738	5.00%	**$140,654**
Underground Construction Average - 10%	$1,099,475	10.00%	**$690,391**

None Owner Initiated Change Orders are (1) Unforeseen Site Conditions and (2) Items Missing from Plans & Specifications

Table 2 - Design and Construction Management Billings

Specialty Projects	Acceptance Date	Final Construction Contact / Cost	Total Design Cost		Total Construction Management Cost		Total		Notes
Buckland Tanks Replacement Project	March 23, 2015	$1,420,047	$309,571	22%	$322,678	23%	$632,249	45%	CM costs includes inspection
Hillcrest Pressure Regulating Station Project	July 25, 2019	$630,515	$172,863	27%	$48,673	8%	$221,537	35%	
Total Specialty Project		**$2,050,562**	**$482,435**	**24%**	**$371,351**	**18%**	**$853,786**	**42%**	
Water Main Projects									
Belburn Water Main Replacement Project	April 23, 2015	$431,357	$72,086	17%	$30,860	7%	$102,945	24%	
Notre Dame Avenue and Folger Drive Tie-In	May 28, 2015	$74,975	$10,500	14%	$13,800	18%	$24,300	32%	
Alameda de Las Pulgas Water Main Replacement Project	October 11, 2016	$655,766	$101,545	15%	$84,898	13%	$186,442	28%	Difficult contractor - multiple claims
Karen, Mezes, Arthur, South & Folger Water Main Replacement Project	August 23, 2018	$2,126,163	$232,223	11%	$103,636	5%	$335,859	16%	
Notre Dame , Cliffside, Tahoe Area Water Main Replacement Project	May 28, 2020	$2,148,850	$294,623	14%	$136,887	6%	$431,510	20%	
Hastings, Vine, Belmont Canyon Water Main Improvements	October 27, 2022	$1,427,762	$212,942	15%	$146,632	10%	$359,574	25%	Smaller Project, CM costs included coverage as inspector for two weeks
Harbor Blvd Water Main Improvements	February 22, 2024	$2,079,314	$260,734	13%	$153,695	7%	$414,429	20%	Multiple change order negotiations with contractor
Total Water Main Projects		**$8,944,189**	**$1,184,652**	13%	**$670,407**	7%	**$1,855,059**	21%	
			Target:	15%	**Target:**	8%	**Target:**	23%	

Table 3 - Billing Rate Comparison

	PCG (2024)	Kennedy Jenks (2022)	Mott McDonald (2022)	Freyer & Laureta (2022)	EKI (2022)	TRC / Vali Cooper (2020)
Principal Engineer (District Engineer)	$260	$310	$338	$240	$296	-
Senior Engineer	$225	$295	$254	$185	$255 - $265	$207
Associate Engineer	$205	$275	$185	$175	$230 - $244	-
Project Engineer	$185	$225 - $250	$170	$145 - $160	$185 - $214	-
Assistant Engineer	$160	$190	$133	$135 - $140	$128 - $165	-
Engineering Technician	$120	$135	$117	$115	$116	$109
Public Works Inspector (Prevailing Wage)	$170	-	-	$160	-	$188
Source:		Portable Reuse Exploratory Project	MPWD - Dekoven, Lincoln, Newland & Oak Knoll Project	Coastside County Water District On-Call Contract	PHWD - Quarry Lake Project	MPWD - El Camino Project

MEMO

Date : June 20, 2024

To: Mid-Peninsula Water District

Attn: Kathryn Wuelfing, Rene Ramirez, Joubin Pakpour

Project Name: Old County Road Improvements Phase 1 CIP 15-75 and Ralston Avenue CIP 15-82

Reference: Progress Payment No. 07

From: Gopi Chandran, Construction Manager, 4LEAF Inc.

Construction Status

Contractor successfully completed installation, testing and commissioning of the new pipeline.

Contractor paved pipeline trench from Old County Road/Quarry Road to the Harbor Blvd intersection. Increased quantity of paving was required due to pipeline alignment shift and surface condition while construction was on-going. Slurry seal was applied to completed pavement within City of San Carlos and County of San Mateo limits. Striping was also completed. Slurry seal and striping work are pending within City of Belmont limits (June 2024).

Outreach-contractor and 4LEAF staff have continued engagement with businesses during work progression.

Change Orders

Contractor submitted (11) extra work requests, and these were evaluated, scope was negotiated, and costs reduced. . Cost changes were due to working around various existing/unidentified utilities and working around new telecommunications conduits installed by others. Additional work slowdown cost impact due to stringent backfill compaction (added condition in encroachment permit) requirement by County of San Mateo was also addressed .

Costs associated with contractors 'Notice of Dispute #01' was resolved and included in Change order #07. Notice of Dispute #01 is closed, and no further action required.

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The extra work requests were processed with Change Order #07 for an amount of $110,313.91. Copy of the change order is attached.

Remaining Costs

In is anticipated that the project will incur additional change order costs due to expanded paving areas dictated by City of San Carlos, slurry and striping requirements by City of Belmont. This will need to be resolved so that all issued encroachment permits can be closed out in June 2024 prior to final billing and contract close-out.

Project Schedule and Request for Payment No. 07

As of May 31, 2024, contractor has completed work ahead of the baseline schedule and overall contract schedule gain has been realized.

Remaining work in June 2024 include slurry seal, striping and punch lists. Project closeout is anticipated by end of July 2024

Enclosed, please find C2R Progress Payment No. 07 for **$658,695.71** (value of work minus 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	**Total**	
Original Contract Amount		$ 4,417,300.00	
Approved Change Orders	$ 110,313.91	$ 328,027.84	7.43%
Final Contract Amount		$ 4,745,327.84	
Previously Paid (less retention)		$ 3,671,794.12	
Current Request (less retention)	$ 658,695.71	$ 658,695.71	
Retention	$ 34,668.20	$ 205,192.95	
Total Value of Work Completed	$ 693,363.91	$ 4,558,410.35	96.1%
Total Remaining on Contract		$ 186,917.49	3.9%

Sincerely,

Gopi Chandran

Gopi Chandran
Construction Manager
4LEAF Inc.

2126 RHEEM DRIVE • PLEASANTON, CA 94588 • PHONE (925) 462-5959 • FAX (925) 462-5958

Figure 1 Valve installation.

Figure 2 Chlorination of pipeline.

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Figure 3 Paving operations.

Figure 4 'cat tracking' after slurry seal.

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MID-PENINSULA WATER DISTRICT

Mid-Peninsula Water District
Old County Road Water Main Improvements Phase 1

Change Order No. 07
C2R Engineering Inc.
June 19, 2024

Item No. 1 – Unidentified utilities located at various locations (STA 18+30, 18+40 and 18+50)

On 5/1/24, contractor excavating and exposing unidentified utility at approx.. STA 18+30, 18+40 and 18+50 installing new 20" water line underneath utilities, backfilling and compacting.

Contractor backup document: DEWR #041A, 5/1/24

Total Cost of Item:	$5,600.56
Total increase of Working Days:	0 days

Item No. 2 – Hand excavate concrete slurry fill as directed by PG&E at STA 17+45 (unknown site condition)

On 5/9/24, at STA 17+45, contractor excavating and removing existing concrete slurry over 8" transmission line that PG& had previously placed. PG&E standby directed the crew to use hand tools only to remove the concrete structure.

Contractor backup document: DEWR #042, 5/9/24

Total Cost of Item:	$6,926.21
Total increase of Working Days:	0 days

Item No. 3 – Install new 12" pipe under new telecommunication conduit (differing site condition)

On 5/8/24, Excavating, exposing and installing new 12" pipe underneath existing telecommunications line at approx. STA 17+65-17+80. This was unknown condition as the new telecommunication lines were supposed to be deeper.

Contractor backup document: DEWR #043, 5/8/24

Total Cost of Item No:	$3,210.11
Total increase of Working Days:	0 days

Item No. 4 – Clearing debris from inside 36-inch pipe casing at F street parcel prior to abandonment (differing site condition).

On 5/10/24, Excavating and removing substantial amount of existing dirt materials inside 36" casing at F Street. Unable to perform work inside existing MH due to 8" transmission line running through the MH. MPWD personnel onsite to obtain video and conform blockage. Contract work was completed upon removal of casing blockage.

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Contractor backup document: DEWR #044, 5/10/24

Total Cost of Item No:	$7,501.21
Total increase of Working Days:	0 days

Item No. 5 – Per RFI#12, install 12-inch fittings to clear new communication conduits (differing site condition)

Per RFI #015, 12" fittings had to be used to avoid conflicts with newly installed conduits.

Contractor backup document: DEWR #045, 5/12/24

Total Cost of Item No:	$12,287.48
Total increase of Working Days:	0 days

Item No. 6 – Abandonment of 220 lf of old 20-inch pipe using cement grout (additional work).

Abandonment using concrete grout of approx. 220LF of existing 20 water main pipeline that was left in place due to conflicts with the existing 24" gas transmission line. Price reflect discount applied for 20 inch pipe that was not removed but abandoned with cement slurry instead..

Contractor backup document: DEWR #046, 5/15/24

Total Cost of Item No:	$3,261.26
Total increase of Working Days:	0 days

Item No. 7 – Modify and weld new 20-inch flanges at STA 17+96 (additional work).

Modifications, welding and installation of new 20" flanges onto existing Tee at approx. STA 17+96 due to differing condition at tie-in location. Work inspected by BSK special welding inspector.

Contractor backup document: DEWR #047, 5/7/24

Total Cost of Item No:	$18,704.53
Total increase of Working Days:	0 days

Item No. 8 – Extra work to mitigate unexpected creek crossing conditions after rain (additional work).

Extra work associated with creek crossing (north and south) due to unanticipated site condition. Contractor mitigated conditions to facilitate work after waiting for rain to stop and creek to recede.

Contractor backup document: DEWR #048, 4/30/24

Total Cost of Item No:	$21,592.76
Total increase of Working Days:	0 days

Item No. 9 – Additional effort to coordinate 'additional encroachment permit requirements' by County of San Mateo. Encroachment permit condition for backfill compaction testing at every 8-inch lift, at 50-foot intervals. (additional work).

Previously authorized by MPWD as Field Change Order #07, dated 3/4/24. Additional effort for compaction testing by BSK at 8-inch vertical lifts , spaced at 50-foot interval with County of San Mateo work limits , work was conducted in May 2024. BSK compaction testing reports received.

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MID-PENINSULA WATER DISTRICT

Contractor backup document: DEWR #049,

Total Cost of Item No: $10,005
Total increase of Working Days: 0 days

Item No. 10 – Install/replace set of HAWK pedestrian crossing loops per City of Belmont (additional work).

Installation of 'Hawk' type loops on Ralston Ave and Elmer pedestrian crossing per City of Belmont request

Contractor backup document: DEWR #051, 5/23/24

Total Cost of Item No: $11,547.85
Total increase of Working Days: 0 days

Item No. 11 – Additional work around fire service connections due to existing utilities at various depths (differing site condition)).

Additional time and materials for fire service connections at STA 24+41, 1406 OCR and 1404 OCR due to utility conflicts in area at various depths , differing site condition

Contractor backup document: DEWR #053, 5/25/24

Total Cost of Item No: $9,676.94
Total increase of Working Days: 0 days

Total Cost of Change Order #7:		**$110,313.91**
Overall Increase of Working Days for Change Order:		**0**

Original Contract Amount		**$4,417,300.00**
Previous Change Orders (#01)	**$41,665.68**	
Previous Change Orders (#02)	**$29,527.92**	
Previous Change Order (#03)	**$38,899.93**	
Previous Change Order (#04)	**$55,430.02**	
Previous Change Order (#05)	**$11,743.99**	
Previous Change Order (#06)	**$40,446.39**	
Current Change Order (#07)	**$110,313.91**	

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MID-PENINSULA WATER DISTRICT

Subtotal Change Order (s)	**$328,027.84**
Percentage (over base contract)	**7.43%**
Revised Contract Amount (including this Change Order)	**$ 4,745,327.84**

Other Terms in Effect

This Change Order fully resolves all costs and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Contractor. This Change Order does not modify, waive, or supersede any provision of the contract and only to the extent explicitly stated in this Change Order.

Prepared by:

DocuSigned by:
Gopi Chandran
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6/19/2024

Gopi Chandran
Construction Manager
4LEAF Inc.

Reviewed/Approved by:

DocuSigned by:
16E20204128F4AE...

6/20/2024

Rene Ramirez
Operations Manager
Mid-Peninsula Water District

Reviewed/Approved by:

6A52E332D449452
Joubin Pakpour
DocuSigned By: Joubin Pakpour

6/20/2024

Joubin Pakpour,P.E.
District Engineer
Mid-Peninsula Water District

DocuSign Envelope ID: 053CB44D-BF52-47AA-BCA0-025DFF8FEC69

MID-PENINSULA WATER DISTRICT

Reviewed/Approved by:

DocuSigned by:
Kathryn Wuelfing
DD02E82C381A406...

6/20/2024

Kathryn Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed/Approved by:

DocuSigned by:
Trevor Connolly
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6/20/2024

Trevor Connolly
Owner
C2R Engineering Inc.

DocuSign Envelope ID: 053CB44D-BF52-47AA-BCA0-025DFF8FEC69

C2R Engineering, Inc. ***CO # 007***

PROJECT: Old County Road Improvements and Ralston Avenue Improvements

Month: May 2024

DEWR # or PCO #	Date	Description	Total
041-A	5/1/2024	Excavating and exposing unidentified utility at approx STA 18+30, 18+40 and 18+50 installing new 20" water line underneath utilities, backfilling and compacting.	$ 5,600.56
042	5/9/2024	Excavating and removing existing concrete slurry over 8" transmission line that Pg&e placed while performing some repairs to the 8" transmission line. Pg&e standby directed the crew to use hand tools only to remove the structure.	$ 6,926.21
043	5/8/2024	Excavating, exposing and installing new 12" pipe underneath existing telecommunications line at approx STA 17+65	$ 3,210.11
044	5/10/2024	Excavating and removing existing dirt materials inside 36" casing at F Street. Unable to perform work inside existing MH due to 8" transmission line running through the MH	$ 7,501.21
045	5/12/2024	Per RFI #015, 12" fittings had to be used to avoid conflicts with newly installed conduits.	$ 12,287.48
046	5/15/2024	Abandonment of approx. 220LF of existing 20 water main pipeline that was left in place due to conflicts with the existing 24" gas transmission line	$ 3,261.26
047	5/7/2024	Modifications, welding and installation of new 20" flanges onto existing Tee at approx. STA 17+96	$ 18,704.53
048	4/30/2024	Extra work associated with creek crossing	$ 21,592.76
049	n/a	Compaction Cost	$ 10,005.00
051	5/23/2024	Installation of Elmer Hawk type loops on Ralston Ave per City of Belmont request	$ 11,547.85
053	5/25/2024	Additional time and materials for fire service connections at STA 24+41, 1406 OCR and 1404 OCR.	$ 9,676.94
			$
		TOTAL	**$ 110,313.91**

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/1/2024 DEWR DEWR # 041-A
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Excavating and exposing unidentified utility at approx STA 18+30, 18+40 and 18+50 installing new 20" water line underneath utilities, backfilling and compacting.

A. CONTRACT WORK PERFORMED

Day work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
2	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	5	5	$ 28.65	$ 286.50
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	5	5	$ 79.07	$ 395.35
1	Jumping jack whacker (113 Code 250 Page 4)	5	5	$ 9.89	$ 49.45
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	5	5	$ 88.38	$ 441.90
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	5	5	$ 36.47	$ 182.35
1	CAT 450E Backhoe (page 18) with breaker (addittion Attachment Air Tools Code 60)			$ 83.88	$ -
1	Bomag roller			$ 27.00	$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)	5	5	$ 83.05	$ 415.25
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 1,770.80**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ -**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
	COST OF SUBCONTRACTORS & WORK - D				**$ -**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 2,036.42
TOTAL COST & 15% MARK-UP C (Material)	$ -
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ -
TOTAL COST A & B & C (Incl. Markup)	$ 2,036.42

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
	Declan Sheedy	Reg	5	$ 91.14	$ 455.70
		Reg Night		$ 94.14	$ -
4	Laborer	O.T		$ 86.40	$ -
		Reg	5	$ 67.12	$ 1,728.08
		Reg Night		$ 70.12	$ -
1	Operator				$ -
	Juan Gonzalez	O.T		$ 119.50	$ -
		Reg	5	$ 90.64	$ 453.20
		Reg Night		$ 93.64	$ -
				SUBTOTAL	**$ 2,636.98**
				9% Labor Surcharge	$ 237.33
				TOTAL COST OF LABOR - F	$ 2,874.30
				24% MarkUp Labor	$ 689.83
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 3,564.14

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 5,600.56

TOTAL THIS REPORT **$ 5,600.56**

CERTIFIED CORRECT

ee attached Sheet) DATE: 11/16/23

ee attached Sheet) DATE

DocuSign Envelope ID: 053CB44D-BF52-47AA-BCA0-025DFF8FEC69

PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/9/2024 DEWR DEWR # 042
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Excavating and removing existing concrete slurry over 8" transmission line that Pg&e placed while performing some repairs to the 8" transmission line. Pg&e standby directed the crew to use hand tools only to remove the structure.

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	8	8	$ 28.65	$ 229.20
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	8	8	$ 79.07	$ 632.56
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	8	8	$ 88.38	$ 707.04
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	8	8	$ 36.47	$ 291.76
1	Vacuum trailer	8	8	$ 52.75	$ 422.00
1	Jack hammer and compressor	8	8	$ 27.00	$ 216.00
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 2,498.56**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Dump fees	1.00	load	$ 180.00	$ 180.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 180.00**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	CTK trucking	2.00	Hr	$ 130.00	$ 260.00
	COST OF SUBCONTRACTORS & WORK - D				**$ 260.00**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 2,873.34
TOTAL COST & 15% MARK-UP C (Material)	$ 207.00
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 299.00
TOTAL COST A & B & C (Incl. Markup)	$ 3,379.34

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	8	$ 94.14	$ 753.12
2	Laborer	O.T		$ 86.40	$ -
		Reg		$ 67.12	$ -
		Reg Night	8	$ 70.12	$ 1,121.96
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	8	$ 93.64	$ 749.12
				SUBTOTAL	**$ 2,624.20**
				9% Labor Surcharge	$ 236.18
				TOTAL COST OF LABOR - F	$ 2,860.38
				24% MarkUp Labor	$ 686.49
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 3,546.87

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 6,926.21

TOTAL THIS REPORT **$ 6,926.21**

CERTIFIED CORRECT

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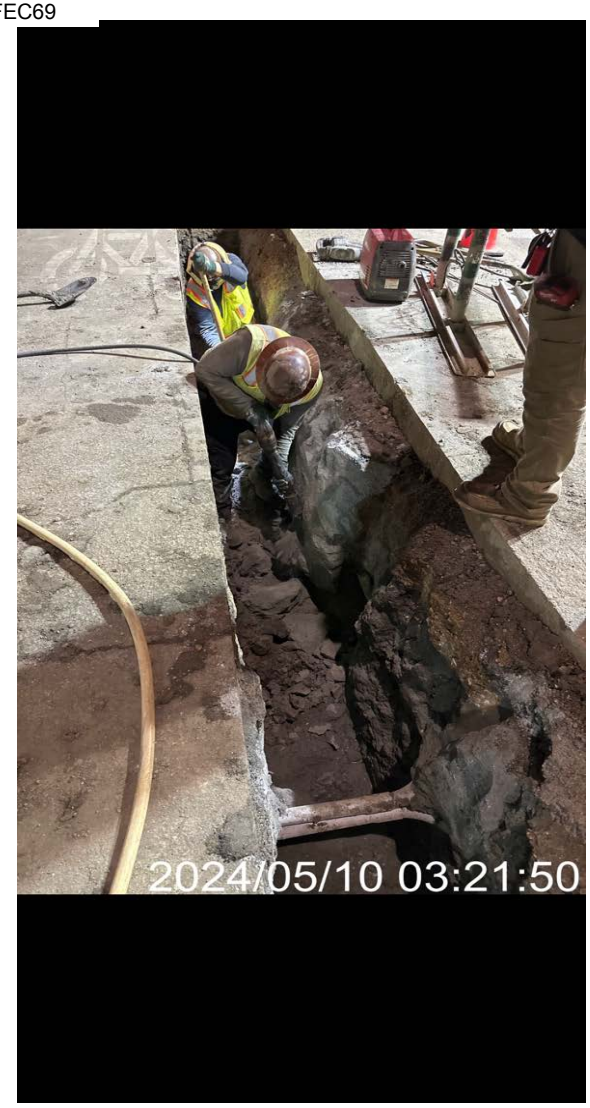

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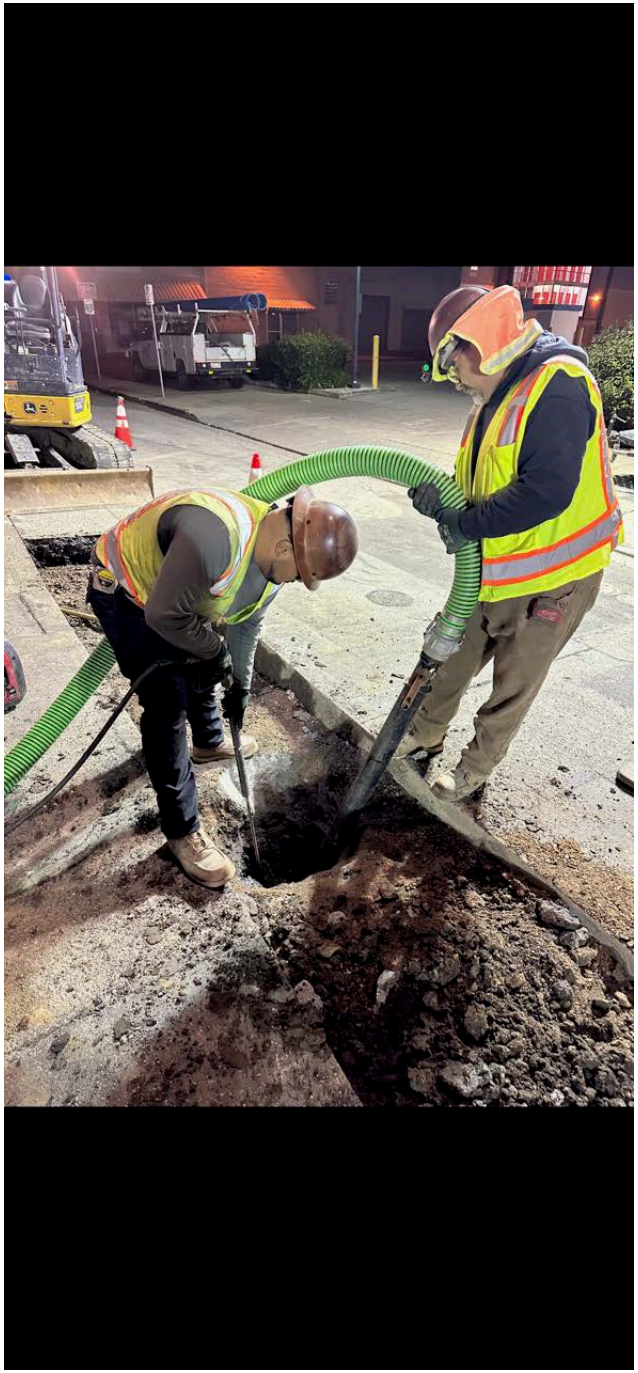

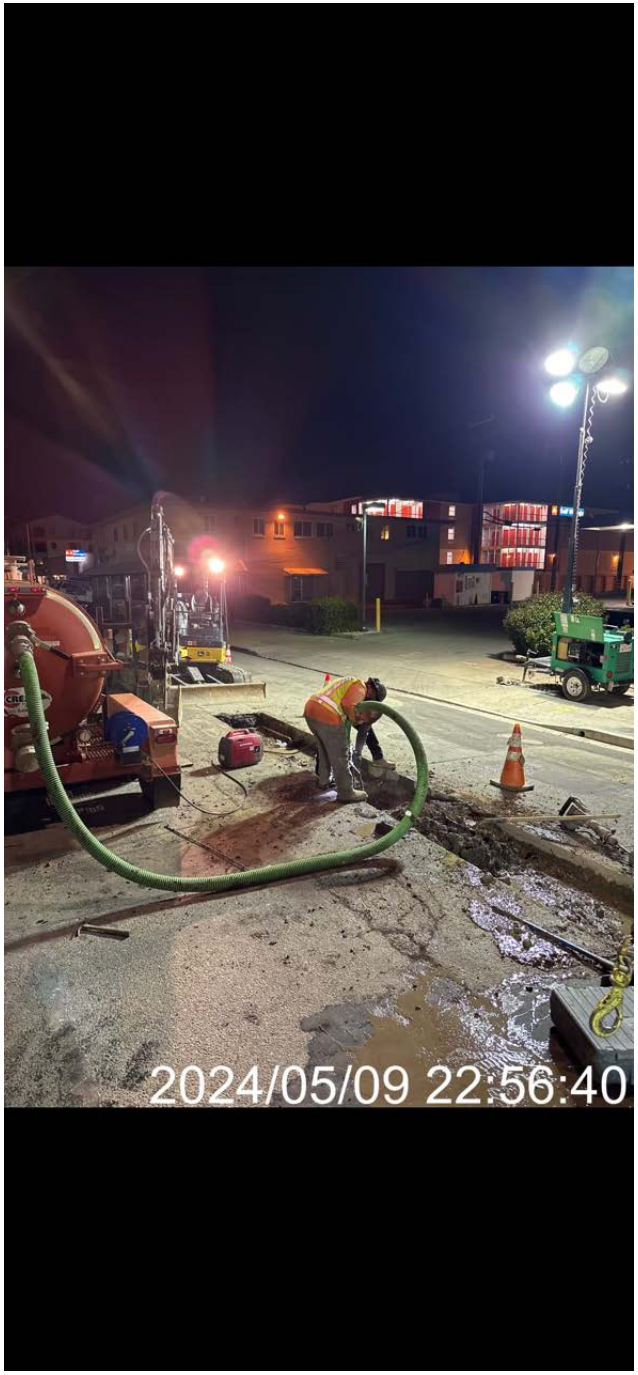

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/8/2024 DEWR DEWR # 043
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Excavating, exposing and installing new 12" pipe underneath existing telecommunications line at approx STA 17+65

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	4	4	$ 28.65	$ 114.60
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	4	4	$ 79.07	$ 316.28
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	4	4	$ 88.38	$ 353.52
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	4	4	$ 36.47	$ 145.88
1	Vacuum trailer	4	4	$ 52.75	$ 211.00
1	Jack hammer and compressor	4	4	$ 27.00	$ 108.00
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 1,249.28**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ -**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
	COST OF SUBCONTRACTORS & WORK - D				**$ -**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 1,436.67
TOTAL COST & 15% MARK-UP C (Material)	$ -
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ -
TOTAL COST A & B & C (Incl. Markup)	$ 1,436.67

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	4	$ 94.14	$ 376.56
2	Laborer	O.T		$ 86.40	$ -
		Reg		$ 67.12	$ -
		Reg Night	4	$ 70.12	$ 560.98
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	4	$ 93.64	$ 374.56
				SUBTOTAL	**$ 1,312.10**
				9% Labor Surcharge	$ 118.09
				TOTAL COST OF LABOR - F	$ 1,430.19
				24% MarkUp Labor	$ 343.25
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 1,773.43

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 3,210.11

TOTAL THIS REPORT $ 3,210.11

CERTIFIED CORRECT

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/10/2024 DEWR DEWR # 044
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Excavating and removing existing dirt materials inside 36" casing at F Street. Unable to perform work inside existing MH due to 8" transmission line running through the MH

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	8	8	$ 28.65	$ 229.20
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	8	8	$ 79.07	$ 632.56
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	8	8	$ 88.38	$ 707.04
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	8	8	$ 36.47	$ 291.76
1	Vacuum trailer	8	8	$ 52.75	$ 422.00
1	Jack hammer and compressor	8	8	$ 27.00	$ 216.00
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 2,498.56**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Dump fees	1.00	load	$ 180.00	$ 180.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 180.00**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	CTK trucking	2.00	Hr	$ 130.00	$ 260.00
1	Shoring	1	ls	$ 500.00	$ 500.00
	COST OF SUBCONTRACTORS & WORK - D				**$ 760.00**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 2,873.34
TOTAL COST & 15% MARK-UP C (Material)	$ 207.00
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 874.00
TOTAL COST A & B & C (Incl. Markup)	$ 3,954.34

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	8	$ 94.14	$ 753.12
2	Laborer	O.T		$ 86.40	$ -
		Reg		$ 67.12	$ -
		Reg Night	8	$ 70.12	$ 1,121.96
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	8	$ 93.64	$ 749.12
				SUBTOTAL	**$ 2,624.20**
				9% Labor Surcharge	$ 236.18
				TOTAL COST OF LABOR - F	$ 2,860.38
				24% MarkUp Labor	$ 686.49
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 3,546.87

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 7,501.21

TOTAL THIS REPORT **$ 7,501.21**

CERTIFIED CORRECT

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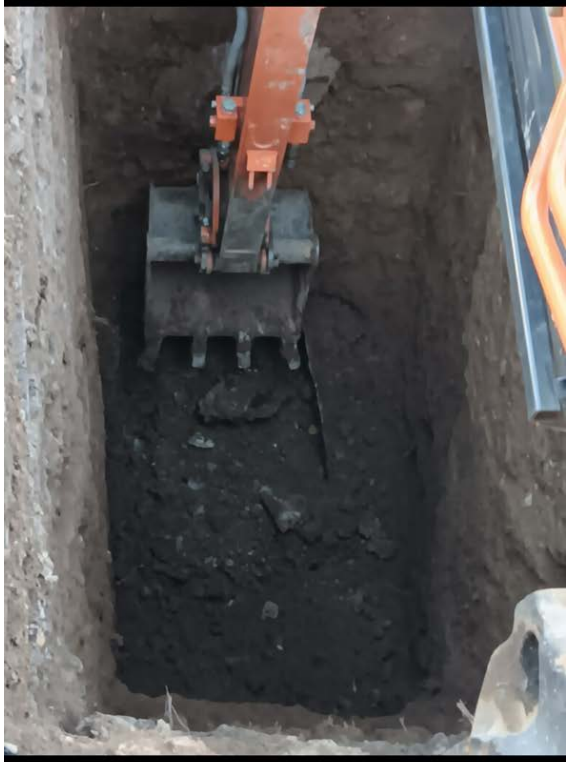

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/12/2024 DEWR DEWR # 045
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Per RFI #015, 12" fittings had to be used to avoid conflicts with newly installed conduits.

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	8	8	$ 28.65	$ 229.20
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	8	8	$ 79.07	$ 632.56
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	8	8	$ 88.38	$ 707.04
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	8	8	$ 36.47	$ 291.76
1	Vacuum trailer	8	8	$ 52.75	$ 422.00
1	Jack hammer and compressor	8	8	$ 27.00	$ 216.00
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 2,498.56**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Dump fees	1.00	load	$ 180.00	$ 180.00
1	12" fittings	1.00	ls	$ 4,661.97	$ 4,661.97
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 4,841.97**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	CTK trucking	2.00	Hr	$ 130.00	$ 260.00
	COST OF SUBCONTRACTORS & WORK - D				**$ 260.00**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 2,873.34
TOTAL COST & 15% MARK-UP C (Material)	$ 5,568.27
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 299.00
TOTAL COST A & B & C (Incl. Markup)	$ 8,740.61

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	8	$ 94.14	$ 753.12
2	Laborer	O.T		$ 86.40	$ -
		Reg		$ 67.12	$ -
		Reg Night	8	$ 70.12	$ 1,121.96
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	8	$ 93.64	$ 749.12
				SUBTOTAL	**$ 2,624.20**
				9% Labor Surcharge	$ 236.18
				TOTAL COST OF LABOR - F	$ 2,860.38
				24% MarkUp Labor	$ 686.49
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 3,546.87

	Reg	Reg Night	OT
FERNANDO ROMO	*$ 69.81*	*$ 72.81*	*$ 90.44*
EDGAR GONZALEZ	*$ 66.81*	*$ 69.81*	*$ 85.94*
Adan Martinez	*$ 66.81*	*$ 69.81*	*$ 85.94*
Jorge Figuero	*$ 65.06*	*$ 68.06*	*$ 83.31*

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 12,287.48

TOTAL THIS REPORT **$ 12,287.48**

CERTIFIED CORRECT

ee attached Sheet) DATE: 11/16/23

ee attached Sheet) DATE

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PACE Supply Corp
P.O. Box 744915
Los Angeles,CA 90074-4915

INVOICE

INVOICE DATE	INVOICE #	PAGE
05/13/24	169498284	1 of 1

DATE SHIPPED	CUSTOMER #
05/10/24	42732-01

Branch Contact: 408-861-4100 FAX: 408-861-4346
Accounting & Credit: 855-306-5689

C2R ENG / OLD COUNTY RD & RALSTON
** PH 1, PROJECT #15-75 & 15-82 **
PO BOX 1017
MOUNTAIN VIEW,CA 94042

SHIP TO

C2R ENG / OLD COUNTY RD & RALSTON
OLD COUNTY RD & RALSTON AVE
BELMONT, CA 94002

CUSTOMER PURCHASE ORDER	JOB NAME	SHIPPED VIA	TERMS	TAXABLE ITEMS
15-75/15-82	15-75/15-82	OUR TRUCK	2%10TH NET 25TH	

PART/DESCRIPTION	ORDER	SHIP	UNIT PRICE	EXTENSION	
EBAMEGAGLANDC90012 **12 MEGALUG GLAND ONLY C900 2012PV EBAA**	8	8	152.1100	1216.88	Y
EBAMEGAGLANDC9008 **8 MEGALUG GLAND ONLY C900 2008PV EBAA**	8	8	85.0900	680.72	Y
WBLBNTHEAD344 **3/4 x 4 T-HEAD BOLT & NUT CORTEN**	112	112	0.0000	0.00	Y
DCFGMJ8 **8 MJ STD GASKET**	8	8	0.0000	0.00	Y
DCFGMJ12 **12 MJ STD GASKET**	8	8	0.0000	0.00	Y
~~**CHCG5TBOX**~~ **G5 BOX CONCRETE TRAFFIC 10-3/8ID*12**	~~10~~	~~10~~	~~52.0000~~	~~520.00~~	Y
DCFE2212MJ8 **8 MJ 22 1/2 ELL EPOXY LINED & COATED**	4	4	192.5000	770.00	Y
DCFE2212MJ12 **12 MJ 22 1/2 ELL EPOXY LINED & COATED**	4	4	387.5500	1550.20	Y

⚠ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov

Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915
DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM $10 TO $15. LIMIT ONE FEE PER DAY, PER JOB.,

THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE	GROSS	TAX%	SALES TAX	SHIPPING & HANDLING	OTHER CHARGES	INVOICE TOTAL
	4737.80	9.375	444.17	0.00	0.00	5181.97

TO VIEW ONLINE GO TO:	https://pacesupply.billtrust.com	USE THIS ENROLLMENT TOKEN:	HBW KRZ FGD	BILLTRUST ACCOUNT #	42732

A discount amount of 103.64 is offered if your payment via check, ACH or cash is received by 06/10/2024.

Material Signed for by: Shen 05/10/24

DocuSign Envelope ID: 053CB44D-BF52-47AA-BCA0-025DFF8FEC69

PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/15/2024 DEWR DEWR # 046
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Abandonment of approx. 220LF of existing 20 water main pipeline that was left in place due to conflicts with the existing 24" gas transmission line

A. CONTRACT WORK PERFORMED

Night work

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	2	2	$ 28.65	$ 57.30
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	2	2	$ 79.07	$ 158.14
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)			$ 88.38	$ -
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A			$ 36.47	$ -
1	Vacuum trailer			$ 52.75	$ -
1	Jack hammer and compressor			$ 27.00	$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 215.44**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Slurry	10.00	Cuyds	$ 200.00	$ 2,000.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 2,000.00**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
	COST OF SUBCONTRACTORS & WORK - D				**$ -**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 247.76
TOTAL COST & 15% MARK-UP C (Material)	$ 2,300.00
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ -
TOTAL COST A & B & C (Incl. Markup)	$ 2,547.76

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg	2	$ 91.14	$ 182.28
		Reg Night		$ 94.14	$ -
2	Laborer	O.T		$ 86.40	$ -
		Reg	2	$ 67.12	$ 345.62
		Reg Night		$ 70.12	$ -
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night		$ 93.64	$ -
				SUBTOTAL	**$ 527.90**
				9% Labor Surcharge	$ 47.51
				TOTAL COST OF LABOR - F	$ 575.41
				24% MarkUp Labor	$ 138.10
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 713.50

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 3,261.26

TOTAL THIS REPORT **$ 3,261.26**

CERTIFIED CORRECT

_____ (See attached Sheet) DATE: 11/16/23

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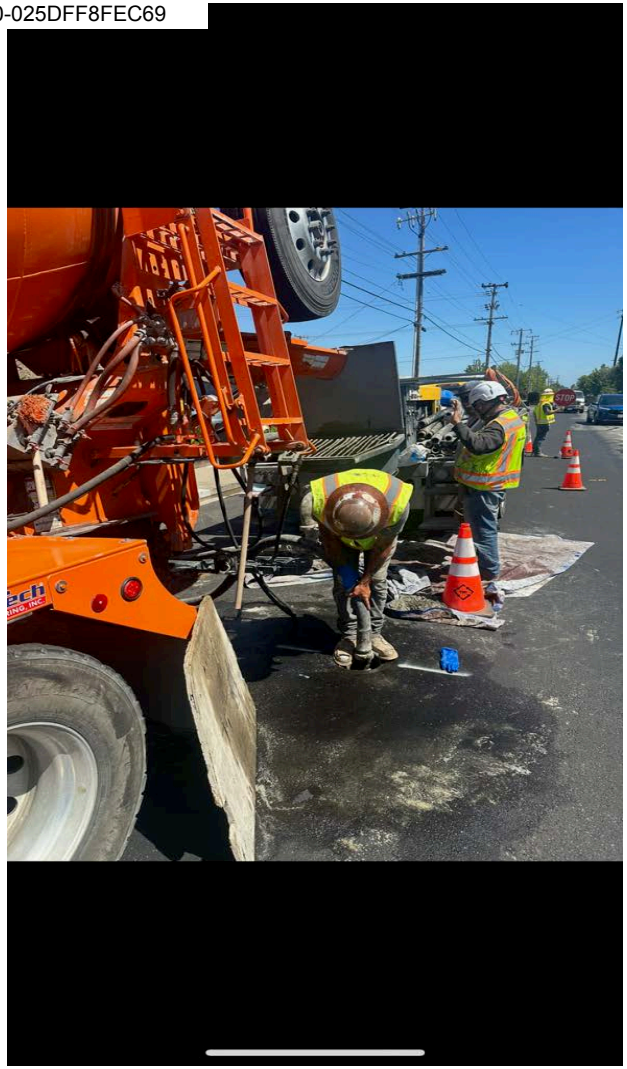

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/7/2024 DEWR DEWR # 047
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Modifications, welding and installation of new 20" flanges onto existing Tee at approx. STA 17+96

A. CONTRACT WORK PERFORMED

Night work and day work (for welding)

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	8	8	$ 28.65	$ 229.20
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	8	8	$ 79.07	$ 632.56
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	8	8	$ 88.38	$ 707.04
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	8	8	$ 36.47	$ 291.76
1	Vacuum trailer	8	8	$ 52.75	$ 422.00
1	Jack hammer and compressor	8	8	$ 27.00	$ 216.00
1	PC138 Komatsu Excavator Code 05-23 Page 10)	8	8	$ 83.05	$ 664.40
1	Multi Blade Saw (Code 20-33)	8	8	$ 15.24	$ 121.92
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
			COST OF EQUIPMENT - B		**$ 3,284.88**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Jiffco (2 flanges)	2.00	Ea	$ 1,200.00	$ 2,400.00
1	Cal Pico	1.00	Ea	$ 900.00	$ 900.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
			COST OF MATERIAL & WORK - C		**$ 3,300.00**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	Nicole Welding	14.00	Hr	$ 200.00	$ 2,800.00
			COST OF SUBCONTRACTORS & WORK - D		**$ 2,800.00**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 3,777.61
TOTAL COST & 15% MARK-UP C (Material)	$ 3,795.00
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 3,220.00
TOTAL COST A & B & C (Incl. Markup)	$ 10,792.61

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	8	$ 94.14	$ 753.12
4	Laborer	O.T		$ 86.40	$ -
2	Laborers	Reg	8	$ 67.12	$ 1,382.46
		Reg Night	8	$ 70.12	$ 2,243.92
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg	8	$ 90.64	$ 725.12
		Reg Night	8	$ 93.64	$ 749.12
				SUBTOTAL	**$ 5,853.74**
				9% Labor Surcharge	$ 526.84
				TOTAL COST OF LABOR - F	$ 6,380.58
				24% MarkUp Labor	$ 1,531.34
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 7,911.91

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 18,704.53

TOTAL THIS REPORT **$ 18,704.53**

CERTIFIED CORRECT

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 4/30/2024 DEWR DEWR # 048
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Extra work associated with creek crossing

A. CONTRACT WORK PERFORMED

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
2	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	16	16	$ 28.65	$ 916.80
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	16	16	$ 79.07	$ 1,265.12
1	Jumping jack whacker (113 Code 250 Page 4)	16	16	$ 9.89	$ 158.24
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	16	16	$ 88.38	$ 1,414.08
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	16	16	$ 36.47	$ 583.52
1	6" pump	16	16	$ 32.00	$ 512.00
1	Jack hammer and compressor	16	16	$ 27.00	$ 432.00
1	PC138 Komatsu Excavator Code 05-23 Page 10)	16	16	$ 83.05	$ 1,328.80
					$ -
					$ -
	COST OF EQUIPMENT - B				**$ 6,610.56**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Concrete	1.00	ls	$ 1,200.00	$ 1,200.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 1,200.00**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	Bess Vacuum Truck	6.00	Hr	$ 180.00	$ 1,080.00
					$ 1,080.00
	COST OF SUBCONTRACTORS & WORK - D				**$ 2,160.00**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 7,602.14
TOTAL COST & 15% MARK-UP C (Material)	$ 1,380.00
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 2,484.00
TOTAL COST A & B & C (Incl. Markup)	$ 11,466.14

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	16	$ 94.14	$ 1,506.24
4	Laborer	O.T		$ 86.40	$ -
2	Laborers	Reg		$ 67.12	$ -
		Reg Night	16	$ 70.12	$ 4,487.84
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	16	$ 93.64	$ 1,498.24
				SUBTOTAL	**$ 7,492.32**
				9% Labor Surcharge	$ 674.31
				TOTAL COST OF LABOR - F	$ 8,166.63
				24% MarkUp Labor	$ 1,959.99
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 10,126.62

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 21,592.76

TOTAL THIS REPORT **$ 21,592.76**

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: Various
CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 049
Page No.: 1 OF 1

DESCRIPTION: Compaction Cost

A. CONTRACT WORK PERFORMED

See attached detailed estimate from Compass.

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	16	16	$ 28.65	$ 458.40
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	16	16	$ 79.07	$ 1,265.12
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)			$ 88.38	$ -
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A			$ 36.47	$ -
1	6" pump			$ 32.00	$ -
1	Jack hammer and compressor			$ 27.00	$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
					$ -
					$ -
	COST OF EQUIPMENT - B				**$ 1,723.52**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Shoring	1.00	LS	$ 930.00	$ 930.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 930.00**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
	COST OF SUBCONTRACTORS & WORK - D				**$ -**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 1,982.05
TOTAL COST & 15% MARK-UP C (Material)	$ 1,069.50
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ -
TOTAL COST A & B & C (Incl. Markup)	$ 3,051.55

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night		$ 94.14	$ -
4	Laborer	O.T		$ 86.40	$ -
	Laborers	Reg		$ 67.12	$ -
		Reg Night	13.00	$ 70.12	$ 3,646.37
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	16	$ 93.64	$ 1,498.24
				SUBTOTAL	**$ 5,144.61**
				9% Labor Surcharge	$ 463.01
				TOTAL COST OF LABOR - F	$ 5,607.62
				24% MarkUp Labor	$ 1,345.83
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 6,953.45

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 10,005.00

TOTAL THIS REPORT **$ 10,005.00**

CERTIFIED CORRECT

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C2R ENGINEERING

PROPOSED CHANGE ORDER # 005 **Date:** February 5th, 2024

PROJECT: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82

CONTRACT PCO NO. 005:

DESCRIPTION OF WORK

Scope of work for Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated February 2024 is changed as described herein and in the attached Supplemental Construction Change Order Request and supplemental documents.

As requested by the District, the scope is as follows:

- County of San Mateo requirements for backfill are different than the project requirements. They indicated that low strength CLSM (Caltrans mix) would be preferred. Otherwise, the structural backfill used must be tested at every 8-inch vertical lift, 50 feet apart on the trench.
- Below is the lump sum cost estimate for delays and assisting with compaction testing for the areas as specified within the County of San Mateo limits.

Additional Costs associated for Backfilling with Class II per County Request: $10,000.00

Total Approximate Cost of this PCO: **$10,000.00**

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Date Accepted: 02/05/2024

Contractor: Trevor Connolly

Trevor Connolly, President

Date Approved: 3/4/2024

Owner's Representative:

P.O.Box: 1017 Mountain View, CA 94042 License# 994397

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/23/2024 DEWR DEWR # 051
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Installation of Elmer Hawk type loops on Ralston Ave per City of Belmont request

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	8	8	$ 28.65	$ 229.20
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)			$ 79.07	$ -
1	Jumping jack whacker (113 Code 250 Page 4)			$ 9.89	$ -
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)			$ 88.38	$ -
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A			$ 36.47	$ -
1	Vacuum trailer			$ 52.75	$ -
1	Jack hammer and compressor			$ 27.00	$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)			$ 83.05	$ -
1	Multi Blade Saw (Code 20-33)			$ 15.24	$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			$ 46.72	$ -
	COST OF EQUIPMENT - B				**$ 229.20**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ -**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	LIR	1.00	LS	$ 9,000.00	$ 9,000.00
	COST OF SUBCONTRACTORS & WORK - D				**$ 9,000.00**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 263.58
TOTAL COST & 15% MARK-UP C (Material)	$ -
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 10,350.00
TOTAL COST A & B & C (Incl. Markup)	$ 10,613.58

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night		$ 94.14	$ -
1	Laborer	O.T		$ 86.40	$ -
		Reg	8	$ 67.12	$ 691.23
		Reg Night		$ 70.12	$ -
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night		$ 93.64	$ -
				SUBTOTAL	**$ 691.23**
				9% Labor Surcharge	$ 62.21
				TOTAL COST OF LABOR - F	$ 753.44
				24% MarkUp Labor	$ 180.83
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 934.27

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 11,547.85

TOTAL THIS REPORT **$ 11,547.85**

CERTIFIED CORRECT

_____ (See attached Sheet) DATE: 11/16/23

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PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/25/2024 DEWR DEWR # 053
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Additional time and materials for fire service connections at STA 24+41, 1406 OCR and 1404 OCR.

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
1	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	5.5	5.5	$ 28.65	$ 157.58
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	5.5	5.5	$ 79.07	$ 434.89
1	Jumping jack whacker (113 Code 250 Page 4)	5.5	5.5	$ 9.89	$ 54.40
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	5.5	5.5	$ 88.38	$ 486.09
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	5.5	5.5	$ 36.47	$ 200.59
1	Vacuum trailer			$ 52.75	$ -
1	Jack hammer and compressor			$ 27.00	$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)	5.5	5.5	$ 83.05	$ 456.78
1	Multi Blade Saw (Code 20-33)	5.5	5.5	$ 15.24	$ 83.82
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)	5.5	5.5	$ 46.72	$ 256.96
	COST OF EQUIPMENT - B				**$ 2,131.09**

C. MATERIALS

No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Pace supply materials	1.00	Ls	$ 3,256.67	$ 3,256.67
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
	COST OF MATERIAL & WORK - C				**$ 3,256.67**

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					$ -
	COST OF SUBCONTRACTORS & WORK - D				**$ -**

TOTAL COST & 15% MARK-UP B (Equipment)	$ 2,450.75
TOTAL COST & 15% MARK-UP C (Material)	$ 3,745.17
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ -
TOTAL COST A & B & C (Incl. Markup)	$ 6,195.92

E. DIARY AND REMARKS

New and Unforseen Work [ ] None [X] Yes, Describe:

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg		$ 91.14	$ -
		Reg Night	5.5	$ 94.14	$ 517.77
4	Laborer	O.T		$ 86.40	$ -
		Reg		$ 67.12	$ -
		Reg Night	5.5	$ 70.12	$ 1,542.70
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night	5.5	$ 93.64	$ 515.02
				SUBTOTAL	**$ 2,575.49**
				9% Labor Surcharge	$ 231.79
				TOTAL COST OF LABOR - F	$ 2,807.28
				24% MarkUp Labor	$ 673.75
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 3,481.03

	Reg	Reg Night	OT
FERNANDO ROMO	$ 69.81	$ 72.81	$ 90.44
EDGAR GONZALEZ	$ 66.81	$ 69.81	$ 85.94
Adan Martinez	$ 66.81	$ 69.81	$ 85.94
Jorge Figuero	$ 65.06	$ 68.06	$ 83.31

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 9,676.94

TOTAL THIS REPORT **$ 9,676.94**

CERTIFIED CORRECT

_____ (See attached Sheet) DATE: 11/16/23

_____ (See attached Sheet) DATE

DocuSign Envelope ID: 053CB44D-BF52-47AA-BCA0-025DFF8FEC69

PACE Supply Corp
P.O. Box 744915
Los Angeles,CA 90074-4915

INVOICE

INVOICE DATE	INVOICE #
05/20/24	**169516442**

DATE SHIPPED	CUSTOMER #
05/17/24	**42732-01**

Branch Contact: 408-861-4100 FAX: 408-861-4346
Accounting & Credit: 855-306-5689

SHIP TO

C2R ENG / OLD COUNTY RD & RALSTON
** PH 1, PROJECT #15-75 & 15-82 **
PO BOX 1017
MOUNTAIN VIEW,CA 94042

C2R ENG / OLD COUNTY RD & RALSTON
OLD COUNTY RD & RALSTON AVE
BELMONT, CA 94002

CUSTOMER PURCHASE ORDER	JOB NAME	SHIPPED VIA	TERMS	TAXABLE ITEMS
15-75/15-82	**15-75/15-82**	**OUR TRUCK**	**2%10TH NET 25TH**	

PART/DESCRIPTION	ORDER	SHIP	UNIT PRICE	EXTENSION	
EBAMEGAGLANDC9006 **6 MEGALUG GLAND ONLY C900 2006PV EBAA**	**16**	**16**	**63.5400**	**1016.64**	**Y**
EBAMEGAGLANDC9004 **4 MEGALUG GLAND ONLY C900 2004PV EBAA**	**6**	**6**	**56.0000**	**336.00**	**Y**
WBLBNTHEAD344 **3/4 x 4 T-HEAD BOLT & NUT CORTEN**	**120**	**120**	**0.0000**	**0.00**	**Y**
DCFGMJ4 **4 MJ STD GASKET**	**6**	**6**	**0.0000**	**0.00**	**Y**
DCFGMJ6 **6 MJ STD GASKET**	**16**	**16**	**0.0000**	**0.00**	**Y**
DCFESLEEVEMJLONG6 **6 MJ LONG SLEEVE EPOXY LINED & COATED**	**1**	**1**	**151.2700**	**151.27**	**Y**
DCFEREDMJ64 **6*4 MJ REDUCER EPOXY LINED & COATED**	**2**	**2**	**117.1400**	**234.28**	**Y**
DCFE90MJ6 **6 MJ 90 ELL EPOXY LINED & COATED**	**1**	**1**	**162.0500**	**162.05**	**Y**
DCFE90MJ4 **4 MJ 90 ELL EPOXY LINED & COATED**	**1**	**1**	**114.0800**	**114.08**	**Y**
DCFE45MJ6 **6 MJ 45 ELL EPOXY LINED & COATED**	**1**	**1**	**151.4900**	**151.49**	**Y**
DCFE45MJ4 **4 MJ 45 ELL EPOXY LINED & COATED**	**1**	**1**	**93.2200**	**93.22**	**Y**
DCFE1114MJ6 **6 MJ 11 1/4 ELL EPOXY LINED & COATED**	**4**	**4**	**143.5200**	**574.08**	**Y**

******* CONTINUED ON THE NEXT PAGE *******

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PACE Supply Corp
P.O. Box 744915
Los Angeles,CA 90074-4915

INVOICE

INVOICE DATE	INVOICE #
05/20/24	169516442

DATE SHIPPED	CUSTOMER #
05/17/24	42732-01

Branch Contact: 408-861-4100 FAX: 408-861-4346
Accounting & Credit: 855-306-5689

SHIP TO

C2R ENG / OLD COUNTY RD & RALSTON
OLD COUNTY RD & RALSTON AVE
BELMONT, CA 94002

CUSTOMER PURCHASE ORDER	JOB NAME	SHIPPED VIA	TERMS	TAXABLE ITEMS
15-75/15-82	15-75/15-82	OUR TRUCK	2%10TH NET 25TH	

PART/DESCRIPTION	ORDER	SHIP	UNIT PRICE	EXTENSION	
RED5044AB1 **1 IPS LF FULL PORT 2PC BRS BALL VALVE R&W** **⚠ WARNING: The products you have purchased can expose you to chemicals and/or substances, which are known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to www.P65Warnings.ca.gov**	6	6	24.0700	144.42	Y

Remit to: PACE Supply Corp P.O. Box 744915 Los Angeles, CA 90074-4915
DUE TO THE SUSTAINED SURGE IN FUEL PRICES, EFFECTIVE IMMEDIATELY, WE ARE INCREASING OUR STANDARD DELIVERY FEE FROM $10 TO $15. LIMIT ONE FEE PER DAY, PER JOB.,

THIS INVOICE IS SUBJECT TO ALL TERMS AND CONDITIONS ON THE FACE AND REVERSE	GROSS	TAX%	SALES TAX	SHIPPING & HANDLING	OTHER CHARGES	INVOICE TOTAL
	2977.53	9.375	279.14	0.00	0.00	3256.67

TO VIEW ONLINE GO TO:	https://pacesupply.billtrust.com	USE THIS ENROLLMENT TOKEN:	HBW KRZ FGD	BILLTRUST ACCOUNT #	42732

A discount amount of 65.13 is offered if your payment via check, ACH or cash is received by 06/10/2024.

Material Signed for by: Juan Gonzalez 05/17/24

Invoice

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

Date	Invoice #
6/20/2024	C6077

Bill To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

Ship To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

P.O. Number	Terms	Via	Project
			Job 365 - Old County Rd

Quantity	Item Code	Description	Price Each	Amount
1	Sales	PP #007	658,695.71	658,695.71

Total $658,695.71

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

PROJECT NAME: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023
PROJECT NUMBER: 365
PROGRESS PAYMENT: 007
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE: N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: May 31, 2024
DATE: June 20, 2024

No.	DESCRIPTION	CONTRACT Unit	Quantity	Unit Price	Total	THIS PAYMENT - PP7 % COMPLETED	QTY THIS ESTIMATE	$	PROJECT TO DATE % COMPLETED	QTY TO DATE	$
1.	Mobilization and Demobilization	LS	1	$210,000.00	$ 210,000.00	5%		$10,500	100%	0	$210,000.00
2.	Allowance for Encountering Groundwater in	LS	1	$100,000.00	$ 100,000.00	25%		$25,000	100%	0	$100,000.00
3.	Utility Location and Documentation	LS	1	$27,000.00	$ 27,000.00				100%	0	$27,000.00
4.	Vehicular and Pedestrian Traffic Control	LS	1	$175,000.00	$ 175,000.00	15%		$26,250	100%	0	$175,000.00
5.	Traffic Loops and Traffic Light Coordination	EA	8	$ 2,000.00	$ 16,000.00				150%	12	$24,000.00
6.	Storm Water Pollution Prevention	LS	1	$26,000.00	$ 26,000.00	10%		$2,600	100%	0	$26,000.00
7.	Shoring of Open Excavations	LS	1	$80,000.00	$ 80,000.00	10%		$8,000	100%	0	$80,000.00
8.	Abandonment of Existing Water Facilities	LS	1	$20,000.00	$ 20,000.00	70%		$14,000	100%	0	$20,000.00
9.	Temporary Water Main and Services	LS	1	$60,000.00	$ 60,000.00			$0	100%	1	$60,000.00
10.	Cathodic Protection System	LS	1	$95,000.00	$ 95,000.00	10%		$9,500	100%	0	$95,000.00
11.	8-inch PVC Water Pipe	LF	835	$ 410.00	$ 342,350.00	0%		$0	108%	905	$371,050.00
12.	8-inch PVC Water Pipe + Removal of Existing	LF	430	$ 420.00	$ 180,600.00	13%	55	$23,100	101%	436	$183,120.00
13.	12-inch PVC Water Pipe	LF	135	$ 450.00	$ 60,750.00	81%	110	$49,500	99%	134	$60,300.00
14.	20-inch PVC Water Pipe + Removal of Existing	LF	1775	$ 730.00	$ 1,295,750.00	9%	157	$114,610	100%	1775	$1,295,750.00
15.	16-inch PVC Water Pipe Creek Crossing	LS	1	$100,000.00	$ 100,000.00			$0	100%	0	$100,000.00
16.	8-inch Gate Valves	EA	10	$ 5,000.00	$ 50,000.00				100%	10	$50,000.00
17.	N.I.C.	EA	1	$ -	$ -				0%	0	$0.00
18.	20-inch Butterfly Valves	EA	9	$15,000.00	$ 135,000.00	22%	2	$30,000	100%	9	$135,000.00
19.	1-inch Water Service (8-inch Main)	EA	22	$ 8,000.00	$ 176,000.00	0%		$0	100%	22	$176,000.00
20.	Fire Hydrant Assembly (8-inch Main)	EA	1	$18,000.00	$ 18,000.00	0%		$0	100%	1	$18,000.00
21.	Fire Hydrant Assembly (12-inch Main)	EA	1	$20,000.00	$ 20,000.00	0%		$0	100%	1	$20,000.00
22.	Fire Service Connection (8-inch Main)	EA	2	$15,000.00	$ 30,000.00	0%		$0	100%	2	$30,000.00
23.	1-inch and 2-inch Combination Air- Release Valve	EA	4	$12,500.00	$ 50,000.00	0%		$0	100%	4	$50,000.00
24.	1-inch Water Service (20-inch Main)	EA	17	$ 9,500.00	$ 161,500.00	76%	13	$123,500	100%	17	$161,500.00
25.	1.5-inch & 2-inch Water Service (20-inch Main)	EA	3	$10,500.00	$ 31,500.00	67%	2	$21,000	100%	3	$31,500.00
26.	Fire Hydrant Assembly (20-inch Main)	EA	4	$22,500.00	$ 90,000.00	0%		$0	100%	4	$90,000.00
27.	Fire Service Connection (20-inch Main)	EA	6	$15,000.00	$ 90,000.00	67%	4	$60,000	100%	6	$90,000.00
28.	6-inch Blowoff Assembly	EA	1	$15,500.00	$ 15,500.00	0%		$0	100%	1	$15,500.00
29.	20-inch CCP Water Main Connection	LS	1	$35,000.00	$ 35,000.00	0%		$0	100%	1	$35,000.00
30.	Emergency Bypass Lateral Assembly	EA	1	$30,000.00	$ 30,000.00	0%		$0	100%	1	$30,000.00
31.	Pipe Access Vault (20-inch Main)	EA	1	$55,000.00	$ 55,000.00	0%		$0	100%	1	$55,000.00
32.	Concrete Driveway and Sidewalk	SF	1375	$ 30.00	$ 41,250.00	34%	463	$13,875	108%	1490	$44,685.00
33.	Concrete Curb and Gutter Replacement	LF	350	$ 110.00	$ 38,500.00	23%	79	$8,690	76%	266	$29,260.00
34.	AC Pavement Replacement	SF	16660	$ 15.00	$ 249,900.00	7%	1,115	$16,725	100%	16715	$250,717.50
35.	Slurry Seal	SF	110000	$ 0.87	$ 95,700.00	0%		$0	0%	0	$0.00
36.	Traffic Striping and Markers	LS	1	$135,000.00	$ 135,000.00			$0	0%	0	$0.00
37.	Site Restoration	LS	1	$81,000.00	$ 81,000.00	20%		$16,200	100%	0	$81,000.00
Change Orders											
001	Change Order # 001	LS	1	$41,665.68	$ 41,665.68				100%	0	$41,665.68
002	Change Order # 002	LS	1	$29,527.93	$ 29,527.93				100%	0	$29,527.93
003	Change Order # 003	LS	1	$38,899.93	$ 38,899.93				100%	0	$38,899.93
004	Change Order # 004	LS	1	$55,430.01	$ 55,430.01				100%	0	$55,430.01
005	Change Order # 005	LS	1	$11,743.99	$ 11,743.99				100%	0	$11,743.99
006	Field Change Order - 005 San Mateo Backfill	LS	1	$10,000.00	$ 10,000.00	100%		$10,000	100%	0	$10,000.00
007	Change Order # 006	LS	1	$40,446.39	$ 40,446.39				100%	0	$40,446.39
008	Change Order # 007	LS	1	$110,313.90	$ 110,313.90	100%		$110,314	100%	0	$110,313.90
		TOTAL			**$ 4,755,327.84**	**TOTAL PP7**		**$ 693,363.90**	**PROJECT TO DATE**		**$ 4,558,410.34**

Retention (5%) $ (34,668.20) ***Retention (5%)*** $ (227,920.52)

TOTAL PP7	**$ 658,695.71**	**PROJECT TO DATE**	**$ 4,330,489.82**

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO.

TO: Board of Directors

FROM: Alison Bell, Administrative Services Manager

DATE: June 27, 2024

ADMINISTRATIVE SERVICES MANAGER'S REPORT

Introduction: First and foremost, I wish to thank MPWD for the warm welcome that I received during my first few days here. I am excited to be a part of this established district and to contribute my passion for public service. I came from a short distance away (Belmont City Hall), so I am grateful to be continuing to serve the community, just in a different capacity. I look forward to meeting the Board of Directors in person upon my return from a previously planned vacation.

June:

- Attended safety meeting
- Attended Supervisor and Management Meeting
- Attended informational meeting regarding Granicus
- Attended Financial Management Training led by Moniquie and Tammy
- Met with Admin Services staff in an introductory meeting
    - Future task will be for each staff member to teach me about their position
- Completed Supervisor Sexual Harassment and Ethics training
- Attended financial meeting with Wulff, Hanson, & Co
- Accompanied Mike Anderson on systems tour

Workplace Violence Prevention Plan update:

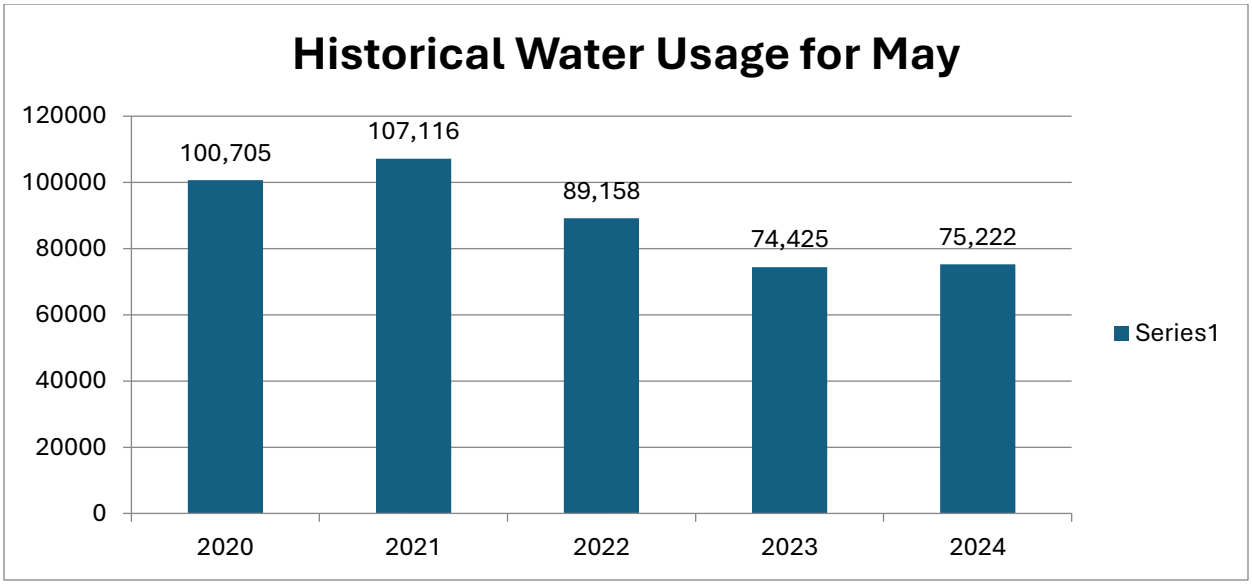
1. Met with Task Force members to edit and review plan
2. Worked with Deston on creating training outline for staff

Utility Billing:
Account information

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	416	7290	205	88	65	48	11	14	8137
February	414	7296	205	88	65	48	11	18	8145
March	415	7291	205	88	64	48	14	18	8143
April	415	7292	205	88	64	48	12	415	8124
June	416	7294	205	87	65	48	15	23	8130

Billing information:

2023	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	367	50	0	0	7	0	5	
February	373	29	0	0	2	18	6	
March	323	40	0	0	0	2	7	1
April	307	45	0	0	7	17	1	1
June	318	28	0	0	3	1	5	1



PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

• Cathy M. Jordan	December 12, 2024
• Monique Madrid	March 2, 2025
• Joubin Pakpour	December 9, 2024
• Rene Ramirez	December 7, 2024
• James Ramsey	October 19, 2025
• Brian Schmidt	March 30, 2025
• Julie Sherman	March 9, 2025
• Louis Vella	December 05, 2024
• Kirk Wheeler	January 30, 2025
• Kat Wuelfing	March 22, 2025
• Matt Zucca	April 10, 2025
• Alison Bell	June 12, 2026

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

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

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

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

• Cathy M. Jordan	October 28, 2024
• Monique Madrid	December 28, 2024
• Joubin Pakpour	April 6, 2025
• Rene Ramirez	December 14, 2025
• James Ramsey	October 19, 2025
• Brian Schmidt	December 19, 2025
• Julie Sherman	January 31, 2026
• Louis Vella	October 25, 2025
• Kirk Wheeler	December 10, 2025
• Kat Wuelfing	November 29, 2024
• Matt Zucca	March 23, 2025
• Alison Bell	June 10, 2026

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

Here is the link to the DFEH free online Sexual Harassment Prevention training: https://www.dfeh.ca.gov/shpt/

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Alison Bell at abell@midpeninsulawater.org.

MID-PENINSULA WATER DISTRICT

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: June 27, 2024

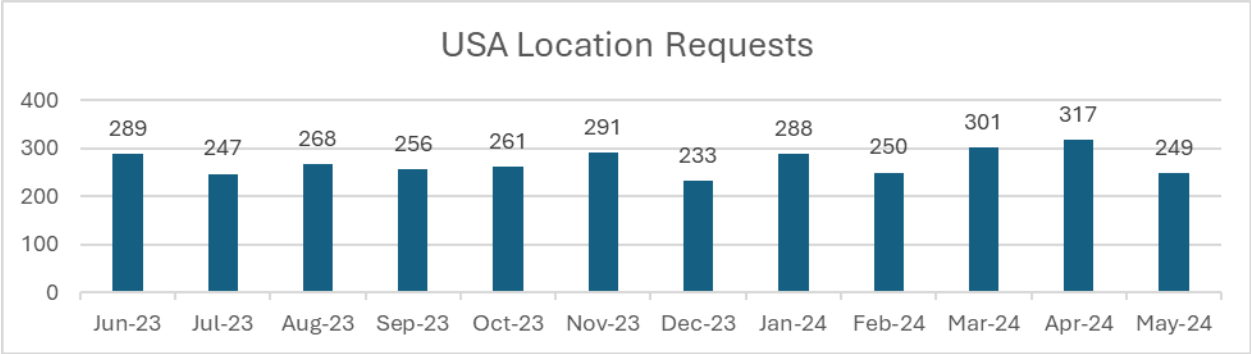
OPERATIONS REPORT – May

Projects:

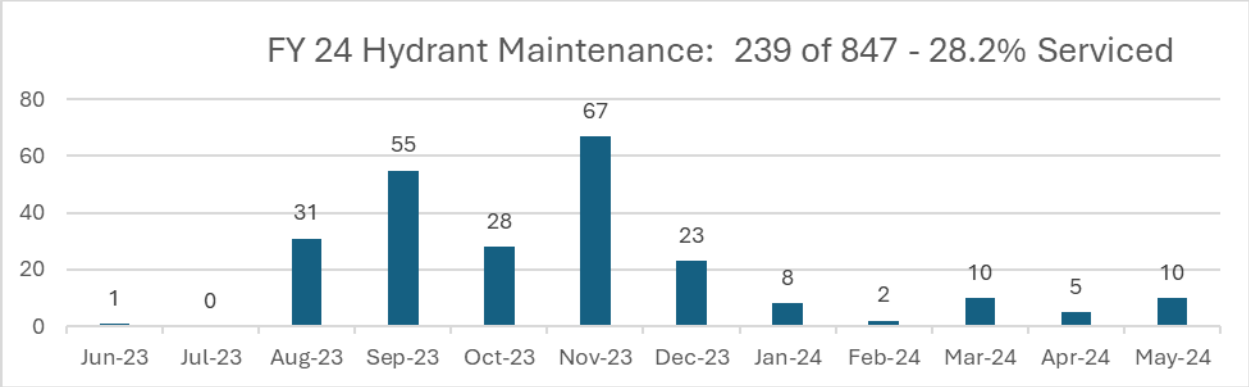
- Weekly progress meetings for the Old County Road capital project continue. Contractor has completed crossing under Belmont Creek and completing the last leg of construction remaining to the north side of Harbor Boulevard;
- Participated in continuing meetings with District Engineer's office to discuss work and updates to the District's capital improvement plan;
- Met with Noll and Tam subconsultants at District Folger property during information gathering session by civil, electrical and structural engineering sub-consultants;
- Met virtually with City of San Carlos team working on their northeast specific plan and the need for a water supply assessment;
- Met virtually with City of Belmont consultants working on city's Harbor Industrial Area annexation/specific plan and need for a water supply assessment, and to coordinate with the City of San Carlos specific plan water supply assessment;
- Continue working with legal counsel on an agreement between the District and XiO for their new SCADA platform;
- Held internal meeting to discuss the need to remove additional trees as categorized by the arborist's report form last spring;
- Set up and participated in a meeting with consultants from MIG on the preparation of CEQA for the Folger property;
- Relocated three (3) meters on Lyon Avenue prior to City replacing rolled gutter and paving project;
- Constructed 1 brand new 1" service upgrade for 1200 Judson Avenue;
- Worked with Sonitrol to install security cameras at Dairy Lane;
- Most all field work is complete – staff did the easy ones first. Now they are going back to look harder for meters that may have been covered or obscured by a parked vehicle. The data is being entered into the EPA spreadsheet and to date, we have not run into any lead service lines; and
- Efforts to plan for rebuilding the Dairy Lane Operations Center and the Folger Drive facility with Noll and Tam continue.

Maintenance:

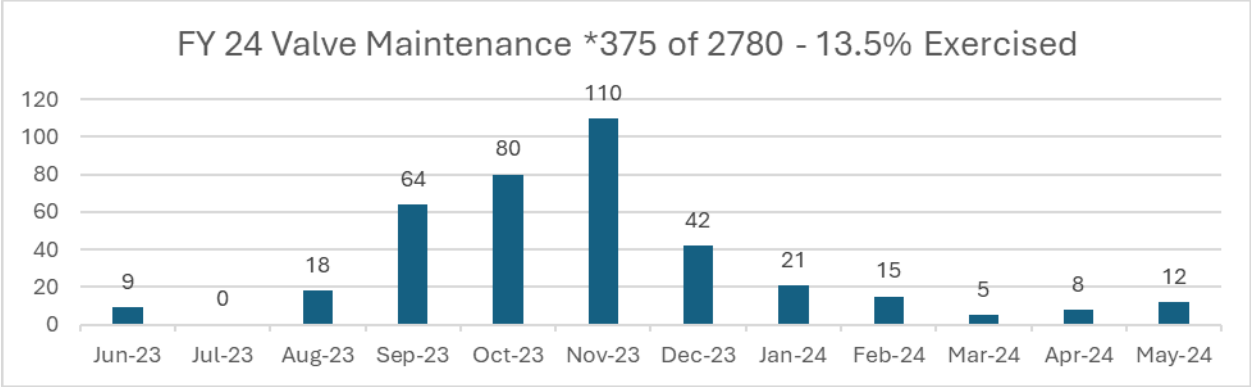
- Repaired a service leak at #10 Anita Court;
- Replaced 4 - meters that stopped working;
- Replaced 10 - meter transceiver due to weak battery;
- Responded to and completed 249 USA (underground service alerts) location requests in May. Running 12-month location requests totals 3,250, an average of 271 per month;



- Hydrant maintenance visits: 10 in May:



- 12 valves exercised in May by hand. The valve turning machine remains out of service;



- Collected the requisite 55 water samples during the month from 11 sample station sites. None of the samples tested positive for total coliform; and
- Staff continue to closely monitor the water system's condition as part of normal operations. During May staff flushed 20 dead ends in the system.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
	No Leaks Reported				

Development:

Staff continues to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved;
- 2 Davis Drive; offices and research space, & fire station;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided;
- 1500 Ralston; conceptual development plan for Belmont-Standford campus;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process;
- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); currently reviewing plans; and
- 642 Quarry Road – preliminary, information provided to developer.

Commercial: 16

- Reviewing Plans – 12

- Approvals Received – 2
- In Construction - 2

Residential: 44

- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)
- Plans Through Staff Approval Process – 10
- Project In Construction - 3

Administration:

- Participated in an alternative water supply meeting with the other PureWater Peninsula members – focus on outreach to our communities;
- Entire District staff attended ACWA JPIA training at the Dairy Lane shop. A morning session on confined space entry was provided followed by desktop defensive driving in the afternoon;
- Participated in Finance Committee meeting to go over preliminary FY24-25 budget and rate study findings;
- Attended Pakpour Consulting Engineer's quarterly luncheon with other special districts to discuss matters;
- Participated in the Public Works Day event at Twin Pines Park;
- Attended a meeting at Dairy Lane with the Belmont Police Department to discuss security at site;
- Met with developer at 803 Belmont Avenue to review design of wet utilities;
- Participated in a discussion with San Carlos on their northeast Specific Plan and a water supply assessment;
- Attended staff meeting for management and supervisors;
- Participated in weekly call with District Engineer, and Operations Supervisor on District matters and projects; and
- Continue to actively manage power use for pumping operations via SCADA.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 9.A.5.

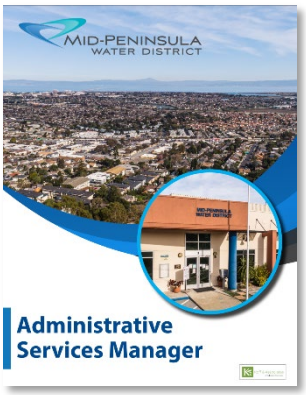
TO: Board of Directors

FROM: Kathryn Wuelfing, General Manager

DATE: June 27, 2024

GENERAL MANAGER'S REPORT

Key Activities Since May Meeting



- **ASM Position** – Our new Administrative Services Manager began work on June 10th! Alison Bell joins us from the City of Belmont. She is unable to attend this month's Board meeting due to a previously scheduled vacation. Monique Robinson has transitioned to Management Advisor and will support the transition and other District projects until her retirement in October 2024.

- **CSDA GM Summit Conference** – I attended the GM Summit, including a pre-conference workshop on "Passing the Torch: How to Recruit, Engage and Carry your Dream Team Forward." The workshop was very helpful, and I shared some of the approaches the District has been taking. There is interest from CSDA in highlighting some of MPWD's progressive approaches. I also was approached and told that we can and should receive assistance from CSDA for introductions with our federal legislators for help with obtaining federal appropriations and will follow up.

- **Taxpayer Deception Act Ruled Ineligible for Nov Ballot by Supreme Court –** ACWA, CSDA, and others have been working hard to oppose Initiative 21-0042A1/ Initiative 1935/Taxpayer Deception Act. MPWD's Board passed a resolution in September 2023 opposing the initiative in its early days. If passed, the initiative would have revised the State Constitution to retroactively invalidate hundreds of local ballot measures and jeopardize billions of dollars in funding for essential services. See attached for more information on the Supreme Court's decision from Hanson Bridgett and the CSDA.

- **Climate Resilience Bond –** ACWA and others are advocating for a $5+ billion investment in water infrastructure to be included in the Climate Resilience Bond – or

approximately 2/3s of the total bond amount to be dedicated for water infrastructure needs. The District signed a support letter organized by ACWA. This letter and additional information on ACWA's advocacy are attached. Senator Becker is involved in a working group to develop the specific language in this bond.

- **Support for SB 366** – In late April, I was asked to support SB 366, which would require that the Governor's California Water Plan include a target of 10 million acre-feet of water supply improvements by 2040, and it would turn the California Water Plan into a strategic plan to implement that goal. It is in the best interest of MPWD and urban water agencies like us to support this bill, and I have signed a support letter on behalf of the District, which is provided as an attachment.

- **LAFCo Special District Seat** – Virginia Chang-Kiraly of the San Mateo County Harbor District and the Menlo Park Fire Protection District was the only nominee received for the seat. Per an email from Executive Office Rob Bartoli, Virginia Chang-Kiraly is now reappointed to the regular member seat, and the election process for the LAFCo alternate special district member with a term ending May 2028 will start in the next few weeks with a call for nominations.

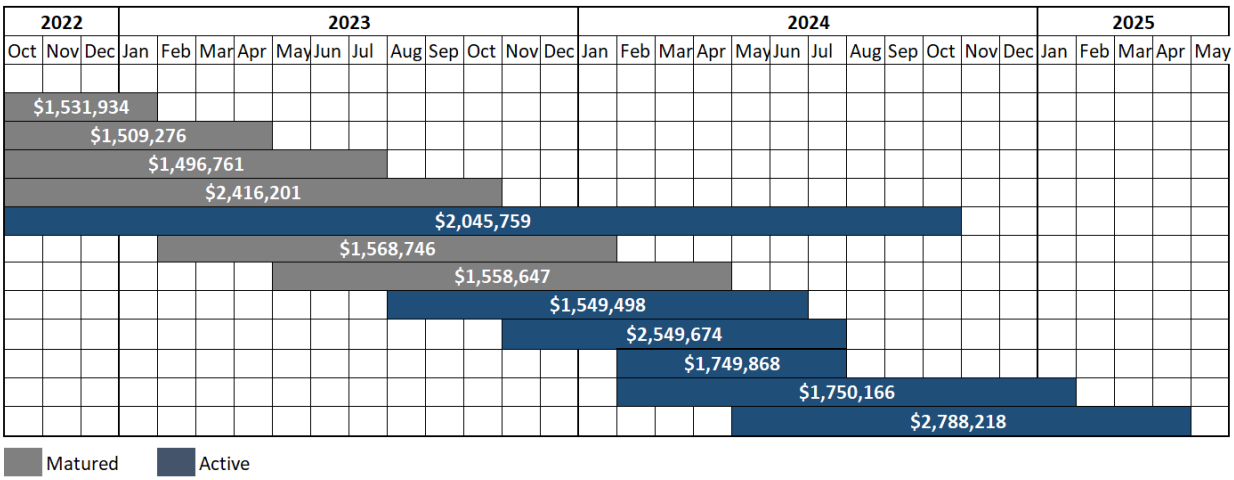
- **Engaged CEQA Consultant for Folger Drive Project** – We have signed a contract with MIG to do CEQA for the Folger Drive Project. We and MIG believe this project is eligible for a categorical exemption under CEQA. The proposed scope of work was for $15,945. MIG had done the CEQA analysis for other District projects.

- **Seeing Alternative Funding Sources** – I continue to work to seek an alternative funding source to support our capital projects, particularly the building projects. I've been working with Senator Becker's office, providing them with information on both the Folger Drive and Dairy Lane projects, and supporting their efforts to identify a legislative funding source.

- **Financial Management Policy** – Staff training on the FMP was conducted on June 13th by PCG. Training included all staff, and then subsequent smaller meetings with the admin team and a subset of the operations team. All staff will need to work together to fully implement all aspects of the FMP.

- **BAWSCA Contracts** – We signed and submitted our contracts for BAWSCA subscription services, consistent with the amounts identified in the proposed budget for FY2024/25. We have not submitted a contract, but are considering and evaluating the possibility of switching from Sensus Analytics (WaterWatch) to Water Smart Software, which is available through a BAWSCA subscription service. This would be a new/additional conservation program for our customers, and would cost somewhat more than the existing Sensus Analytics platform. Staff will continue to evaluate the possibility of switching customer platforms.

- **US Treasury Investment** – The next round of US Treasuries is maturing at the end of June. Staff met with Wulff Hansen to discuss our liquidity needs and options for reinvestment. Staff intends to reinvest the maturing $1.5 million into an approximately 12-month security, and will report out the results next month. Our current and past investment portfolio is as follows:



- **MPWD Rate Study** – We continue to work with HFH to update the rate study model and develop rates with the target of a January 1, 2025 implementation. We plan to hold a special meeting rate study session where HFH can present the full rate study to the Board with analysis of one or two selected rate scenarios for consideration.

- **Dairy Lane Rehab** – Noll & Tam developed a detailed cost breakdown of proposed building components, and worked with staff to identify potential scope reductions and commensurate cost savings for the Dairy Lane building.

- **Folger Drive EOC –** I'm working with Director Jordan on identifying an appropriate PR outreach strategy for this project. The consultant recommended to us proposed a cost that we believe to be significantly higher than the actual, appropriate level of effort anticipated on this project. Therefore, we are evaluating other options for appropriate support.

- **PCG Management Support** – PCG is currently supporting us with the following management-related projects: (1) completing the draft Records Retention Policy, (2) preparing a draft update to the Personnel Manual, including incorporating previously discussed changes and soliciting review by ACWA JPIA and District Counsel, and (3) available for conversations and support for other topics as-needed.

- **ACWA JPIA Leadership Class** – I applied for the 2024-2025 JPIA Leadership Essentials for the Water Industry Program glass. The program is over the course of 1 year, and the time commitment includes monthly 2-hour webinars, and four in-person sessions (2 days each) in Roseville. In the past, this course has been taken by four District employees, all of whom have reported that it is a very valuable course. Acceptance notifications will be sent in mid- July.

- **Conferences & Training** – Scheduled to attend:
    - Urban Water Institute Annual Conference – August 21-23 in San Diego
    - CSDA Annual Conference – September 9-12 in Indian Wells

Key Meetings and Conferences Attended

- Meeting w/Senator Becker's office Re: Folger Drive and Dairy Lane Projects – 6/20/2024
- SFPUC Wholesale Customer Meeting – 6/20/2024
- Quarterly Meeting with Belmont Public Works Staff – 6/19/2024
- Meeting with Wulff Hansen Re US Treasury Reinvestments – 6/18/2024
- BAWSCA Bay Area Water Supply Reliability Roundtable Meeting – 6/17/2024
- Interview about SMCOE Partnership – 6/17/2024
- Agenda Review Meeting – 6/17/2024
- Financial Management Policy Lunch & Learn w/PCG – 6/13/2024
- CIP Working Meeting w/ PCG – 6/12/2024
- BAWSCA Tier 2 Negotiations Meeting – 6/10/2024
- Harbor Industrial Area Luncheon – 6/6/2024
- BAWSCA Water Managers Meeting – 6/6/2024
- Finance Committee Meeting – 6/5/2024
- Peninsula Resilience Planning Meeting – 6/3/2024
- Meeting w/HFH Consultants Regarding Rate Model – 5/31/2024
- Meeting w/MIG Regarding CEQA for Folger Drive Property – 5/30/2024
- Meeting w/Belmont Police Department – 5/30/2024
- CIP Working Meeting w/ PCG – 5/29/2024
- Meeting with ENGIE to Discuss Possible Solar Projects – 5/29/2024
- Monthly meeting with John Davidson – 5/28/2024
- Meeting with Senator Becker Re: Folger and Dairy Lane projects – 5/24/2024
- Meeting with Matt Larson of M. Larson Consulting – 5/22/2024
- Public Works BBQ Hosted by the City of Belmont – 5/22/2024
- Paylocity Payroll Software Demo – 5/21/2024
- Lunch Meeting with Water District GMs – 5/21/2024
- Meeting with Don Cecil and Director Jordan – 5/21/2024
- Cafecito con Noelia with Mayor Diaz Nash (County Supervisor Noelia Corzo) – 5/19/2024
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG
- Bi-Weekly Safety/Rap Session Meetings with All Staff

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

Special Meeting – Rate Study Session (Not Yet Scheduled)

- Receive Presentation by HFH Consultants on Rate Study Findings

JULY 25, 2024 (FOURTH THURSDAY)

- Receive Updated Capital Improvement Plan
- Receive Semi-Annual Reports on 2016 COP Financing (Final)
- Consider a Living Wage Adjustment to Salary Ranges for All MPWD Personnel Classifications
- Receive FY 2023/2024 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities, Presented by John Davidson of JRocket77 Graphic Design and Marketing
- Consider Authorizing a Public Works Contract with DACO Construction for Miscellaneous Water Main and Service Repair and Installations
- Consider Authorizing a Public Works Contract with C2R Construction for Miscellaneous Water Main and Service Repair and Installations
- Consider PCG Management Support Task Order
- Receive 2024 Second Quarter Water Conservation Staff Report
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions

AUGUST 2024

- No regular Board meeting scheduled.

September 26, 2024 (FOURTH THURSDAY)

- Recognize Staff Receiving SWRCB Operator Certifications Within the Last Year
- Receive Presentation by Kati Martin, Special District Representative on LAFCo
- Approve Annual Planning Schedule for Board of Directors
- MPWD Annual Reimbursements Report (pursuant to Government Code Section 53065.5)
- Consider Scheduling Special Board Meeting in January for Development of MPWD Strategic Plan
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions

BREAKING: Supreme Court Blocks Taxpayer Initiative from November Ballot

June 20, 2024

Today the California Supreme Court ruled that the Taxpayer Protection and Government Accountability Act cannot appear on the general election ballot in November.

The business and taxpayer association-sponsored initiative would have imposed significant hurdles to public entities' attempts to raise revenue, including reclassifying many local government fees as taxes, raising thresholds for approval of local taxes, and requiring voter approval of certain revenue raising efforts where voter approval was not previously required.

The Legislature, Governor Gavin Newsom, and former Senate President Pro Tempore John Burton sued to stop the measure from appearing on the ballot. They argued that the measure is an invalid constitutional revision because it would impose far-reaching changes to the existing processes public entities use to raise revenue that would fundamentally impair government function, including adding onerous requirements to the process public entities use to raise revenue under Prop. 218 and Prop. 26. In a unanimous decision, the Supreme Court sided with the Legislature and the Governor, and ordered Secretary of State Shirley Weber to refrain from placing the initiative on the ballot for the November state-wide election.

Justice Goodwin Liu concluded that the Legislature and the Governor "have clearly established that the challenged measure would revise the Constitution without complying with the appropriate procedure" and that changes like those proposed by the measure "must be undertaken in a manner commensurate with their gravity: through the process for revision set forth in article XVIII of the Constitution." The Court further held that preelection review was appropriate because the measure amounted to a constitutional revision rather than an amendment.

This decision is the first time since 1999 that the Court has removed a measure from the ballot.

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This article is a summary for general information and discussion only and may be considered an advertisement for certain purposes. It is not a full analysis of the matters presented, does not create an attorney-client relationship, and may not be relied upon as legal advice.

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ACWA
Association of California Water Agencies
BAYAREA COUNCIL
CITY OF BURBANK
WATER AND POWER
CalDesal
CALIFORNIA ALLIANCE FOR JOBS
CMUA
CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION
CSDA
CALLEGUAS
MUNICIPAL WATER DISTRICT
City of SACRAMENTO
City of Santa Rosa
COASTSIDE COUNTY WATER DISTRICT
CONTRA COSTA WATER DISTRICT
DESERT WATER
emwd
EASTERN MUNICIPAL WATER DISTRICT
EID
El Dorado Water Agency
EL TORO WATER DISTRICT
Elk Grove Water District
A DEPARTMENT OF THE Florin Resource Conservation District
ELSINORE VALLEY
MUNICIPAL WATER DISTRICT
FMWD
FOOTHILL MUNICIPAL WATER DISTRICT
CALIFORNIA
GDPUD
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
HUMBOLDT BAY MUNICIPAL WATER DISTRICT
IID
A century of service.
INDIO
water authority
Irvine Ranch Water District
KERN COUNTY WATER AGENCY
KRCD
Kings River Conservation District
LAS VIRGENES MUNICIPAL WATER DISTRICT
MARINA COAST WATER DISTRICT
McKINLEYVILLE COMMUNITY SERVICES DISTRICT
McMullin Area Groundwater Sustainability Agency
MENDOCINO COUNTY RUSSIAN RIVER FLOOD CONTROL WATER CONSERVATION IMPROVEMENT DISTRICT
MesaWater DISTRICT®
THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
MID-PENINSULA WATER DISTRICT
MSWD
Mission Springs Water District
MONTEREY COUNTY WATER RESOURCES AGENCY
1947
Mountain Counties WATER RESOURCES ASSOCIATION
NCWA
Northern California Water Association
ESTABLISHED 1955 OTAY WATER DISTRICT
PADRE DAM
Municipal Water District
PVD
EST. 1918
PALMDALE WATER DISTRICT
A CENTURY OF SERVICE
PASADENA Water&Power
PATTERSON IRRIGATION DISTRICT
1910
Rancho Water
RWA
Regional Water Authority
BUILDING ALLIANCES IN NORTHERN CALIFORNIA
SAFCA
Sacramento Area Flood Control Agency
San Diego County Water Authority
And Its 24 Member Agencies
San Francisco Water Power Sewer
Services of the San Francisco Public Utilities Commission
SAN GABRIEL COUNTY WATER DISTRICT
SAN GORGONIO PASS WATER AGENCY
Established 1961
SAN JUAN WATER
SINCE 1854
SAN LUIS & DELTA-MENDOTA WATER AUTHORITY
Valley Water
SCV WATER
SANTA FE IRRIGATION DISTRICT
100 Years of Service
Est. 1923
Santa Margarita Water District
Sonoma Water
SOUTHERN CALIFORNIA WATER COALITION
SWC
STATE WATER CONTRACTORS
Stinson Water
STOCKTON EAST WATER DISTRICT
PROVIDING SERVICE SINCE 1948
Tahoe City Public Utility District
3V
THREE VALLEYS
MUNICIPAL WATER DISTRICT
TRI-COUNTY
WATER AUTHORITY
TUD
UNION PUBLIC UTILITY DISTRICT
EST. 1946
UPUD
UPPER SAN GABRIEL VALLEY MUNICIPAL WATER DISTRICT
UTICA
WATER AND POWER AUTHORITY
EST. 1852
VALLEY CENTER
Water Conservation / A Way of Life
MUNICIPAL WATER DISTRICT
WALNUT VALLEY WATER DISTRICT
WEAVERVILLE
CSD
West Valley Water District
YUBA
WATER AGENCY

SUPPORT

INCREASED FUNDING FOR WATER INFRASTRUCTURE IN THE CLIMATE RESILIENCE BOND TO HELP PREPARE CALIFORNIA FOR DROUGHTS, EXTREME PRECIPITATION EVENTS, AND FLOODS

June 6, 2024 / June 21, 2024 Signatories Updated

The Association of California Water Agencies (ACWA) and the undersigned organizations urge the Legislature to support a Climate Resilience Bond that allocates two-thirds of the funding for water infrastructure. Specifically, we urge the inclusion of the following categories and funding amounts **(based on an $8.5 billion bond)**:

• Dam Safety/Reservoir Operations	$623 million
• Recycling and Desalination	$990 billion
• Safe Drinking Water	$440 million
• Groundwater Management	$733 million
• Flood Protection	$733 million
• Regional Water Conveyance	$586 million
• Regional Watershed Resilience	$366 million
• Surface Water Storage	$550 million
• State Water Project	$366 million
• Water Use Efficiency	$366 million
Total:	**$5.75 billion**

WHY CALIFORNIA NEEDS WATER INFRASTRUCTURE FUNDING NOW:

1. ***Climate Adaptation –*** Our water infrastructure was built for a climate that no longer exists. California faces increased risks of drought, floods, extreme precipitation events, and sea level rise that are presenting unique challenges to public water agencies and their ability to reliably provide water to California's cities, communities, farms, businesses, and the environment. Investments in water infrastructure and fish and wildlife improvements are critically needed.
2. ***Rising Costs –*** The costs associated with water infrastructure projects are substantial and will continue to rise. The longer we wait, the more expensive it will be to invest in infrastructure for swings between droughts of longer duration, extreme precipitation events, and floods.
3. ***Water Bill Affordability –*** Water infrastructure projects are typically funded in large part by the customers of one or more public water agencies at a local or regional level. **State funding assistance is needed to help these local governments deliver the projects and help keep water bills affordable for customers.**
4. ***Jobs –*** In addition to supporting climate resilience, bond-funded infrastructure projects will support good jobs and stimulate the economy.

There are many organizations asking for climate resilience funding. ACWA and the organizations listed here urge the Legislature to step back and consider how important being prepared on water is across the State and the level of investment that is needed for that preparation. ACWA thanks you for your attention to this issue. Please direct any questions to ACWA State Relations Advocate, Soren Nelson, at sorenn@acwa.com or (916) 669-2367.

Sincerely,

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State Relations Advocate
Association of California Water Agencies

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Bay Area Council

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General Manager
Burbank Water and Power

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CalDesal

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Northern California Water Association

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Kyle Swanson
CEO/General Manager
Padre Dam Municipal Water District

Dennis D. LaMoreaux
General Manager
Palmdale Water District

David M. Reyes
Acting General Manager
Pasadena Water and Power

Vince Lucchesi
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Rancho California Water District

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Tahoe City Public Utility District

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Three Valleys Municipal Water District

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Union Public Utility District

Thomas Love
General Manager
Upper San Gabriel Valley Municipal Water District

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Utica Water and Power Authority

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Tim Kasper
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Weaverville Community Services District

John Thiel
General Manager
West Valley Water District

Willie Whittlesey
General Manager
Yuba Water Agency

BACKGROUND:

ACWA is advocating for a **$5.75 billion** investment in water infrastructure that will help California adapt to and prepare for the effects of climate change. Adapting to climate change requires California to urgently and significantly rehabilitate and modify existing water facilities, improve operational flexibility, and make generational investments in new water infrastructure. Specifically, ACWA urges the inclusion of the following categories and updated funding amounts:

Categories	Funding (Based on $8.5 Billion Bond)
Dam Safety/Forecast-Informed Reservoir Operations	$623 million
Recycling and Desalination	$990 million
Safe Drinking Water/Clean Water	$440 million
Groundwater Management/Aquifer Recharge	$733 million
Flood Protection	$733 million
Regional Water Conveyance	$586 million
Regional Watershed Resilience	$366 million
Surface Water Storage	$550 million
State Water Project	$366 million
Water Conservation/Use Efficiency	$366 million
TOTAL:	**$5.75 billion**

WHY WE NEED A CLIMATE RESILIENCE BOND NOW:

1. ***Infrastructure –*** Our water infrastructure was built for a climate that no longer exists. California faces increased risks of drought, floods, intense rain events, and sea level rise that are presenting unique challenges to public water agencies and their ability to reliably provide water to California's cities, communities, farms, and businesses. Investments in water infrastructure are critically needed.

2. ***Timing –*** The costs associated with water infrastructure projects are significant and will continue to rise. The longer we wait, the more expensive it will be to prepare our infrastructure for extreme swings between drought and flood.

3. ***Affordability –*** Water infrastructure projects are typically funded in large part by the customers of one or more public water agencies at a local or regional level. State funding assistance is needed to help deliver the projects and help keep water bills affordable for customers.

ACWA thanks you for your attention to this issue. Please direct any questions to ACWA State Relations Advocate, Soren Nelson, at sorenn@acwa.com or (916) 669-2367.