



**REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JULY 23, 2020 – 6:30PM**

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

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

Public comments may be submitted via email to
District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
Please indicate in your email the agenda item to which your comment applies.
Comments submitted before the meeting will be provided to the 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.

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

**Dial by Telephone U.S. (Toll Free): 1-866-899-4679
Access Code: 971-786-517**

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS – None

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on June 25, 2020
- B. Approve Expenditures from June 17, 2020 through July 17, 2020

C. Approve Resolution 2020-21 Authorizing the Eighth Amendment to the Master Professional Services Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 09-1621-CP, in the amount of \$243,300, for Engineering Design and Construction Support Services related to the Hastings Drive Service Connection Replacements, Hastings Drive Water Main Replacement, and Vine Street Water Main Replacement Capital Projects

D. Approve Resolution 2020-22 Adopting the Revised MPWD Conflict of Interest Code

6. HEARINGS AND APPEALS – None

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

- A. Receive Semi-Annual Reports on 2016 COP Financing through June 30, 2019:
1. Financial Reconciliation Report; and
 2. Capital Project Fund Report, Presented by Dan Bergmann of IGService

8. REGULAR BUSINESS AGENDA

- A. Receive FY 2019/2020 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities, Presented by John Davidson of JRocket77 Graphic Design & Marketing
- B. Approve Resolution 2020-23 Authorizing a 2.2% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2020
- C. Discuss District Treasurer Vacancy and Revised Draft Request for Proposal for District Treasurer and Accounting Services
- D. Receive Update from General Manager regarding Actions taken During COVID-19 Pandemic, and Consider Resolution 2020-24 Authorizing an Extension through October 22, 2020 of the General Manager's Authority to take Necessary Actions for Continued Operations of the MPWD due to the COVID-19 Declared Emergency
- E. Receive BAWSCA Update

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report, including Quarterly Water Conservation Activities Report (First and Second Quarters 2020), supplemented by:
1. Administrative Services Manager's Report
 2. Operations Manager's Report
 3. District Engineer's Report
- B. Financial Reports
1. Month End June 30, 2020
- C. Director Reports



10. COMMUNICATIONS

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

REMINDER: NO BOARD MEETING NEXT MONTH IN AUGUST

NEXT REGULAR BOARD MEETING: THURSDAY, SEPTEMBER 24, 2020 AT 6:30PM

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

June 25, 2020
Belmont, California

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

MEMBERS OF THE PUBLIC COULD NOT ATTEND THIS MEETING IN PERSON.
Board members, staff, and the public participated remotely.

A public comment submit option was available via email to
District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
No public comments were received.

1. OPENING

A. Call to Order:

The regular teleconference meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:32PM.

B. Establishment of Quorum:

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

A quorum was present.

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

2. PUBLIC COMMENT

None.

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

General Manager Rudock reported that Regular Business Agenda Item No. 7.F. regarding the BAWSCA Update would be provided next month.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

Consent agenda items 5.B., 5.C., 5.D., 5.E., 5.G. and 5.H. were pulled for additional discussion.

A. Approve Minutes for the Board Meeting on May 28, 2020

Approve Minutes for the Regular Board Meeting on May 28, 2020;

- 50 **F. Approve Resolution 2020-14 Authorizing a Contract for Professional Services**
- 51 **with ManageWater Consulting, Inc., and Maddaus Water Management, Inc., for**
- 52 **the MPWD 2020 Urban Water Management Plan and Water Shortage**
- 53 **Contingency Plan in the amount of \$53,930, plus a 10% Contingency of \$5,400,**
- 54 **for a Total Project Budget of \$59,330;**
- 55 **I. Approve Resolution 2020-17 Authorizing a Contract for Professional Services**
- 56 **with Tom Hovorka of Keller Williams Peninsula Estates and Cheryl Villanueva**
- 57 **of Compass for Real Estate Marketing and Brokerage Services to Sell MPWD**
- 58 **Surplus Real Property Located at 1513-1515 Folger Drive in Belmont, CA; and,**
- 59 **J. Approve Resolution 2020-18 Designating the General Manager as the MPWD's**
- 60 **Agent to File for FEMA Reimbursements related to the COVID-19 Pandemic.**

61
62 Director Vella moved to approve and Director Warden seconded Consent Items 5.A., 5.F.,
63 5.I., and 5.J. A roll call vote was taken, and the consent items were unanimously approved.

64
65 **B. Approve Expenditures from May 20, 2020 through June 16, 2020**

66 Director Wheeler inquired about a recent Red Wing Shoe Store, Inc. expenditure
67 under the Accounts Payable Summary Report and General Manager Rudock
68 clarified that the purchase is a covered staff safety equipment expense. He also
69 asked if staff could add a code of accounts column to the report for explanation
70 purposes.

71
72 **C. Approve Resolution 2020-11 Authorizing a Legal Services Agreement with**
73 **Hanson Bridgett LLP for District Counsel Services**

74 Director Schmidt questioned why the agreement does not have a "not to exceed"
75 clause and General Manager Rudock replied that there is an annual budgeted
76 amount and staff tracked and monitored these expenses on a monthly basis against
77 the budget.

78
79 **D. Approve Resolution 2020-12 Authorizing Contract Professional Services in the**
80 **total amount of \$70,000 with John Davidson d/b/a Jrocket77 Design and**
81 **Marketing for Public Outreach/Relations, MPWD Website Management and**
82 **Printing Services**

83 Director Vella asked staff to confirm Mr. Davidson's hourly rate and General
84 Manager Rudock responded \$110/hour.

85
86 Director Wheeler wanted clarification on the total dollar amount of the contract.
87 General Manager Rudock explained that the staff report total was an error and the
88 amount on the contract for FY 2020/2021 is the correct value—not to exceed
89 \$75,000.

90
91 **E. Approve Resolution 2020-13 Authorizing an Agreement for Municipal Advisor**
92 **Services with Wulff Hansen and Company**

93 Director Schmidt confirmed the contract language that Advisor will only get paid if
94 MPWD agrees to proceed with potential debt financing opportunities.

95
96 **G. Approve Resolution 2020-15 Authorizing a Contract for Professional Services**
97 **with HF&H Consultants, LLC for the MPWD Water Rate Study and Financial**
98 **Plan in the amount of \$47,926 plus a 10% Contingency of \$4,800 for a Total**
99 **Project Budget of \$52,726**

Director Schmidt appreciated the mention in the contract of the fire protection services cost consideration and rate structure mechanism to stabilize rates and optimize revenue stability while providing a conservation signal.

H. Approve Resolution 2020-16 Authorizing a Contract for Professional Service with RDN, Inc. for the MPWD Water Capacity Charge Study in the amount of \$22,900 plus a 10% Contingency of \$2,300 for a Total Project Budget of \$25,200

Director Wheeler inquired about the proposed timeline and General Manager Rudock responded that the schedule is tentative and will not be finalized until the kick-off meeting.

Director Schmidt asked staff how fees and new development projects will be handled while the study is underway. In 2015 there was little development but staff “grandfathered” the existing rates for projects in progress at the time of the study. An open Board discussion. Staff will bring the issue back once the study is under to recommend a course of action during the study.

Director Schmidt moved to approve and Director Warden seconded Consent Items 5.B., 5.C., 5.D., 5.E., 5.G., and 5.H. A roll call vote was taken, and the consent items were unanimously approved.

President Zucca commented that he and the General Manager felt that known contracts included in an approved budgeted would be placed on the Consent Agenda and that a Board member could always request to pull an item for discussion.

6. HEARINGS AND APPEALS

None.

7. REGULAR BUSINESS AGENDA

A. Consider Resolution 2020-19 Approving the Intention to Change from At-Large to Zone-Based Elections for Election of Members of the Board of Directors Commencing in November of 2020

General Manager Rudock provided background information and an open Board discussion followed.

Director Schmidt moved to approve Resolution 2020-19 Approving the Intention to Change from At-Large to Zone-Based Elections for Election of Members of the Board of Directors Commencing in November of 2020. Director Vella seconded and a roll call vote was taken. The motion passed with four (4) votes in favor of (Zucca, Schmidt, Wheeler, and Vella) and one (1) against (Warden).

B. Consider Resolution 2020-20 Calling for an Election to be held on November 3, 2020 for the Election of Two (2) Members of the Governing Board of Directors and Approving the San Mateo County Candidates Policy Form for Special Districts

General Manager Rudock briefly summarized the four (4) documents required by San Mateo County’s Chief Elections Officer and Assessor County Clerk Records office for the November 3, 2020 election.

Director Vella moved to approve Resolution 2020-20 Calling for an Election to be held on November 3, 2020 for the Election of Two (2) Members of the Governing Board of Directors and Approving the San Mateo County Candidates Policy Form for Special

Districts. Director Wheeler seconded and a roll call vote was taken, and it was unanimously approved.

C. Discuss District Treasurer Vacancy and Introduce DRAFT Request for Proposal for District Treasurer and Accounting Services

President Zucca opened the conversation and General Manager Rudock recapped last month's options for making an appointment for filling the vacancy and a lengthy Board discussion followed. Director Schmidt recommended a hybrid option whereby a notice of vacancy is posted for the District Treasurer position and RFP issued for the accounting services.

Board direction was given that staff revise the Draft Request for Proposal for District Treasurer and Accounting Services and separate the tasks so that applicants could apply for either or both distinct scopes of services, and then bring the item back next month for further consideration.

D. Receive Report from Board Committee and Discuss Happy Hydrants Project

General Manager Rudock introduced the agenda item and turned the discussion over to Director Warden that chaired the committee. He expressed appreciation for the staff update and inventory of Happy Hydrants at the MPWD's Dairy Lane Operations center. An open Board discussion followed, and the item will be brought back for further discussion at a later date.

E. Receive Update from General Manager regarding Actions Taken During COVID-19 Pandemic

General Manager Rudock reported there no additional actions had been taken since last month's report.

8. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock referenced the combined FY 2020/2021 Capital Improvement Program Budget, resolution of the fence encroachment issue at the District's 1510 Folger property, and the potential boundary issues at both the Mezes vacant property and Hersom tank site.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina reported on the aged accounts graph, the customer fees outstanding comparison balances FY 2018-2019 and FY 2019-2020 chart and reminded the Board to take a look at the Public Service Ethics Training renewal schedule provided in her staff report. She also advised the description changed to the PARS/OPEB Trust Program and PRSP Report requested of staff by Director Schmidt last month had been completed.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez reported on recent projects, hydrant and valve maintenance, water quality and changes he is considering making to the Development Section of his staff report going forward. He reported on a water quality issue, which had to be followed up on. Staff believed the old test station was problematical and it was replaced. The ten (10) other sample stations, just as old, will be replaced as well. He noted that several other water agencies on the peninsula also had water quality issues.

An open Board discussion followed for the development section it was requested that Mixed Use Multi-family and Commercial projects be identified by address and any brief pertinent information about these types of projects be provided as information.

3. District Engineer's Report

District Engineer Pakpour reported that design work continues on the four (4) MPWD projects that are in progress.

B. Financial Reports

1. Month End May 31, 2020

Administrative Services Manager Pina reported that May saw an increase in revenue due to an increase in water sales, FY 2019/2020 YTD expenditures were at 85% and informed the board about the upcoming annual audit.

C. Director Reports

Director Schmidt commented on the "Go to Webinar" Board meeting platform currently being used to host Board meetings each month and an open Board discussion followed about having attendees be able to follow along with the screen presentation.

9. COMMUNICATIONS

General Manager Rudock reported on staff discussions and considerations with respect to re-opening the District office to the public with partial business re-openings during the Covid-19 pandemic. Other peninsula water districts are remaining closed to the public. There are no reportable concerns by MPWD customers. It was determined that the office would remain closed until further notice to protect staff.

10. ADJOURNMENT

The meeting was adjourned at 9:17PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 7/16/2020 1:19 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
35906	ATT60197	AT&T 60197	06/18/2020	82.93
35907	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	06/18/2020	489.00
35908	BAWSCA	BAY AREA WATER SUPPLY & CONSER	06/18/2020	2,346.12
35909	BENNETT	BENNETT MARINE UTILITY, LLC.	06/18/2020	1,685.00
35910	CGUHLENB	C G UHLENBERG LLP	06/18/2020	1,081.50
35911	CARQUEST	CARQUEST AUTO PARTS	06/18/2020	52.70
35912	CINTS	CINTAS CORPORATION	06/18/2020	548.76
35913	COASTINC	COAST TO COAST DEVELOPMENT	06/18/2020	3,577.95
35914	COMCAST	COMCAST	06/18/2020	660.72
35915	DANSDRIL	DAN'S DRILLING & FENCING, INC.	06/18/2020	500.00
35916	EDDCOGRP	EDCCO GROUP, INC	06/18/2020	350.00
35917	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	06/18/2020	5,841.17
35918	GRANITE	GRANITE ROCK, INC.	06/18/2020	300.55
35919	HOMEDEPC	HOME DEPOT	06/18/2020	503.28
35920	K119OFCA	K-119 OF CALIFORNIA INC.	06/18/2020	140.59
35921	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	06/18/2020	76.70
35922	OFFICEDE	OFFICE DEPOT, INC.	06/18/2020	263.16
35923	PG&E	PG&E CFM/PPC DEPT	06/18/2020	405.51
35924	PINA	CANDY PINA	06/18/2020	140.00
35925	PRECISE	PRECISE, INC.	06/18/2020	2,295.57
35926	RANDB	ROBERTS & BRUNE CO. INC.	06/18/2020	687.01
35927	STEPFORD	STEPFORD BUSINESS, INC.	06/18/2020	40.00
35928	VALLEYOL	VALLEY OIL COMPANY	06/18/2020	1,903.31
35929	XIOINC	XIO, INC.	06/18/2020	528.00
100932	EUROFINS	EUROFINS EATON ANALYTICAL, LLC	06/18/2020	690.00
100933	HANSONBR	HANSON, BRIDGETT	06/18/2020	8,099.50
100934	REDWING	RED WING SHOE STORE, INC.	06/18/2020	214.22
Total for 6/18/2020:				33,503.25
100935	CALPERS	CALPERS	06/19/2020	3,881.93
100936	CALPERS	CALPERS	06/19/2020	353.53
100937	ICMACONT	ICMA contributions	06/19/2020	2,834.62
100938	HEALTHEQ	Health Equity	06/19/2020	217.00
100939	ADPPAYRL	adp	06/19/2020	15,932.63
100940	ADPPAYRL	adp	06/19/2020	7,609.19
Total for 6/19/2020:				30,828.90
100961	TTECHACH	TTECH ACH BILLING	06/22/2020	69.32
Total for 6/22/2020:				69.32
1146	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	06/24/2020	22,945.13
1147	STOLOSKI	STOLOSKI & GONZALEZ, Inc.	06/24/2020	68,360.00
1148	WESTYOST	WEST YOST ASSOCIATES	06/24/2020	2,838.95

Check No	Vendor No	Vendor Name	Check Date	7 Check Amount
			Total for 6/24/2020:	94,144.08
35930	ACWA5661	ACWA JPIA	06/25/2020	903.00
35931	ATT60197	AT&T 60197	06/25/2020	42.28
35932	JOSEFCEL	JOSEF CELNAR	06/25/2020	1,440.00
35933	WILLCHRI	WILLIAM CHRISTENSEN	06/25/2020	100.00
35934	COMCAST	COMCAST	06/25/2020	295.19
35935	COMCASTB	COMCAST BUSINESS	06/25/2020	626.77
35936	COUNTYSM	COUNTY OF SAN MATEO	06/25/2020	1,209.00
35937	DENNCOC	DENNCO	06/25/2020	139.95
35938	GRANITE	GRANITE ROCK, INC.	06/25/2020	602.31
35939	MERGREEN	MEREDITH GREEN	06/25/2020	100.00
35940	HASSETTH	HASSETT HARDWARE	06/25/2020	36.18
35941	METROMOI	METRO MOBILE COMMUNICATIONS	06/25/2020	24,395.54
35942	OFFICEDE	OFFICE DEPOT, INC.	06/25/2020	85.13
35943	PG&E	PG&E CFM/PPC DEPT	06/25/2020	21,041.41
35944	PIT71896	PITNEY BOWES 371896	06/25/2020	171.21
35945	PRECISE	PRECISE, INC.	06/25/2020	547.47
35946	SHRESHAH	SHRENIK SHAH	06/25/2020	150.00
35947	STANDINS	STANDARD INSURANCE COMPANY	06/25/2020	1,223.49
35948	XIOINC	XIO, INC.	06/25/2020	240,558.33
35949	SMCRECOR	SAN MATEO COUNTY RECORDER	06/25/2020	152.00
100941	SCOTSMAN	WILLIAMS SCOTSMAN	06/25/2020	583.16
100942	SFPUCWAT	SFPUC WATER QUALITY	06/25/2020	1,925.00
			Total for 6/25/2020:	296,327.42
100943	CALPERS	CALPERS	06/30/2020	7,364.47
100944	CALPERS	CALPERS	06/30/2020	678.43
100945	HEALTHEQ	Health Equity	06/30/2020	550.84
100946	ICMACONT	ICMA contributions	06/30/2020	624.64
100947	ADPPAYRL	adp	06/30/2020	34,282.62
100948	ADPPAYRL	adp	06/30/2020	15,399.10
100953	WFBUSCAR	WELLS FARGO -GM	06/30/2020	10,729.10
100955	BANKMTO1	Bankcard Mtot Disc	06/30/2020	3,922.11
100956	BANKMTO1	Bankcard Mtot Disc	06/30/2020	394.24
100957	BANKMTO1	Bankcard Mtot Disc	06/30/2020	71.85
			Total for 6/30/2020:	74,017.40
35950	ATT60197	AT&T 60197	07/01/2020	872.98
35951	CINTS	CINTAS CORPORATION	07/01/2020	548.76
35952	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	07/01/2020	52.44
35953	KALABOLA	JEANETTE KALABOLAS	07/01/2020	86.54
35954	KIMBALLM	KIMBALL MIDWEST, INC.	07/01/2020	332.18
35955	KORALEEN	KORALEEN ENTERPRISES	07/01/2020	3,877.44
35956	M&MBACK	M&M BACKFLOW & METER MAINTEN	07/01/2020	244.57
35957	METROMOI	METRO MOBILE COMMUNICATIONS	07/01/2020	6,222.00
35958	RAYMORG/	RAY MORGAN COMPANY	07/01/2020	283.25
35959	OLSEN	STAN OLSEN	07/01/2020	902.15
35960	PINA	CANDY PINA	07/01/2020	100.00
35961	precise	PRECISE, INC.	07/01/2020	9,786.18
35962	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	07/01/2020	34,500.00
35963	STEPFORD	STEPFORD BUSINESS, INC.	07/01/2020	11,509.99
35964	TMOBILE	T-MOBILE	07/01/2020	31.40

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
35965	VERIZON	VERIZON WIRELESS	07/01/2020	860.71
100949	DFS	DOCUMENT FULFILLMENT SERVICES	07/01/2020	233.80
100950	EUROFINS	EUROFINS EATON ANALYTICAL, LLC	07/01/2020	400.00
100951	pakpour	PAKPOUR CONSULTING GROUP, INC	07/01/2020	500.00
100952	SFWATER	SAN FRANCISCO WATER DEPT	07/01/2020	586,539.50
100954	WFBUSRR	WELLS FARGO-OM	07/01/2020	121.31
Total for 7/1/2020:				658,005.20
35966	UB*00457	DANA ANDERSON	07/15/2020	47.60
35967	UB*00466	PHILIP & CARA PRIESHOF	07/15/2020	85.48
35968	UB*00467	DIANA CHENG	07/15/2020	16.34
35969	UB*00470	PATRICK CLARKE	07/15/2020	1,400.02
35970	UB*00441	JOSEPH DUIMSTRA	07/15/2020	426.50
35971	UB*00465	DUKES ROOT CONTROL	07/15/2020	1,723.08
35972	UB*00446	COLIN FLAXMER	07/15/2020	59.32
35973	UB*00469	BRIAN HAMMOND	07/15/2020	488.80
35974	UB*00468	MARK KELLEY	07/15/2020	19.40
35975	ACWA5661	ACWA JPIA	07/15/2020	39,705.35
35976	AIRGAS	AIRGAS, LLC	07/15/2020	167.20
35977	ATT60197	AT&T 60197	07/15/2020	62.11
35978	BAWSCA	BAY AREA WATER SUPPLY & CONSER	07/15/2020	645.86
35979	BPLANDSC	BAY POINTE LANDSCAPE	07/15/2020	1,625.00
35980	CGUHLENB	C G UHLENBERG LLP	07/15/2020	992.25
35981	CINTS	CINTAS CORPORATION	07/15/2020	1,097.52
35982	EBAYTIRE	EAST BAY TIRE CO.	07/15/2020	3,638.64
35983	GLOBALSU	GLOBAL SUN LANDSCAPE	07/15/2020	280.50
35984	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	07/15/2020	19,027.37
35985	HACHCOMI	HACH COMPANY INC	07/15/2020	663.55
35986	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	07/15/2020	16,540.00
35987	HOMEDEPC	HOME DEPOT	07/15/2020	18.90
35988	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	07/15/2020	216.41
35989	MSINDUST	M.S. INDUSTRIES, INC.	07/15/2020	1,716.00
35990	MARSHDEC	MARSH FENCE & DECK COMPANY	07/15/2020	10,080.00
35991	METROMOI	METRO MOBILE COMMUNICATIONS	07/15/2020	116.34
35992	OFFICEDE	OFFICE DEPOT, INC.	07/15/2020	55.51
35993	OREILLYA	OREILLY AUTO PARTS, INC.	07/15/2020	32.72
35994	PG&E	PG&E CFM/PPC DEPT	07/15/2020	1,311.08
35995	PRECISE	PRECISE, INC.	07/15/2020	726.91
35996	PROFORMA	PROFORMA GRAPHICS, INC.	07/15/2020	7,122.67
35997	RMORGAN	RAY MORGAN COMPANY	07/15/2020	2,215.43
35998	RECOLOGY	RECOLOGY SAN MATEO	07/15/2020	718.88
35999	RDWDTIRE	REDWOOD GENERAL TIRE CO INC	07/15/2020	272.16
36000	RANDB	ROBERTS & BRUNE CO. INC.	07/15/2020	4,638.01
36001	SHIELDSH	SHIELDS HARPER	07/15/2020	367.20
36002	CYLINDER	SINGLE CYLINDER REPAIR SAN CARI	07/15/2020	216.66
36003	PACWEST	SONITROL / PACIFIC WEST SECURITY	07/15/2020	49.16
36004	STATEPLU	STATE PLUMBING AND HEATING SUP	07/15/2020	59.00
36005	SWRCBACC	SWRCB ACCOUNTING OFFICE	07/15/2020	60.00
36006	VALLEYOL	VALLEY OIL COMPANY	07/15/2020	483.08
36007	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	07/15/2020	385.00
100965	DFS	DOCUMENT FULFILLMENT SERVICES	07/15/2020	2,464.13
100966	HANSONBR	HANSON, BRIDGETT	07/15/2020	7,610.00
100967	KOFFASSO	KOFF & ASSOCIATES INC	07/15/2020	1,117.00
100968	LIFTOFFD	LIFTOFF DIGITAL	07/15/2020	375.00
100969	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	07/15/2020	5,068.88

				9
Check No	Vendor No	Vendor Name	Check Date	Check Amount
Total for 7/15/2020:				136,208.02
Report Total (137 checks):				1,323,103.59

Accounts Payable

Transactions by Account

User: candyp
 Printed: 07/16/2020 - 4:04PM
 Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-140-1410-00-00	ACWA JPIA	ANNUAL INS PREMIUM	06/25/2020	35930	903.00	
1-140-1410-00-00	ACWA JPIA	COVERAGE MONTH - AUGUST 20	07/10/2020	35975	39,705.35	
Vendor Subtotal for Division:140					40,608.35	
1-140-1410-00-00	BAY AREA AIR QUALITY MGMT	6802 8/1/20-7/31/21	06/15/2020	35907	489.00	
Vendor Subtotal for Division:140					489.00	
1-140-1410-00-00	COUNTY OF SAN MATEO	6801 LAFCO SUPPLEMENTAL BIL	06/25/2020	35936	1,209.00	
Vendor Subtotal for Division:140					1,209.00	
1-140-1410-00-00	GOLDEN STATE FLOW MEASUR	MAY 1, 2020 INVOICE - HOSTING :	06/30/2020	35984	12,661.97	
1-140-1410-00-00	GOLDEN STATE FLOW MEASUR	MARCH 1, 2020 INVOICE - 1 YEAR	06/30/2020	35984	6,365.40	
Vendor Subtotal for Division:140					19,027.37	
1-140-1410-00-00	METRO MOBILE COMMUNICAT	METRONET UHF REPEATER MAINT	06/30/2020	35957	750.00	
Vendor Subtotal for Division:140					750.00	
1-140-1410-00-00	PRECISE, INC.	CCR REPORTS POSTAGE	06/30/2020	35961	5,000.00	
Vendor Subtotal for Division:140					5,000.00	
1-140-1410-00-00	SAN MATEO CO. ENVIRO. HEAL	SAN MATEO COUNTY CROSS CON	06/30/2020	35962	34,500.00	
Vendor Subtotal for Division:140					34,500.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-140-1410-00-00	STANDARD INSURANCE COMP		06/25/2020	35947	1,223.49	
		Vendor Subtotal for Division:140			1,223.49	
1-140-1410-00-00	STEFORD BUSINESS, INC.	PREPAY FOR IT SERVICES Aug 20:	06/30/2020	35963	1,400.00	
		Vendor Subtotal for Division:140			1,400.00	
1-140-1410-00-00	WELLS FARGO -GM	ASSOC FOR CA GOVERNMENTAL	06/30/2020	100953	60.00	
1-140-1410-00-00	WELLS FARGO -GM	CALPELRA - MEMBERSHIP DUES	06/30/2020	100953	370.00	
1-140-1410-00-00	WELLS FARGO -GM	COSTCO MEMBERSHIP 6801 7/1/2	06/30/2020	100953	120.00	
		Vendor Subtotal for Division:140			550.00	
1-140-1410-00-00	XIO, INC.	MONTHLY FEES 6409	06/18/2020	35929	528.00	
		Vendor Subtotal for Division:140			528.00	
1-140-1440-00-00	STAN OLSEN	STALE PAYROLL CHECK PAY TO S	06/30/2020	35959	902.15	
		Vendor Subtotal for Division:140			902.15	
1-170-1700-00-00	GLOBAL SUN LANDSCAPE	WELO POST INSPECTION	06/30/2020	35983	280.50	
		Vendor Subtotal for Division:170			280.50	
1-170-1700-00-00	GRANITE ROCK, INC.	PAVING	06/15/2020	35918	300.55	
		Vendor Subtotal for Division:170			300.55	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	COP FUNDS REQ#57	06/05/2020	1146	11,426.63	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	COP FUNDS REQ#57	06/05/2020	1146	11,114.25	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	COP FUNDS REQ#57	06/05/2020	1146	404.25	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	907 ACADEMY FIRE FLOW	06/30/2020	100969	414.75	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	37 HYDE FIRE FLOW	06/30/2020	100969	414.75	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	816 COVINGTON FIRE FLOW	06/30/2020	100969	414.75	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	F STREET PROPERTY SALE	06/30/2020	100969	677.25	
1-170-1700-00-00	PAKPOUR CONSULTING GROUP	800 LAUREL	06/30/2020	100969	178.50	
Vendor Subtotal for Division:170					25,045.13	
1-170-1700-00-00	SAN MATEO COUNTY RECORDER	PAY-GO FUNDS	06/25/2020	35949	50.00	
1-170-1700-00-00	SAN MATEO COUNTY RECORDER	PAY-GO FUNDS	06/25/2020	35949	102.00	
Vendor Subtotal for Division:170					152.00	
1-170-1700-00-00	STOLOSKI & GONZALEZ, Inc.	COP FUNDS REQ#57	06/05/2020	1147	68,360.00	
Vendor Subtotal for Division:170					68,360.00	
1-170-1700-00-00	WEST YOST ASSOCIATES	COP FUNDS REQ#57	06/05/2020	1148	2,838.95	
Vendor Subtotal for Division:170					2,838.95	
1-170-1700-00-00	XIO, INC.	XIO1 SCADAPRO	06/25/2020	35948	240,030.33	
Vendor Subtotal for Division:170					240,030.33	
1-200-2050-20-00	SFPUC WATER QUALITY	WATER SAMPLES	06/25/2020	100942	1,925.00	
Vendor Subtotal for Division:200					1,925.00	
1-200-2070-30-00	COAST TO COAST DEVELOPMENT	2705 BELMONT CANYON ROAD N	05/31/2020	35913	3,577.95	
Vendor Subtotal for Division:200					3,577.95	
1-200-2100-20-00	JOSEPH DUIMSTRA	Refund Check 005983-000, 830 LAU	07/08/2020	35970	426.50	
Vendor Subtotal for Division:200					426.50	
1-200-2100-20-00	COLIN FLAXMER	Refund Check 009931-000, 2713 SEC	07/08/2020	35972	59.32	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:200			59.32	
1-200-2100-20-00	DANA ANDERSON	Refund Check 010141-000, 2934 SA	07/08/2020	35966	47.60	
		Vendor Subtotal for Division:200			47.60	
1-200-2100-20-00	DUKES ROOT CONTROL	Refund Check 000766-002, HYDRA	07/08/2020	35971	1,723.08	
		Vendor Subtotal for Division:200			1,723.08	
1-200-2100-20-00	PHILIP & CARA PRIESHOFF	Refund Check 010918-000, 2715 BEI	07/08/2020	35967	85.48	
		Vendor Subtotal for Division:200			85.48	
1-200-2100-20-00	DIANA CHENG	Refund Check 000230-000, 2039 MO	07/08/2020	35968	16.34	
		Vendor Subtotal for Division:200			16.34	
1-200-2100-20-00	MARK KELLEY	Refund Check 008452-000, 1781 TEF	07/08/2020	35974	19.40	
		Vendor Subtotal for Division:200			19.40	
1-200-2100-20-00	BRIAN HAMMOND	Refund Check 002030-000, HYDRA	07/08/2020	35973	488.80	
		Vendor Subtotal for Division:200			488.80	
1-200-2100-20-00	PATRICK CLARKE	Refund Check 008244-000, 1517 WII	07/08/2020	35969	1,400.02	
		Vendor Subtotal for Division:200			1,400.02	
1-603-6030-71-00	CANDY PINA	SAFEWAY GIFT CARDS (14)	06/18/2020	35924	140.00	
1-603-6030-71-00	CANDY PINA	SAFEWAY GIFT CARDS - 10	06/30/2020	35960	100.00	
		Vendor Subtotal for Division:603			240.00	

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Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-603-6030-73-00	CINTAS CORPORATION	UNIFORMS	06/15/2020	35912	274.38	
1-603-6030-73-00	CINTAS CORPORATION	UNIFORMS	06/15/2020	35912	274.38	
1-603-6030-73-00	CINTAS CORPORATION	UNIFORMS	06/30/2020	35951	274.38	
1-603-6030-73-00	CINTAS CORPORATION	UNIFORMS	06/30/2020	35951	274.38	
1-603-6030-73-00	CINTAS CORPORATION	INVOICE DATED - 05/28/2020	06/30/2020	35981	274.38	
1-603-6030-73-00	CINTAS CORPORATION	INVOICE DATED - 05/21/2020	06/30/2020	35981	274.38	
1-603-6030-73-00	CINTAS CORPORATION	INVOICE DATED - 05/14/2020	06/30/2020	35981	274.38	
1-603-6030-73-00	CINTAS CORPORATION	INVOICE DATED - 05/07/2020	06/30/2020	35981	274.38	
Vendor Subtotal for Division:603					2,195.04	
1-603-6030-73-00	RED WING SHOE STORE, INC.	BOOTS - RON LEITHER	06/15/2020	100934	214.22	
Vendor Subtotal for Division:603					214.22	
1-610-6100-76-00	SAN FRANCISCO WATER DEPT		06/25/2020	100952	540,482.50	
Vendor Subtotal for Division:610					540,482.50	
1-610-6100-77-00	SAN FRANCISCO WATER DEPT		06/25/2020	100952	39,535.00	
Vendor Subtotal for Division:610					39,535.00	
1-610-6100-79-00	SAN FRANCISCO WATER DEPT		06/25/2020	100952	6,522.00	
Vendor Subtotal for Division:610					6,522.00	
1-630-6301-00-00	BAY AREA WATER SUPPLY & CC		05/31/2020	35908	670.00	
1-630-6301-00-00	BAY AREA WATER SUPPLY & CC	WATER PROGRAM	06/30/2020	35978	245.86	
Vendor Subtotal for Division:630					915.86	
1-630-6302-00-00	BAY AREA WATER SUPPLY & CC	SCHOOL PROGRAM	05/31/2020	35908	1,676.12	
1-630-6302-00-00	BAY AREA WATER SUPPLY & CC	SCHOOL PROGRAM	06/30/2020	35978	400.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:630					2,076.12	
1-630-6303-00-00	PRECISE, INC.	NO RATE INCREASE PROMO CAR	06/15/2020	35925	2,295.57	
1-630-6303-00-00	PRECISE, INC.	COMMERICAL FLUSHING GUIDE	06/25/2020	35945	547.47	
1-630-6303-00-00	PRECISE, INC.	POST CARD / NO RATE INCREASE	06/30/2020	35995	726.91	
Vendor Subtotal for Division:630					3,569.95	
1-630-6303-00-00	PROFORMA GRAPHICS, INC.	PUBLIC OUTREACH	06/30/2020	35996	1,712.00	
1-630-6303-00-00	PROFORMA GRAPHICS, INC.	PUBLIC OUTREACH	06/30/2020	35996	2,211.46	
1-630-6303-00-00	PROFORMA GRAPHICS, INC.	PUBLIC OUTREACH	06/30/2020	35996	1,970.01	
1-630-6303-00-00	PROFORMA GRAPHICS, INC.	PUBLIC OUTREACH	06/30/2020	35996	1,229.20	
Vendor Subtotal for Division:630					7,122.67	
1-634-6304-80-00	MEREDITH GREEN	HET REBATE	06/25/2020	35939	100.00	
Vendor Subtotal for Division:634					100.00	
1-634-6304-80-00	SHRENIK SHAH	HET REBATE	06/25/2020	35946	150.00	
Vendor Subtotal for Division:634					150.00	
1-634-6304-80-00	WILLIAM CHRISTENSEN	HET REBATE	06/25/2020	35933	100.00	
Vendor Subtotal for Division:634					100.00	
1-634-6304-82-00	JOSEF CELNAR	LAWN BE GONE	06/25/2020	35932	1,440.00	
Vendor Subtotal for Division:634					1,440.00	
1-640-6401-00-00	BENNETT MARINE UTILITY, LLC		06/15/2020	35909	1,685.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:640			1,685.00	
1-640-6401-00-00	EUROFINS EATON ANALYTICAL	WATER QUALITY	06/18/2020	100932	690.00	
1-640-6401-00-00	EUROFINS EATON ANALYTICAL	ANALYSIS	06/30/2020	100950	400.00	
		Vendor Subtotal for Division:640			1,090.00	
1-640-6401-00-00	HACH COMPANY INC	WATER QUALITY	06/30/2020	35985	868.79	
1-640-6401-00-00	HACH COMPANY INC	WATER QUALITY	06/30/2020	35985	-205.24	
		Vendor Subtotal for Division:640			663.55	
1-640-6401-00-00	KORALEEN ENTERPRISES	WATER Q TEST	06/30/2020	35955	3,877.44	
		Vendor Subtotal for Division:640			3,877.44	
1-640-6401-00-00	PRECISE, INC.	CCR REPORTS POSTAGE	06/30/2020	35961	4,786.18	
		Vendor Subtotal for Division:640			4,786.18	
1-640-6403-00-00	DAN'S DRILLING & FENCING, IN	REPAIR GATE / WEST BELMONT	06/15/2020	35915	500.00	
		Vendor Subtotal for Division:640			500.00	
1-640-6404-00-00	HALF MOON BAY GRADING & P	MOLITOR MAIN BREAK/ PAVING	06/30/2020	35986	16,540.00	
		Vendor Subtotal for Division:640			16,540.00	
1-640-6404-00-00	INTERSTATE TRAFFIC CONTROL	MARKING PAINT	06/30/2020	35952	52.44	
		Vendor Subtotal for Division:640			52.44	
1-640-6404-00-00	LYNGSO GARDEN MATERIAL IN	PEA GRAVEL	06/18/2020	35921	76.70	
		Vendor Subtotal for Division:640			76.70	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-640-6404-00-00	ROBERTS & BRUNE CO. INC.	MEGALUG, COUPLERS, GASKETS	06/18/2020	35926	687.01	
1-640-6404-00-00	ROBERTS & BRUNE CO. INC.	COUPLINGS	07/14/2020	36000	1,120.24	
		Vendor Subtotal for Division:640			1,807.25	
1-640-6405-00-00	GRANITE ROCK, INC.	SERVICE LEAK ON MARSTEN	06/25/2020	35938	602.31	
		Vendor Subtotal for Division:640			602.31	
1-640-6405-00-00	GOLDEN STATE FLOW MEASUR	METERS	05/31/2020	35917	5,841.17	
		Vendor Subtotal for Division:640			5,841.17	
1-640-6405-00-00	M&M BACKFLOW & METER MA	METER FOR STOCK	06/30/2020	35956	244.57	
		Vendor Subtotal for Division:640			244.57	
1-640-6405-00-00	ROBERTS & BRUNE CO. INC.	BALL VALVES	07/14/2020	36000	842.61	
		Vendor Subtotal for Division:640			842.61	
1-640-6406-00-00	ROBERTS & BRUNE CO. INC.	HYD CHAIN KITS	07/14/2020	36000	2,675.16	
		Vendor Subtotal for Division:640			2,675.16	
1-640-6407-00-00	STATE PLUMBING AND HEATING		06/30/2020	36004	59.00	
		Vendor Subtotal for Division:640			59.00	
1-640-6408-00-00	HASSETT HARDWARE	NORTH RD REGULATOR	06/25/2020	35940	36.18	
		Vendor Subtotal for Division:640			36.18	

Account Number	Vendor	Description	GL Date	Check No	18	
					Amount	PO No
1-640-6409-00-00	EDCCO GROUP, INC	EDCO AFTER HOURS CALL	06/18/2020	35916	350.00	
		Vendor Subtotal for Division:640			350.00	
1-640-6409-00-00	HOME DEPOT	ROOF FLASHING	06/30/2020	35987	18.90	
		Vendor Subtotal for Division:640			18.90	
1-640-6409-00-00	XIO, INC.	XIO MONTHLY FEES	06/25/2020	35948	528.00	
		Vendor Subtotal for Division:640			528.00	
1-650-6501-00-00	AIRGAS, LLC	CYL RENTAL	06/30/2020	35976	167.20	
		Vendor Subtotal for Division:650			167.20	
1-650-6501-00-00	BAY POINTE LANDSCAPE	JUNE 2020 LANDSCAPE MAINTAN	06/30/2020	35979	1,625.00	
		Vendor Subtotal for Division:650			1,625.00	
1-650-6501-00-00	DENNCO	BACKFLOW TEST / DAIRY LANE 1	06/25/2020	35937	139.95	
		Vendor Subtotal for Division:650			139.95	
1-650-6501-00-00	HOME DEPOT	MISC PARTS - NORTH RD REGUL	06/18/2020	35919	335.46	
1-650-6501-00-00	HOME DEPOT	MISC PARTS	06/18/2020	35919	184.92	
1-650-6501-00-00	HOME DEPOT	ROOF JACK	06/18/2020	35919	-17.10	
		Vendor Subtotal for Division:650			503.28	
1-650-6501-00-00	MARSH FENCE & DECK COMPA	1513 FOLGER FENCE	06/30/2020	35990	10,080.00	
		Vendor Subtotal for Division:650			10,080.00	
1-650-6501-00-00	RECOLOGY SAN MATEO	GARBAGE	06/30/2020	35998	718.88	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:650			718.88	
1-650-6501-00-00	WILLIAMS SCOTSMAN	MONTHLY TRAILER RENTAL	06/25/2020	100941	583.16	
		Vendor Subtotal for Division:650			583.16	
1-650-6501-00-00	VANGUARD CLEANING SYSTEM	MONTHLY CLEANING SERVICE	07/10/2020	36007	385.00	
		Vendor Subtotal for Division:650			385.00	
1-650-6501-00-00	WELLS FARGO -GM	DOGGIE BOX LINERS	06/30/2020	100953	41.71	
		Vendor Subtotal for Division:650			41.71	
1-650-6502-00-00	SINGLE CYLINDER REPAIR SAN	SPARK PLUGS / FILTERS	07/14/2020	36002	216.66	
		Vendor Subtotal for Division:650			216.66	
1-650-6502-00-00	K-119 OF CALIFORNIA INC.	CUT OFF WHEELS TRK#787	06/18/2020	35920	140.59	
		Vendor Subtotal for Division:650			140.59	
1-650-6502-00-00	M.S. INDUSTRIES, INC.	SAW BLADES	06/30/2020	35989	1,716.00	
		Vendor Subtotal for Division:650			1,716.00	
1-650-6503-00-00	CARQUEST AUTO PARTS	ANTI-FREEZE	06/18/2020	35911	31.11	
1-650-6503-00-00	CARQUEST AUTO PARTS	OIL & BRAKE FLUID	06/18/2020	35911	21.59	
		Vendor Subtotal for Division:650			52.70	
1-650-6503-00-00	EAST BAY TIRE CO.	TIRES	06/30/2020	35982	1,085.22	
1-650-6503-00-00	EAST BAY TIRE CO.	TIRES	06/30/2020	35982	2,553.42	
		Vendor Subtotal for Division:650			3,638.64	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-650-6503-00-00	INTERSTATE BATTERY SYSTEM	BATTERY	06/30/2020	35988	129.02	
1-650-6503-00-00	INTERSTATE BATTERY SYSTEM	BATTERY	06/30/2020	35988	87.39	
Vendor Subtotal for Division:650					216.41	
1-650-6503-00-00	KIMBALL MIDWEST, INC.	BRAZING ROD, DUAL HEAT, LOA	06/30/2020	35954	332.18	
Vendor Subtotal for Division:650					332.18	
1-650-6503-00-00	OREILLY AUTO PARTS, INC.	OIL FILTERS	07/14/2020	35993	32.72	
Vendor Subtotal for Division:650					32.72	
1-650-6503-00-00	REDWOOD GENERAL TIRE CO I	TIRE	06/30/2020	35999	272.16	
Vendor Subtotal for Division:650					272.16	
1-650-6504-00-00	VALLEY OIL COMPANY	FUEL	06/18/2020	35928	1,903.31	
1-650-6504-00-00	VALLEY OIL COMPANY	FUEL	06/30/2020	36006	483.08	
Vendor Subtotal for Division:650					2,386.39	
1-650-6504-00-00	WELLS FARGO -GM	FASTRAK REPLENISHMENT	06/30/2020	100953	25.00	
Vendor Subtotal for Division:650					25.00	
1-670-6701-00-00	OFFICE DEPOT, INC.	OFFICE SUPPLIES	05/31/2020	35922	7.96	
1-670-6701-00-00	OFFICE DEPOT, INC.	OFFICE SUPPLIES	05/31/2020	35922	255.20	
1-670-6701-00-00	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/25/2020	35942	85.13	
1-670-6701-00-00	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/30/2020	35992	55.51	
Vendor Subtotal for Division:670					403.80	
1-670-6701-00-00	WELLS FARGO -GM	OFFICE SUPPLIES / COVID19 ??	06/30/2020	100953	72.38	
1-670-6701-00-00	WELLS FARGO -GM	COSTCO / OFFICE SUPPLIES / PAI	06/30/2020	100953	246.88	
1-670-6701-00-00	WELLS FARGO -GM	COSTCO - OFFICE SUPPLIES- COF	06/30/2020	100953	75.36	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:670			394.62	
1-670-6701-00-00	WELLS FARGO-OM	AMAZON - PENTEL PEN REFILL	06/30/2020	100954	15.90	
1-670-6701-00-00	WELLS FARGO-OM	COSTCO- PAPER TOWELS	06/30/2020	100954	18.52	
		Vendor Subtotal for Division:670			34.42	
1-670-6705-00-00	METRO MOBILE COMMUNICAT		06/25/2020	35941	24,395.54	
1-670-6705-00-00	METRO MOBILE COMMUNICAT	METRONET UHF REPEATER SERV	06/30/2020	35957	5,472.00	
		Vendor Subtotal for Division:670			29,867.54	
1-670-6705-00-00	PITNEY BOWES 371896	POSTAGE METER MAINTENANCE	06/25/2020	35944	171.21	
		Vendor Subtotal for Division:670			171.21	
1-670-6706-00-00	JEANETTE KALABOLAS	AMAZON - IPAD CASE	06/30/2020	35953	20.84	
		Vendor Subtotal for Division:670			20.84	
1-670-6706-00-00	LIFTOFF DIGITAL	WEB HOSTING	07/10/2020	100968	375.00	
		Vendor Subtotal for Division:670			375.00	
1-670-6706-00-00	METRO MOBILE COMMUNICAT	RADIO BATTERY / COVER	07/10/2020	35991	116.34	
		Vendor Subtotal for Division:670			116.34	
1-670-6706-00-00	STEPFORD BUSINESS, INC.	REPLACEMENT LAPTOPS WITH V	06/30/2020	35963	10,109.99	
		Vendor Subtotal for Division:670			10,109.99	
1-670-6706-00-00	WELLS FARGO -GM	AMAZON - WIRED EARBUDS	06/30/2020	100953	416.48	
1-670-6706-00-00	WELLS FARGO -GM	APPLE.COM / IPADS	06/30/2020	100953	3,769.09	
1-670-6706-00-00	WELLS FARGO -GM	AMAZON / WIRELESS KEY BOAR	06/30/2020	100953	204.84	
1-670-6706-00-00	WELLS FARGO -GM	APPLE.COM / IPADS	06/30/2020	100953	1,767.61	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Division:670			6,158.02	
1-670-6707-00-00	SONITROL / PACIFIC WEST SEC	ID BADGES- CHRIS, CONOR AND	06/30/2020	36003	49.16	
		Vendor Subtotal for Division:670			49.16	
1-670-6707-00-00	WELLS FARGO -GM	AMAZON - BAMBOO FACE MASK	06/30/2020	100953	614.80	
		Vendor Subtotal for Division:670			614.80	
1-680-6802-00-00	SWRCB ACCOUNTING OFFICE		07/14/2020	36005	60.00	
		Vendor Subtotal for Division:680			60.00	
1-700-7001-00-00	COMCAST	BUCKLAND TANK AMI	05/31/2020	35914	110.06	
1-700-7001-00-00	COMCAST	HERSOM TANK AMI	05/31/2020	35914	110.15	
1-700-7001-00-00	COMCAST	WEST BELMONT AMI	05/31/2020	35914	110.15	
1-700-7001-00-00	COMCAST	AMI HERSOM TANK	06/18/2020	35914	110.15	
1-700-7001-00-00	COMCAST	AMI BUCKLANDTANK	06/18/2020	35914	110.06	
1-700-7001-00-00	COMCAST	AMI WEST BELMONT TANK	06/18/2020	35914	110.15	
1-700-7001-00-00	COMCAST	DAIRY LANE INTERNET ACCESS	06/25/2020	35934	295.19	
		Vendor Subtotal for Division:700			955.91	
1-700-7002-00-00	T-MOBILE	CELL MODEM FOR REPEATER AM	06/30/2020	35964	31.40	
		Vendor Subtotal for Division:700			31.40	
1-700-7002-00-00	VERIZON WIRELESS	MONTHLY CELLULAR SERVICES	06/30/2020	35965	860.71	
		Vendor Subtotal for Division:700			860.71	
1-700-7002-00-00	WELLS FARGO -GM	MOTOROLA	06/30/2020	100953	2,194.95	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:700					2,194.95	
1-700-7002-00-00	WELLS FARGO-OM	AMAZON - I-PHONE CASES, 3/PKS	06/30/2020	100954	86.89	
Vendor Subtotal for Division:700					86.89	
1-700-7003-00-00	PG&E CFM/PPC DEPT	WEST BELMONT	06/18/2020	35923	71.32	
1-700-7003-00-00	PG&E CFM/PPC DEPT	DEKOVEN P/S	06/18/2020	35923	299.74	
1-700-7003-00-00	PG&E CFM/PPC DEPT	BUCKLAND P/S	06/25/2020	35943	229.57	
1-700-7003-00-00	PG&E CFM/PPC DEPT	HANNIBAL P/S	06/25/2020	35943	6,966.57	
1-700-7003-00-00	PG&E CFM/PPC DEPT	HALLMARK P/S	06/25/2020	35943	94.09	
1-700-7003-00-00	PG&E CFM/PPC DEPT	TUNNELS P/S	06/25/2020	35943	13,751.18	
Vendor Subtotal for Division:700					21,412.47	
1-700-7004-00-00	PG&E CFM/PPC DEPT	DAIRY LANE	05/31/2020	35923	9.14	
1-700-7004-00-00	PG&E CFM/PPC DEPT	FOLGER PGE	06/18/2020	35923	25.31	
1-700-7004-00-00	PG&E CFM/PPC DEPT	DAIRY LANE - GAS	06/30/2020	35994	19.35	
1-700-7004-00-00	PG&E CFM/PPC DEPT	DAIRY LANE - FOLGER- PUMP ST.	06/30/2020	35994	1,291.73	
Vendor Subtotal for Division:700					1,345.53	
1-700-7005-00-00	AT&T 60197	DAIRY LANE ANALOG LINES	06/15/2020	35906	61.33	
1-700-7005-00-00	AT&T 60197	DAIRY LANE ANALOG LINES	06/15/2020	35906	21.60	
1-700-7005-00-00	AT&T 60197	DAIRY LANE ANALOG PHONE LI	06/25/2020	35931	20.89	
1-700-7005-00-00	AT&T 60197	DAIRY LANE ANALOG PHONE LI	06/25/2020	35931	21.39	
1-700-7005-00-00	AT&T 60197	SCADA PHONE LINES LINES	06/30/2020	35950	852.09	
1-700-7005-00-00	AT&T 60197	DAIRY LANE ANALOG LINES	06/30/2020	35950	20.89	
1-700-7005-00-00	AT&T 60197	DAIRY LANE ANALOG PHONE LI	06/30/2020	35977	20.89	
1-700-7005-00-00	AT&T 60197	DAIRY LANE FAX LINE	06/30/2020	35977	41.22	
Vendor Subtotal for Division:700					1,060.30	
1-700-7005-00-00	COMCAST BUSINESS	DAIRY LANE PHONE SYSTEM	06/25/2020	35935	626.77	
Vendor Subtotal for Division:700					626.77	

						24
Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-700-7005-00-00	WELLS FARGO -GM	LOG ME IN	06/30/2020	100953	30.00	
Vendor Subtotal for Division:700					30.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	412.50	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	150.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	825.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	727.50	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	75.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	1,300.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	75.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	05/31/2020	100933	4,534.50	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	1,237.50	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	75.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	150.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	1,300.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	150.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	2,325.00	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	1,387.50	
1-710-7101-00-00	HANSON, BRIDGETT	DISTRICT COUNSEL	06/30/2020	100966	985.00	
Vendor Subtotal for Division:710					15,709.50	
1-710-7102-00-00	PAKPOUR CONSULTING GROUP		06/30/2020	100951	500.00	
1-710-7102-00-00	PAKPOUR CONSULTING GROUP	Miscellaneous Projects - Weekly conf	06/30/2020	100969	1,097.25	
1-710-7102-00-00	PAKPOUR CONSULTING GROUP	CIP program	06/30/2020	100969	288.75	
1-710-7102-00-00	PAKPOUR CONSULTING GROUP	FOLGER PROPERTY	06/30/2020	100969	78.75	
1-710-7102-00-00	PAKPOUR CONSULTING GROUP	CIP program	06/30/2020	100969	868.88	
1-710-7102-00-00	PAKPOUR CONSULTING GROUP	Miscellaneous Projects - Mezas Tank	06/30/2020	100969	635.25	
Vendor Subtotal for Division:710					3,468.88	
1-710-7103-00-00	SHIELDS HARPER	IT SERVICES	07/14/2020	36001	367.20	
Vendor Subtotal for Division:710					367.20	
1-710-7103-00-00	STEPFORD BUSINESS, INC.	MONTHLY CONTRACT	06/15/2020	35927	40.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
Vendor Subtotal for Division:710					40.00	
1-710-7106-00-00	C G UHLENBERG LLP		06/18/2020	35910	1,081.50	
1-710-7106-00-00	C G UHLENBERG LLP	PROFESSIONAL SERVICES	06/30/2020	35980	992.25	
Vendor Subtotal for Division:710					2,073.75	
1-710-7107-00-00	DOCUMENT FULFILLMENT SER	REMINDER NOTICES - MAY POST.	06/30/2020	100949	233.80	
1-710-7107-00-00	DOCUMENT FULFILLMENT SER	POSTAGE / JUNE STATEMENTS	06/30/2020	100965	2,464.13	
Vendor Subtotal for Division:710					2,697.93	
1-710-7107-00-00	RAY MORGAN COMPANY	MAY REMINDER NOTICES	06/30/2020	35958	283.25	
Vendor Subtotal for Division:710					283.25	
1-710-7107-00-00	RAY MORGAN COMPANY	June Water Statements	06/30/2020	35997	2,215.43	
Vendor Subtotal for Division:710					2,215.43	
1-710-7110-00-00	JEANETTE KALABOLAS	FASTSIGNS - OUTDOOR VINYL	06/30/2020	35953	65.70	
Vendor Subtotal for Division:710					65.70	
1-710-7110-00-00	KOFF & ASSOCIATES INC		06/30/2020	100967	1,117.00	
Vendor Subtotal for Division:710					1,117.00	
1-720-7204-00-00	WELLS FARGO -GM	CALPELRA - ANNUAL CONF REGI	06/30/2020	100953	720.00	
Vendor Subtotal for Division:720					720.00	

						26
Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
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Subtotal for Fund: 1					1,228,917.07	
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Report Total:					1,228,917.07	
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Accounts Payable

Transactions by Account

User: candyp
 Printed: 07/16/2020 - 4:09PM
 Batch: 00000.00.0000



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-140-1440-00-00	adp		06/19/2020	100940	7,609.19	
1-140-1440-00-00	adp		06/19/2020	100939	15,932.63	
1-140-1440-00-00	adp		06/30/2020	100947	34,282.62	
1-140-1440-00-00	adp		06/30/2020	100948	15,399.10	
Vendor Subtotal for Division:140					73,223.54	
1-140-1440-00-00	CALPERS		06/19/2020	100935	2,252.83	
1-140-1440-00-00	CALPERS		06/19/2020	100936	179.79	
1-140-1440-00-00	CALPERS		06/19/2020	100936	173.74	
1-140-1440-00-00	CALPERS		06/19/2020	100935	1,629.10	
1-140-1440-00-00	CALPERS		06/30/2020	100944	345.02	
1-140-1440-00-00	CALPERS		06/30/2020	100943	3,429.36	
1-140-1440-00-00	CALPERS		06/30/2020	100944	333.41	
1-140-1440-00-00	CALPERS		06/30/2020	100943	3,935.11	
Vendor Subtotal for Division:140					12,278.36	
1-140-1440-00-00	Health Equity		06/19/2020	100938	217.00	
1-140-1440-00-00	Health Equity		06/30/2020	100945	550.84	
Vendor Subtotal for Division:140					767.84	
1-140-1440-00-00	ICMA contributions		06/19/2020	100937	2,834.62	
1-140-1440-00-00	ICMA contributions		06/30/2020	100946	624.64	
Vendor Subtotal for Division:140					3,459.26	
1-670-6709-00-00	Bankcard Mtot Disc		06/30/2020	100955	3,922.11	

						28
Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
1-670-6709-00-00	Bankcard Mtot Disc		06/30/2020	100956	394.24	
1-670-6709-00-00	Bankcard Mtot Disc		06/30/2020	100957	71.85	
					<hr/>	
Vendor Subtotal for Division:670					4,388.20	
1-670-6709-00-00	TTECH ACH BILLING		06/30/2020	100961	69.32	
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Vendor Subtotal for Division:670					69.32	
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Subtotal for Fund: 1					94,186.52	
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Report Total:					94,186.52	
					<hr/>	



AGENDA ITEM NO. 5.C.

DATE: July 23, 2020
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2020-32 AUTHORIZING THE EIGHTH AMENDMENT TO THE MASTER PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC., REFERENCED AS CONTRACT NO. 09-1621-CP IN THE AMOUNT OF \$243,300.00 FOR PLANNING, ENGINEERING DESIGN, AND CONSTRUCTION SUPPORT SERVICES RELATED TO CAPITAL IMPROVEMENT PROJECTS KNOWN AS THE HASTINGS DRIVE SERVICE CONNECTION REPLACEMENTS (20-01), HASTING DRIVE WATER MAIN REPLACEMENT (15-40), AND VINE STREET WATER MAIN REPLACEMENT (15-88)

RECOMMENDATION:

Adopt Resolution 2020-21.

FISCAL IMPACT:

The District Engineer's proposal to prepare plans, specifications and provide construction support services for capital project 09-1621-CP is \$243,300.00. Funding for these engineering services will come from the 2016 COP proceeds and is budgeted.

BACKGROUND:

The District Engineer's contract defines any engineering or construction management support greater than \$100,000 as Major Improvement Projects and requires submittal of a proposal.

Therefore, a contract amendment template was created by District Counsel and has been used for previous amendments and now used again for the eighth amendment to the District Engineer's contract for professional services to the District.

DISCUSSION

The Board approved an update to the District's capital program at their April 23, 2020 meeting. On this updated capital improvement list were projects identified as:

- Hasting Drive Service Connection Replacements (20-01);
- Hasting Drive Improvements (15-40); and
- Vine Street Improvements (15-88).

Staff directed the District Engineer to submit a proposal to prepare plans, specifications and provide construction support services for capital project 09-1621-CP. Attached is the District Engineer's proposal, Exhibit A dated July 14, 2020, describing the scope of work and project schedule. The goal is to have plans and specifications ready for a January 2021 bid process and to seek Board award on February 25, 2021 with construction starting around April 2021.

Attachments:

Resolution 2020-21
 Exhibit A - Proposal from Pakpour Consulting Group dated July 14, 2020
 Contract No. 09-1621-CP Eighth Amendment to Contract for Professional Services
 Project Descriptions for 15-40, 15-88 and 20-01

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

UNANIMOUS_____ ZUCCA_____ SCHMIDT_____ WHEELER_____ WARDEN_____ VELLA_____

RESOLUTION NO. 2020-21

**AUTHORIZING THE EIGHTH AMENDMENT TO THE MASTER
PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC.,
REFERENCED AS CONTRACT NO. 09-1621-CP, IN THE AMOUNT OF \$243,300,
FOR PLANNING, ENGINEERING DESIGN, AND CONSTRUCTION SUPPORT, RELATED TO
THE HASTINGS DRIVE SERVICE CONNECTION REPLACEMENTS (20-01),
HASTINGS DRIVE WATER MAIN REPLACEMENT (15-40), AND
VINE STREET WATER MAIN REPLACEMENT (15-88)**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) entered into a master professional services contract with Pakpour Consulting Group on June 25, 2015 to provide District Engineer services for the planning, design, construction, management and operation of the District water system (Contract); and

WHEREAS, a First Amendment to the Contract (referenced as Contract No. 01-1621-CP) with the District Engineer for the 2017 Water Main Improvements Project totaling \$292,155 was approved by the Board of Directors on September 22, 2016; and

WHEREAS, a Second Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer for the Hillcrest Pressure Regulating Station Project totaling \$89,250 was approved by the Board of Directors on February 23, 2017; and

WHEREAS, a Third Amendment to the Contract (referenced as Contract No. 07-1621-CP) with the District Engineer for design services for the 2018 Water Main Replacement Project totaling \$325,244 was approved by the Board of Directors on September 28, 2017; and

WHEREAS, a Fourth Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer provides an augmentation to design service costs in the amount of \$54,800 to address creation of an easement on City of Redwood City property, specialized construction details and specifications for the 20-inch concrete cylinder pipe, and detail for an emergency interconnection with Redwood City related to the Hillcrest Pressure Regulating Station approved by the Board of Directors on January 25, 2018; and

WHEREAS, a Fifth Amendment to the Contract (referenced as Contract No. 08-1621-CP) with the District Engineer for design services for the Dekoven Tanks Replacement Project totaling \$192,292 was approved by the Board of Directors on December 19, 2018; and

WHEREAS, a Sixth Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer for additional design services for the Hillcrest Pressure Regulating Station Project totaling \$45,000 was approved by the Board of Directors on February 28, 2019; and

WHEREAS, a Seventh Amendment to the Contract (referenced as Contract No. 07-1621-CP) with the District Engineer for a redesign of the water main on Notre Dame including surveying and negotiations with the contractor following unknown field circumstances and additional construction support totaling \$107,092.88 was approved by the Board on December 19, 2019; and

WHEREAS, Section 2.C. of the Contract includes optional services for Major Improvement Projects, defined as improvement projects or construction management services costing over \$100,000; and

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2019/2020 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2019/2020 through 2023/2024 at its May 28, 2020, regular meeting; and

WHEREAS, the District now proposes an Eighth Amendment to the Contract (referenced as Contract No. 09-1621-CP) totaling \$243,300 for planning, engineering design, and construction support for the Hastings Drive Services Connection Replacements, Hastings Drive Water Main Replacement, and Vine Street Water Main Replacement project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes an Eighth Amendment to the Contract with Pakpour Consulting Group, Inc., referenced as

Contract No. 09-1621-CP, for planning, engineering design, and construction support services related to the Hastings Drive Service Connection Replacements (20-01), Hasting Drive Water Main Replacement (15-40), and Vine Street Water Main Replacement (15-88) totaling \$243,300.

REGULARLY PASSED AND ADOPTED this 23rd day of July 2020.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

CONTRACT NO. 09-1621-CP

EIGHTH AMENDMENT TO

CONTRACT FOR PROFESSIONAL SERVICES

THIS EIGHTH AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES, (HEREINAFTER REFERRED TO AS "CONTRACT NO. 09-1621-CP"), is made as of the 23rd day of July 2020, by and between the MID-PENINSULA WATER DISTRICT (hereinafter referred to as "DISTRICT") and PAKPOUR CONSULTING GROUP, INC. (hereinafter referred to as "ENGINEER").

- A. The Parties entered into a Contract for Professional Services ("Contract") on June 25, 2015, under which Engineer provides professional engineering services in connection with the planning, design, construction, management, and operation of the DISTRICT's water system, including optional services related to major improvement projects costing over \$100,000.
- B. The DISTRICT desires Engineer to prepare plans, specifications and cost estimates for professional engineering services related to three capital projects known as the Hasting Drive Improvements (15-40), Vine Street Improvements (15-88) and Hasting Drive Service Connection Replacements (20-01), as more particularly described in the ENGINEER's proposal dated July 14, 2020, a copy of which is attached hereto and incorporated herein as Exhibit "A" to this Eighth Amendment.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Under Section 2 of the Contract, the Scope of Services is amended to add the ENGINEER's services described in Exhibit "A" to this Eighth Amendment.
- 2. Under Section 4.3 of the Contract, the Compensation to be paid the ENGINEER for the specified services to be provided pursuant to this Eighth Amendment is set forth in Exhibit "A" to this Eighth Amendment.
- 3. Except for those changes expressly specified in this Eighth Amendment, all other provisions, requirements, conditions and sections of the Contract remain in full force and effect.

IN WITNESS WHEREOF, this Eighth Amendment to the Contract, referenced as Contract No. 09-1621-CP, is entered into as of the date first written above by the duly authorized representatives of the parties.

MID-PENINSULA WATER DISTRICT

PAKPOUR CONSULTING GROUP, INC.

BY: _____
Tammy A. Rudock, General Manager

BY: _____
Joubin Pakpour, P.E., Principal



Pakpour Consulting Group, Inc.

July 14, 2020

10012.26

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

**Subject: Proposal to Prepare Plans, Specifications, Cost Estimate
Hastings Drive and Vine Street Improvement Projects**

Dear Tammy,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for the above-mentioned projects as part of the District's Capital Improvement Program.

1. Hastings Drive Improvements (CIP# 15-40) – Zone 8

The project consists of eliminating 230 LF of Zone 8, cast iron (CI) and 320 LF of Zone 2 polyvinyl chloride (PVC) pipe (total 550 LF) on Hastings Drive. An existing closed valve separates the two zones. The project eliminates the Zone 2 water main and replaces it with 550 LF of 8" DIP on Zone 8 main. The Zone 2 water main will end at a 4" wharf head jumper pad that can be used with a booster pump in the event of an emergency. The new improvement increases the fire flow by 300% from 588 gpm to 2,300 gpm due to the larger diameter size of the pipe. The new improvements will begin at the entrance of Carlmont Heights and end near the intersection of Cliffside Court. Two fire hydrants will be upgraded with the new water main.

2. Vine Street Improvements (#15-88) - Zone 5

The existing 1,400 LF of 6" CIP water main was installed in the mid 1950's. Due to the age of the water main, the District has reported several leaks over the years and maintenance personnel have requested replacement of the infrastructure. The new 8" DIP water main improvement begins at the intersection of Spring Lane and continues south on Vine Street ending at the intersection of Courtland Road. Three fire hydrants will be installed and 15 service connections will be upgraded with the new water main.

3. Hastings Drive Service Connection Replacement (CIP #20-01)

The project consists of replacing 119 polybutylene water services on Hastings Drive due to the number of leaks that has undermined the integrity of the roadway's asphalt. The number of service repairs can be seen on Hastings Drive by the number of repaired



patches have the City and residents concerned. The services will be replaced with copper per the District Standards. After the services are replaced, Hastings Drive will be restored with slurry seal.

1.0 Meetings, Field Investigation with District Staff

PCG will conduct meetings and field investigations with District staff during the design phase and coordinate with the City of Belmont and utility companies for possible utility conflicts. A Project Utility Notice will be sent out to all utilities companies in the area informing them of the project, requesting plans of their facilities, and their construction requirements.

Deliverables: Meeting Minutes, Field Site Visit, Preliminary Layout of Hastings Drive, Vine Street, and Hastings Drive Service Layout

2.0 Topographic Survey & Utility Coordination

PCG, along with our subconsultant *Triad Holmes & Associates* (THA), will research District, City, and County records for “As-Built” improvement plans, reports, studies and other data pertinent to the project. Local agencies in the area that have recently completed similar projects will be contacted for input.

Topography will be established and tied to the City’s horizontal and vertical datums control points by THA. The scope of the survey work will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility location and invert elevations. Existing right-of-way and adjoining property information will be obtained and shown on the project base map.

3.0 60% Plans and Cost Estimate

The 60% progress plans will be prepared per District standards and with a preliminary cost estimate. The design drawings will be prepared in AutoCAD 2020. The plans and cost estimates will be submitted for review to the District. PCG will participate fully in the review process.

Deliverables: 60% Plans and Cost Estimate (see Proposed Schedule)

4.0 90% Plans, Specifications, and Cost Estimate (PSE)

The 60% submittal will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments. Project specifications will be prepared in Microsoft Word 2019 format and will be incorporated into the District’s “boilerplate” to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors.

Deliverables: 90% Plans, Specifications, and Cost Estimate (see Proposed Schedule)



5.0 Bid Documents (Final PSE)

The 90% submittal will be finalized by addressing District and other agency comments. Appropriate modifications will be made to the plans, specifications, and cost estimates to produce the final bid documents.

Deliverables: Final (signed and sealed) PSE in hard copy and in electronic file format

6.0 Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District and will include written responses to bidder's inquiries, preparation of contract addenda, and conduct a pre-bid conference and site visits. Prepare recommendation for award after bid opening.

Deliverables: Documentation of activities, addenda, and responses to inquiries

Proposed Schedule

Notice to Proceed by the Board	July 23, 2020
Public Utility Notification	July 27, 2020
MPWD Coordination USA Markings	August 3, 2020
Topographic Survey and Coordination:	
Hastings Drive	
Field Survey Start	August 5, 2020
Field Survey Complete (2 Weeks)	August 19, 2020
Vine Street:	
Field Survey Start	August 24, 2020
Field Survey Complete (5 Weeks)	September 25, 2020
60% Review Submittal Due to the District (Plans) for Hastings Drive, Vine Street, and Hastings Drive Services	October 19, 2020
60% Submittal Review Comments Due from the District for Hastings Drive, Vine Street, and Hastings Drive Services (3 Weeks)	November 9, 2020
90% Review Submittal Due (Plans, Specifications, and Estimate) for Hastings Drive, Vine Street, Hastings Drive Services	November 30, 2020
90% Review Submittal Comments Due (District) for Hastings Drive, Vine Street, Hastings Drive Services	December 18, 2020
Bid Documents (Construction Documents) Completion Date	January 8, 2021



Begin Advertisement (4 Weeks)	January 11, 2021
Pre-Bid Meeting	January 21, 2021
Bid Opening (4 Weeks to Prepare)	February 5, 2021
Bid Results/Recommendation Board Package Due	February 19, 2021
Award Project (Board Meeting)	February 25, 2021
Start Construction	April 2021

Assumptions and Clarifications

- Schedule has been closely coordinated with the surveyor and any delay on their part may affect the proposed schedule and will notify the District.
- Potholing will be included in the various bid items in the construction cost.
- Design for the Hastings Drive services for CIP#201-01 will not be surveyed. The service replacements can be schematically shown using the District's GIS Map.
- Three weeks are allocated for the District to review the deliverables between submittals
- No coordination with Caltrans is expected.
- Design is based on open trench and no horizontal directional drilling or pipe bursting was considered as shown on the capital improvement drawings.
- Any scope of work added to the stated projects Tasks 1 thru 6 will affect the schedule.



Proposed Budget

TASK	DESCRIPTION	Principal Engineer		Associate Engineer		Administrative Assistant		TOTALS	
		HR	COST	HR	COST	HR	COST	HRS	COST
			\$220		\$170		\$75		
1.0	Meetings/Field Investigation with District Staff	8	\$1,760	40	\$6,800	0	\$0	48	\$8,560
2.0	Utility Coordination		\$0	100	\$17,000	8	\$600	108	\$17,600
3.0	60% Plans and Cost Estimates	24	\$5,280	320	\$54,400	16	\$1,200	360	\$60,880
4.0	90% Plans, Specifications, and Estimates (PSE)	16	\$3,520	240	\$40,800	24	\$1,800	280	\$46,120
5.0	Bid Documents - Final PSE	16	\$3,520	200	\$34,000	40	\$3,000	256	\$40,520
6.0	Advertisement / Award Period	8	\$1,760	120	\$20,400	40	\$3,000	168	\$25,160
Total Labor		72	\$15,840.00	1020	\$173,400	128	\$9,600	1220	\$198,840
Environmental Consultant CEQA									\$14,500
Topographic Survey (Hastings Drive and Vine Street) - Topographic Survey									\$20,000
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)									\$9,942
Total Budget for CIP Planning, Design, and Construction Support Project Cost									\$243,282

The total CIP budget for Planning and Design (CIP's 15-40, 15-88, and 20-01) is approximately **\$243,300**. As a comparison, the current total design budget is 31.5% less than the design budget of \$355,000.

We look forward to assisting the District with this project. Please do not hesitate to contact me at (925) 224-7717 should you have any questions.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
District Engineer





HASTINGS DRIVE SERVICE CONNECTION REPLACEMENTS

PROJECT BACKGROUND

The District serves approximately 119 customers along Hastings Drive where the District has had several leaks on the existing polybutylene service connections serving residents. Some have undermined asphalt and there are many asphalt patches on Hastings from previous leaks/repairs where concerns may begin on behalf of both the residents and City of Belmont. This project would replace all of the existing polybutylene service connections along Hastings Drive with new copper service connections per the District's standard detail.

PROPOSED IMPROVEMENTS

Replace 119 service connections

PROJECT BENEFITS

The Hastings Drive Service Connection Replacements improves system reliability and updates the existing service connection materials to current standards.

PROJECT BUDGET (2020)

Service Connections - 119 @ \$4,500/EA	\$ 535,500
Road Restoration (Slurry Seal/Striping)	\$ 100,000
Subtotal Construction	\$ 635,500
Planning, Design, Construction Support	\$ 125,000
Construction Inspection	\$ 65,000
Contingency (±10%)	\$ 84,500
Project Budget	\$ 910,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support:	\$
Construction:	\$

Total Expenditures: \$



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

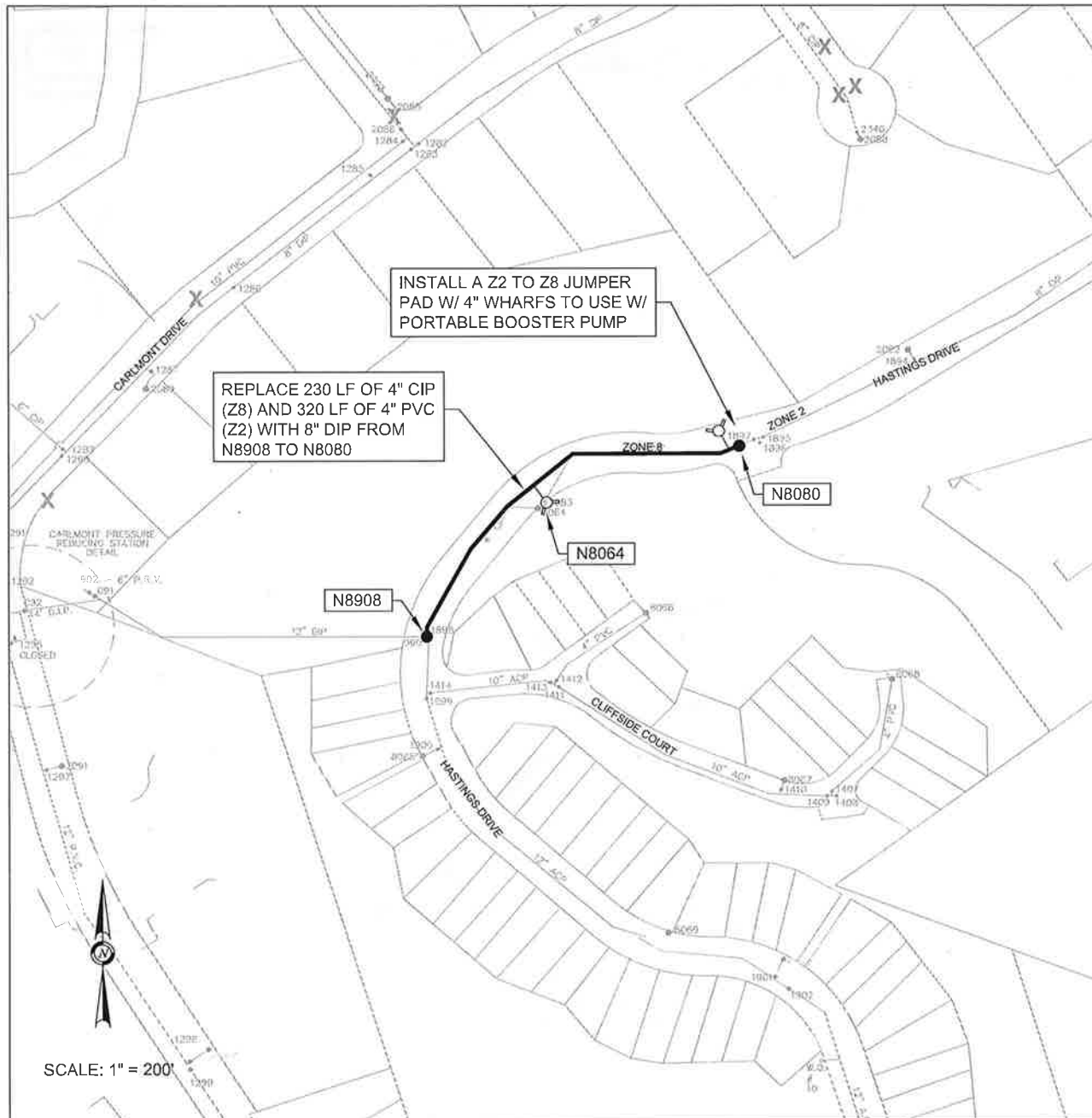
JOB No.	10012.07
DATE	10/8/19
SCALE	AS NOTED
DRAWN:	BY BI
	CKD JP



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

CAPITAL IMPROVEMENT PROGRAM
HASTINGS DRIVE SERVICE CONNECTION REPLACEMENTS
PROJECT 20-01

Original 2020



HASTINGS DRIVE IMPROVEMENTS

PROJECT BACKGROUND

Two dead end water mains currently exist on Hastings Drive approximately 320 LF uphill of the Carlmont Heights entrance with a Zone 8 230 LF 4" cast iron pipe (CIP) and a Zone 2 320 LF 4" polyvinyl chloride (PVC). The Zone 8 dead end has a fire hydrant at N8064 whereas the Zone 2 dead end is capped below ground and valved off at the Carlmont Heights valve cluster. This project eliminates the Zone 2 dead end by replacing the existing Zone 8 CIP with a new 8-inch ductile iron pipe (DIP) while extending it to the Carlmont Heights entrance. To facilitate an emergency connection between Zone 2 and Zone 8 with the District's portable booster pump, a jumper pad will be built with a 4" wharf on each Zone. This pad will also serve as a flushing location for each Zone. As an additional benefit with the larger 8" Zone 8 DIP, Zone 8 fire flows downhill of Cliffside Drive increase 300% from 588 gpm to 2,350 gpm. Distribution System Analysis No. 041

PROPOSED IMPROVEMENTS

Replace 230 LF of 4" CIP and 320 LF of 4" PVC with 8" DIP
 Install 1 new fire hydrant
 Replace 1 fire hydrant
 Install Z2 to Z8 jumper pad w/ 4" wharfs

PROJECT BENEFITS

The Hastings Drive Improvements eliminates a dead end, replaces undersized 4" water mains with new 8" DIP, provides an emergency connection point between Zone 2 and Zone 8 and increases Zone 8 fire flow by approximately 300% in the area.

PROJECT BUDGET (2020)

8" DIP - 550 LF @ \$ 450/LF	\$ 247,500
Fire Hydrants - 2 @ \$15,000/EA	\$ 30,000
Z2 to Z8 Jumper Pad	\$ 50,000
Subtotal Construction	\$ 327,500
Planning, Design & Construction Support	\$ 80,000
Construction Inspection	\$ 35,000
Contingency (±10%)	\$ 42,500
Project Budget	\$ 485,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support:	\$
Construction:	\$
Total Expenditures:	\$



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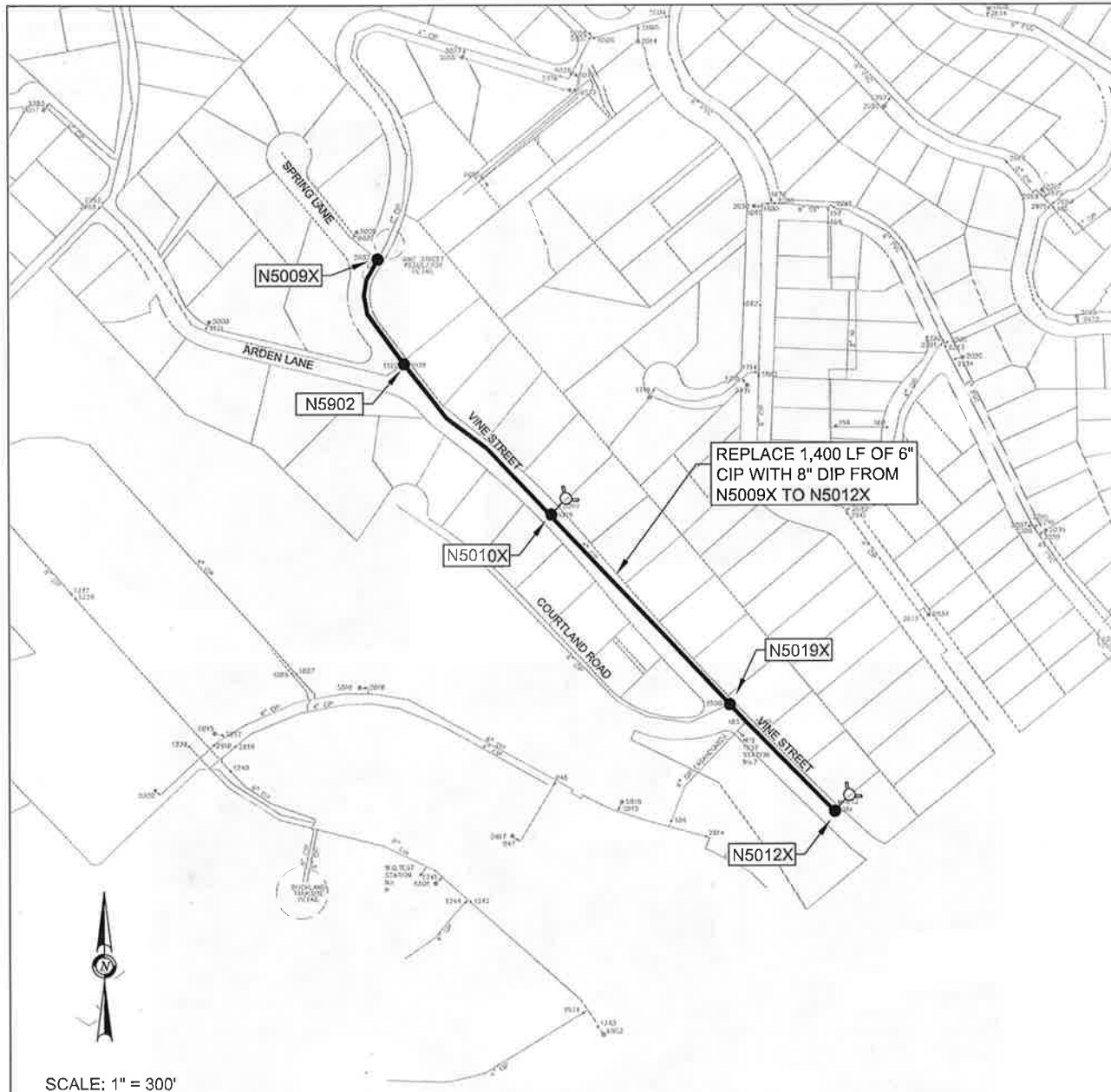
JOB No. 10012.07
 DATE 10/8/19
 SCALE AS NOTED
 DRAWN: BY BL
 CKD JP



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

CAPITAL IMPROVEMENT PROGRAM
 HASTINGS DRIVE IMPROVEMENTS
 PROJECT 15-40

Rev 1 - 02/20
 Original 2015



VINE STREET (ZONE 5) IMPROVEMENTS

PROJECT BACKGROUND

The water mains along Vine Street are comprised of 1,400 LF of 6" cast iron pipe (CIP) installed in the mid 1950's. Due to age, the District has reported several leaks on the 6" CIP and maintenance personnel recommend replacement. This project replaces the 6" CIP with a new 8" DIP in addition to replacing 15 services and 3 fire hydrants. Distribution System Analysis No. 098

PROPOSED IMPROVEMENTS

Replace 1,400 LF of 6" CIP with 8" DIP
Replace 3 fire hydrants
Replace 15 service connections

PROJECT BENEFITS

The Vine Street (Zone 5) Improvements replaces old and aging 6" CIP water mains that have experienced significant leaks with a new 8" DIP.

PROJECT BUDGET (2020)

8" DIP - 1,400 LF @ \$450/LF	\$ 630,000
Fire Hydrants - 3 @ \$15,000/EA	\$ 45,000
Service Connections - 15 @ \$4,500/EA	\$ 67,500
Subtotal Construction	\$ 742,500
Planning, Design & Construction Support	\$ 150,000
Construction Inspection	\$ 75,000
Contingency (±10%)	\$ 97,500
Project Budget	\$ 1,065,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support:	\$
Construction:	\$
Total Expenditures:	\$



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JOB No.	10012.07
DATE	10/8/19
SCALE	AS NOTED
DRAWN:	BY BL CKD JP



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

CAPITAL IMPROVEMENT PROGRAM
VINE STREET (ZONE 5) IMPROVEMENTS
PROJECT 15-88

Rev 1 - 02/20
Original 2015



AGENDA ITEM NO. 5.D.

DATE: July 23, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

**SUBJECT: APPROVE RESOLUTION 2020-22 ADOPTING THE REVISED MPWD
CONFLICT OF INTEREST CODE**

RECOMMENDATION

Approve Resolution 2020-22.

FISCAL IMPACT

None.

DISCUSSION

California law requires that the MPWD review and update its Conflict of Interest Code every even-numbered year. If changes to the Code are required in between such even-numbered year reviews, the agency should make (and revise) the code if necessary. A revision was necessary to add the District Treasurer position to the list of positions covered by the code.

The General Manager and District Counsel reviewed the MPWD's Amended Conflict of Interest Code dated October 22, 2015 and revised it accordingly, which is attached.

Attachments: Resolution 2020-22
Revised MPWD Conflict of Interest Code

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

UNANIMOUS____ ZUCCA____ SCHMIDT____ WARDEN____ WHEELER____ VELLA____

RESOLUTION NO. 2020-22**ADOPTING A REVISED CONFLICT OF INTEREST CODE**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, pursuant to Resolution No. 76-27, dated November 18, 1976, the District adopted a Conflict of Interest Code as required by the Political Reform Act of 1974; and

WHEREAS, the District subsequently amended/revised and adopted the Code as follows, pursuant to:

- Resolution No. 2015-19 dated October 22, 2015;
- Resolution No. 2014-17 dated October 23, 2014;
- Resolution No. 2010-03 dated August 26, 2010;
- Resolution No. 2008-03 dated August 28, 2008;
- Resolution No. 2002-16 dated August 22, 2002; and

WHEREAS, California Government Code Section 87306.5 requires that the District review its Conflict of Interest Code every even-numbered year and revise it if necessary; and

WHEREAS, the District Counsel and General Manager reviewed the current Conflict of Interest Code and determined that the Code should be revised to add the District Treasurer position to the positions covered by the Code; and

WHEREAS, the District Counsel and General Manager recommend adopting the revised Conflict of Interest Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the revised Conflict of Interest Code hereby is adopted, in the form presented to the Board of Directors; and

BE IT FURTHER RESOLVED that the General Manager is directed to transmit a copy of the revised Conflict of Interest Code to the County Clerk of the Board of Supervisors of the County of San Mateo.

REGULARLY PASSED AND ADOPTED this 23rd day of July 2020, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President, Board of Directors

ATTEST:

Secretary of the Board



CONFLICT OF INTEREST CODE

Revised July 23, 2020 by Resolution 2020-22

Revised October 22, 2015 by Resolution No. 2015-19
Amended October 23, 2014 by Resolution No. 2014-17
Adopted August 26, 2010 by Resolution No. 2010-03
Revised August 28, 2008 by Resolution No. 2008-03
Revised August 22, 2002 by Resolution No. 2002-16
Adopted November 18, 1976 by Resolution No. 76-27

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard Conflict of Interest Code. It can be incorporated by reference and amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees of the District and establishing disclosure categories shall constitute the Conflict of Interest Code of the Mid-Peninsula Water District.

Designated officials and employees shall file statements of economic interests with the District, which shall make the statements available for public inspection and reproduction (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the originals to the County Clerk for the County of San Mateo, as the code reviewing body.

Mid-Peninsula Water District

List of Designated Positions in the Mid-Peninsula Water District and Financial Disclosure Categories

Each person holding any position listed below must file statements disclosing the kinds of financial interest shown for the designated employee's position. Statements must be filed at the times and on the forms prescribed by law. Failure to file statements on time may result in penalties including but not limited to late fines.

<u>Designated Employees*</u>	<u>Disclosure Category</u>
Operations Manager	1,2,3,4
Administrative Services Manager	1,2,3,4
District Engineer	1,2,3,4
Consultants**	1,2,3,4

*The following positions are not covered by the Conflict of Interest Code because they must file a Statement of Economic Interest pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Board of Directors
General Manager
District Counsel
District Treasurer

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Nothing herein excuses any consultant from any other provisions of this Conflict of Interest Code, specifically those dealing with disqualification.

DISCLOSURE CATEGORIES

Category 1. A designated employee assigned to Category 1 is required to disclose investments which may foreseeably be materially affected by any decision made or participated in by the designated employee.

Category 2. A designated employee assigned to Category 2 is required to disclose interest in real property which may be materially affected by any decision made or participated in by the designated employee.

Category 3. A designated employee assigned to Category 3 is required to disclose income which may be materially affected by any decision made or participated in by the designated employee.

Category 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any portion of management which may be materially affected by any decision made or participated in by the designated employee.



AGENDA ITEM NO. 7.A.

DATE: July 23, 2020

TO: Board of Directors

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

SUBJECT: RECEIVE SEMI-ANNUAL REPORTS ON 2016 COP FINANCING THROUGH JUNE 30, 2020:

- 1. FINANCIAL RECONCILIATION REPORT**
- 2. CAPITAL PROJECT FUND REPORT**

RECOMMENDATION

Receive Quarterly Reports on 2016 COP Financing through June 30, 2020:

1. Financial Reconciliation Report; and
2. Capital Project Fund Report

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 06/30/20		
Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
6/30/2020	Project Costs	\$ (8,225,087.74)
6/30/2020	Total Dividends Earned	\$ 742,064.44
6/30/2020	Balance	\$ 11,702,873.02

DISCUSSION

Staff's 2016 COP Quarterly Reconciliation Report is attached. Trustee bank statements were reconciled and the project fund balance at June 30, 2020, was \$11,702,873.02.

Attachments: 2016 COP Semi-Annual Reconciliation Report through June 30, 2020
2016 COP Semi-Annual Project Fund Report through June 30, 2020

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

UNANIMOUS_____ ZUCCA_____ SCHMIDT_____ WHEELER_____ WARDEN_____ VELLA_____

MPWD 2016 COP CIP - RECONCILIATION @ 06/30/20		
Date	Activity	COP Funds
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6/30/2020	Total Dividends Earned	\$ 742,064.44
6/30/2020	Balance	\$ 11,702,873.02

COST OF ISSUANCE		
Date	Activity	Closing Costs
12/21/2016	Deposit from Net Proceeds	\$ 251,000.00
12/21/2016	Total Issuance Costs	\$ (208,124.50)
3/20/2017	Transfer to Project Funds	\$ (42,875.50)
	Total	\$ -

COP Project Costs		
Project Completed Date *	Activity	Project Costs
Sep-18	Karen/Folger/Mezes/South/Arthur Water Main Replacement	\$ 2,464,193.28
Mar-19	Francis, Academy, Davey (w/Belmont)	\$ 1,006,227.79
Sep-19	Hillcrest Pressure Regulating Station	\$ 852,056.44
Jun-20	Malcolm Avenue	\$ 198,892.94
May-20	Notre Dame/Tahoe/Cliffside	\$ 2,472,411.00
Jun-21	Dekoven Tank Replacement	\$ 160,013.47
Jun-21	Old County Road WMR	\$ 258,548.46
Jun-21	El Camino Real/Malcolm Ave WMR	\$ 385,328.03
Jun-22	SR 101 Crossing at PAMF Hospital	\$ 427,416.33
	Total	\$ 8,225,087.74

* Any future dates listed are anticipated project completion dates.

Dividends Earned		
Date	Activity	Interest Earned
12/31/2017	Dividends Earned (Jan - Dec 2017)	\$ 120,105.34
12/31/2018	Dividends Earned (Jan - Dec 2018)	\$ 264,043.09
12/31/2019	Dividends Earned (Jan - Dec 2019)	\$ 300,369.01
3/31/2020	Dividends Earned (Jan - Mar 2020)	\$ 44,275.73
4/30/2020	Dividends Earned (Apr 2020)	\$ 9,373.59
5/31/2020	Dividends Earned (May 2020)	\$ 2,760.68
6/30/2020	Dividends Earned (Jun 2020)	\$ 1,137.00
	Total	\$ 742,064.44

MPWD SCHEDULE OF INSTALLMENT PAYMENTS				
Date Due	Activity	Principal	Interest	Total
5/15/2017	Payment made		\$ 330,133.34	\$ 330,133.34
11/15/2017	Payment made	\$ 315,000.00	\$ 371,400.00	\$ 686,400.00
5/15/2018	Payment made		\$ 365,100.00	\$ 365,100.00
11/15/2018	Payment made	\$ 345,000.00	\$ 365,100.00	\$ 710,100.00
5/15/2019	Payment made		\$ 358,200.00	\$ 358,200.00
11/15/2019	Payment made	\$ 360,000.00	\$ 358,200.00	\$ 718,200.00
5/15/2020	Payment made		\$ 351,000.00	\$ 351,000.00
11/15/2020	<i>Payment to be made</i>	\$ 375,000.00	\$ 351,000.00	\$ 726,000.00
5/15/2021	<i>Payment to be made</i>		\$ 343,500.00	\$ 343,500.00
11/15/2021	<i>Payment to be made</i>	\$ 385,000.00	\$ 343,500.00	\$ 728,500.00
5/15/2022	<i>Payment to be made</i>		\$ 335,800.00	\$ 335,800.00
11/15/2022	<i>Payment to be made</i>	\$ 405,000.00	\$ 335,800.00	\$ 740,800.00
5/15/2023	<i>Payment to be made</i>		\$ 327,700.00	\$ 327,700.00
2024-2028	<i>Payment to be made</i>	\$ 2,270,000.00	\$ 3,057,000.00	\$ 5,327,000.00
2029-2033	<i>Payment to be made</i>	\$ 2,760,000.00	\$ 2,555,600.00	\$ 5,315,600.00
2034-2038	<i>Payment to be made</i>	\$ 3,360,000.00	\$ 1,945,600.00	\$ 5,305,600.00
2039-2043	<i>Payment to be made</i>	\$ 4,090,000.00	\$ 1,203,000.00	\$ 5,293,000.00
2044-2047	<i>Payment to be made</i>	\$ 3,905,000.00	\$ 320,100.00	\$ 4,225,100.00
	Balance	\$ 18,570,000.00	\$ 13,617,733.34	\$ 32,187,733.34

6/30/2020

July 17, 2020

Tammy Rudock
General Manager
Mid-Peninsula Water District

Email: trudock@midpeninsulawater.org

Re: Certificate of Participation (COP) Spending Report for January through June 2020

Dear Ms. Rudock:

The following are highlights from tracking of COP spending for January through June 2020, and overall COP spending up to June 2020.

Total COP funds spent are \$8,225,087.76. This is 41.3 percent of the beginning funds amount plus accumulated dividends, which total \$19,927,960.96. (Table 1)

January through June 2020 COP spending was \$609,746.59. Of this total, engineering payments were \$193,023.15, and construction payments were \$416,723.44. Construction payments were for Notre Dame, Tahoe, and Cliffside, and for the Malcolm Ave project work, which was done in-house by MPWD. First six-month spending reconciles exactly to the project detail and to the Bank of New York monthly statements. (Tables 1, 2, and 3)

Pay-Go spending. The total amount of pay-go funds to date for the projects listed is \$1,128,779. This value includes adjustments for amounts removed from pay-go such that Malcolm Ave work previously covered by pay-go funding would be covered by COP project money. See the new line entry in Table 3 for "Malcolm Ave." The COP amount allocated to Malcolm Ave is \$198,893. (Table 3 and Chart)

Cost Projections. Six additional projects are identified as "Final." These are "Notre Dame Abandonment" through "Malcolm Ave" in Table 3. Cost projections for the remaining nine projects associated with the Series 2016 COP have been updated based on the FY 2019–2020 Update of the Capital Improvement Program. Final costs plus projected costs for all projects listed in Resolution 2016-06 now total \$33,054,804. This is 65 percent greater than the original cost estimate in the Resolution of \$20,045,000.

Sincerely,



Dan Bergmann
Principal



Table 1: Bank of New York MPWD Account 361685				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Subtotals	
Beginning Balance				\$19,143,020.82
To project fund	\$42,875.50	-		\$19,185,896.32
Mar-17	12,640.32	-		19,198,536.64
Jun-17	26,269.49	(268,386.44)	(268,386.44)	18,956,419.69
Jul-17	11,186.97	(37,411.30)		18,930,195.36
Aug-17	13,178.04	(76,232.49)		18,867,140.91
Sep-17	13,889.47	(30,529.45)	(144,173.24)	18,850,500.93
Oct-17	13,740.78	(31,325.20)		18,832,916.51
Nov-17	14,584.55	(269,821.99)		18,577,679.07
Dec-17	14,615.74	(370,309.75)	(671,456.94)	18,221,985.06
Jan-18	16,315.52	(315,748.56)		17,922,552.02
Feb-18	17,717.32	(221,300.77)		17,718,968.57
Mar-18	17,140.20	(280,719.75)	(817,769.08)	17,455,389.02
Apr-18	20,666.32	(437,470.39)		17,038,584.95
May-18	21,315.01	(418,903.86)		16,640,996.10
Jun-18	22,792.33	(122,821.81)	(979,196.06)	16,540,966.62
Jul-18	22,571.92	(346,653.05)		16,216,885.49
Aug-18	24,003.89	(56,018.89)		16,184,870.49
Sep-18	24,700.72	(181,427.83)	(584,099.77)	16,028,143.38
Oct-18	24,735.82	(640,048.84)		15,412,830.36
Nov-18	26,088.52	(77,634.29)		15,361,284.59
Dec-18	25,995.52	0.00	(717,683.13)	15,387,280.11
Jan-19	28,006.89	(90,278.13)		15,325,008.87
Feb-19	29,282.07	(283,598.44)		15,070,692.50
Mar-19	26,381.68	(290,062.32)	(663,938.89)	14,807,011.86
Apr-19	29,011.69	(76,189.41)		14,759,834.14
May-19	27,609.00	(267,710.56)		14,519,732.58
Jun-19	28,222.64	(88,275.53)	(432,175.50)	14,459,679.69
Jul-19	25,948.47	(260,660.87)		14,224,967.29
Aug-19	25,075.09	(137,358.30)		14,112,684.08
Sep-19	23,675.11	(856,154.20)	(1,254,173.37)	13,280,204.99
Oct-19	21,534.12	(331,796.45)		12,969,942.66
Nov-19	19,095.37	(421,420.49)		12,567,617.54
Dec-19	16,526.88	(329,071.81)	(1,082,288.75)	12,255,072.61
Jan-20	15,499.99	(33,461.59)		12,237,111.01
Feb-20	14,944.36	(160,435.23)		12,091,620.14
Mar-20	13,831.38	(52,010.70)		12,053,440.82
Apr-20	9,373.59	(32,062.18)		12,030,752.23
May-20	2,760.68	(42,606.13)		11,990,906.78
Jun-20	1,137.00	(289,170.76)	(609,746.59)	11,702,873.02
Totals	\$784,939.96	(\$8,225,087.76)	(\$8,225,087.76)	\$11,702,873.02
Beginning Funds plus Total Dividends	\$19,927,960.78			
Percent Spent	41.3%			

Table 2

Table 2											
MPWD Projects: Through June 30, 2020		Requisitions									
Project	#	52	53	54	55	56	57	58	Subtotals	Construction	Engineering
Karen Road Improvements	15-73	-	-	-	-	-	-	-	-	-	-
Folger Drive Improvements	15-65	-	-	-	-	-	-	-	-	-	-
Mezes Avenue Improvements	15-14	-	-	-	-	-	-	-	-	-	-
South Road Abandonment	15-44	-	-	-	-	-	-	-	-	-	-
Arthur Avenue Improvements	15-22	-	-	-	-	-	-	-	-	-	-
Dekoven Tank	15-89	267.75	13,862.63	892.50	4,953.38	20,404.13	11,426.63	-	51,807.02	-	51,807.02
Hillcrest Pressure Regulating Station	15-87	-	-	-	-	-	-	-	-	-	-
Old County Road Improvements	15-75	115.50	866.25	-	1,366.47	346.50	-	-	2,694.72	-	2,694.72
El Camino Real Improvements	15-76	1,907.50	8,635.97	9,760.00	16,624.00	16,931.00	11,114.25	-	64,972.72	-	64,972.72
Malcolm Ave	15-74	-	-	-	-	-	-	195,026.68	195,026.68	195,026.68	-
Notre Dame Avenue Loop Closure	15-10	6,805.49	61,287.75	17,238.43	-	-	53,426.38	-	138,758.05	131,952.56	6,805.49
Notre Dame Abandonment	15-49	2,318.35	20,878.24	5,872.43	-	-	-	-	29,069.02	26,750.67	2,318.35
Tahoe Drive Area Improvements	15-28	3,814.07	34,348.07	9,661.10	-	-	14,933.62	-	62,756.86	44,009.17	18,747.69
Cliffside Court Improvements	15-38	1,645.28	14,816.82	4,167.54	-	-	-	-	20,629.64	18,984.36	1,645.28
N. Rd Cross Country / Davey Glen Rd Impr.	15-43	-	-	-	-	-	-	-	-	-	-
Civic Lane Improvements	15-78	-	-	-	-	-	-	-	-	-	-
Belmont Canyon Road Improvements	15-29	-	-	-	-	-	-	-	-	-	-
North Road Improvements	15-42	-	-	-	-	-	-	-	-	-	-
SR 101 Crossing at PAMF Hospital	15-72	16,587.65	5,739.50	4,418.70	9,118.33	4,924.50	3,243.20	-	44,031.88	-	44,031.88
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	-	-	-	-	-	-	-	-	-	-
Monte Cresta Dr / Alhambra Drive Impr.	15-17	-	-	-	-	-	-	-	-	-	-
Francis, Academy, Davey (w/Belmont)		-	-	-	-	-	-	-	-	-	-
TOTALS									609,746.59	416,723.44	193,023.15
TOTALS		33,461.59	160,435.23	52,010.70	32,062.18	42,606.13	94,144.08	195,026.68	609,746.59	609,746.59	
TOTALS GROUPED TO RECONCILE WITH BNY		33,461.59	160,435.23	52,010.70	32,062.18	42,606.13	289,170.76		609,746.59	609,746.59	



Table 3

MPWD Projects: Through June 30, 2020		Cost Projections				Spent			Completion
Project	#	Original ¹	Inflation ²	Updated ³	Status ⁴	COP	Pay-Go	Total	
Karen Road Improvements	15-73	\$425,000	\$455,600	\$555,232	Final	(\$522,165)	(\$33,067)	(\$555,232)	Sep-18
Folger Drive Improvements	15-65	420,000	449,376	605,765	Final	(575,395)	(30,370)	(605,765)	Sep-18
Mezes Avenue Improvements	15-14	175,000	187,240	291,421	Final	(272,671)	(18,750)	(291,421)	Sep-18
South Road Abandonment	15-44	415,000	443,968	465,856	Final	(426,864)	(38,992)	(465,856)	Sep-18
Arthur Avenue Improvements	15-22	475,000	509,680	696,905	Final	(667,098)	(29,807)	(696,905)	Sep-18
Francis, Academy, Davey (w/Belmont)	15-43	680,000	727,328	1,878,236	Final	(1,006,228)	(872,008)	(1,878,236)	Mar-19
Hillcrest Pressure Regulating Station	15-87	345,000	369,888	853,322	Final	(852,056)	(1,266)	(853,322)	Dec-19
Notre Dame Abandonment	15-49	*	173,120	79,486	Final	(77,890)	(1,596)	(79,486)	May-20
Zone 5 Hydrants	15-06	150,000	168,730	38,345	Final	(37,575)	(770)	(38,345)	May-20
Notre Dame Avenue Loop Closure	15-10	910,000	1,009,891	1,425,744	Final	(1,397,119)	(28,625)	(1,425,744)	May-20
Tahoe Drive Area Improvements	15-28	510,000	563,692	832,354	Final	(815,643)	(16,711)	(832,354)	May-20
Cliffside Court Improvements	15-38	220,000	258,998	147,138	Final	(144,184)	(2,954)	(147,138)	May-20
Malcolm Ave (Assoc. w/El Camino 15-76)	15-74	*	*	*	Final	(198,893)	0	(198,893)	Jun-20
Dekoven Tanks Replacement 15-09, 15-89	15-89	4,535,000	5,194,901	5,790,000	Eng20	(160,013)	(40,688)	(200,701)	
Old County Road Improvements	15-75	3,400,000	3,892,590	6,095,000	Eng20	(258,549)	(12,028)	(270,577)	
El Camino Real Improvements	15-76	2,100,000	2,489,975	3,520,000	Eng20	(385,328)	(54)	(385,383)	
SR 101 Crossing at PAMF Hospital	15-72	1,670,000	2,033,486	3,360,000	Eng20	(427,416)	(1,093)	(428,509)	
Belmont Canyon Road Improvements	15-29	420,000	480,300	735,000	Eng20				
North Road Improvements	15-42	220,000	258,998	340,000	Eng20				
Civic Lane Improvements	15-78	800,000	887,405	1,405,000	Eng20				
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000	1,352,053	2,075,000	Eng20				
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000	1,313,786	1,865,000	Eng20				
TOTALS		\$20,045,000	\$23,221,005	\$33,054,804		(\$8,225,088)	(\$1,128,779)	(\$9,353,867)	

COP Beginning Funds Plus Total Dividends **\$19,927,961** (From Table 1)COP Remaining Project Fund Balance **\$11,702,873**

Notes:

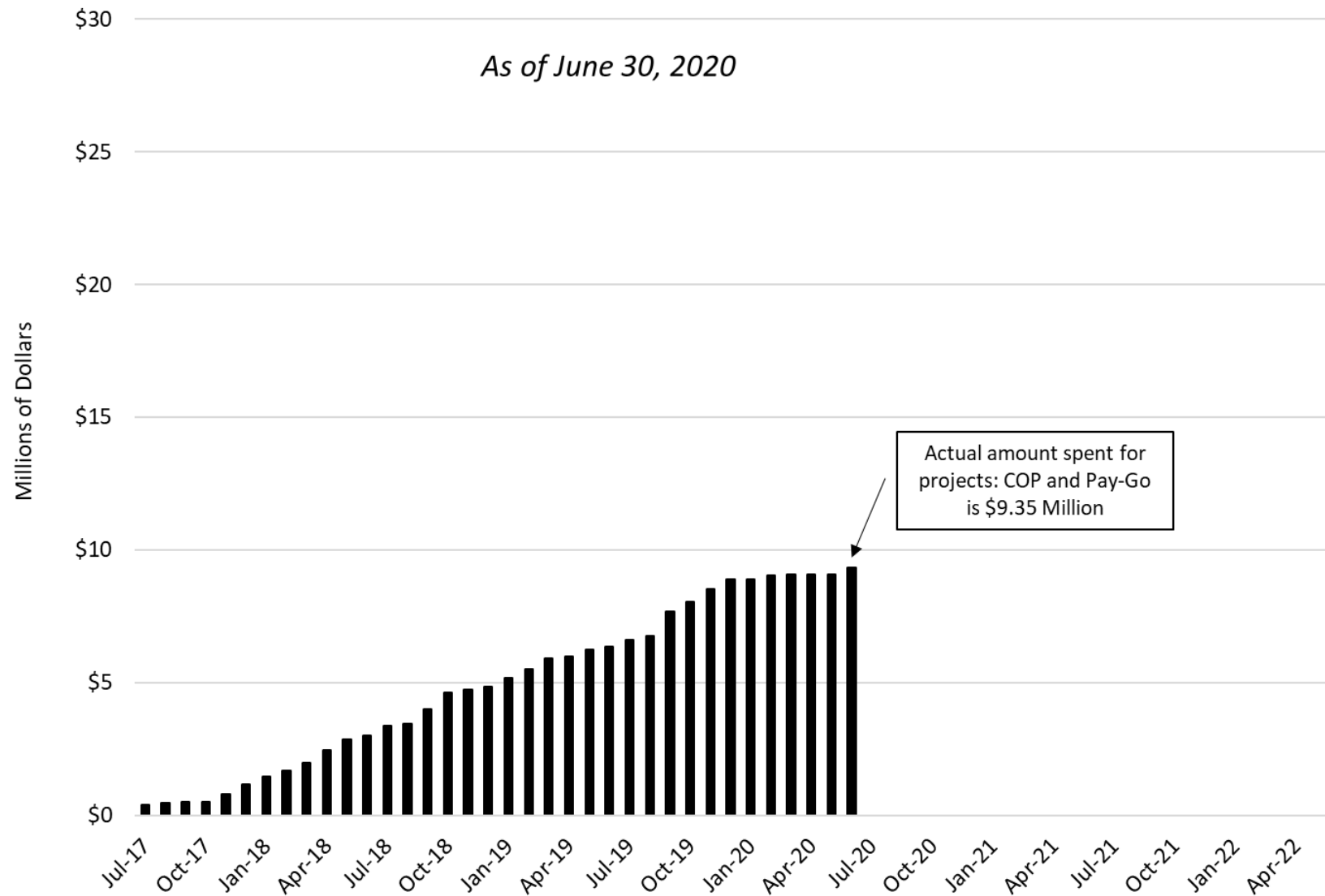
- 1) Resolution No. 2016-06, May 26, 2016. * Not included.
- 2) Adjusted by four percent annual construction cost inflation factor at June 22, 2017 Board Meeting
- 3) Adjustment detail is shown within each project tab
- 4) "Eng20" - Engineer's Estimate from FY19 20 CIP Update Report; "Bid" - Contractor's Bid Price; "Final" - Final Project Cost, "N.U." - Not Updated





Capital Improvement Program Actual Spending

As of June 30, 2020





AGENDA ITEM NO. 8.A.

DATE: July 23, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE FY 2019/2020 PROGRESS REPORT ON MPWD WEBSITE, MARKETING, AND PUBLIC RELATIONS/OUTREACH ACTIVITIES, PRESENTED BY JOHN DAVIDSON OF JROCKET77 GRAPHIC DESIGN & MARKETING

RECOMMENDATION:

Receive report.

FISCAL IMPACT:

\$200-\$300

DISCUSSION:

John Davidson was last before the Board on July 25, 2019 with a progress report.

His annual progress report for FY 2019/2020 is attached, which he will present at the Board meeting.

Attachment: Annual Report MPWD Website and Marketing

BOARD ACTION: A PPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____

UNANIMOUS____ ZUCCA____ SCHMIDT____ WHEELER____ WARDEN____ VELLA____



Annual Report

MPWD WEBSITE AND MARKETING

July 23, 2020



Prepared for MPWD by John Davidson, JRocket77 Design & Marketing
951.265.8778 • jrocket77@mac.com



Civic Pay



Prepared for MPWD by
JRocket77 Design & Marketing

BASED ON RAW DATA PROVIDED BY MISTY MALCZON

*Total #s as of June 30, 2020 with net change
since June 30, 2019 in parentheses:*

Total MPWD customer accounts

8,081

Total Civic Pay accounts

5,431 (+762)

Total Civic Pay accounts on paperless

2,814 (+336)

Total Civic Pay accounts on autopay

3,283 (+409)

ARE YOU USING MPWD'S CIVIC PAY?

- ✓ SAVE STAMPS
- ✓ SAVE PAPER
- ✓ SAVE TIME

- ★ ENROLL TODAY TO PAY YOUR BILL ONLINE
- ★ AVOID LATE FEES WITH AUTOPAY
- ★ GO PAPERLESS AND SAY GOODBYE TO PAPER BILLS

Sign up today for MPWD's Civic Pay at MidPeninsulaWater.org/billpay
Just have your MPWD 9-digit account # ready.
Need assistance? Email us at mpwd@MidPeninsulaWater.org or call (650) 591-8941

Start Today! MidPeninsulaWater.org/billpay

Produced with eco-friendly printing and paper

► **Vehicles promoting Civic Pay:**

- Bill Stuffers
- Promocards
- CCR
- *The Waterline*
- Website



MPWD Publications



Prepared for MPWD by
JRocket77 Design & Marketing

2018-2019 Water Conservation Annual Report

WATER CONSERVATION ANNUAL REPORT

MAKING WATER RESOURCES LAST
THE NEW CALIFORNIA WAY OF LIFE

FISCAL YEAR 2018-2019

WATER EFFICIENT TOILET REBATE PROGRAM TOTALS

WATER EFFICIENT TOILET REBATES	36
LOW-BID TOILET REBATES	4
WATER SAVING REBATES	2

LOOKING BACK

- Introduction of online Home Water Usage Report at MidPeninsulaWater.org/home-report
- MPWD's Water Smart Model & Efficient Public Demonstration Gardens
- Hands-on workshops focusing on water-efficient gardening
- Community events - Earth Day, Public Works Week, Silicon Valley Equipment Roadshow, National Night Out

LOOKING AHEAD

- Completion of Regional Water Demand & Conservation Projections Study
- Qualified Water Efficient Landscape (QWEL) training for professional landscape contractors starts March 18
- Online leak detection resources at MidPeninsulaWater.org
- BAYSCA Smart Connected Irrigation Rebate Program
- Launch of the new MPWD Customer Portal

REMINDER: WATER EFFICIENT LANDSCAPE ORDINANCE (WELD)

In coordination with the City of Belmont's permitting process, the MPWD reissues customer landscape plans regarding commercial and residential new development/renovation, remodels, or additions on all lot sizes in excess of 5,000 sq. ft. For more details, go to MidPeninsulaWater.org/WELD

To learn more about water conservation and MPWD events and policies, please visit: MidPeninsulaWater.org

2019 Consumer Confidence Report

MID-PENINSULA WATER DISTRICT

2019

CONSUMER CONFIDENCE REPORT

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.

MidPeninsulaWater.org

2020 The Waterline

UPDATE: Capital Improvement Project

THE 9 Waterline

MID-PENINSULA WATER DISTRICT

THE OFFICIAL NEWSLETTER OF THE MPWD • 2020

ABOUT MPWD

MID-PENINSULA WATER DISTRICT
3 Dairy Lane
Belmont, CA 94002
650.591.8941
www.MidPeninsulaWater.org

BOARD OF DIRECTORS
Matthew P. Ponce
Chairman

Brian Schmidt
Director

Eric R. Wheeler
Director

Dave Warden
Director

Louis J. Villa
Director

The Board of Directors meets every fourth Thursday of the month at 6:30 p.m. at 3 Dairy Lane, Belmont.

OFFICERS
Tammy Rudack
General Manager

Cheryl Pitt
Administrative Services Manager

Rene Ramirez
Operations Manager

Mark A. Williams
District Counsel

Joshua Poliquin
District Engineer

Vivian
District Treasurer

MPWD Commitment to Service and Safety During COVID-19

On behalf of the Board of Directors and staff, we truly value our customer relationships and hope you and loved ones are faring well. Connection with our customers is a strategic priority here at the Mid-Peninsula Water District (MPWD), and these unprecedented times require constant communications and updates about safety and service levels regarding water supply and distribution.

During the declared shelter-in-place order by the Health Officer for San Mateo County, you should be confident that:

- The MPWD water supply and distribution system are safe and secure;
- Water quality will remain a priority;
- As first responders, MPWD operators are available 24 hours a day, EVERY DAY;
- All other essential services, including customer service, are being covered by MPWD staff working under social distancing guidelines at the office; and
- We are committed to working with customers on extended payment plans, as a result of unexpected financial hardships—just contact us.

Please be assured that the MPWD's response plan was developed to appropriately serve you while also protecting its employees and their families.

COVID-19 Updates

Due to COVID-19, MPWD's offices and operations at 3 Dairy Lane in Belmont are CLOSED until further notice. Customers may contact the MPWD by email at MPWD@MidPeninsulaWater.org or 650.591.8941 (also after hours for service interruptions and emergencies only). We will respond as quickly as possible and appreciate your patience and understanding. Please visit MPWD's website often for regular updates and visit MidPeninsulaWater.org/covid19 for further information related to COVID-19.

INSIDE THIS ISSUE

- Capital Improvement Program Update
- Water Conservation Center
- New Online Customer Portal
- New Rebate Program
- Hands-On Workshops Go Online
- Employee Spotlight
- Poster Contest Winners

2020 Water Awareness Calendar



Prepared for MPWD by
JRocket77 Design & Marketing

NEW At-A-Glance Wall Poster Calendar Format



147 Participants





Marketing and PR



Prepared for MPWD by
JRocket77 Design & Marketing

ARE YOU USING MPWD'S CIVIC PAY?

✓ SAVE STAMPS ✓ SAVE PAPER ✓ SAVE TIME

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

Sign up for MPWD's Civic Pay™, verify your email address, and then opt into PAPERLESS

Bill Stuffers

Free DO-IT-YOURSELF WORKSHOP

Intro to Plant Selection
Mini Hands-On Workshop Hosted at MPWD / Presented by Frank Niccoli

Learn how to select the right water-efficient plants for your garden.
Considerations include drought-tolerance, water requirements, plus other tips.

Tuesday, October 29, 2019 • 6:00-8:00 pm • 3 Dairy Lane, Belmont

REGISTER TODAY! 650-349-3000 or MidPeninsulaWater.org/workshops

Zero Rate Increase Promo

Good News!

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

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

Serving You Is Our Business...

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

Please contact us if there is an opportunity to serve you better! MPWD@MidPeninsulaWater.org or 650-581-8941

Press Releases

FOR IMMEDIATE RELEASE

CONTACT: Terey Bueck
650-581-8941 • tereybueck@midpeninsulawater.org

SERVICE & SAFETY COMMITMENT

RELMONT, CA (March 2020) – On behalf of the Board of Directors on relationships and keep you and loved ones are being well. Connections with best of the Mid-Peninsula Water District (MPWD), and these relationships, culture and update about safety and service levels regarding your water.

During the difficult times in place order by the Board of Directors for San Jo, you should be confident that:

- The MPWD water supply and distribution system are safe and sound
- Water quality will remain a priority
- As best practices, MPWD operations are available 24 hours a day
- All other essential services, including customer services, are being re-evaluated on an ongoing basis, and
- We are committed to working with customers on extended payment

Remain confident that the MPWD's operations plan is well developed to support its customers and their families. Visit the MPWD website for customer COVID-19 at www.MidPeninsulaWater.org

For more information contact the MPWD at 650-581-8941 or mpwd@MidPeninsulaWater.org



Terey Bueck
MPWD Communications Manager



FOR IMMEDIATE RELEASE

CONTACT: Terey Bueck
650-581-8941 • tereybueck@midpeninsulawater.org

FLUSHING GUIDANCE FOR BUILDING WATER SYSTEMS FOLLOWING EXTENDED SHELTER-IN-PLACE SHUTDOWN

RELMONT, CA (May 2020) – MPWD ensures top water quality for all rate payers with constant testing and proper treatment. The water is delivered, however, as the Coronavirus disease in place restrictions increasingly get relaxed and business resumes, there are where that storage of buildings, facilities, and companies should take to ensure water is safe and taste good.

During the health crisis shutdown, many businesses closed or limited operations. That resulted in water becoming stagnant in pipes and plumbing systems. When water sits in pipes, water heaters, and storage tanks, the chlorine gradually dissipates. Without that chlorine residual in the building's water systems, microorganisms can grow, causing water quality problems. Some pathogens can be harmful, possibly leading to health problems inside of a building's water system and cause nausea and diarrhea. In addition, the protective scale on the inside of the pipes can deteriorate, leading to discoloration of metal pipes.

Fortunately, water quality can be improved with proper flushing and flushing of the entire plumbing system when a building or facility is returned to service after any prolonged closure.

This is especially important for restaurants, schools, gyms, hotels, factories, and other facilities returning water use after shutdowns. "Standard" restaurants should be considered to ensure that tanks, cooling towers, hot tubs, hot tubs, and hot tubs, dishwashers, and other plumbing components are safe for use. Flushing clear out low quality water that accumulated during periods of no or reduced water use, and replace it with high quality water from MPWD's distribution system.

For resources on flushing guidance for building water systems following an extended shutdown, including downloads and links to EPA, CDC, and SFPUC online resources, please visit MidPeninsulaWater.org/return

If you have questions about your water quality, please call the MPWD at 650-581-8941 or email MPWD@MidPeninsulaWater.org



ABOUT THE MID-PENINSULA WATER DISTRICT: The MPWD is an agency of the State of California, established in 1969, providing services to the communities of Belmont and portions of the cities of Redwood City and San Bruno. The MPWD is a public agency, serving the communities of Belmont and portions of the cities of Redwood City and San Bruno. The MPWD is a public agency, serving the communities of Belmont and portions of the cities of Redwood City and San Bruno. The MPWD is a public agency, serving the communities of Belmont and portions of the cities of Redwood City and San Bruno.

FOR IMMEDIATE RELEASE

CONTACT: Terey Bueck
650-581-8941 • tereybueck@midpeninsulawater.org

MEMORATES SPECIAL DISTRICTS WEEK

RELMONT, CA (May 2020) – Special Districts Week, September 22-28, 2019, was established by the California State Board of Supervisors and the State Board of Education. The purpose of this week is to recognize the contributions of special districts to the state and the nation. The MPWD is proud to participate in this week and to recognize the contributions of special districts to the state and the nation.

Special Districts Week is a time to recognize the contributions of special districts to the state and the nation. The MPWD is proud to participate in this week and to recognize the contributions of special districts to the state and the nation. Special Districts Week is a time to recognize the contributions of special districts to the state and the nation. The MPWD is proud to participate in this week and to recognize the contributions of special districts to the state and the nation.

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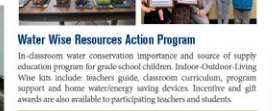
CONTACT: Jeanette Kalabolas
650-591-8941 • jeanettek@midpeninsulawater.org

MPWD Offers FREE Education Opportunities

The Mid-Peninsula Water District (MPWD) is involved in outreach to local community schools to promote student awareness of water and resources usage. MPWD believes that protecting and conserving our water resources for future generations start with our community's youth. Therefore, it is one of MPWD's missions to offer water education and available resources at no cost to schools and educators for students within the District's service area. In addition to its popular, centerpiece "Water Awareness Calendar" annual poster contest for 3rd to 5th graders, MPWD offers a host of School Education programs. See below for more details.

MPWD Field-Trip Opportunity

MPWD offers a FREE Apprentice Program to ALL elementary schools within the community we serve. The curriculum includes an educational hour where a water conservation video is shown, a scale model of the system explored, and water game played, followed by a second hour of hands-on demonstrations and craft activities. Snacks are optional and sessions are held both spring and fall. If you are an interested parent or teacher contact us today and come discover the possibilities!



Water Wise Resources Action Program

In classroom water conservation importance and source of supply education program for grade school children. Indoor-Outdoor-Living Wise kits include: teachers guide, classroom curriculum, program support and home water-saving using devices. Incentive and gift awards are also available to participating teachers and students.

Tuolumne River Trust Classroom Presentation Program

"That's the Tuolumne in My Tug" presentation provides students with a visual tour of the Tuolumne River highlighting the Hetch Hetchy region's wildlife, history and ways to protect and conserve water. The free, one-hour presentation includes a classroom visit with an interactive focus and a hands-on water activity.

Contact me today if you would like to discuss any opportunity for your students and school.
Jeanette Kalabolas MPWD Administrative Specialist

Monday-Friday, 8:00 am - 4:30 pm / 650-591-8941 / jeanettek@midpeninsulawater.org

School Education Opportunities Brochure



New vehicles wrapped in MPWD branding graphics

Traffic Advisories MidPeninsulaWater.org/traffic



Capital Improvement Program

Overview

Traffic Advisories

Project Progress Reports

Current Projects

CIP Map

5-Year CIP FYs 2016-2021

2016 COP Financing

Completed Projects

Long-Term Project List

May 6

NOTRE DAME WATER MAIN PROJECT UPDATE

[Click on map at right for expanded view](#)

Contractor will be striping the road on Notre Dame Avenue from Terrace Drive up to Valley View Avenue. Road work is scheduled for Wednesday, May 6.

During construction hours of 8:00 am to 5:00 pm, **motorists can expect one lane traffic control and minimal delays** through this area. In addition, please be aware of heavy equipment, construction personnel, and increased noise levels. **Access for local residents and emergency vehicles will be maintained at all times. Should you have any questions, please contact the District Inspector Rick Bisio: 650-222-0428**

It is recommended that affected motorists make necessary accommodations or use alternate routes as they see fit.

We apologize for the inconvenience and we appreciate your cooperation.



May 6

MALCOLM AVE. IMPROVEMENT UPDATE

[Click on map at right for expanded view](#)

Contractor will be striping the road on Malcolm Avenue




New web page with weekly advisories used by MPWD customers and the City of Belmont, with customized maps for each incident.

NovusAGENDA MidPeninsulaWater.org/agendas



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[Projects](#)
[Water Conservation](#)
[Contact Us](#)
(650) 591-8841
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MID-PENINSULA
WATER DISTRICT

SUSTAINABLE WATER FOR FUTURE GENERATIONS

Agendas & Minutes

Board Meeting Agenda are required to be displayed online for public access at least 72 hours before scheduled Board Meetings. The public may comment on items on the Agenda or off the Agenda if it is within the jurisdiction of the Board. However, no items can be acted upon that do not appear on the Agenda.

NEW! You can now browse and search through official MPWD Board Meeting records using NovusAGENDA electronic meeting management software. This user-friendly tool allows for easier and enhanced access to agenda packets and meeting minutes by providing search functions based on date ranges, meeting type, and specific text all the way back to 2015.

Board Meeting Agenda: June 25, 2020. [Download here \(PDF\)](#)

Board Meeting Packet: June 25, 2020. [Download here \(PDF\)](#)

Next Board Meeting: July 23

From:
To:
Meeting Type:
Category:
Containing Text:


Search
Clear

Meeting Date	Meeting Type	Meeting Location	Online Agenda	Download Agenda	Legal Minutes
05/28/20	Regular Meeting				
04/30/20	Regular Meeting				
04/23/20	Regular Meeting				
03/26/20	Regular Meeting				
03/26/20	Regular Meeting				
02/27/20	Regular Meeting				
01/23/20	Regular Meeting				

Water Quality Self-Diagnostic Tool MidPeninsulaWater.org/qualitytool



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/////// SUSTAINABLE WATER FOR FUTURE GENERATIONS

Water Quality Self-Diagnostic Tool

Troubleshoot Your Water Quality

This tool will help determine possible causes and solutions of typical water quality issues experienced in your home. If you have a water quality issue, please feel free to contact MPWD if you would like to request further support of your water quality issue.


Before starting, here are some considerations that will help in the troubleshooting process:

- Does it occur with just the cold water, the hot water, or both?
- Does the problem occur in every faucet?
- Does it occur only when you first turn on the water or does it occur continuously?
- When did you first notice the problem?
- Are your neighbors experiencing the same problem?
- Do you know what type of pipes you have in your home (i.e., copper, galvanized iron)?
- Do you have any home treatment devices (i.e., water softener, reverse osmosis system, whole house use activated carbon filter)?

Select the general water quality issue you are experiencing:

☐ Color
☐ Particles
☐ Odor/Smell
☐ Taste

[Next](#)


/////// SUSTAINABLE WATER FOR FUTURE GENERATIONS

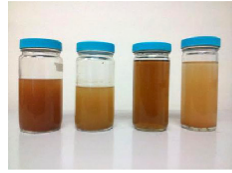
Water Quality Self-Diagnostic Tool

Brown or Yellow Cold Water (constant)

Light yellow to dark brown water is typically caused by a disturbance of pipeline sediments in the water main. The discoloration is caused by dissolved iron which is stirred up in naturally-occurring sediments that exist in all water systems. Any of the following circumstances may have caused flow reversals in the water mains and sediment to be disturbed.

- The different colors can be attributed to varying chemical oxidation states of the iron (or rust) and by varying concentrations of the rust in the water.
- The discolored water may be due to planned cleaning of the water main to remove pipeline sediments in your area.
- A nearby water hydrant may have been knocked over due to a vehicle collision or may be in use to fight a fire.
- There may be some pipeline repair work (or construction activity) in the area and some valves may have been closed for this work.

Despite its appearance, this does not indicate that the water is unsafe or that the integrity of the water main has been compromised. A disinfectant residual is maintained at all times to ensure that the water is safe for household use, including cooking and drinking. For aesthetic reasons, you should avoid doing laundry until the water clears up.



[Back](#)
[Done](#)
[Purging Instructions](#)



Website 4.0



Prepared for MPWD by
JRocket77 Design & Marketing

Home Water Use Report MidPeninsulaWater.org/home-report



The screenshot shows the website's header with navigation links: Customer Service, Board of Directors, Organization, Projects, Water Conservation, Contact Us, (650) 591-8941, and a red 'Pay Bill' button. Below the header is the Mid-Peninsula Water District logo and the tagline 'SUSTAINABLE WATER FOR FUTURE GENERATIONS'. The main content area is titled 'Home Water Report' and features a large graphic with a magnifying glass over a water drop and the text 'CLICK HERE CHECK YOUR WATER USAGE'. Below this graphic, a paragraph states: 'As of January, 2020, all residential water meters in the MPWD service area have been replaced with automated water meters (AMI meters). As a result, all MPWD Customers are now eligible to set up an online Home Water Report account to monitor their water usage on a daily basis and set up text or email usage alerts. **NOTE:** The Home Water Report is entirely separate from your online bill pay account and requires a different login.' A red tip box contains a checkmark icon and the text: 'TIP When creating your account, please enter your LAST NAME only where it asks for "Name as it appears on bill". See step 3 below.' At the bottom, two links are provided: 'Sign into your existing Home Water Report account. [Click Here](#)' and 'Set up a NEW Home Water Report account. [Click Here](#)'.



**Installation of all Sensus
AMI Meters was complete
by Fall 2019.**


**User access has been
simplified and a
step-by-step guide added to
assist with account set up.**



Leak Detection Tool MidPeninsulaWater.org/leakdetect




[Home](#) [Customer Service](#) [Board of Directors](#) [Organization](#) [Projects](#) [Water Conservation](#) [Contact Us](#) (650) 591-8941

 MID-PENINSULA
WATER DISTRICT

||||| SUSTAINABLE WATER FOR FUTURE GENERATIONS


Leak Detection

MPWD wants to help you find sources of possible leaks within your home and property and help conserve water along the way. Follow these easy steps for the most common ways of detection.



Toilets

These silent leaks often go undetected due to the lack of noticeable evidence. Use food coloring or dye leak detection tabs to determine if the toilet is leaking. Free leak detection tabs are available from the MPWD Office. Call (650) 591-8941 for more details.












Faucets

Look for faucets, hose bibs, and water connections under sinks for signs of leaks such as continuous drips and trickles of water.

Customer Portal

Take advantage of this at-a-glance tool that will take you to the most commonly-used resources on the MPWD website.

 <p>Bill Pay</p> <p>Save time, save money, save paper with MPWD's Civic Pay! Sign up for auto pay and paperless billing.</p>	 <p>Home Water Report</p> <p>Monitor your water usage on a daily basis and set up text or email usage alerts.</p>	 <p>Water Quality Tool</p> <p>Troubleshoot your home's water quality & determine possible causes and solutions of typical water quality issues.</p>
 <p>Leak Detection Tool</p> <p>Follow this handy, step-by-step tool to detect possible water leaks in your home.</p>	 <p>Board of Directors</p> <p>Browse through MPWD's Board Meeting Agenda and Minutes.</p>	 <p>Contact Us</p> <p>Reach out to our friendly customer service with questions, comments, and concerns.</p>
 <p>Documents & Reports</p> <p>Access to Water Quality and Water Conservation Reports, Urban Water Management Plan, and more.</p>	 <p>Newsletter</p> <p>MPWD's official newsletter, <i>The Waterline</i>, provides recent information regarding MPWD activities and customer info.</p>	 <p>Calendar of Events</p> <p>Get a glance at upcoming MPWD events like Board meetings, holidays, and community events.</p>

CUSTOMER PORTAL

MidPeninsulaWater.org/portal

Easy, at-a-glance access to:

- **Bill Pay**
- **Home Water Use Report**
- **Water Quality Self-Diagnostic Tool**
- **Leak Detection Tool**
- **NovusAGENDA**
- **Contact Us**
- **Documents & Reports**
- **Newsletters**
- **Calendar of Events**





OTHER WEBSITE FYIs

- 15 feature articles
- 16 slider banners
- Complete COVID-19 information campaign
- Bringing website inline with Level 1 & 2 WCAG 2.1 guidelines for ADA accessibility best practices
- Increase automation and update functions to simplify MPWD CMS experience
- Finance Committee resource page
- Past Due Bills page with foreign translations for the Residential Termination Policy
- Simple site search function added
- 282 News Flash Users



AGENDA ITEM NO. 8.B.

DATE: July 23, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2020-23 AUTHORIZING A 2.2% LIVING WAGE ADJUSTMENT TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS, EFFECTIVE AUGUST 1, 2020

RECOMMENDATION

Approve Resolution 2020-23 approving a 2.2% living wage adjustment to salary ranges for all personnel classifications.

FISCAL IMPACT

There is no direct fiscal impact because the living wage adjustment would be applied to the salary ranges for all MPWD personnel classifications. Employees are eligible to earn merit increases through their annual performance evaluation process. Employee merit increases were included in the MPWD FY 2020/2021 Operating Budget.

BACKGROUND

The Board ratified the September 25, 2018 letter agreement between the MPWD and the MPWD Employees Association at its September 27, 2018, regular meeting. Section 10 of that letter agreement provided as follows:

In order to maintain competitiveness and market median wages, an annual living wage adjustment equal to the San Francisco-Oakland-San Jose CPI (Consumer Price Index) for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office will be made to the salary ranges from each employee classification, as cumulatively determined for the preceding 12-month fiscal year (July 1st through June 30th), and annually approved by the Board of Directors, effective August 1st in 2019, 2020, 2021, and 2022. These adjustments will not be automatically applied to employee's salary.

DISCUSSION

The San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the preceding 12-month fiscal year (July 1, 2019 through June 30, 2020) was 2.2% (see attached table). It was calculated by averaging the 2019 HALF2—July through December (2.7%) and 2020 HALF1—January through June (1.6%) from the BLS table.

It is further recommended that the 2.2% living wage adjustment also be applied to the salary ranges for MPWD's unrepresented personnel classifications of Administrative Services Manager and Operations Manager.

Attached are the updated Salary Schedules for Represented Employees – MPWD Employee Association, and Unrepresented Employees – MPWD Management Exempt.

Attachments: Resolution 2020-23
CPI for San Francisco-Oakland-San Jose Urban Wage Earners, U.S. Department of Labor/BLS
MPWD Salary Schedule for Represented Employees – MPWD Employee Association
MPWD Salary Schedule for Unrepresented Employees – Management Exempt

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

RESOLUTION NO. 2020-23
APPROVING A 2.2% LIVING WAGE ADJUSTMENT
TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS,
EFFECTIVE AUGUST 1, 2020

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, per Resolution No. 2018-19 dated September 27, 2018, the Board of Directors for the Mid-Peninsula Water District ratified a Letter Agreement with the MPWD Employee Association, setting forth the terms and conditions governing salary, benefit and other employment conditions for represented employees, for a 5-year term, commencing on October 1, 2018, and ending on September 30, 2023; and

WHEREAS, Section 10 within that Letter Agreement provided that effective August 1st in 2019, 2020, 2021, and 2022 a living wage adjustment equal to the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, as cumulatively determined for the preceding 12-month fiscal year (July 1st through June 30th), will be made to the salary ranges for each employee classification; and

WHEREAS, the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the fiscal year 2019/2020 was 2.2%; and

WHEREAS, in accordance with the terms of the Letter Agreement, the salary ranges for MPWD Employee Association personnel classification should be increased by 2.2%, effective August 1, 2020, pursuant to the Salary Schedule for MPWD Represented Employees; and

WHEREAS, the General Manager has also determined that the salary ranges for the unrepresented personnel classifications of Administrative Services Manager and Operations Manager (Management Exempt) should also be adjusted by 2.2% pursuant to the Salary Schedule for MPWD Unrepresented Employees, effective August 1, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that effective August 1, 2020, the salary ranges for personnel classifications within the MPWD Employee Association will be adjusted by a 2.2% living wage adjustment, and the Salary Schedule for Represented Employees – MPWD Employee Association is hereby approved and accepted; and

BE IT FURTHER RESOLVED that effective August 1, 2020, the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager will be adjusted by 2.2%, and the Salary Schedule for Unrepresented Employees – Management Exempt, is hereby approved and accepted.

PASSED AND ADOPTED this 23rd day of July 2020.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD



Databases, Tables & Calculators by Subject

Change Output Options:

From: 2010 ▼

To: 2020 ▼

☒ include graphs ☐ include annual averages[More Formatting Options](#) ➡

Data extracted on: July 15, 2020 (8:21:28 PM)

CPI for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change

Series Id: CWURS49BSA0

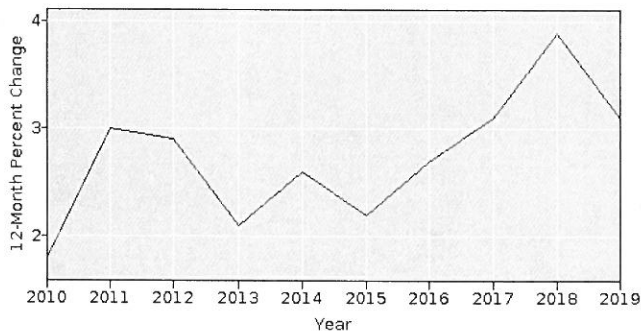
Not Seasonally Adjusted

Series Title: All items in San Francisco-Oakland-Hayward, CA, urban wage earners and clerical workers, not seasonally adjusted

Area: San Francisco-Oakland-Hayward, CA

Item: All items

Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2010		2.4		2.4		1.4		1.3		1.2		1.8	1.8	2.2	1.4
2011		2.1		3.5		2.9		3.2		3.6		3.1	3.0	2.7	3.3
2012		3.5		2.2		2.7		3.0		3.7		2.3	2.9	2.8	3.0
2013		2.4		2.2		2.6		1.9		1.2		2.6	2.1	2.4	1.9
2014		2.0		2.6		2.9		2.9		2.8		2.1	2.6	2.5	2.7
2015		1.9		2.0		1.9		2.5		2.2		3.2	2.2	2.0	2.5
2016		2.9		2.6		2.5		2.4		3.1		3.0	2.7	2.6	2.8
2017		3.3		3.7		3.3		2.9		2.7		3.1	3.1	3.4	2.9
2018		3.8		3.4		4.0		4.3		4.4		4.4	3.9	3.6	4.3
2019		3.3		3.7		3.0		2.5		3.0		2.2	3.1	3.5	2.7
2020		2.5		0.7		1.3								1.6	

U.S. BUREAU OF LABOR STATISTICS Postal Square Building 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone: 1-202-691-5200 Federal Relay Service: 1-800-877-8339 www.bls.gov [Contact Us](#)

REPRESENTED EMPLOYEES – MPWD EMPLOYEE ASSOCIATION
SALARY SCHEDULE

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	FY 2021/2022 SALARY RANGE	2.2% LIVING WAGE ADJ EFFECTIVE 08/01/20 Resolution 2020-23 * 07/23/20 FY 2020/2021 SALARY RANGE	3.9% LIVING WAGE ADJ EFFECTIVE 08/01/19 Resolution 2019-17 * 07/25/19 FY 2019/2020 SALARY RANGE	MARKET MEDIAN EFFECTIVE 10/01/18 Resolution 2018-20 * 09/27/18 FY 2018/2019 SALARY RANGE
Accountant			\$82,769 - \$107,600/Year \$6,897 - \$8,967/Month	\$80,987 - \$105,283/Year \$6,749 - \$8,774/Month	\$77,947 - \$101,331/Year \$6,496 - \$8,444/Month
Administrative Assistant			\$60,041 - \$78,055/Year \$5,003 - \$6,505/Month	\$58,749 - \$76,375/Year \$4,896 - \$6,365/Month	\$56,544 - \$73,508/Year \$4,712 - \$6,126/Month
Administrative Specialist			\$69,630 - \$90,520/Year \$5,803 - \$7,543/Month	\$68,131 - \$88,571/Year \$5,678 - \$7,381/Month	\$65,574 - \$85,246/Year \$5,465 - \$7,104/Month
Lead Operator			\$74,984 - \$97,479/Year \$6,249 - \$8,123/Month	\$73,370 - \$95,381/Year \$6,114 - \$7,948/Month	\$70,616 - \$91,801/Year \$5,885 - \$7,650/Month
Maintenance Technician			\$58,577 - \$76,151/Year \$4,881 - \$6,346/Month	\$57,316 - \$74,512/Year \$4,776 - \$6,209/Month	\$55,165 - \$71,715/Year \$4,597 - \$5,976/Month
Operations Supervisor			\$98,386 - \$127,902/Year \$8,199 - \$10,659/Month	\$96,268 - \$125,149/Year \$8,022 - \$10,429/Month	\$92,654 - \$120,451/Year \$7,721 - \$10,038/Month
Water System Operator			\$66,275 - \$86,158/Year \$5,523 - \$7,180/Month	\$64,848 - \$84,303/Year \$5,404 - \$7,025/Month	\$62,414 - \$81,139/Year \$5,201 - \$6,762/Month

EXHIBIT C-2
MPWD Compensation Plan
July 23, 2020

UNREPRESENTED EMPLOYEES - MANAGEMENT EXEMPT

SALARY SCHEDULE

<i>PERSONNEL CLASSIFICATION</i>	<i>FY 2022/2023 SALARY RANGE</i>	<i>FY 2021/2022 SALARY RANGE</i>	<i>2.2% LIVING WAGE ADJ EFFECTIVE 08/01/20 Resolution 2020-23 * 07/23/20</i> <i>FY 2020/2021 SALARY RANGE</i>	<i>3.9% LIVING WAGE ADJ EFFECTIVE 08/01/19 Resolution 2019-17 * 07/25/19</i> <i>FY 2019/2020 SALARY RANGE</i>	<i>MARKET MEDIAN EFFECTIVE 10/01/18 Resolution 2018-20 * 09/27/18</i> <i>FY 2018/2019 SALARY RANGE</i>
Administrative Services Manager			\$122,871 - \$159,731/Year \$10,239 - \$13,311/Month	\$120,226 - \$156,293/Year \$10,019 - \$13,024/Month	\$115,713 - \$150,426/Year \$9,643 - \$12,536/Month
Operations Manager			\$122,871 - \$159,731/Year \$10,239 - \$13,311/Month	\$120,226 - \$156,293/Year \$10,019 - \$13,024/Month	\$115,713 - \$150,426/Year \$9,643 - \$12,536/Month



AGENDA ITEM NO. 8.C.

DATE: July 23, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: DISCUSS DISTRICT TREASURER VACANCY AND REVISED DRAFT REQUEST FOR PROPOSAL FOR DISTRICT TREASURER AND/OR PROFESSIONAL ACCOUNTING SERVICES

RECOMMENDATION

Discuss vacancy, consider revised DRAFT RFP, and provide direction to staff.

FISCAL IMPACT - None.

BACKGROUND

Long-time MPWD District Treasurer, Jeff Ira, CPA retired in April. He served the MPWD since 2000. Jeff Ira recommended CPA candidate, Sheldon Chavan.

Month-end professional accounting services for the MPWD continue between staff and C.G. Uhlenberg LLP per the contract, until a decision is made by the Board.

DISCUSSION

During its regular meetings on May 28, 2020 and June 25, 2020, the Board discussed the District Treasurer vacancy. Last month's discussion included the fact that the District Treasurer and professional accounting services have historically been provided by contract at the MPWD. It should also be noted that all other public official positions at the MPWD are by contract—General Manager, District Engineer, and District Counsel.

Direction was provided last month to add another option to include a “hybrid” approach between the RFP for accounting services and a vacancy notice for the District Treasurer position, and breakdown the RFP differentiating between the District Treasurer and professional accounting services.

Therefore, the list of options being considered by the Board was updated accordingly:

1. Interview Sheldon Chavan, CPA, and determine if he should be appointed as District Treasurer.
2. Create a notice for the open District Treasurer position within the MPWD service community and interview candidates.
3. Create and advertise an RFP/RFQ for District Treasurer and professional accounting services and interview candidates.
4. Revise the draft RFP into two (2) distinct tasks--District Treasurer duties and professional accounting services expectations. That revised draft is attached for review.

5. Proceed with a “hybrid” approach—RFP for professional accounting services and notice of vacancy for the District Treasurer position.
6. Do not fill the District Treasurer vacancy.

Staff created a DRAFT notice to fill the District Treasurer vacancy should the Board determine they want to pursue that option.

Attachment: Revised DRAFT RFP for District Treasurer and/or Professional Accounting Services
 DRAFT Notice of Intention to Fill District Treasurer Vacancy

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



3 Dairy Lane
Belmont, CA 94002
(650) 591-8941

REQUEST FOR PROPOSAL (RFP) FOR DISTRICT TREASURER AND/OR PROFESSIONAL ACCOUNTING SERVICES

The Mid-Peninsula Water District (MPWD) seeks the services of a Certified Public Accountant (CPA) or firm to provide District Treasurer and/or professional accounting services for the MPWD in Belmont, California. It is the intent of this RFP to have the successful CPA or firm enter into a Contract for Professional Services with the MPWD to supply the services as outlined herein.

Respondents are directed to either submit one (1) electronic copy of their proposal via email to:

Tammy Rudock, General Manager
Mid-Peninsula Water District
tammyr@midpeninsulawater.org

by 12:00PM on Friday, August 21, 2020.

The MPWD Board of Directors reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the MPWD.

All questions should be transmitted in writing via email by 12:00PM on Monday, August 10, 2020 to the MPWD General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org.

RFP KEY DATES

Request for Proposal Issued.....	July 24, 2020
Deadline for Submitting RFP Questions.....	By 12:00PM on August 10, 2020
Deadline for MPWD's Response to RFP Questions.....	By 4:00PM on August 14, 2020
Due Date for Proposals to MPWD.....	By 12:00PM on August 21, 2020

A. **SCOPE OF SERVICES**

The successful CPA or firm shall agree to contract with the MPWD to provide one (1) or both of the following services—District Treasurer and/or Accounting Services. The following table breaks down the expected services, frequencies, and deliverables:

SERVICE FREQUENCY	DISTRICT TREASURER	ACCOUNTING SERVICES
MONTHLY	<ul style="list-style-type: none"> ➤ Attend all regular and/or special meetings of the Board of Directors and participate as District Treasurer. 	<ul style="list-style-type: none"> ➤ Coordinate with Administrative Services Manager at month-end, when all data entry and reports are ready, and review: <ul style="list-style-type: none"> • A/R summary; • A/P summary; • Bank reconciliation statements and reports; • BNY 2016 COP bank statements and reports; • LAIF statements and reports; • PARS statements related to OPEB and PRSP, and related GASB actuarial report; and • Monthly spreadsheets/work papers, including each account reconciliation. ➤ Identify and investigate any discrepancies with bank statement balances to bank reconciliation reports. ➤ Prepare or review journals entered into general ledger system, including sales journal, general journals for depreciation, insurance, retirement expense, notes payable, miscellaneous bank activities, and investment income/expense, payroll journal, and fund balance adjustments.

		<ul style="list-style-type: none"> ➤ Review internally prepared financial statements and recommend revisions as needed for compliance with GAAP. ➤ Identify and investigate any unusual account activities and resolve with staff.
QUARTERLY	<ul style="list-style-type: none"> ➤ Provide written summary overview report of accounting activities to General Manager. ➤ Attend Board Finance Committee meetings and participate as member (as scheduled). 	
ANNUAL	<ul style="list-style-type: none"> ➤ Prepare special reports as requested by the Board of Directors or General Manager. ➤ Meet with General Manager regarding overall MPWD financial management. 	<ul style="list-style-type: none"> ➤ Work with MPWD's financial auditor regarding accounting inquiries, as needed. ➤ Prepare and timely submit State Controller's report for MPWD. ➤ Prepare special reports as requested by the General Manager.

B. QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be a licensed CPA and in good standing with the State of California;
- Must have an excellent reputation in the CPA professional community (requests for references may be made);
- Must be knowledgeable in governmental accounting, and GASB and GAAP compliance;
- Must have governmental auditing experience;
- Must have experience preparing and submitting annual State Controller's reports;
- Experience working with California special districts and governing bodies is desirable; and
- Must be knowledgeable in the use of automated financial management systems.

C. INSURANCE REQUIREMENTS

Respondents are directed to Section 12 of the Sample Professional Services Agreement.

D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

1. Fee for monthly accounting review services;
2. Fee to attend monthly regular and/or special Board meeting and participate as District Treasurer;
3. Fee to attend Board Finance Committee meetings (as scheduled) and participate as a member; and
4. Fee for quarterly summary reports to General Manager; and
5. Fee for preparation of annual State Controller's report for the MPWD.

CPA or firm should include schedule of hourly rates for other annual items and additional services as requested.

E. RFP SUBMITTAL REQUIREMENTS

Respondents represent that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP, and are capable of performing quality work to achieve the MPWD objectives.

1. Cover Letter. The cover letter should summarize the major points contained in the proposal, and should be signed by an authorized representative of the firm. The Respondent must acknowledge that their Proposal shall be firm for at least ninety (90) days from the due date for the Proposals.
2. List number of years in business, including previous names of the CPA firm, if any.
3. Describe firm, including size, location, number and nature of the professional staff to be assigned to the MPWD, staff experience and training, including a brief resume for each key person listed.
4. Describe pertinent governmental accounting experience (minimum of five [5] years' proven experience).
5. Describe experience in assisting other local government entities, particularly California special districts, and the services provided.
6. List at least three (3) references, including names and telephone numbers for the contacts.
7. Describe additional services offered.
8. List current litigation, outstanding judgments and liens.
9. Fee schedule.
10. State any other costs the MPWD may anticipate relating to the accounting services to be provided.

F. WITHDRAWAL OF PROPOSAL

Submission of a proposal shall constitute a firm offer to MPWD for ninety (90) days from the deadline for receipt of proposals. A Respondent may withdraw its proposal any time before the date and time when proposals are due, without prejudice, by submitting a written request for its withdrawal to the MPWD General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org. A telephone request is not acceptable.

G. SELECTION CRITERIA

1. Knowledge of California special districts and working with governing bodies.

2. Governmental accounting experience, qualifications, and references, including automated financial management systems.
3. Fee schedule.
4. Completeness of response to the RFP.
5. Ability of the CPA or firm to meet or exceed the RFP submittal requirements.

Respondents shall furnish MPWD such additional information as MPWD may reasonably require.

Respondents may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.

H. TERM OF CONTRACT

The contract period for the successful CPA or firm will be from the date of contract award until the terminated sooner in accordance with the Agreement.

Issuance of this RFP and receipt of proposals does not commit the MPWD to award a contract. The MPWD reserves the right to:

1. Revise the RFP Key Dates;
2. Accept or reject any or all proposals received in response to this RFP;
3. Negotiate with any of the CPAs/firms that submitted a response to this RFP; or
4. Cancel all or part of this RFP, and re-issue a new RFP for the subject services.

I. EVALUATION AND AWARD

Contract award, if made, will be made to the Respondent that submits the proposal considered most advantageous to MPWD based on the criteria set forth in Section G above. Respondents shall bear all costs incurred in the preparation of the Proposal and participation in the Proposal process.

J. AGREEMENT FOR PROFESSIONAL SERVICES

The firm selected by MPWD to provide the services outlined in this RFP will be required to execute an Agreement for Professional Services with MPWD. A sample of the general form of this Agreement is attached hereto as Exhibit A so that Respondents will have an opportunity to review the terms and conditions that will be included in the final contractual agreement. If a Respondent desires any additions, deletions or modifications to the form of Agreement, they must submit a request for such additions, deletions or modifications with the proposal. With the exception of any requests for such additions, deletions, and modifications, the Respondent will, by making a proposal, be deemed to have accepted the form of Agreement.

K. CONFIDENTIALITY OF PROPOSALS

The California Public Records Act (California Government Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications, protest or any other written communication between MPWD and the Respondent shall be available to the public.

If the Respondent believes any communication contains trade secrets or other proprietary information that the Respondent believes would cause substantial injury to the Respondent's competitive position if

disclosed, the Respondent shall request that MPWD withhold from disclosure the proprietary or other confidential information by marking each page containing such information as confidential. The Respondent may not designate its entire proposal or bid as confidential. Additionally, Respondent may not designate its cost proposal or any required bid forms or certifications as confidential.

If Respondent requests that MPWD withhold from disclosure information identified as confidential, and MPWD complies with the Respondent's request, Respondent shall assume all responsibility for any challenges resulting from the non-disclosure, indemnify and hold harmless MPWD from and against all damages (including but not limited to attorneys' fees that may be awarded to the party requesting the Respondent information), and pay any and all costs and expenses related to the withholding of Respondent information. Respondent shall not make a claim, sue or maintain any legal action against MPWD or its directors, officers, employees or agents in connection with the withholding from disclosure of Respondent information.

If Respondent does not request that MPWD withhold from disclosure information identified as confidential, MPWD shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to MPWD.

L. CONFLICT OF INTEREST

Respondent represents and warrants that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code §§ 1090 et seq. or §§ 87100 et seq. during the performance of services under this Agreement. Respondent shall promptly disclose any actual or potential conflict of interest to MPWD as soon as Respondent becomes aware of such conflict. Respondent further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

Depending on the nature of the work performed, Respondent may be required to publicly disclose financial interests under MPWD's Conflict of Interest Code. Respondent agrees to promptly submit a Statement of Economic Interest on the form provided by MPWD upon receipt.

No member, officer or employee of MPWD or of any of its member jurisdictions during his/her tenure of office, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds therefrom.

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the ____ day of _____, 2020, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and _____ ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional certified public accounting services and has issued a Request for Proposals dated July 1, 2020, a copy of which is attached and incorporated as Exhibit A; and

WHEREAS, the CONSULTANT desires to furnish such services and has submitted a Proposal dated _____, a copy of which is attached and incorporated as Exhibit B.

NOW, THEREFORE, the parties agree as follows:

1. RENDITION OF SERVICES. The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.
2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services shall consist of the services set forth in Exhibit A.
3. TERM. This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT.

It is understood that the term of the Agreement is subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. COMPENSATION. [TBD]

The CONSULTANT agrees to perform all of the services included in Section 2 in accordance with Exhibits A and B. The total all inclusive sum shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor/subconsultant costs and all other costs and expenses incurred by the CONSULTANT.

5. MANNER OF PAYMENT. CONSULTANT shall submit monthly invoices to the DISTRICT. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

All invoices should be sent to:	Mid-Peninsula Water District 3 Dairy Lane Post Office Box 129
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Belmont, CA 94002
Attn: General Manager

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that _____ shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.
7. DISTRICT REPRESENTATIVE. Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as he shall designate in writing from time to time, shall represent and act for the DISTRICT.
8. CONSULTANT'S STATUS. Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT's shall be one solely between said parties.
9. OWNERSHIP OF WORK. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.
10. CHANGES. The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.
11. RESPONSIBILITY; INDEMNIFICATION. CONSULTANT shall indemnify, keep and save harmless the DISTRICT, and the DISTRICT members, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONSULTANT caused by an act or omission of the CONSULTANT or its employees, subcontractors or agents. CONSULTANT further agrees to defend any and all such actions,

suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If any judgment be rendered against the DISTRICT or any of the other individuals enumerated above in any such action, CONSULTANT shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination of this Agreement.

12. INSURANCE.

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

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

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

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

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

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

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

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

14. NOTICES. All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT's General Manager and the CONSULTANT's _____.

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

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

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, gender identity, disability or national origin. The CONSULTANT shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

MID-PENINSULA WATER DISTRICT

_____ *

By: _____
President of the Board

By: _____

Attest: _____
Secretary for the DISTRICT

Title: _____

APPROVED AS TO FORM:

By: _____

By: _____
Attorney for the DISTRICT

Title: _____

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



**NOTICE OF INTENTION TO FILL A VACANCY
FOR DISTRICT TREASURER
BY APPOINTMENT**

Notice is hereby given that the Mid-Peninsula Water District (MPWD) is accepting applications for appointment to District Treasurer to fill a vacancy created by the retirement of long-time District Treasurer Jeff Ira, CPA, effective April 23, 2020.

The term of the District Treasurer position is from the date of appointment to _____.

Candidates must be at least 18 years of age, reside within the MPWD service area (or within a 5-mile radius of the MPWD service area), and be registered to vote within the MPWD service area (or within a 5-mile radius of the MPWD service area) at the time application is made.

Applications should include:

1. A letter of interest and resume not exceeding 400 words indicating interest, qualifications, background, and other information useful for making an appointment;
2. At least two (2) reference letters but no more than three (3); and
3. A completed FPPC Form 700 "Statement of Economic Interests" available online:
<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Form%20700/2019-2020/Form%20700%202019.2020%20IA.pdf>

By 12:00PM on Friday, August 21, 2020, applicants are directed to submit either one (1) electronic copy of their proposal via email to:

Tammy Rudock, General Manager
Mid-Peninsula Water District
tammyr@midpeninsulwater.org

OR

one (1) paper copy by mail to:

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

At a regular meeting of the MPWD Board of Directors on Thursday, September 24, 2020, at 6:30PM each approved applicant will be asked to make a 5-minute presentation to the Board. The Board meeting will be conducted through a virtual platform and details for access to the meeting will be provided to each applicant the week before the Board meeting.

July 23, 2020

The applicant may be asked to respond to questions the Board may have about their application or presentation. The order in which the applicant will make their presentation will be determined by a random draw by the General Manager before the regular Board meeting.

The Board of Directors may make a decision at the regular meeting or may direct staff to place the matter on a future agenda for action.

All questions should be transmitted in writing via email to the MPWD General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org.

KEY DATES

Notice of Vacancy Posted by MPWD.....	July 24, 2020
Due Date for Applications to MPWD.....	By 12:00PM on August 21, 2020
Board Meeting Presentation by Applicants.....	September 24, 2020



AGENDA ITEM NO. 8.D.

DATE: July 23, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE UPDATE FROM GENERAL MANAGER REGARDING ACTIONS TAKEN DURING COVID-19 PANDEMIC, AND CONSIDER RESOLUTION 2020-24 AUTHORIZING AN EXTENSION THROUGH OCTOBER 22, 2020, OF THE GENERAL MANAGER'S AUTHORITY TO TAKE NECESSARY ACTIONS FOR CONTINUED OPERATIONS OF THE MPWD DUE TO THE COVID-19 DECLARED EMERGENCY

RECOMMENDATION

Receive report and approve Resolution 2020-24.

FISCAL IMPACT – None.

BACKGROUND

Emergencies were declared statewide, locally, and federally because of the recent COVID-19 pandemic:

- On March 4, 2020 by the Governor for California;
- On March 10, 2020 by the San Mateo County Health Officer;
- On March 13, 2020 by the US President; and
- On March 16, 2020, the San Mateo County Health Officer issued an order for individuals to shelter-in-place at their residence unless receiving or providing essential services. It was revised many times always retaining the shelter-in-place order, until June 17th when the order rescinded the shelter-in-place and aligned with the state's reopening guidelines.

The following are actions taken by the General Manager since the declared emergencies:

- On April 14, 2020:
 - Credit card and debit card fees were suspended (and refunded for payments made since March 17, 2020) through the end of this fiscal year (June 30, 2020) or until further notice after discussion with the Board at a future meeting.
- On March 18, 2020:
 - Terminations of service for non-payment were suspended through the end of this fiscal year (June 30, 2020) or until further notice after discussion with the Board at a future meeting.
 - All fees related to late payments were suspended through the end of this fiscal year (June 30, 2020) or until further notice after discussion with the Board at a future meeting.

DISCUSSION

The Board President requested I provide a monthly report on actions taken or decisions made during the declared emergency that were outside of established policy. There have been none since reporting the above actions to the Board last month (and on April 23rd).

However, Resolution 2020-07 Authorizing the General Manager to Take Necessary Actions due to the Covid-19 Pandemic in Recognition of the Federal, State, and Local Declared State of Emergency expires on July 23, 2020. Presently the General Manager is considering a few employee requests, including, for example, the potential for suspension of employee vacation caps (two times what an employee earns each fiscal year), and respectfully requests that the authority be extended for another 90 days, or through October 22, 2020. The COVID-19 pandemic has not ended, and the declared emergencies remain in place. The attached Resolution 2020-24 provides for that extension of authority.

Attachment: Resolution 2020-24

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

RESOLUTION NO. 2020-24**AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY
ACTIONS DUE TO THE COVID-19 PANDEMIC IN RECOGNITION OF THE
FEDERAL, STATE, AND LOCAL DECLARED STATE OF EMERGENCY**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State Emergency as a result of the COVID-19 virus pandemic; and

WHEREAS, on March 10, 2020, the County of San Mateo proclaimed the existence of a local emergency throughout the county as a result of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency and provided recommendations from the Centers for Disease Control; and

WHEREAS, on March 16, 2020, the San Mateo County Health Officer issued a Shelter in Place Order (Order) directing, among other things, all individuals living in the county to shelter at their place of residence except to provide or receive essential services or engage in certain essential activities and work for essential businesses and governmental services; and

WHEREAS, on June 17, 2020 the Order was rescinded and cautiously aligned with the State's reopening guidelines; and

WHEREAS, in its order dated July 14, 2020, the San Mateo County Health Officer reported that "there is evidence of continued significant community transmission of COVID-19 within the County and throughout the Bay Area, including asymptomatic transmission, and continued uncertainty regarding the degree of undetected asymptomatic transmission, scientific evidence, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically"; and

WHEREAS, the Mid-Peninsula Water District (District), which provides water service to residences, businesses, government agencies, and other entities throughout the County, is an Essential Business and performs an Essential Governmental Function and operates Essential Infrastructure, and its employees, consultants and contractors perform Essential Activities, all as defined in the Order; and

WHEREAS, as a result of the federal, state, and local emergency declarations, emergency measures were taken by the General Manager and further emergency measures may be required to be taken to ensure the District can continue to provide a safe and reliable water supply and to protect the safety and health of its employees and the public; and

WHEREAS, because the duration of the declared state of emergencies is unknown and the impacts of COVID-19 continue to change rapidly, the District must be prepared to act quickly, yet thoughtfully, to address these changing circumstances.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District, in light of the recitals set forth above, recognizes that there is a state of emergency within the District's service area and jurisdiction resulting from the COVID-19 pandemic and ratifies the necessary immediate actions taken by the General Manager in response to the impacts of COVID-19 on District operations; and

BE IT FURTHER RESOLVED that the General Manager is authorized to suspend and/or modify administrative procedures, including fees related to customer billing and payments, personnel rules and policies, and procurement policies, to expand paid administrative and sick leave, and to take all other actions necessary to protect District employees and the public and to ensure safe and reliable water supply during the declared national, state, and local emergencies resulting from the COVID-19 pandemic; and

BE IT FURTHER RESOLVED that the General Manager. or designee, is authorized to prepare and submit applications on the District's behalf to federal, state, and local government entities for funding and/or reimbursement related to the fiscal impacts of the COVID-19 pandemic on the District's operations; and

BE IT FURTHER RESOLVED that the General Manager shall comply with all federal, state, and local laws when taking actions authorized by this Resolution, and the General Manager will report the actions and financial impacts of such actions to the Board; and

BE IT FURTHER RESOLVED that this authority granted to the General Manager shall expire on October 22, 2020, or until the emergency declarations are rescinded, whichever comes first, or unless this authority is extended by the Board of Directors.

REGULARLY PASSED AND ADOPTED this 23rd day of July 2020.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

PRESIDENT

ATTEST:

BOARD SECRETARY



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: July 23, 2020

MANAGER'S REPORT

FOLLOW-UP FROM 06/25/2020 REGULAR BOARD MEETING

- The following Contracts for Professional Services were executed:
 - Hanson Bridgett, LLP (District Counsel);
 - John Davidson d/b/a Jrocket77 Design & Marketing (Public relations/outreach/website);
 - Wulff Hansen & Company (Municipal Finance Advisor);
 - Manage Water Consulting, Inc., and Maddaus Water Management, Inc. (2020 UWMP/WSCP);
 - HF&H Consultants, LLC (Water Rate Study);
 - RDN, Inc. (Water Capacity Study); and
 - Tom Hovorka of Keller Williams Peninsula Estate and Cheryl Villanueva of Compass (Market/Sale of 1513-1515 Folger).
- All election documents were signed and submitted to San Mateo County Elections Office for the November 3, 2020 Election.

FOLLOW-UP FROM 05/28/2020 REGULAR BOARD MEETING

- Received recorded Notice of Completion for the Notre Dame Avenue, Cliffside Court, and Tahoe Drive Water Main Replacement and Improvements Project.
- Posted the FY 2020/2021 MPWD Operating & Capital Budgets to the website.
- The FY 2020/2021 MPWD Capital Budget, reformatted to include the approved 2016 COP debit financed and revenue-funded projects, was distributed to the Board and posted to the website.
- Posted the Revised Attachment "A" to the MPWD Water Service Ordinance regarding Rates and Charges, to reflect a 0% water rate adjustment effective July 1, 2020.

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

- Received recorded the Amendment to the Pipeline Easement Agreement and Temporary Construction Easement between the MPWD and Sutter Bay Medical Foundation d/b/a Palo Alto Medical Foundation for Healthcare, Research and Education (San Carlos Center).

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

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

- Posted the updated MPWD Strategic Plan and Director Assignments on the website.
- Posted the approved MPWD Mid-Year Budgets for FY 2019/2020 on the website.

1510 FOLGER PROPERTY ENCROACHMENT ISSUE RESOLVED

The neighbor did not wish to purchase the property that had been encroached upon by them for many years, so the MPWD's contractor installed the new fence just inside the MPWD's surveyed property line, capturing back its property (400+ sq. ft.). Staff worked very hard clearing the overgrown landscaping prior to the fence work and now the property is much more aesthetic and neighborly. The attached "before and after" photos are provided for reference.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

AUGUST 2020 – NO BOARD MEETING SCHEDULED

SEPTEMBER 24, 2020

- Establish Appropriations Limit applicable to the MPWD during Fiscal Year 2020/2021.
- Award Construction Contracts:
 - Phase 1 of the SR 101 Crossing Capital Project—Water Main Construction at PAMF in San Carlos; and
 - El Camino Real Water Main Replacement Capital Project.
- Award Contract for Professional Services for Construction Management and Inspection Services related to the El Camino Real Water Main Replacement Capital Project.
- Authorize Professional Services Contract for Transmission Water Main Assessments.
- Authorize Purchase Sale Agreement between the MPWD and County of San Mateo for the F Street parcel in San Carlos.
- Award Contract for Professional Services for District Treasurer and Professional Accounting Services.
- Approve Water Service Agreement with MidPen Housing Corporation for Affordable Housing and Commercial Retail Development at 1300 El Camino Real in Belmont.
- Approve Water Service Agreement with Windy Hill Property Ventures for Multi-Family Housing and Commercial Retail Development at 1325 Old County Road in Belmont.
- Consider and Approve MPWD OPEB and PRSB Funding Policy.
- Consider and Approve MPWD Emergency Response Plan.
- Receive progress report on annual strategic plan activities.
- Receive BAWSCA report.

OCTOBER 22, 2020

- Receive annual financial audit report for FYE June 30, 2020
- Annual review Catalog of Enterprise Systems.
- Receive General's Manager MPWD annual report for FYE June 30, 2020.
- Receive annual report on reimbursements over \$100 to employees and Board members for FYE June 30, 2020.
- Receive report on Development Revenues Compared to MPWD CIP and Water Conservation Program Expenditures through FYE June 30, 2020.
- Closed Session: General Manager Performance Review.
- Required Ethics training reminder.

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): CANCELED (until September 3, 2020)

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

CSDA Annual Conference (Palm Desert): CANCELED

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

CSDA Annual Conference (Monterey): August 30 – September 2, 2021











TO: Board of Directors

FROM: Candy Pina

DATE: June 25, 2020

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 6/30/2020	BALANCE @7/17/20
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING*	\$414,123	\$192,430
LAIF	\$7,034,977	\$7,234,977
BNY INSTALLMENT ACCOUNT	\$527,454	\$527,454
TOTAL	\$7,977,153	\$7,955,461

Water Revenue Report:

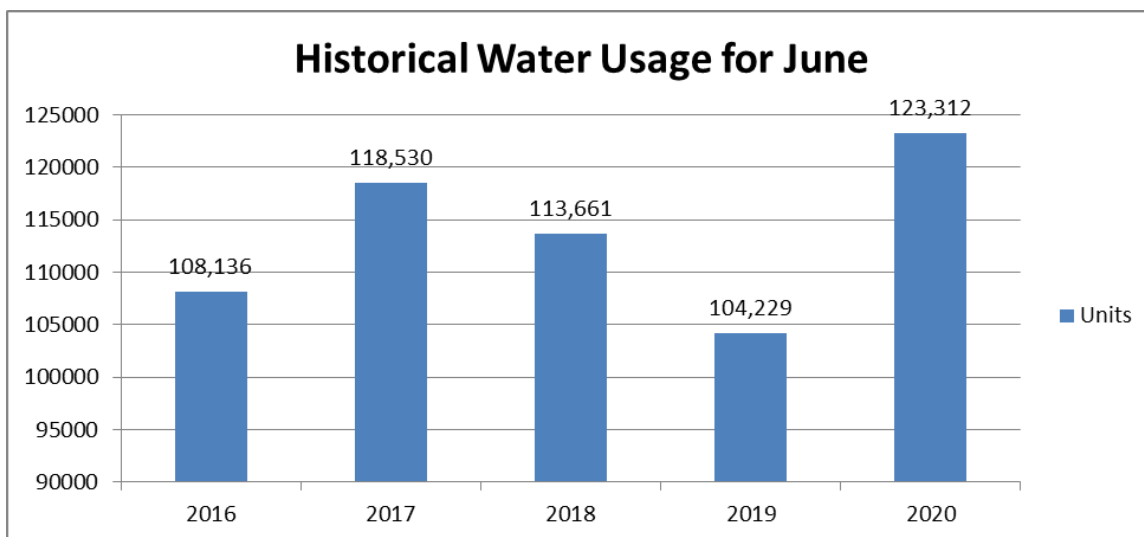
WATER REVENUES for FISCAL YEAR 2019/2020					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	121,093	1,069,535	243,845	1,313,380	1,357
AUG	131,410	1,184,349	262,218	1,446,567	1,364
SEP	132,893	1,209,744	264,656	1,474,400	1,367
OCT	118,671	1,075,887	261,819	1,337,706	1,372
NOV	116,636	1,014,767	261,231	1,275,998	1,330
DEC	86,924	742,321	263,074	1,005,395	1,461
JAN	71,404	610,345	261,351	871,696	1,275
FEB	75,495	642,820	263,201	906,021	1,379
MAR	87,871	749,681	262,780	1,012,461	1,373
APR	85,253	730,741	262,884	993,625	1,372
MAY	100,705	884,146	260,193	1,144,339	1,350
JUN	123,312	1,101,605	262,896	1,364,501	1,385
TOTAL	1,251,667	11,015,941	3,130,148	14,146,089	16,385

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

Zone 2 meters are read on the 1st of each month

Zone 3 meters are read on the 5th

Zones 1, 4, 5, 6, 7, 8 and 9 are read on the 15th
 In the Operations Manager's report, units being reported are based on SFPUC reads, which occurs at 8:00 a.m. on the last day of each month.



CONFERENCES, TRAINING, & MEETINGS:

- 1) Misty Malczon/Candy Pina: 07/01/20 – Leadership Team Meeting
- 2) Candy Pina: 07/14/20 – Meeting with ADP team regarding Employee Evaluation Tool
- 3) Misty Malczon/Candy Pina: 07/20/20 – Kick-Off Meeting with John Farnkopf from HF&H regarding the 2020 Water Rate Study and Financial Plan
- 4) Ron Okada: 07/20/20 – Preparedness Webinar
- 5) Candy Pina: 07/21/20 – Executive Team Meeting
- 6) Misty Malczon/Candy Pina: 07/21/20 – Leadership Team Meeting
- 7) Candy Pina: 07/23/20 – Meeting with Matt Goga from ADP to review Employee Evaluation Tool

PARS OPEB Trust Program & PRSP - June 2020

ACCOUNT SUMMARY							
FISCAL YEAR	Beginning Balance	CONTRIBUTIONS	EARNINGS	Expenses (Trustee/Investment Management Fee)		Ending Balance	Expenses (Administrative Fee)
				Management	Account Transition*		
2014-2015	\$ 368,264.01	\$ 56,925.00	\$ 8,693.45	\$ 965.18	\$ -	\$ 432,917.28	\$ 3,600.00
2015-2016	\$ 432,917.28	\$ 181,575.00	\$ 13,043.87	\$ 1,179.47	\$ -	\$ 626,356.68	\$ 3,600.00
2016-2017	\$ 626,356.68	\$ 108,702.00	\$ 45,569.47	\$ 1,829.05	\$ -	\$ 778,799.10	\$ 3,600.00
2017-2018	\$ 778,799.10	\$ 534,109.67	\$ 39,383.38	\$ 2,693.35	\$ -	\$ 1,349,598.80	\$ 3,600.00
2018-2019	\$ 1,349,598.80	\$ 2,725,000.00	\$ 249,213.95	\$ 7,203.08	\$ 22,190.56	\$ 4,338,800.23	\$ 664.46
2019-2020	\$ 4,338,800.23	\$ -	\$ 168,144.25	\$ 23,312.34	\$ -	\$ 4,483,632.14	\$ 664.46
2014-2020	\$ 368,264.01	\$ 3,606,311.67	\$ 524,048.37	\$ 37,182.47	\$ 22,190.56	\$ 4,483,632.14	\$ 15,064.46
PARS OPEB	\$ 2,641,486.79	\$ -	\$ 102,367.18	\$ 14,192.71	\$ -	\$ 2,729,661.26	\$ -
PARS PENSION	\$ 1,697,313.44	\$ -	\$ 65,777.07	\$ 9,119.63	\$ -	\$ 1,753,970.88	\$ -

* Transferred funds from original PARS OPEB account into the PARS OPEB Trust Program & PRSP account (additional interest earned transferred).

INVESTMENT RETURN - PARS OPEB				
FISCAL YEAR	1-Month	3-Months	1-Year	3-Years Annualized Return
2014-2015	-0.98%	-0.68%	2.18%	6.09%
2015-2016	0.85%	2.09%	2.11%	4.54%
2016-2017	0.29%	2.33%	6.65%	3.63%
2017-2018	0.17%	1.01%	4.43%	4.38%
2018-2019	3.81%	3.17%	6.79%	5.95%
2019-2020**	2.10%	12.79%	3.89%	5.03%

INVESTMENT RETURN - PARS PENSION				
FISCAL YEAR	1-Month	3-Months	1-Year	3-Years Annualized Return
2018-2019	3.81%	3.11%	0.00%	0.00%
2019-2020**	2.10%	12.79%	3.89%	0.00%

** Current Fiscal Year Percentages reflect the percentages as follows: 1-Month is the percentage for the month being reported on; 3-Month % is the last three months being reported on; 1-year is for the last 12 months being reported on; 3-Years Annualized is for the last 36 months being reported on; and 5-Year Annualized Return is for the last 60 months being reported on. So if the month being reported on is March 2020, the following would be true:

1 month = March 2020 %				
3-months = January – March 2020 %				
1 year = April 2019 – March 2020 %				
3-year Annualized Return = April 2017 – March 2020				
5-year Annualized Return = April 2015 – March 2020				

The prior Fiscal years in this report use the same logic as above with June being the month that is reported.

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:

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

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

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

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

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

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

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



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: July 23, 2020

OPERATIONS REPORT – June

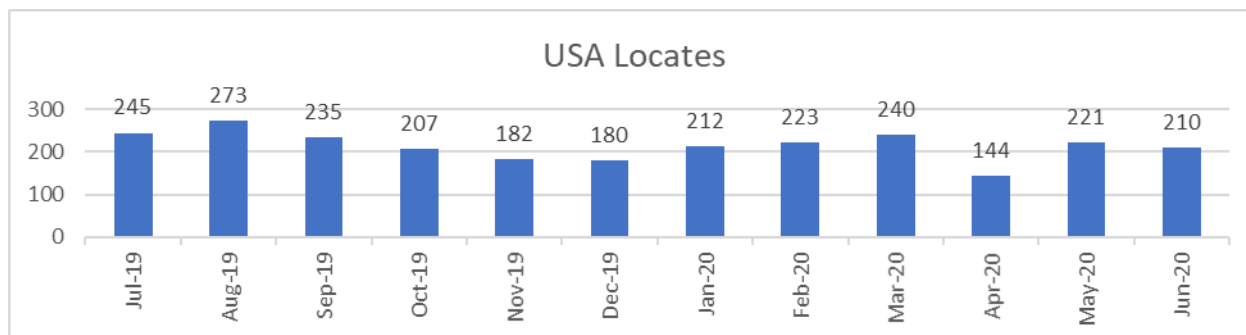
Projects:

- Met with District Engineer and PAMF representative on the site of Phase 1 of District capital project 04-1621-CP as we get closer to soliciting public bids for this construction project;
- Met District Engineer and Surveyor on Mezes Avenue at the old Hersom Tank site to discuss property boundary survey;
- Met at PAMF site of capital project 04-1621-CP with District Engineer and PAMF officials to review 100% plans;
- Completed a service upgrades at 539 South Road and 1651 Robin Whipple Way;
- Completed the paving for a water main repair near 4007 Marsten Avenue;
- Relocated fire hydrant in front of 2019 Belle Monte Avenue following homeowner's front yard work;
- Relocated an air relief/vacuum valve at 11 Tioga within the right of way and working with homeowner on the ARV shroud to better blend with front yard;
- Began the installation of the XiO SCADA hardware for the North Road Regulator;
- Repaired the 2-inch regulator at the Carlmont Regulator station;
- Oversaw a contractor's work to construct new privacy fence at 1510 Folger Avenue;
- Repaired the ½" air supply line to the Dekoven Hydropneumatic Tank station;
- Repaired a service leak for 911/913 Ruth Avenue; and
- Repaired water main near 2402 Monserat Avenue.

Maintenance:

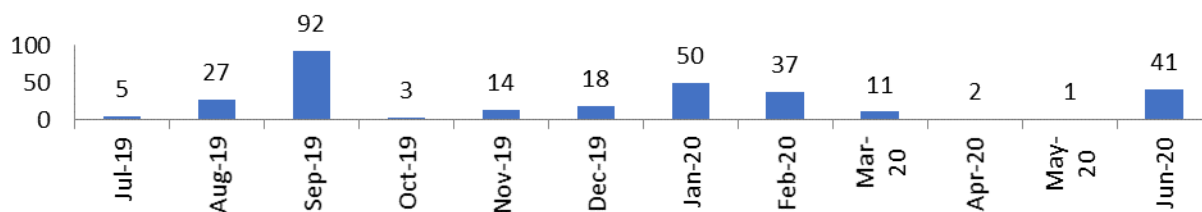
- Cleaned, disinfected and placed the smaller of the two tanks at Dekoven that had been off-line back in service;
- Ops staff performed meter maintenance, which entails potentially digging out water meter (critters) and weeding around water meter boxes in Zones 2 and 9. Only Zone 3 is left to tackle and it is one of the largest zones in terms of area;

- Responded to and completed 210 USA (underground service alerts) requests during the month.



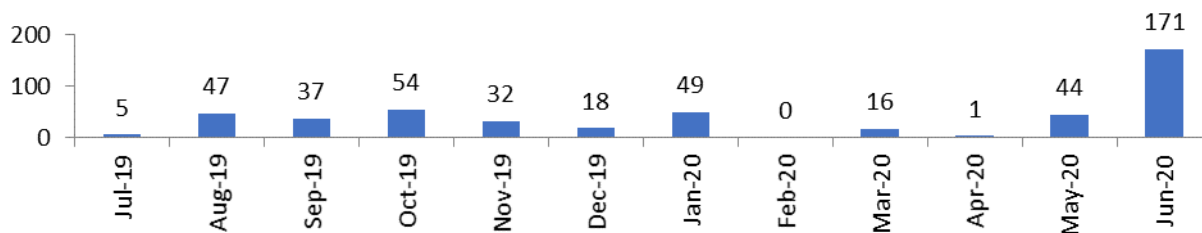
- During the month 41 fire hydrants were serviced. With the end of the fiscal year 301 or the system's 847 fire hydrants, or 36%, received a visit, some maintenance and/or service;

FY 19/20 Hydrant Maintenance *301 of 847 - 36% Serviced



- During the month 171 valves were exercised. With the end of the fiscal year 474 of the system's 2780 valves, or 17%, were exercised;

Valve Maintenance *474 of 2780 - 17% Exercised



- Collected a requisite 44 water samples during the month for bacteriological testing from 11 sample station sites. None of the samples tested positive for total coliform;
- Continued to routinely monitor, less frequently, water system dead-ends continued for disinfectant residual; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues, as often as possible, as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
6/26/20	911/913 Ruth Ave	Service Repair	CIP	1971	<500
6/30/20	2402 Monserat Ave	Main Repair	CIP	1954	<5,000

Development:

Staff is currently working with developers on 54 development projects:

Mixed Use Commercial/Multi-Family Residential: 8

- o 1300 El Camino Real; a 66-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor covering 0.72 acres
- o 1320 El Camino Real; a 15-unit town home residential project (area not provided)
- o 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres
- o 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)
- o 425-501 Old County Road; a 94-unit multi-family residential project (area not provided on our water system improvement plans)
- o 800 Laurel Avenue; a 16-unit town home residential project (area not provided)
- o 800-803 Belmont Avenue; a 125-unit multi-family residential project (area not provided)
- o 815 Old County Road; a 177-unit multi-family residential project (area not provided)

Commercial: 10

- o Plans In Review – 3
- o Plans Through Staff Approval Process – 5
- o Project In Construction – 2
- o

Residential: 36

- o Plans In Review – 16
- o Plans Through Staff Approval Process – 16
- o Project In Construction - 4

Administration:

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

- Had internal meetings to discuss proposed developments in community;
- Met with District Engineer and a surveyor at the abandoned Mezes Tank Site to discuss a survey for the property's boundary and boundary for the current Mezes Tank site as well;
- Internal discussion regarding the re-establishment of a 2-way radio system for normal and emergency use;
- Participated in an after-hours webinar hosted by PG&E on the topic of Public Safety Power Shut-off;
- Internal discussion on staffing situation;
- Held internal reviews for proposals received for the UWMP, Rate Study and Capacity Charge Study;
- Participated in a virtual meeting held by the SFPUC for Wholesale customers;
- Evaluated employee due during month;
- Participating in Agenda Review meetings;
- Participating in Executive Team and Leadership Team meetings; and
- Continue to actively manage power use for pumping operations via SCADA.

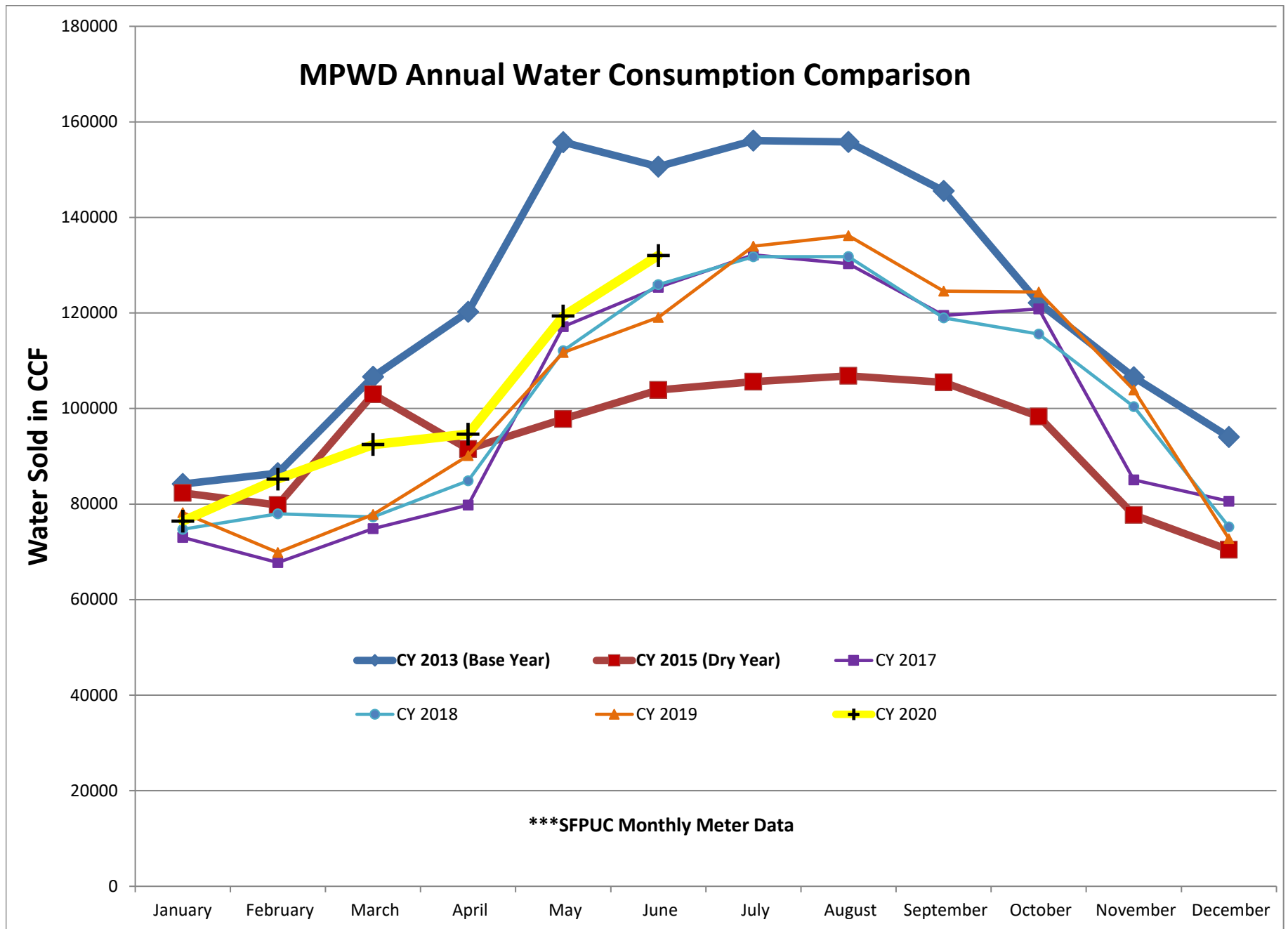
Water Conservation:

Recent 2-Month Comparison Summary

2019/2020 MONTH	2019/2020 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2019/2020 R-GPCD**	2013 R-GPCD
May 2020	119,363	155,736	-23.4%	-12.7%	96.3	122.7
June 2020	132,038	150,614	-12.3%	-12.7%	110.0	122.6

Staff's quarterly update on water conservation activities is attached for the first and second quarters of 2020.

2018/2019 MONTH	2018/2019 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2018/2019 R-GPCD**	2013 R-GPCD
May 2019	111,745	155,736	-28.2%	-17.0%	90.1	122.7
June 2019	119,062	150,614	-20.9%	-17.3%	99.2	122.6





DATE: July 16, 2020

TO: Rene Ramirez, Operations Manager

FROM: Jeanette Kalabolas, Water Conservation Administrative Specialist

SUBJECT: COMBINED 2020 FIRST AND SECOND QUARTER WATER CONSERVATION STAFF REPORT DUE TO COVID-19 PANDEMIC

SUBJECT #1: MPWD Annual Demand Projections Graph Updated

BACKGROUND: In April 2017 staff advised it would share annually with the Board going forward up-to-date informal wholesale customer water demand projections provided BAWSCA to better assist SFPUC in determining rates for the next fiscal year

DISCUSSION: The graph has been updated and attached. As with years past projected calculations were determined by referencing BAWSCA's newly updated Draft Technical Memo #3 where MPWD's water use efficiency has been evaluated and set in Million Gallons per Day (MGD) through 2045. FY20-21 projection volumes were established by converting the agreed 2023 Total Production with Plumbing Code Savings of 2.80 MGD to CCF. July–December 2019 actual sales of 722,075 CCF were provided by SFPUC and January–June 2020 were estimated at 546,926 CCF. This calculation was arrived at by subtracting the Actual Use July-Dec 2019 from the Total Projected Use FY19-20 reported. A graph reflecting FY14-15 through present is attached for reference.

SUBJECT #2: MPWD FY 19-20 Annual Rebate Programs Summary

BACKGROUND: Provide a summary of Fiscal Year High-Efficiency Toilet (HET), Lawn Be Gone (LBG) and Rain Barrel Rebates issued

DISCUSSION: 63 HET's, 3 LBG rebates and 3 rain barrel were paid out in FY 2019-2020. 1 LBG rebate remains pending into the next FY 2020-2021. BAWSCA issued Prop 84 final retention payments reimbursing 5-10% grant funds that the DWR withheld per the 2014 update IRWMP funding agreement in the amount of \$2,005.29 for HET rebates, \$972.04 for LBG rebates and \$491.25 for WM rebates on 6/29/2020. The HET Rebate subscription program terminated June 30, 2020 and the LBG and Rain Barrel programs will continue through June 30, 2021. MPWD will also participate in BAWSCA's New Rachio Smart Irrigation Controllers Rebate Program in FY 2020-2021, as well.

SUBJECT #3: MPWD FY20-21 Water Conservation Campaign

BACKGROUND: Promote and increase knowledge of water resources, use and the need to conserve through public awareness

DISCUSSION: Pre-COVID-19 staff was preparing to launch a 10% voluntary customer call to action. However, after much thought and consideration because of the shelter-in-place orders and more people residing and working from home, staff decided to pause on that idea and maintain the current smart campaign that we've had considerable success with the past few years asking customers to continue to maintain and do their part to save water, advertise available FREE conservation tools and resources, promote existing rebate programs and encourage the use of and enrollment into the Sensus Customer Portal to help monitor home water use. Staff will continue to monitor consumption, as system wide is on the rise since the original Shelter in Place order was issued in March of 2020.

SUBJECT #4: Annual MPWD Waterline Newsletter Set for Summer Release

BACKGROUND: Provide customers via a formal bulletin format, District information of interest in order to improve or maintain public relations

DISCUSSION: Staff has been busy developing a draft of the annual Waterline Newsletter. An outline is in process and will promote the following content – Capital Improvement Projects, water quality, Covid-19, new customer portal features, water conservation, no rate increase, BAWSCA updates, NOVUS Agenda and staff photos captured throughout the year memorializing special events, staff anniversaries and recognitions. The article will post to the website and all customers are set to receive a copy via standard mail.

SUBJECT #5: MPWD Postpones Qualified Water Efficiency Landscape (QWEL) Education Certification Class Scheduled to Start March 18, 2020

BACKGROUND: QWEL is an affordable, local training providing landscape professionals with 20 hours of education on principles of proper plant selection for the local climate, irrigation system design and maintenance, and irrigation system programming and operation

DISCUSSION: MPWD was invited to participate in BAWSCA's FREE landscape education pilot series. The program which consists of 3-days of intensive classroom and field work exercise is offered to local landscape contractors interested in obtaining a green certified professional credential. An exam is administered to students post-instruction and graduates are added to the certified experts list on the WaterSense website acknowledging that they are available for hire. This program already exists in NorCal and is currently led by, Solano County Water Agency in partnership with California Water Efficiency Partnership (CalWEP). Classes are offered in either English or Spanish and BAWSCA is looking to add-on to the existing program through an on-boarding adoption process provided the success of the two test classes. Given the Covid-19 pandemic MPWD's March 2020 course was postponed indefinitely until further notice.

SUBJECT #6: MPWD Cancels Spring/Summer Community Outreach Events due to COVID-19 Shelter in Place Order

BACKGROUND: Inform, educate and share water use efficiency methods by participating each year in a series of routine community sponsored events

DISCUSSION: MPWD was set to participate in a number of local gatherings starting April 2020: Earth Day on April 18, 2020, Public Works Week May 17-23, 2020, American Public Works Association (APWA) Rodeo on April 23, 2020 and National Night Out (NNO) on

August 4, 2020. Hosts gave notice in late-March that all events were cancelled due to the COVID-19 Pandemic. Earth Day was not re-scheduled and will be brought back in 2021. Public Works Week was celebrated virtually as part of a national campaign and both the Silicon Valley Chapter of the APWA Rodeo and NNO events have been rescheduled for the fall of 2021 as the state allows. Staff will continue to monitor the situation and both operations and administrative personnel will attend accordingly if either of these events can safely transpire.

SUBJECT #7: BAWSCA Member Agencies Receive Updated Individual Demand Management Decision Support System (DSS) Models

BACKGROUND: The DSS Model is designed to provide a detailed least cost planning evaluation framework for water demand management programs. In evaluating potential demand management programs, a large number of costs and benefits must be considered. The DSS Model provides a framework for consideration of these costs and benefits in the familiar environment of a spreadsheet

DISCUSSION: BAWSCA's consultant began collecting Agency information and reviewing data provided in 2019 through the use of an excel workbook and survey process. The overall goal of the Demand Study was to develop transparent, defensible, and uniform demand and conservation projections for each BAWSCA member agency using a common methodology that could be implemented to support Agency work assignments (i.e., UWMP, California Making Conservation A Way of Life Initiatives (AB 1668 and SB 606), etc.), update BAWSCA's conservation analysis and water savings projections and support BAWSCA's regional planning efforts and Long-Term Reliable Water Supply Strategy. Service area growth and demand projections were considered and twenty four (24) conservation measures identified for further evaluation. Models were released to Agencies the last week of June and a virtual training was held Monday, June 29, 2020 from 1-3PM. A Quick Start Manual has also been created and is available to help Agencies better understand and navigate planning models provided.

SUBJECT #8: Changes to BAWSCA's Water Conservation Education Programs due to Covid-19 Shelter in Place Order

BACKGROUND: In order to ensure public health and maintain community safety and keep core subscription education programs active during the Covid-19 pandemic BAWSCA's has transitioned a number of its offerings to an online virtual format

DISCUSSION: Earthcapades school assemblies, a program designed to increase children's water awareness integrated its new 2020 Water Quest Show to fit and interactive stage and conversation platform called Crowdcast, which engages students with live performances, pre-recorded routines, Q&A sessions and nature images. Franklin Energy, a leader in energy resources education, will continue to offer its Get Wise Indoor-Outdoor Kits to participating schools starting fall semester that remain interested in this annual opportunity. Franklin's team has assured BAWSCA that staff support and modifications will be readily available to help teachers should they wish to continue use of this valuable lesson should distance learning continue into the 2020-2021 school year. Also, in light of current events BAWSCA Landscape Education Courses moved to an online zoom format. Eleven open webinar classes were held April 8, 2020 through June 13, 2020 on topics such as water-efficient edible gardening, native garden design,

rainwater harvesting, landscape maintenance and leak detection and were free to the public.

SUBJECT #9: BAWSCA Selects New Online Rebate Programs Host

BACKGROUND: In 2016 BAWSCA began utilizing a Regional Conservation Data Management System run by an outside administrator for member Agencies to manage more proficiently the processing of High-Efficiency (HE) Toilet, Lawn Be Gone (LBG), and Rain Barrel rebate applications

DISCUSSION: A new host, Droplet Technologies, which specializes in custom and turnkey Municipalities solution platforms, has been selected to take over the service of rebate management effective July 1, 2020. They will develop, support and maintain the LBG and Rain Barrel application process through streamlined interface technology and all BAWSCA member agencies that participate in at least one of the aforementioned programs will be required at a minimum to use the “new” BAWSCA Rebate Center for the processing of its rebate applications. Each member Agency enrolled will also be responsible for a one-time \$150.00 initial set up fee and monthly licensing charge of \$75.00. The conservation automated user friendly management tool is designed to strengthen program quality and controls, save staff time, educate and encourage community involvement and increase reporting capabilities. BAWSCA began collection of Agency on-boarding data late April 2020. There is also an electronic signature processing preference available at an additional cost should any Agencies wish to take advantage of this option.

SUBJECT #10: Department of Water Resources (DWR) Model Water Efficiency Landscape Ordinance (MWELo) Permitted Practice and Landscape Design Guidelines

BACKGROUND: Due to an influx of recent inquiries the DWR has released a statement and reference outline to help state Agency’s better understand the MWELo signature requirements

DISCUSSION: Because the MWELo DOES have signature requirements as declarations by the applicant or their landscape professionals that the landscape/irrigation was designed and installed per the approved landscape and irrigation plans and because DWR DOES NOT have authority on permitted practice in landscape design and installation, but is tied to MWELo the DWR is recommending that local agencies and others read the Permitted Practice in California Chart created by the CA Department of Consumer Affairs and the division, Landscape Architects Technical Committee (LATC). A copy of the document released has been attached to this report for reference.

SUBJECT #11: Department of Water Resources (DWR) Drought and Water Shortage Risk Explorer Tool

BACKGROUND: Develop a methodology for analyzing risk to identify small water suppliers serving 15 to 2,999 service connections and rural communities that may be at risk of drought or vulnerable to water supply shortages

DISCUSSION: A webinar hosted by DWR was held on May 27, 2020 from 9AM-12PM for informational purposes only and staff participated. DWR through a stakeholder process that began in 2018 and involved state agencies, cities, counties, small communities, smaller water suppliers and other participants helped identify key

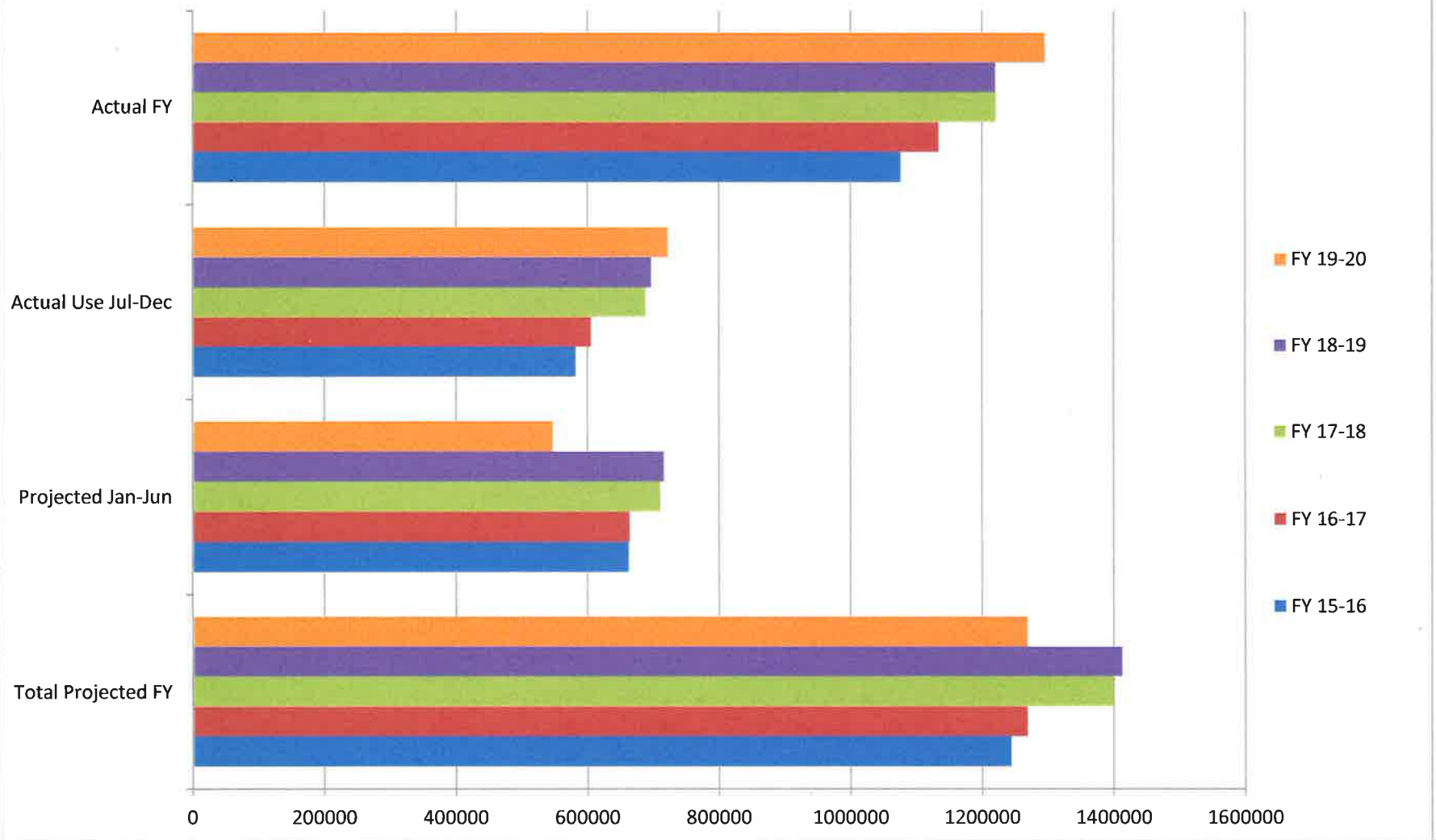
components that were used to create a four-phase model of disaster risk management to aid in the framing of a drought and water shortage planning approach for Agencies serving 2,999 connections or less: (1) Mitigation, Preparation, and Capacity Building; (2) Forecasting and Monitoring; (3) Drought and Water Shortage Response; and (4) Recovery and Relief. In total, 4,100 small water suppliers were examined and results analyzed. The idea behind the recommendations in the draft report released was to incorporate water shortage contingency and emergency response plans into existing planning documents for small water suppliers. By definition, MPWD is considered an Urban Water Supplier and not categorized as a Rural District meaning we are either privately or publicly owned and provide water for municipal purposes either directly or indirectly to more than 3,000 customers and or serve more than 3,000 acre-feet of water annually. Analysis data was presented and a demo of the tool was provided. The Drought and Water Shortage Risk Explorer Tools intention is to help water systems better understand their ranking for potential vulnerability to drought and water shortage. It was also designed to help inform smaller water systems on steps they can take to prepare for future drought and water shortage conditions. If interested in learning more the full report can be viewed by visiting <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Making-Conservation-a-California-Way-of-Life/County-Drought-Planning>.

SUBJECT #12: CA-Nevada AWWA Celebrates 100 Years

BACKGROUND: The CA-Nevada section of the AWWA is a non-profit organization that was founded under the Association of the American Water Works, the largest worldwide scientific and educational association dedicated to providing water management solutions and ensure safe and clean drinking water for everyone in addition to providing training opportunities for drinking water professionals

DISCUSSION: The California-Nevada Section will be celebrating 100 years of service this fall at its upcoming 2020 AWWA-CNS Virtual Conference October 26-29, 2020. Since 1920, California - Nevada AWWA members and volunteers have impacted the industry with their commitment and dedication to leadership, instruction and serving the water community. Organizers are currently working out the details and 100 Years of Serving Members will be marked by the tag, "Roaring into the Millennium and Beyond"! The ad-hoc committee created to aid in the planning is hopeful that prior plans, such as the 100th Anniversary Museum featuring historical highlights and a welcome party can still be incorporated into the virtual event. The original celebration was scheduled to take place this past April at the Annual Spring Conference in Los Angeles, which got pushed to the 2020 fall conference when the Covid-19 virus originally surfaced with CA-Nevada AWWA later making the determination given the present state of social affairs and public gathering guidelines that the conference and 100-Year festivities would shift to a live-stream experience.

BAWSCA Demand Projections Reported to SFPUC in CCF



PERMITTED PRACTICES IN CALIFORNIA

Permitted Practice for Professionals, Practitioners, and Unlicensed Persons

This document has been prepared by the Landscape Architects Technical Committee (LATC), the licensing and regulatory agency for the practice of landscape architecture in California. The purpose of this document is to provide a quick reference regarding the various professionals, practitioners, and unlicensed persons who may offer landscape design services and the permitted scope and/or limitations that pertain to each. Please note that a licensed professional is required when the scope of a particular project demands the applicable professional services. While every effort has been made to ensure the accuracy of this document, it does not have legal effect. Should any difference or error occur, the law will take precedence. For more information, contact the LATC at (916) 575-7230 or latc@dca.ca.gov, or visit www.latc.ca.gov.

LANDSCAPE ARCHITECTS

Hold a professional license to practice landscape architecture

May perform professional services for the purpose of landscape preservation, development, and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of drawings, construction documents and specifications, and responsible construction observation

APPLICABLE STATUTE: Section 5615 of the Business and Professions Code (BPC)

ARCHITECTS

Hold a professional license to practice architecture

May offer, perform, or be in responsible control of, professional services which require the skills of an architect in the planning of sites

APPLICABLE STATUTES: Sections 5500.1 and 5641.3 of the BPC

PROFESSIONAL ENGINEERS

Hold professional registration to practice professional engineering

May perform professional services, as defined under BPC 5615, as long as the work is incidental to an engineering project

APPLICABLE STATUTES: Sections 5615, 5641.3, and 6701 et seq. of the BPC

LANDSCAPE CONTRACTORS

Hold a C-27 (landscaping contractor) license

May design systems and facilities for work to be performed and supervised by that contractor

APPLICABLE REGULATION/STATUTES: Section 832.27 of the California Code of Regulations, Title 16, Division 8 and Section 5641.4 and 7027.5 of the BPC

NURSERY PERSONS

Hold a license to sell nursery stock

May prepare planting plans or drawings as an adjunct to merchandizing nursery stock and related products

APPLICABLE STATUTES: Section 5641.2 of the BPC and Section 6721 et seq. of the Food and Agriculture Code

UNLICENSED PERSONS

Landscape/Garden Designers, etc.

May prepare plans, drawings, and specifications for the selection, placement, or use of plants for single family dwellings

May prepare drawings for the conceptual design and placement of tangible objects and landscape features

May NOT prepare construction documents, details, or specifications for tangible landscape objects or landscape features

May NOT prepare grading and drainage plans for the alteration of sites

Personal Property Owners

May prepare any plans, drawings, or specifications for any property owned by that person

Golf Course Architects

May engage in the practice of, or offer to practice as, a golf course architect

May perform professional services, such as consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and responsible supervision, where the dominant purpose of such services is the design of a golf course, in accordance with accepted professional standards of public health and safety

Irrigation Consultants

May engage in the practice of, or offer to practice as, an irrigation consultant

May perform professional services, such as consultation, investigation, reconnaissance, research, design, preparation of drawings and specifications and responsible supervision, where the dominant purpose of such service is the design of landscape irrigation, in accordance with accepted professional standards of public health and safety

APPLICABLE STATUTES: Sections 5641, 5641.1, 5641.5, 5641.6 of the BPC



TO: Board of Directors

FROM: Joubin Pakpour, PE – Pakpour Consulting Group, Inc.
District Engineer

DATE: July 23, 2020

DISTRICT ENGINEER'S REPORT

NO WRITTEN REPORT THIS MONTH

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

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUALS 7/1/2019 6/30/2020	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES (A)	9,800,000	11,015,941	(1,215,941)	112.4%
FIXED SYSTEM CHARGES	3,000,000	3,130,148	(130,148)	104.3%
FIRE SERVICE CHARGES (B)	14,000	16,385	(2,385)	117.0%
MISC CUSTOMER ACCOUNT FEES (B)	43,000	104,411	(61,411)	242.8%
MISCELLANEOUS OPERATING	25,000	-	25,000	NA
PROPERTY TAX REVENUE '(C)	268,000	400,400	(132,400)	149.4%
TOTAL OPERATING REVENUE	13,150,000	14,667,285	(1,517,285)	111.5%
WATER SYSTEM CAPACITY CHARGES (D)	100,000	338,277	(238,277)	338.3%
WATER DEMAND OFFSET CHARGES (D)	10,000	45,396	(35,396)	454.0%
SERVICE LINE & INSTALLATION CHARGES (D)	10,000	99,395	(89,395)	993.9%
MISCELLANEOUS NON-OPERATING (E)	50,000	70,722	(20,722)	141.4%
INTEREST REVENUE - LAIF (F)	75,000	121,941	(46,941)	162.6%
INTEREST REVENUE - COP (F)	150,000	195,667	(45,667)	130.4%
LEASE OF PHYSICAL PROPERTY (G)	175,000	233,920	(58,920)	133.7%
LANDSCAPE PERMIT REVENUE (H)	1,000	18,320	(17,320)	1832.0%
TOTAL NON-OPERATING REVENUE	571,000	1,123,637	(552,637)	196.8%
TOTAL REVENUE	13,721,000	15,790,922	(2,069,922)	115.1%
	-			
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,069,385	1,888,532	180,853	91.3%
PAYROLL TAXES & BENEFITS	1,414,093	1,134,217	279,876	80.2%
CAPITAL PAYROLL, TAXES & BENEFITS	-	(258,235)	-	0.0%
PURCHASED WATER	5,654,624	5,866,091	(211,467)	103.7%
OUTREACH & EDUCATION	60,000	46,685	13,315	77.8%
M&R - OPS SYSTEM	387,751	335,877	51,874	86.6%
M&R - FACILITIES & EQUIPMENT	162,625	176,638	(14,013)	108.6%
MAJOR MAINTENANCE	35,000	-	35,000	NA
OFFICE SUPPLIES & EQUIPMENT	306,377	332,075	(25,698)	108.4%
MEMBERSHIP & GOV FEES (I)	228,585	264,251	(35,666)	115.6%
BAD DEBT & CLAIMS	30,000	4,723	25,277	15.7%
UTILITIES	326,814	306,454	20,360	93.8%
PROFESSIONAL SERVICES	460,575	481,770	(21,195)	104.6%
TRAINING/TRAVEL & RECRUITMENT	37,500	27,613	9,887	73.6%
RESTRICTED EARNINGS (F)	225,000	317,608	(92,608)	141.2%
DEPRECIATION	970,000	1,048,114	(78,114)	108.1%
DEBT SERVICE TRUSTEE FEES & EXP	-	1,585	(1,585)	N/A
DEBT SERVICE 2016 COPs (J)	1,069,200	1,051,718	17,482	98.4%
TOTAL OPERATING EXPENSES	13,437,528	13,025,715	411,813	96.9%
NET OPERATING SURPLUS/(LOSS)	283,472	2,765,208	(2,481,736)	975.5%
TRANSFER TO CAPITAL	(283,472)	(2,765,208)	2,481,736	975.5%
DEBT SERVICE COVERAGE	1.93	4.06		

- A Water revenues are at 101.2% and water purchases are at 93.6%.
- B Fire Service Fees have increased due to fire service installations.
- C Second half of property tax revenue starting to come in.
- D Recognized revenue for 3 New services installed.
- E Closed 26 meter upgrade installations and 15 Fire Flow tests.
- F LAIF & COP interest higher than expected.
- G Received payment for City of Belmont's Buckland Tank Lease for prior year.
- H Recognized 4 Landscape Review Revenue and 2 Plan Check Review Revenue.
- I LAFCO from July19-Mar20 totals \$6,533 & SWRCBACC increase in dues from prior year totals \$3,802.
- J Includes Debt Service Principal Payment of \$375,000.

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

	30-Jun-20	30-Jun-19	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	8,011,653.22	18,843,040.65	-10,831,387.43	-57.48%
Total COP Funds	11,702,873.02	0.00	0.00	100.0%
Total Accounts Receivable	1,425,297.34	1,180,516.17	244,781.17	20.74%
Total Other Current Assets	215,932.91	201,264.50	14,668.41	7.29%
TOTAL CURRENT ASSETS	21,355,756.49	20,224,821.32	1,130,935.17	5.59%
FIXED ASSETS				
Fixed Assets	51,671,052.29	50,329,338.84	1,341,713.45	2.67%
Accumulated Depreciation	-29,329,845.19	-28,281,731.50	-1,048,113.69	-3.71%
Construction in Progress	4,176,437.07	2,347,431.19	1,829,005.88	77.92%
TOTAL FIXED ASSETS	26,517,644.17	24,395,038.53	2,122,605.64	8.7%
TOTAL OTHER ASSETS	2,226,591.34	2,226,591.34	0.00	0.0%
TOTAL ASSETS	50,099,992.00	46,846,451.19	3,253,540.81	6.95%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	786,641.36	422,846.07	363,795.29	86.04%
Total Other Current Liabilities	1,059,015.85	1,392,100.83	-333,084.98	-23.93%
TOTAL CURRENT LIABILITIES	1,845,657.21	1,814,946.90	30,710.31	1.69%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,175,000.00	17,550,000.00	-375,000.00	-2.14%
Total COP Premium (B)	826,354.90	857,636.50	-31,281.60	-3.65%
Total Other Long Term Liabilities (B)	2,281,061.00	2,281,061.00	0.00	0.0%
TOTAL LONG TERM LIABILITIES	20,282,415.90	20,688,697.50	-406,281.60	-1.96%
TOTAL LIABILITIES	22,128,073.11	22,503,644.40	-375,571.29	-1.67%
EQUITY				
3000 · Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 · RESERVES	7,034,976.55	3,921,895.67	3,113,080.88	79.38%
3940 · Fund Bal Invest in Util Plant	26,517,644.27	24,395,038.53	2,122,605.74	8.7%
Net Assets (A)	-5,580,701.93	-3,974,127.41	-1,606,574.52	-40.43%
TOTAL EQUITY	27,971,918.89	24,342,806.79	3,629,112.10	14.91%
TOTAL LIABILITIES & EQUITY	50,099,992.00	46,846,451.19	3,253,540.81	6.95%

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

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

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

	Jul 19-Jun 20	Jul 18-Jun 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	14,667,285	13,288,967	1,378,318	10.37%
INTEREST INCOME	317,608	452,118	-134,510	-29.75%
CAPITAL CONTRIBUTION	200,161	299,764	-99,603	-33.23%
OTHER INCOME	806,029	686,598	119,431	17.4%
Total Income	15,991,083	14,727,447	1,263,636	8.58%
Expense				
PERSONNEL COSTS	2,764,514	2,760,510	4,004	0.15%
PURCHASED WATER	5,866,091	5,581,289	284,803	5.1%
OUTREACH/EDUCATION	46,685	60,473	-13,788	-22.8%
M&4 - OPS SYSTEMS	335,877	263,452	72,425	27.49%
FACILITIES & EQUIPMENT	176,638	168,540	8,098	4.81%
OFFICE SUPPLIES & EQUIPMENT	332,075	327,401	4,674	1.43%
MEMBERSHIP & GOV FEES	264,251	247,913	16,338	6.59%
BAD DEBT & CLAIMS	4,723	-9,214	13,937	151.26%
UTILITIES	306,454	304,831	1,623	0.53%
PROFESSIONAL SERVICES	481,770	522,511	-40,741	-7.8%
TRAINING & TRAVEL	27,613	76,553	-48,940	-63.93%
Total Expense	10,606,691	10,304,258	302,432	2.94%
Net Ordinary Income	5,384,393	4,423,189	961,204	21.73%
Other Income/Expense				
Other Expense				
DEPRECIATION	1,048,114	938,384	109,730	11.69%
COP Financing Costs	676,718	691,481	-14,762	-2.14%
Total Other Expense	1,726,417	1,629,865	96,552	5.9%
Net Revenue/(Expenses)	3,657,976	2,793,324	864,651	31.0%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-317,607
Capital Contribution	-200,161
Debt Service Principal Payment	-375,000
Total Adjustments to Increase Net Operating Surplus	-892,768

Net Operating Surplus/(Loss) Transfer to Capital	2,765,208
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**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2019-2020
Preliminary Capital Projects**

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 6/30/2020	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
Miscellaneous Capital Improvements*	-	-	-	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	-	-	-	N/A
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	50,000	-	50,000	0.0%
DEPRECIATION	970,000	1,048,114	(78,114)	108.1%
TRANSFER FROM OPS	283,477	2,765,207	(2,481,730)	975.5%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(1,203,477)	(3,813,320)	2,609,843	316.9%
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	-	(50,000)	0.0%
NET RESULTS OF CAPITAL	-	0	(0)	N/A