MID-PENINSULA WATER DISTRICT

BOARD OF DIRECTORS
THURSDAY, JULY 25, 2024 - 6:30 PM

AGENDA

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

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

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

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

1. OPENING

A. Call to Order

B. Establishment of Quorum

C. Pledge of Allegiance

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Recognizing Jonathan Anderson for 25 Years of Service with the District

5. CONSENT AGENDA

All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the

approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the Consent Agenda is acted upon.

A. Approve Minutes for the Regular Board Meeting on June 27, 2024

B. Approve Minutes for Special Board Meeting on June 6, 2024

C. Approve Expenditures from June 1, 2024 through June 30, 2024

D. Consider Authorization of Task Order 25-07 with Pakpour Consulting Group, Inc., for As-Needed Miscellaneous Management Advisor Services in the Amount of $25,000

E. Approve Updated Salary Schedule, Which Includes a 3.0% Living Wage Adjustment to Salary Ranges for All Represented MPWD Personnel Classifications, Effective August 3, 2024, Consistent with the MPWDEA Letter Agreement Dated March 15, 2023

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

6. HEARING AND APPEALS - None

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

A. Receive Final Semi-Annual Reports on 2016 COP Financing through June 30, 2024:
   a. Financial Reconciliation Report and
   b. Capital Project Fund Report, Presented by Dan Bergmann of IGService

B. Consider Resolution No. 2024-14 Approving a $175,000 Increase to the Contingency on the Previously Awarded Construction Contract To C2R Engineering, Inc. for Construction of the Old County Road Phase 1 Improvements and Ralston Avenue Improvements Capital Project (05-1621-Cp), from $441,800 to $616,800, and Increasing the Total Budget from $4,859,100 to $5,034,100

C. Receive MPWD 5-Year CIP for Fiscal Years 2024/2025 through 2029/2030 and Consider Resolution 2024-15 Approving Mid-Peninsula Water District's Capital Improvement Program Summary FY 2024-2025 Update

8. REGULAR BUSINESS AGENDA

A. Receive FY 2023/2024 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities and Brief Overview of MPWD Website Updates, Presented by John Davidson of JRocket77 Graphic Design and Marketing and Tammy Rudock of Pakpour Consulting Group

B. Receive Report on Records Destruction Completed July 10, 2024, Consistent with MPWD Records Retention Policy

C. Review and Approve the MPWD's Response to the San Mateo County Grand Jury's Report issued June 27, 2024, Regarding Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts

D. Consider Resolution 2024-16 Authorizing a Water Service Agreement between the Mid-Peninsula Water District and Belmont Family Apartments, LP for a Multi-Family

Residential Building Located at 803 Belmont Avenue in Belmont, CA

E. Appoint an Alternate to Vote on Behalf of MPWD and Provide Direction on LAFCo Ballot for Special District Alternate Member

F. Receive BAWSCA Update

9. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Month Ending June 30, 2024
2. District Engineer
3. Administrative Services Manager
4. Operations Manager
5. General Manager

B. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code §54956.9 - Nationwide Mutual Insurance Company v. Mid-Peninsula Water District

12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

NEXT REGULAR BOARD MEETING: THURSDAY, SEPTEMBER 26, 2024 AT 6:30PM

MID-PENINSULA WATER DISTRICT

CERTIFICATE OF RECOGNITION

for

JONATHAN ANDERSON

For 25 Years of Dedicated Service to the Mid-Peninsula Water District.

President Matthew P. Zucca

Vice President Catherine M. Jordan

Director Brian Schmidt

Director Kirk R. Wheeler

Director Louis J. Vella

Thank You!

MID-PENINSULA WATER DISTRICT
SERVING YOU SINCE 1929

REGULAR MEETING MINUTES

BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

Thursday, June 27, 2024
Belmont, California

1. Meeting Information

2. OPENING

A. Call to Order

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by Vice President Jordan at 6:28PM

B. Establishment of Quorum

PRESENT: Directors Jordan, Wheeler, Schmidt, Vella
ABSENT: Zucca

A quorum was present.

Also Present: General Manager (GM) Wuelfing, Operations Manager (OM) Ramirez, Management Advisor (MA) Monique Robinson, District Engineer (DE) Joubin Pakpour, and District Treasurer (DT) James Ramsey.

Guests Present: Consultants Tammy Rudock of Pakpour Consulting Group, Tom Biel and Scott Salge of Noll and Tam Architects and John Davidson of JRocket77 Design and Marketing.

C. Pledge of Allegiance

District Engineer Joubin Pakpour led the Pledge of Allegiance.

3. PUBLIC COMMENT

Vice President Jordan asked for any public comment. There were none.

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

Vice President Jordan asked if there were any additions, deletions or items to be pulled from consent. The closed session item was pulled.

5. ACKNOWLEDGEMENTS/PRESENTATIONS

None

6. CONSENT AGENDA

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

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

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

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

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

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

Director Wheeler moved to approve the consent agenda.

Director Schmidt seconded the motion.

Motion approved 4-0-1 4-Ayes, 0-Noes, 1 Absent (Zucca)

7. HEARING AND APPEALS

None

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

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

OM Ramirez provided a brief review of the item asking for approval of Task Order 25-06 with District Engineer Pakpour Consulting Group Inc. for the Harbor Boulevard Water Main Improvement (CIP 20-07) in the amount of $24,300.00.

Board discussion followed.

Director Vella moved to approve Task Order 25-06 with District Engineer Pakpour Consulting Group Inc. for the Harbor Boulevard Water Main Improvement (CIP 20-07) in the amount of $24,300.00.

Director Wheeler seconded the motion.

Roll Call Vote: Motion passed 4-0-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)

9. REGULAR BUSINESS AGENDA

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

GM Wuelfing provided a review of the consolidated election process, including the Resolution, the Administrative Contract and Incumbent list and the San Mateo County Candidate Policy form. Candidates will be required to pay the cost for the candidate statement. The District will be required to pay its share of the cost to participate in the consolidated election. The consolidated election documents must be submitted to the Clerk's office by July 3, 2024.

Director Schmidt moved to approve Resolution 2024-10 with a correction to the Resolution date.

Director Vella seconded the motion.

Roll Call Vote: Motion passed 4-0-1; 4-Ayes, 0-Noes, 1-Absent (Zucca)

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

MA Robinson introduced the item providing the development background and the resources used to create the policy for the MPWD.

Consultant Tammy Rudock provided a thorough review of the policy and the retention schedule.

Board discussion followed.

Director Vella moved to approve Resolution 2024-11, with the change to the year of the strategic plan stated in the Resolution to 2024-2025.

Director Wheeler seconded the motion.

Roll Call Vote: Motion passed; 4-0-1; 4-Ayes, 0-Noes, 1-Absent (Zucca)

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

GM Wuelfing provided a brief introduction followed by a thorough review from Tom Biel.

Mr. Biel reviewed his presentation of the Dairy Lane Headquarters upgrade and the various schemes. He further reviewed the potential reductions in scope.

Board discussion followed.

Some significant changes from previous iterations include:
Training room and a portion of the deck are eliminated. As part of the design process, the floorplan would be revised to appropriately accommodate these changes. Where else can the costs be reduced? The project costs with these potential reductions are still high.

Director Schmidt suggested President Zucca be afforded an opportunity to review and comment on the scope reduction. GM Wuelfing offered to meet with President Zucca and receive his feedback.

GM Wuelfing advised with no change in use the review and approval would still fall under the Community Development Director with the City of Belmont.

All Board members were in favor of further reducing costs by altering the scope and planning for selected elements to be addressed in a second phase of building upgrades.

GM Wuelfing is continuing to work on finding alternative funding sources to support this and other projects, including working with County, State, and Federal representatives.

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

GM Wuelfing advised there were some revisions and additional slides added since the hard copy version provided to Board members; the updated version was provided at the meeting.

DE Pakpour provided a review of the capital project budget.

GM Wuelfing provided further discussion of MPWD average monthly water bills for single family residences in context with other local water agencies, and review of their rate increases in recent past years. The analysis showed other Bay Area agencies have recently been increasing rates more than the MPWD.

A review of several potential rate increase scenarios was discussed. All models have various assumptions included. The proposed rate increases do not assume receipt of significant capacity charges, grants, or other funding sources.

It may be reasonable to consider a demand deposit State and Local Government Series (SLG), which is an IRS product that allows interest earnings but avoid arbitrage. Wulff Hansen suggested the financing of at least $10 million due to the cost of the financing, with utilization of a demand deposit SLG.

Board discussion followed: The rates presented assume no grants, no project cost cutting, no capacity charges. The total financing anticipated is $30 million.

Board gave direction to use 5-year $50 million CIP budget, include higher January rate increase and lower July and subsequent years. Bring the HFH rate consultant to present the rate study. Aim for a 19% increase in January. GM Wuelfing to have a follow-up discussion with President Zucca given that he was not in attendance at this meeting.

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

DT Ramsey reviewed the FY 2024 -2025 Operating and Capital Budgets. He reviewed the changes made following the May 2024 Board meeting. Significant capital items include $400,000 for capital related equipment, $4,030,000 in PayGo Capital Projects, and $4,154,858 in debt financed Capital Projects.

Director Schmidt moved to approve Resolution 2024-12 approving Fiscal Year 2024/2025 Operating and Capital budgets.

Director Vella seconded the motion.

Roll Call Vote: Motion Passed: 4-0-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)

F. Identify Date for Rate Study Session Special Meeting

GM Wuelfing proposed dates to include the various partners available to attend. Tuesday, July 23, 5:30PM. All Directors stated they are available.

GM will confirm tomorrow morning via email.

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

OM Ramirez gave a brief review of the report.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Month Ending May 31, 2024

DT Ramsey provided an overview of the report. We are at 92% of the budget target for the year.

2. District Engineer

DE Pakpour provided a review of the capital project update.

3. Administrative Services Manager

GM Wuelfing provided a brief overview of the ASM report.

4. Operations Manager

OM Ramirez provided a brief overview of the report.

5. General Manager

GM Wuelfing provided a brief review of the report.

B. Director Reports

Director Schmidt read an interesting scientific article about PFAS. UV light treatment in

brine destroys PFAS.

Director Wheeler attended HIA this month where there was discussion about electrification of CalTrain and the Finance Committee meeting.

Director Vella attended the Finance Committee meeting.

11. COMMUNICATIONS

None

12. CLOSED SESSION- pulled from agenda

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

13. RECONVENE TO OPEN SESSION - pulled from agenda

14. ADJOURNMENT

Vice President Jordan adjourned the meeting at 10:17PM

_____

DISTRICT SECRETARY

APPROVED:

_____

BOARD PRESIDENT

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

MEETING MINUTES

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

THURSDAY, JUNE 6, 2024 - 6:30 PM
BELMONT, CALIFORNIA

Location: 1075 Old County Road, Suite A, Belmont, CA | Teleconference Locations:
Hotel Internazionale, Via Dell'Indipendenza 60, Bologna Italia; 1 Phyllis Court, Belmont, CA

1. OPENING

A. Call to Order

The Board president called the meeting to order at 6:30PM

B. Establishment of Quorum

Present: Directors Zucca, Jordan, Wheeler, Schmidt
Via Zoom: Director Vella

A quorum was present.

Also present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Monique Madrid, District Counsel Catherine Groves, District Engineer Brandon Laurie, District Treasurer James Ramsey

C. Pledge of Allegiance

Director Wheeler led the Pledge of Allegiance.

3. PUBLIC COMMENT

None

4. AGENDA REVIEW: ADDITIONS/DELETIONS

None

5. REGULAR BUSINESS AGENDA

A. Receive Report on Preliminary Draft Capital Improvement Program (CIP) Update and Preliminary 5-Year CIP Budget

GM Wuelfing introduced the item and turned it over to Brandon Laurie of PCG. Brandon provided a review of the Preliminary Draft Capital Improvement Program update and Preliminary 5-year CIP budget. Ten projects were added at staff request and two projects are under design.

Additional information on the CIP update will be provided at the regular board meeting in July.

GM Wuelfing and District Treasurer James Ramsey provided a review of the preliminary 5-year CIP budget.

Board discussion followed.

The Board received the report. No action was taken.

B. Study Session on Potential Customer Rate Updates

GM Wuelfing provided a review of the Power Point presentation of the Study Session on potential customer rate updates.

A review of past rate increases occurred, including the past 5-years having only been pass through of SFPUC increases.

A review of Consultant HF&H study objectives and challenges occurred, including revenue requirement projections. Several revenue increase scenarios were reviewed.

Cost of service scenarios were reviewed.

Board discussion followed.

The Board asked for alternatives to consider for project specific information on risk analysis related to what can be delayed without concern of seismic failure and other serious concerns. The Board also asked to consider less expensive choices for the Dairy Lane project.

A request was made for PCG and staff to review and better articulate the criticality of the projects identified within the preliminary 5-year CIP and consider if any could be delayed.

C. Other Topics for the Good of the Order
None

6. ADJOURNMENT

President Zucca adjourned the meeting at 8:02PM

_____
DISTRICT SECRETARY

APPROVED:

_____
BOARD PRESIDENT

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

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Acwa Health Care	ACWA JPIA	EAP - JULY 2024	06/07/2024	103433	49.60
Acwa Health Care	ACWA JPIA	MEDICAL - JULY 2024	06/07/2024	103433	27,069.02
Acwa Life/Ad&D	ACWA JPIA	LIFE - JULY 2024	06/07/2024	103433	633.03
Acwa Vision	ACWA JPIA	VISION - JULY 2024	06/07/2024	103433	426.40
Awca Dental	ACWA JPIA	DENTAL - JULY 2024	06/07/2024	103433	2,454.36
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	06/21/2024	103465	251.35
Buildings & Grounds	AIRGAS, LLC	BOTTLE FILLED	06/21/2024	103465	330.58
Buildings & Grounds	BAY POINTE LANDSCAPE	CLEAN UP @ FOLGER - LABOR AND DEBRIS DISPOSAL	06/14/2024	103451	3,650.00
Buildings & Grounds	BAY POINTE LANDSCAPE	MONTHLY SERVICE - DAIRY LANE - APRIL 2024	06/14/2024	103451	1,425.00
Buildings & Grounds	HASSETT HARDWARE	PARTS TO FIX MODEL FROM LEAKING	06/07/2024	103438	141.87
Buildings & Grounds	HOME DEPOT	PARTS TO FIX MODEL FROM LEAKING	06/07/2024	103439	53.61
Buildings & Grounds	HOME DEPOT	FAUCET, WATER LINE COUPLING (SHOP SINK & BATHROOM)	06/14/2024	103455	169.75
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION @ DAIRY LANE - MAY 2024	06/07/2024	103445	887.62
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	06/12/2024	103463	2,887.95
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	06/12/2024	103463	4,122.60
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	06/28/2024	103492	2,887.95
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	06/28/2024	103492	4,847.41
Construction in Progress	4 LEAF, INC.	OCR WATER MAIN IMPROVEMENTS	06/28/2024	103475	73,434.19
Construction in Progress	4 LEAF, INC.	OCR WATER MAIN IMPROVEMENTS	06/28/2024	103475	514.50
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 - HARBOR BLVD WMI PROJECT	06/14/2024	103456	3,336.38
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1621-CP - OCR WMI PROJECT	06/14/2024	103456	10,345.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 - DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	06/14/2024	103456	3,472.88
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	MAY 2024 CIVIC PAY & MUNICIPAL PAYMENTS	06/28/2024	103486	4,522.40
Director Travel	UMPQUA BANK	HOTEL ACWA CONFERENCE - KIRK WHEELER	06/28/2024	103488	1,231.36
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - JULY 2024	06/07/2024	103433	7,609.27
Dues & Publications	CALGOVHR	MEMBERSHIP THROUGH 07-01-2025	06/07/2024	39184	75.00
Dues & Publications	SAN MATEO COUNTY EMERGENCY MANAGERS ASSOCIATION	SMC EMER MGR ASSN DUES - RENEWAL	06/07/2024	39188	300.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	06/28/2024	103488	0.99
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	06/28/2024	103488	110.00
Employee Safety	ALPINE AWARDS ACCOUNTING	HATS & BEANIES	06/07/2024	39182	1,339.07
Employee Safety	UNITED RENTAL	AIR SNIFFER (GAS DETECTOR)	06/14/2024	39195	883.40
Employee Service Recognition	UMPQUA BANK	EMPLOYEE APPRECIATION DINNER	06/28/2024	103488	7,531.44
Employee Service Recognition	UMPQUA BANK	SUMMER BBQ PICNIC SPACE RENTAL	06/28/2024	103488	163.70
Employee Service Recognition	UMPQUA BANK	EMP APPRECIATION DINNER GIFT CARDS	06/28/2024	103488	435.65
Employee Travel/Training	CHRIS MICHAELIS	WATER OP RECERT TRAINING	06/21/2024	39199	443.50
Employee Travel/Training	UMPQUA BANK	CSDA ANNUAL CONFERENCE REGISTRATION	06/28/2024	103488	775.00
Employee Travel/Training	UMPQUA BANK	HOTEL ACWA CONFERENCE	06/28/2024	103488	1,051.36
Employee Travel/Training	UMPQUA BANK	FLIGHT FOR CSDA GM SUMMIT CONFERENCE	06/28/2024	103488	370.96
Employee Travel/Training	UMPQUA BANK	FOOD FOR STAFF TRAINING - TO BE REIMBURSED	06/28/2024	103488	204.34
Employee Travel/Training	UMPQUA BANK	FOOD FOR STAFF TRAINING - TO BE REIMBURSED	06/28/2024	103488	407.12
Employee Travel/Training	UMPQUA BANK	UWI CONFERENCE REGISTRATION	06/28/2024	103488	525.00
Employee Travel/Training	UMPQUA BANK	PARKING ACWA CONFERENCE	06/28/2024	103488	120.00
Equipment & Tools	HASSETT HARDWARE	FACE SHIELD	06/07/2024	103438	54.93
Equipment & Tools	HOME DEPOT	PACKOUT BOXES FOR REG PARTS	06/14/2024	103455	128.78
Equipment & Tools	HOME DEPOT	PIPE WRENCH, SCREW DRIVERS, PLIERS, LEVELS, TOOLS FOR NEW GUYS	06/21/2024	103469	218.63
Equipment & Tools	HOME DEPOT	TOOLS FOR KIA, CMAX, 798	06/21/2024	103469	424.82
Equipment & Tools	MATCO TOOLS	ELECTRICAL PLIERS	06/28/2024	39205	43.64
Equipment & Tools	MATCO TOOLS	TOOLS - HEX SET	06/28/2024	39205	241.12
Equipment & Tools	MATCO TOOLS	TOOL UPDATE	06/28/2024	39205	1,148.38
Equipment & Tools	MATCO TOOLS	TOOL UPDATE	06/28/2024	39205	328.11
Equipment & Tools	PACE SUPPLY CORP	TOOLS	06/28/2024	103483	244.78
Equipment & Tools	UNDERGROUND REPUBLIC WATER WORKS	FLARING TOOL	06/21/2024	103473	52.94

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

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Acwa Health Care	ACWA JPIA	EAP - JULY 2024	06/07/2024	103433	49.60
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT	06/28/2024	103481	18.10
Equipment Services/Maintenance	PITNEY BOWES INC	PITNEY BOWES MAINTENANCE AGREEMENT	06/28/2024	39206	171.41
Fuel	VALLEY OIL COMPANY	FUEL	06/21/2024	103474	4,048.54
Gov'T Fees & Licenses	METRO MOBILE COMMUNICATIONS	RADIO LICENSE FEE & RECALIPER	06/14/2024	39192	3,620.00
Gov'T Fees & Licenses	CHRIS MICHAELIS	RECERTIFICATION	06/07/2024	39186	80.00
Insurance-Liability/Vehicle	ACWA JPIA	ANNUAL PREMIUM - M025 EXCESS CRIME POLICY 7-1-24 THRU 06-30-25	06/28/2024	103476	781.00
Lawn-Be-Gone Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	LAWN BE GONE POST INSPECTION 1741 FRANCIS - ID #3535	06/28/2024	39204	105.00
Lawn-Be-Gone Rebates	JOHN SELIN	LAWN BE GONE REBATE - 1741 FRANCIS COURT	06/14/2024	39193	2,532.00
Mains/Distribution	CORE & MAIN LP	SADDLE	06/28/2024	103477	245.63
Meeting Expenses	UMPQUA BANK	MEETING - MM & TR - REVIEW UPDATE PROJECT FOR PERSONNEL MANUAL	06/28/2024	103488	191.52
Meeting Expenses	UMPQUA BANK	PLANNING MEETING - KLW, MM, TR	06/28/2024	103488	110.00
Meeting Expenses	UMPQUA BANK	BOARD MTG DINNER 05-23-24	06/28/2024	103488	232.94
Meters & Service	AQUA-METRIC SALES CO.	METERS	06/28/2024	39202	4,590.06
Meters & Service	HASSETT HARDWARE	PART FOR SERVICE'S REPAIR TRUCK 805	06/07/2024	103438	37.90
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	90 DEGREE BENDS, NIPPLES	06/14/2024	103460	564.44
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	ANGLE STOPS, ADAPTERS	06/14/2024	103460	2,007.82
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOXES	06/14/2024	103460	1,898.76
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	BALL VALVES	06/28/2024	103489	1,476.56
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	SADDLE	06/28/2024	103489	227.59
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/07/2024	103441	21.60
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/07/2024	103441	53.70
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/07/2024	103441	419.71
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/07/2024	103441	101.55
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/21/2024	103470	89.97
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/28/2024	103482	14.80
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/28/2024	103482	40.18
Office Supplies	OFFICE DEPOT, INC.	UPS BATTERY BACKUPS FOR ADMIN	06/28/2024	103482	747.77
Office Supplies	PITNEY BOWES INC	NEW POSTAGE METER	06/28/2024	39206	5,184.92
Payroll Clearing A/C	adp	ER TAXES	06/12/2024	103464	29,905.30
Payroll Clearing A/C	adp	ER DD	06/12/2024	103464	62,978.81
Payroll Clearing A/C	adp	EE/ER TAXES	06/28/2024	103491	30,940.82
Payroll Clearing A/C	adp	DIRECT DEPOSIT	06/28/2024	103491	65,709.67
Payroll Clearing A/C	Health Equity	HSA	06/12/2024	103461	1,631.99
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	06/12/2024	103461	76.70
Payroll Clearing A/C	Health Equity	HSA	06/28/2024	103493	1,631.99
Payroll Clearing A/C	ICMA contributions	457B	06/12/2024	103462	5,160.54
Payroll Clearing A/C	ICMA contributions	457B	06/28/2024	103494	5,759.19
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR NOV 2023 WATER BILLS	06/07/2024	103436	2,838.62
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR JAN 2024 REMINDER NOTICES	06/07/2024	103436	196.54
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR MAY 2024 WATER BILLS	06/21/2024	103467	2,849.76
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR JUNE 2024 REMINDER NOTICES	06/21/2024	103467	175.59
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JAN 2024 REMINDER NOTICES	06/07/2024	103444	280.41
Prof Serv - Customer Billing	RAY MORGAN COMPANY	MAY 2024 WATER BILLS	06/21/2024	103472	1,983.16
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JUNE 2024 REMINDER NOTICES	06/21/2024	103472	279.75
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MAY 2024 - MONTHLY RETAINER	06/14/2024	103454	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MAY 2024 - CONTRACTS	06/14/2024	103454	813.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MAY 2024 - LABOR - GENERAL	06/14/2024	103454	76.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MAY 2024 - EMPLOYEE BENEFITS	06/14/2024	103454	2,326.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MAY 2024 - FINANCIAL MATTERS	06/14/2024	103454	1,861.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MAY 2024 - ADMINISTRATION	06/14/2024	103454	4,658.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.08 - UPDATE STD PLANS & SPECS	06/14/2024	103456	107.63

MID-PENINSULA WATER DISTRICT
1075 Old County Road, Suite A, Belmont, CA 94002
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MidPeninsulaWater.org

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Acwa Health Care	ACWA JPIA	EAP - JULY 2024	06/07/2024	103433	49.60
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 - DEVELOPMENT REVIEW	06/14/2024	103456	1,372.88
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - MISC PROJECTS	06/14/2024	103456	1,501.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DIST SYSTEM ANALYSIS	06/14/2024	103456	1,858.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 - RETAINER	06/14/2024	103456	1,000.00
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES - MARCH 2024	06/07/2024	103447	787.50
Prof Serv - It	STEPFORD BUSINESS, INC.	MONTHLY IT SERVICES - JUNE 2024	06/07/2024	103447	2,768.00
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES - MAY 2024	06/14/2024	103458	2,800.00
Prof Serv - Miscellaneous	ACTUARIAL RETIREMENT CONSULTING	GASB 75 VALUATION	06/07/2024	103432	2,750.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	PRINTING & POSTAGE FOR PROP 218 30-DAY NOTICE	06/07/2024	103435	4,802.42
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	FMP MANUAL PRINT	06/07/2024	103435	2,113.30
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	95TH ANNIVERSARY PIN ORDER	06/14/2024	103452	259.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	MARKETING, DESIGN, WEBSITE SERVICES - JUNE 2024	06/14/2024	103452	4,500.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	PRINTING CCR	06/28/2024	103478	8,612.18
Prof Serv - Miscellaneous	EIDE BAILLY LLP	DISTRICT TREASURER SERVICES - MAY 2024	06/21/2024	103468	10,880.00
Prof Serv - Miscellaneous	HF & H CONSULTANTS, LLC	RATE CONSULTANTS - 2024 UPDATE	06/28/2024	103480	2,550.00
Prof Serv - Miscellaneous	SPATIAL WAVE, INC.	ANNUAL SOFTWARE SUBSCRIPTION SERVICE FEE	06/21/2024	39200	15,000.00
Prof Serv - Miscellaneous	VOLER STRATEGIC ADVISORS, INC.	SUPPORT FOR OBTAINING STATE FUNDING FOR PROJECTS	06/07/2024	39189	12,000.00
Prof Serv - Miscellaneous	WULFF, HANSEN & CO.	FMP REVIEW SERVICES	06/07/2024	103448	5,500.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 - PERSONNEL POLICY UPDATE	06/07/2024	103442	1,842.75
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 - MISC - PERSONNEL	06/07/2024	103442	273.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 - RECORDS RETENTION POLICY	06/07/2024	103442	4,436.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 - FINANCIAL MGMT PLAN	06/07/2024	103442	2,047.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 - MISC - ADMINISTRATION	06/07/2024	103442	136.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 - MISC - WEBSITE/PR/PUBLIC OUTREACH	06/07/2024	103442	4,026.75
Prof Serv - Recruiting	GALLAGHER BENEFIT SERVICES, INC.	MONTHLY CONSULTING SERVICES - ASM RECRUITING SERVICES	06/28/2024	103479	6,250.00
Prof Serv - Recruiting	GALLAGHER BENEFIT SERVICES, INC.	MAY ASM RECRUITING SERVICES	06/28/2024	103479	6,250.00
Prof Serv - Recruiting	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	RECRUITMENT	06/07/2024	39187	206.00
Prof Serv - Recruiting	UMPQUA BANK	RECRUITMENT BACKGROUND CHECK	06/28/2024	103488	121.00
PROPERTY LEASE	SWEDCOM CORPORATION	RENT FOR OCR - JULY 2024	06/28/2024	103487	12,238.00
Public Outreach & Education	FASTSIGNS SAN MATEO	MPWD STREET BANNER	06/14/2024	103453	1,521.60
Pumping	FASTRAK	TOLL CROSSING TO PICK UP AIR SNIFFER	06/21/2024	39198	7.00
Replacement for 4/14 incident	CREATIVE SECURITY COMPANY, INC;	ON SITE SECURITY DUE TO THEFT @ DAIRY LANE	06/21/2024	103466	6,344.00
Replacement for 4/14 incident	CREATIVE SECURITY COMPANY, INC;	UPGRADED SECURITY DUE TO THEFT @ DAIRY LANE	06/21/2024	103466	5,150.00
Replacement for 4/14 incident	CREATIVE SECURITY COMPANY, INC;	UPGRADED SECURITY DUE TO THEFT @ DAIRY LANE	06/21/2024	103466	3,900.00
Replacement for 4/14 incident	HASSETT HARDWARE	REPLACE STOLEN EQUIPMENT	06/07/2024	103438	809.95
Replacement for 4/14 incident	HOME DEPOT	REPLACE PACKOUT BOXES THAT GOT STOLEN	06/14/2024	103455	320.99
Replacement for 4/14 incident	INTERSTATE TRAFFIC CONTROL INC	SAFETY CONES REPLACED DUE TO THEFT	06/14/2024	39191	367.50
Replacement for 4/14 incident	UMPQUA BANK	WINDOWS FOR 801 & 802	06/28/2024	103488	672.92
Replacement for 4/14 incident	UMPQUA BANK	TRUCKS REKEYED	06/28/2024	103488	2,190.00
Replacement for 4/14 incident	UMPQUA BANK	PHYSICAL VEHICLE INSPECTIONS FOR TRK 787 AFTER RECOVERY	06/28/2024	103488	390.00
Retirees' Acwa Health Care	ACWA JPIA	RETIREES - JULY 2024	06/07/2024	103433	10,351.76
Scada Maintenance	TELSTAR INSTRUMENTS	UPGRADE FOR X10 TUNNEL PUMP PROJECT	06/14/2024	103459	700.00
Scada Maintenance	XIO, INC.	SCADA MAINTENANCE - JUNE 2024	06/07/2024	103449	666.00
Scada Maintenance	XIO, INC.	SCADA MAINTENANCE - MAY 2024	06/07/2024	103449	666.00
Scada Maintenance	XIO, INC.	SCADA MAINTENANCE	06/28/2024	103490	666.00
School Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	EARTHCAPADES SCHOOL ASSEMBLY CONSERVATION PROGRAM	06/28/2024	39204	3,970.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	BATTERY REPLACEMENT	06/07/2024	103446	105.63
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	ID PHOTO BADGES	06/14/2024	103457	21.88
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	GATE CLICKERS	06/28/2024	103485	328.13
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	NEW SECURITY AT DAIRY LANE	06/28/2024	103485	10,000.31
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	MONITORING AT DAIRY LANE	06/28/2024	103485	288.80

MID-PENINSULA WATER DISTRICT
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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Acwa Health Care	ACWA JPIA	EAP - JULY 2024	06/07/2024	103433	49.60
Security & Safety	UMPQUA BANK	SECURE ID BADGE HOLDERS	06/28/2024	103488	65.88
Smart Irrigation Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	SMART CONTROLLER PROGRAM - MAY	06/28/2024	39204	164.42
Software Licenses	ESRI INC	ARCMAP & SPATIAL ANALYST LICENSES	06/07/2024	103437	1,975.00
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 06-11-2024	06/21/2024	39201	189.33
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	06/21/2024	103471	564.33
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	06/21/2024	103471	583.66
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	06/28/2024	103484	3,901.50
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	06/28/2024	103484	133.50
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	06/28/2024	103484	573.80
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	06/28/2024	103484	31,460.29
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	06/07/2024	103443	8.65
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	06/21/2024	103471	74.82
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR	06/21/2024	103471	1,062.23
Utilities - Internet/Cable	ACC BUSINESS	INTERNET - OCR	06/21/2024	39196	187.73
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/07/2024	39183	29.12
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/07/2024	39183	29.12
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/21/2024	39197	29.40
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/21/2024	39197	75.92
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/28/2024	39203	29.58
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/28/2024	39203	29.12
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	06/28/2024	39203	57.36
Utilities - Internet/Cable	AT&T	SCADA ANALOG LINE	06/28/2024	39203	804.91
Utilities - Internet/Cable	COMCAST	INTERNET FOR DAIRY LANE AND VARIOUS TANK, PUMP & REGULATOR SITES	06/07/2024	103434	986.45
Vehicle & Large Equip	INTERSTATE BATTERY SYSTEM, INC.	BATTERIES (789)	06/14/2024	39190	316.62
Vehicle & Large Equip	TOWNE FORD SALES	OIL (806)	06/14/2024	39194	47.92
Vehicle & Large Equip	TOWNE FORD SALES	RADIATOR, OIL FILTERS, AIR FILTERS, & FUSES (806, 807, 800, 805)	06/14/2024	39194	1,083.68
Vehicle & Large Equip	TOWNE FORD SALES	OIL & OIL FILTERS	06/28/2024	39207	58.69
Water Conservation Program	GLOBAL SUN LANDSCAPE	GSL WELO REVIEWS: 2108 ARTHUR AVE & 2704 WEMBERLEY DR	06/07/2024	39185	130.50
Water Conservation Program	GLOBAL SUN LANDSCAPE	GSL WELO REVIEWS: 2108 ARTHUR AVE & 2704 WEMBERLEY DR	06/07/2024	39185	130.50
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATES	06/07/2024	103440	465.00

MID-PENINSULA
WATER DISTRICT

AGENDA ITEM NO. 5.D.

DATE: July 25, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER AUTHORIZATION OF TASK ORDER 25-07 WITH PAKPOUR CONSULTING GROUP, INC., FOR AS-NEEDED MISCELLANEOUS MANAGEMENT ADVISOR SERVICES IN THE AMOUNT OF $25,000

RECOMMENDATION

That the Board authorizes the General Manager to sign Task Order 25-07 with Pakpour Consulting Group, Inc. (PCG) for fiscal year 2024/2025 for as-needed miscellaneous management advisor services in the amount of $25,000.

FISCAL IMPACT

The fiscal impact for this task order is budgeted in the District's FY 2024/2025 operating budget under Professional Services – Management Consultant, line item 710-7105-00-00. This is a budgeted item under an existing contract, and therefore included under consent.

At the June 2024 Board Meeting, the Board approved Task Orders 25-01 through 25-07 with PCG for District Engineer services, totaling $164,300, but did not include any management advisor services.

DISCUSSION

On April 27, 2023, the Board approved Resolution 2023-11 Authorizing a Contract for Management Advisory Consulting Services Between the MPWD and PCG, in the amount of $150,000. Under the existing authorized scope, Tammy Rudock, working as a consultant with PCG completed several projects including development of the Financial Management Policy manual, and development of the Records Retention Policy and first stage of implementation, working with John Davidson to update the MPWD website, and is currently supporting the update to the MPWD Personnel Manual. She has additionally supported the District with human resources related tasks including reviewing and summarizing water system operator candidate applications and scheduling interviews, and being available for questions and background on other human resources-related topics.

The proposed Task Order is for up to $25,000 of additional support for miscellaneous management advisor services. It is anticipated that these services could include being available for additional questions, providing District background, and other general support in which she has expertise. No larger projects along the line of policy or manual development are anticipated at this time, and if such larger tasks are requested they would be anticipated to be done under separate Task Orders.

Attachments: Task Order 25-07

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

UNANIMOUS____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA____

Mid-Peninsula Water District
Task Order Form

Title: Complete Miscellaneous Management Advisor Services		Page 1 of 1

1. Consultant: Pakpour Consulting Group, Inc.	**2. Reference Contract No. & Date:** Contract for Professional Services April 27, 2023
3. Task Order No.: 25-07	**4. Task Order Type:** Management Advisory Consulting Services

5. Period Of Performance:
Services through duration of project

6. Cost History	COST	FEE	TOTAL
This Action Amount		$ 25,000.00	$ 25,000.00
Previously Approved Amount		$ 25,000.00	$ 25,000.00
NEW TOTAL	$ -	$ 50,000.00	$ 50,000.00

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

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

As needed Miscellaneous Management Advisor services as assigned by the District.

8. T. O. Documentation Requirements: Update to District expense tracking sheet for professional services.	**9. Schedule/Deliverables:** As Needed

10. Payment Provisions:

District will remit payment upon receipt of monthly invoice from District Engineer.

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

AUTHORIZED SIGNATURES

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

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO.5.E.

DATE: July 25, 2024

TO: Board of Directors

FROM: Alison Bell, Administrative Services Manager

SUBJECT: APPROVE UPDATED SALARY SCHEDULE, WHICH INCLUDES A 3.0% LIVING WAGE ADJUSTMENT TO SALARY RANGES FOR ALL REPRESENTED MPWD PERSONNEL CLASSIFICATIONS, EFFECTIVE AUGUST 3, 2024, CONSISTENT WITH THE MPWDEA LETTER AGREEMENT DATED MARCH 15, 2023.

RECOMMENDATION

Approve the salary schedule for fiscal year 2024-2025.

FISCAL IMPACT

The change in salary ranges only directly (i.e., immediately) affects employees that are currently within 3% of the bottom of their respective salary range. Currently three employees fall within this range and their salaries would be increased to be equal to the bottom of their position classification's range. Collectively across all three employees, this would result in an increased annual compensation of $13,247.

BACKGROUND

The Board ratified the March 23, 2023, letter agreement between the MPWD and the MPWD Employees Association at its March 23, 2023, regular meeting. Section 3 of that letter agreement provided as follows:

Annual Classification Salary Range Adjustments: Annual living wage adjustments to salary ranges for all employee classifications equal to the San Francisco/Oakland/San Jose CPI for Urban Wage Earners, U.S. Department of Labor Statistics/Western Office. The measurement period will be the preceding fiscal year (July 1 through June 30) and be considered each year and approved by the Board of Directors, effective the first full payroll period after August 1 in 2023, August 1, 2024, August 1, 2025, and August 1, 2026.

DISCUSSION

An updated Salary Schedule reflecting the proposed adjustments for all employee position salary ranges is provided as an attachment.

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, 2023, through June 30, 2024) was 3.0% (see attached table). It was calculated by averaging the 2023 HALF2—July through December and the 2024 HALF1—January through June from the BLS table.

Therefore, per the letter agreement, the Board should consider applying and approving 3.0% increase to the salary ranges for all represented employee classifications, effective August 3, 2024 (i.e., the beginning of the first full payroll period after August 1, 2024).

It is further recommended that the Board consider applying and approving a 3.0% living wage adjustment to the salary ranges for MPWD's unrepresented Management Exempt personnel classifications. No increase has been applied to unrepresented positions that are not currently filled by staff (i.e., Accountant, Chief Financial Officer, and Assistant General Manager).

The General Manager's salary is shown as actual current salary plus the 2.5% "automatic annual salary adjustment for all employees" per the March 23, 2023, letter agreement, rather than a range.

Attachments: Updated Salary Schedule, dated July 14, 2023
CPI for San Francisco-Oakland-San Jose Urban Wage Earners, U.S. Department of Labor/BLS

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

SALARY SCHEDULE
EFFECTIVE AUGUST 3, 2024, AT 12:01AM

CLASSIFICATION	ANNUAL SALARY RANGE
Non-Exempt	
ADMINISTRATIVE ASSISTANT	$73,472 - $96,162/Year
MAINTENANCE TECHNICIAN	$73,472 - $96,162/Year
ADMINISTRATIVE SPECIALIST	$89,679 - $118,852/Year
WATER SYSTEM OPERATOR	$89,679 - $118,852/Year
LEAD OPERATOR	$102,645 - $133,978/Year
MANAGEMENT ANALYST	$102,645 - $133,978/Year
OPERATIONS PROJECT COORDINATOR	$112,369 - $146,944/Year
WATER RESOURCES COORDINATOR	$112,369 - $146,944/Year
ADMINISTRATIVE SUPERVISOR	$114,530 - $150,185/Year
OPERATIONS SUPERVISOR	$130,737 - $170,714/Year
Exempt	
ACCOUNTANT	$104,900 - $136,370/Year
CHIEF FINANCIAL OFFICER	$139,517 - $181,477/Year
ADMINSTRATIVE SERVICES MANAGER	$158,829 - $207,450/Year
OPERATIONS MANAGER	$158,829 - $207,450/Year
ASSISTANT GENERAL MANAGER	$173,085 - $225,535/Year
MANAGEMENT ADVISOR	$206,370 - $267,957/Year
GENERAL MANAGER	$225,500/Year

U.S. BUREAU OF LABOR STATISTICS

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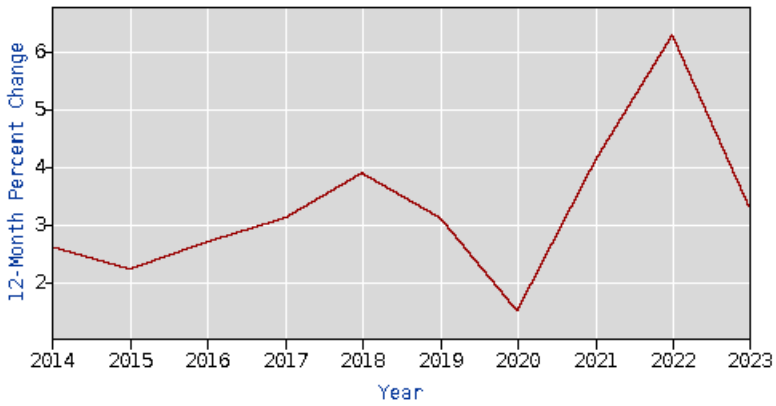
Databases, Tables & Calculators by Subject

Change Output Options: From: 2014 To: 2024 GO
include graphs include annual averages More Formatting Options

12-Month Percent Change
Series Id: CWURS49BSA0,CWUSS49BSA0
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
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		0.9		2.2	1.5	1.6	1.4
2021		1.8		4.1		4.3		4.9		5.2		5.5	4.1	3.1	5.1
2022		6.5		6.5		7.6		6.0		6.4		4.6	6.3	6.7	6.0
2023		4.9		3.6		2.3		3.3		2.5		2.8	3.3	3.8	2.8
2024		2.9		4.0		3.0								3.2	

Bureau of Labor Statistics Data (bls.gov)

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 5.F.

DATE: July 25, 2024

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

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

RECOMMENDATION
Receive verbal report.

FISCAL IMPACT
None.

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

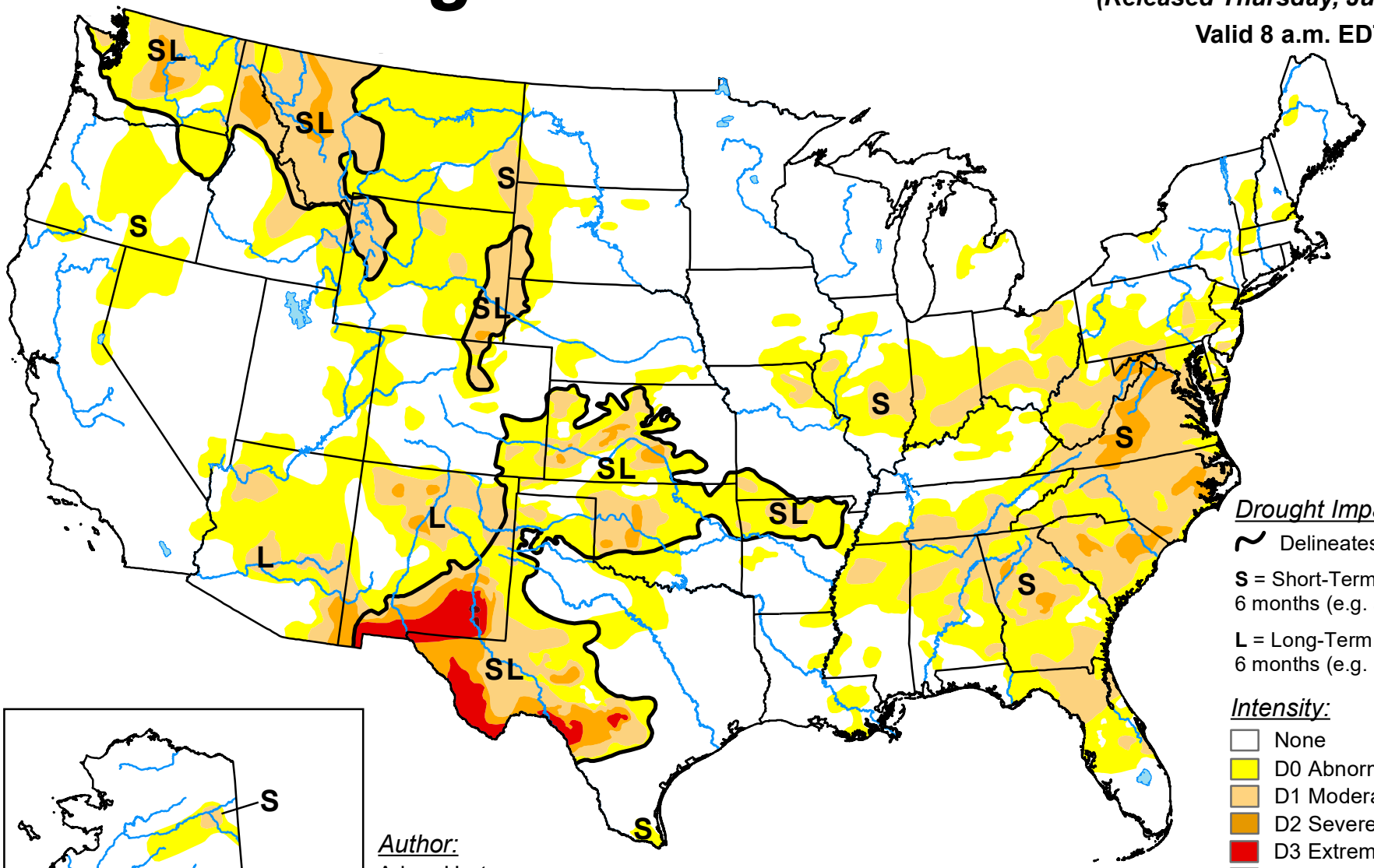
UNANIMOUS___ ZUCCA____ JORDAN____ SCHMIDT____ WHEELER____ VELLA _____

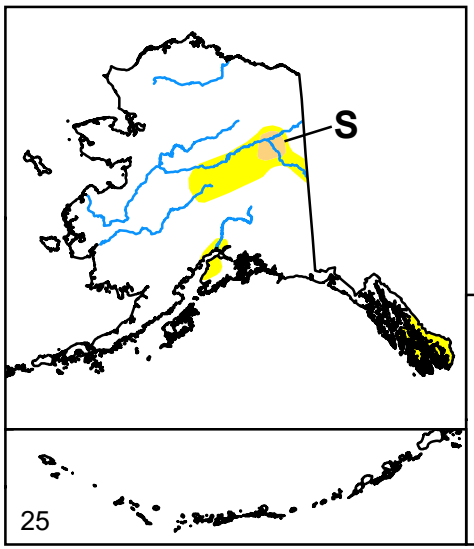
U.S. Drought Monitor

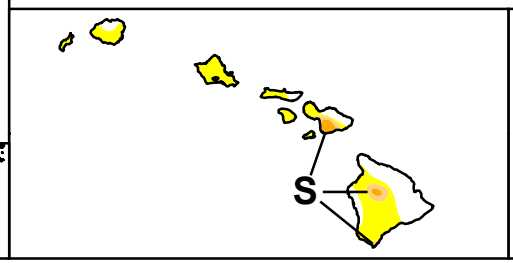
July 2, 2024

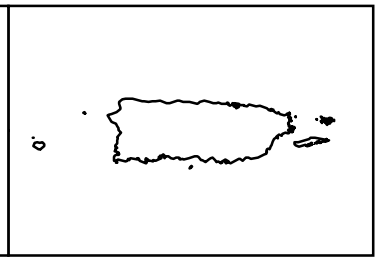
(Released Thursday, Jul. 4, 2024)

Valid 8 a.m. EDT









Drought Impact Types:

Delineates dominant impacts

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

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

Intensity:

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

Author:

Adam Hartman

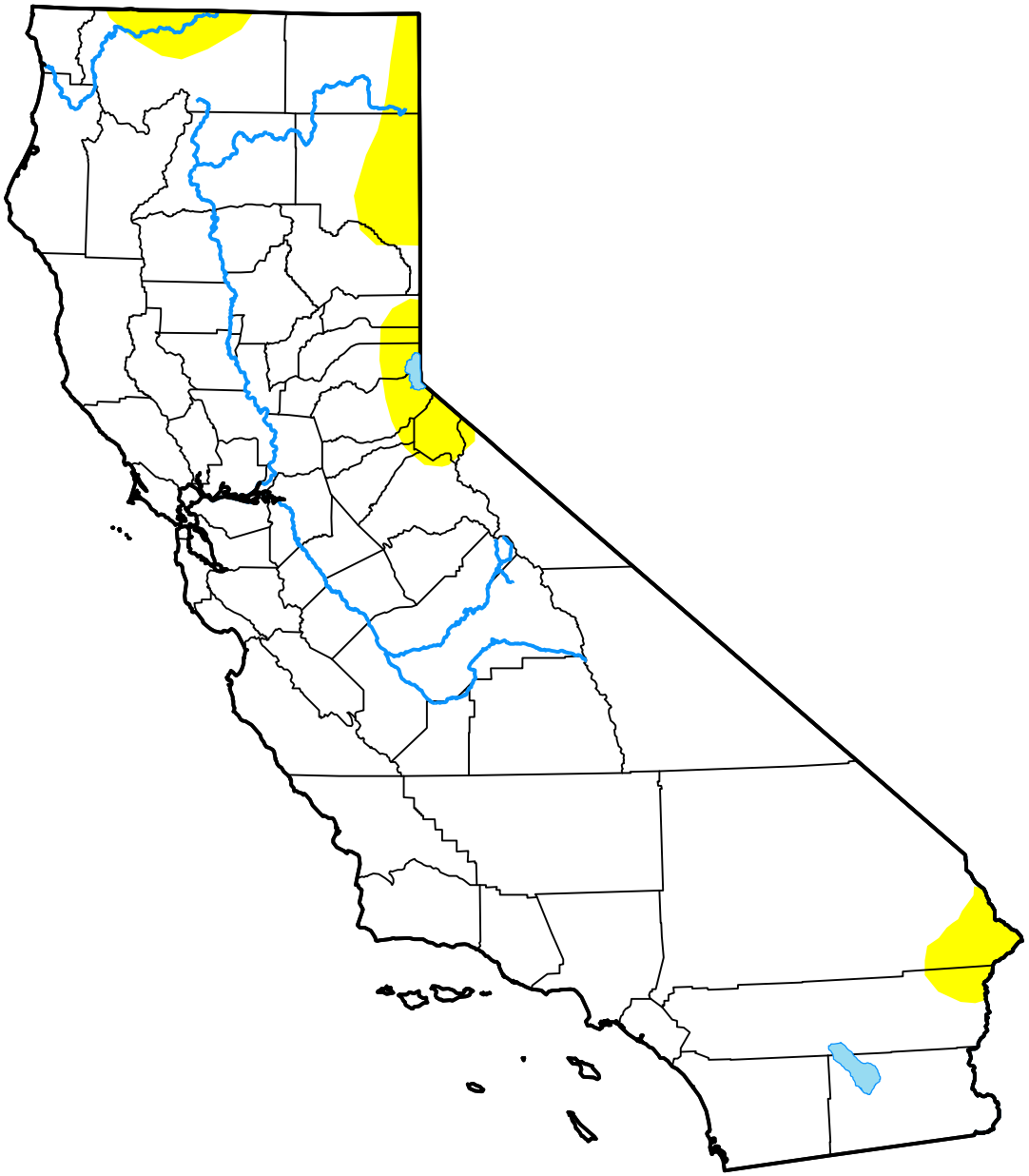
NOAA/NWS/NCEP/CPC

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

USDA NDMC NOAA

droughtmonitor.unl.edu

U.S. Drought Monitor
California



July 2, 2024
(Released Thursday, Jul. 4, 2024)
Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	94.25	5.75	0.00	0.00	0.00	0.00
Last Week *06-25-2024*	97.18	2.82	0.00	0.00	0.00	0.00
3 Months Ago *04-02-2024*	95.46	4.54	0.00	0.00	0.00	0.00
Start of Calendar Year *01-02-2024*	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year *09-26-2023*	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago *07-04-2023*	71.95	28.05	4.63	0.00	0.00	0.00

Intensity:

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

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

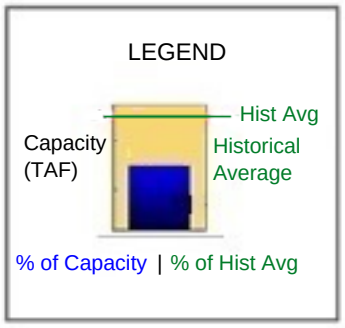
Author:
Adam Hartman
NOAA/NWS/NCEP/CPC

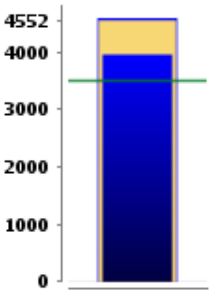
droughtmonitor.unl.edu

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

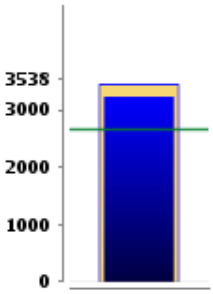
Midnight - July 2, 2024

CURRENT CONDITIONS

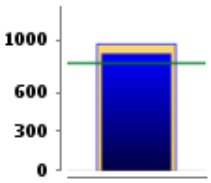




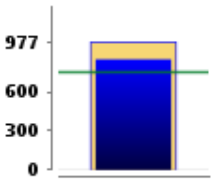
87% | 113%
Shasta



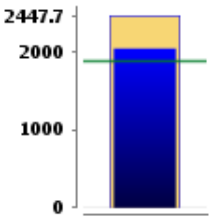
94% | 121%
Oroville



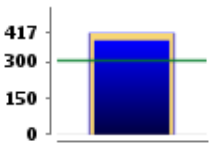
93% | 109%
New Bullards Bar



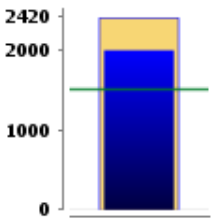
87% | 114%
Folsom



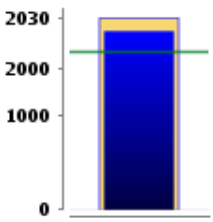
83% | 109%
Trinity



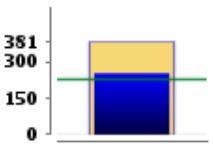
93% | 128%
Camanche



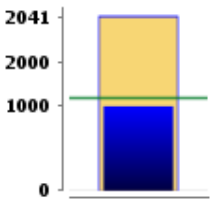
83% | 133%
New Melones



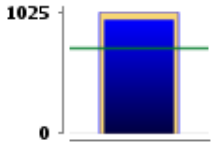
93% | 114%
Don Pedro



66% | 111%
Sonoma

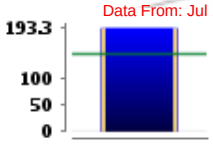


49% | 91%
San Luis

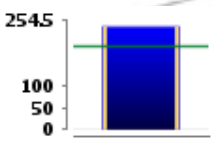


94% | 133%
McClure

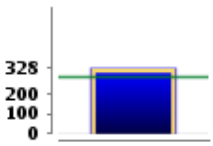
Data From: Jul 1



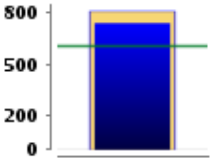
101%| 135%
Cachuma



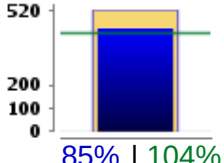
100%| 123%
Casitas



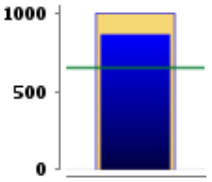
93% | 108%
Castaic



92% | 122%
Diamond Valley



85% | 104%
Millerton



87% | 132%
Pine Flat

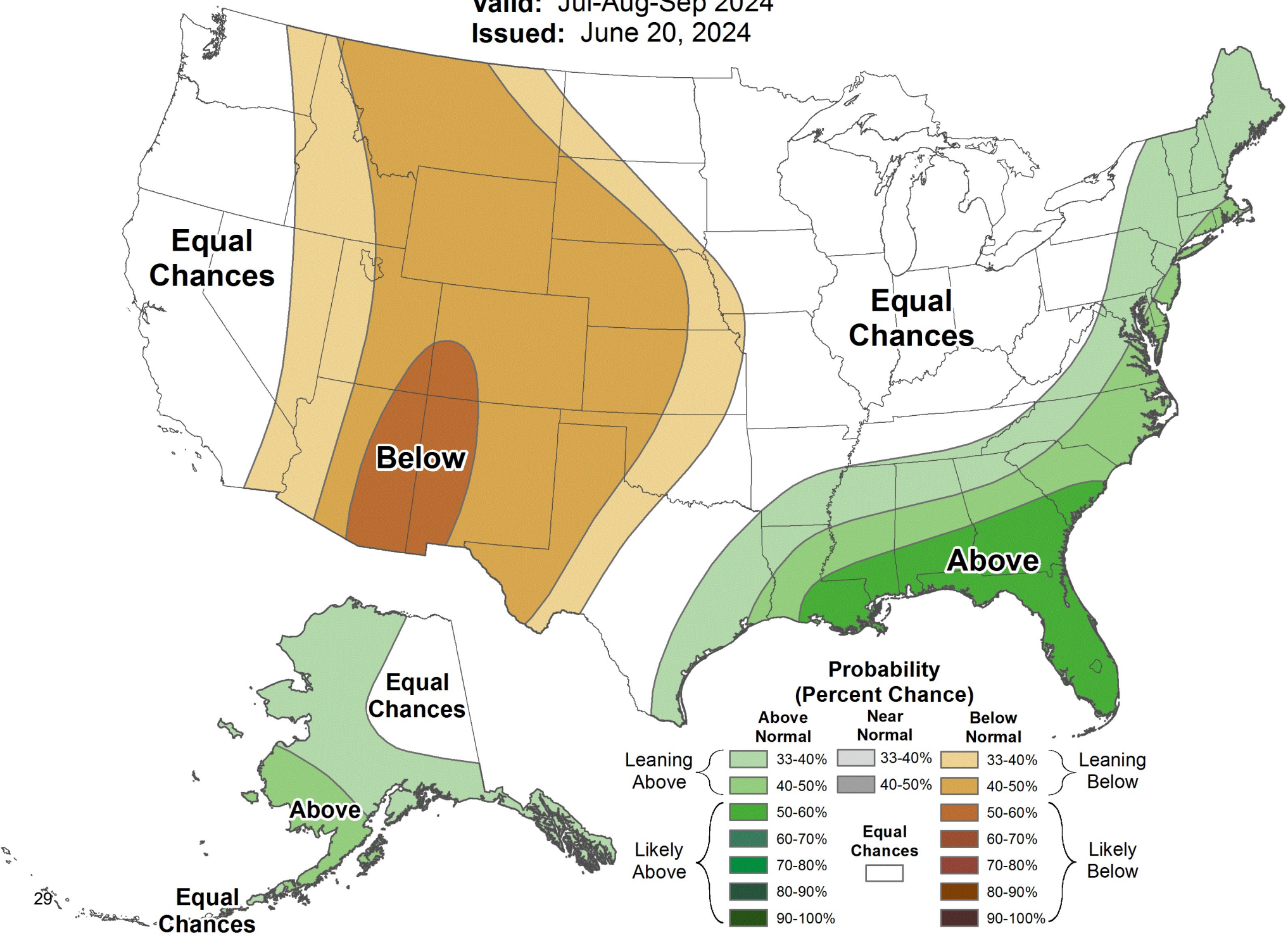
Updated 07/03/2024 09:48 AM

Precip Data Ending 4pm on	July 1, 2023 to June 23, 2024					Last Year on June 30, 2023		
	To Date			Full Season				
City	Rainfall July 1 to June 23 (inches)	Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal	Rainfall to (inches)	Rainfall Normal (inches)	% Normal
San Francisco Downtown	25.82	22.87	113%	22.89	113%	34.18	22.89	149%
SFO Airport	20.19	19.62	103%	19.64	103%	31.66	19.64	161%
Oakland	16.34	18.66	88%	18.68	87%	31.05	18.68	166%
San Jose	17.15	13.46	127%	13.48	127%	15.82	13.48	117%
Sacramento - CSUS	18.16	19.18	95%	19.20	95%	26.62	19+.2	139%
Modesto	18.01	12.26	147%	12.27	147%	19.74	12.27	161%
Fresno	10.18	10.98	93%	10.99	93%	17.83	10.99	162%
Bakersfield	7.91	6.36	124%	6.36	124%	10.26	6.36	161%
Santa Barbara	25.46	17.24	148%	17.25	148%	28.65	17.25	166%
LAX Airport	22.21	12.22	182%	12.23	182%	23.97	12.23	196%
Los Angeles Downtown	25.19	14.24	177%	14.25	177%	28.26	14.25	198%
San Diego Montgomery Field	14.80	11.01	134%	11.02	134%	16.22	11.02	147%
Palm Springs	6.47	4.61	140%	4.61	140%	4.34	4.61	94%

Data from NOAA

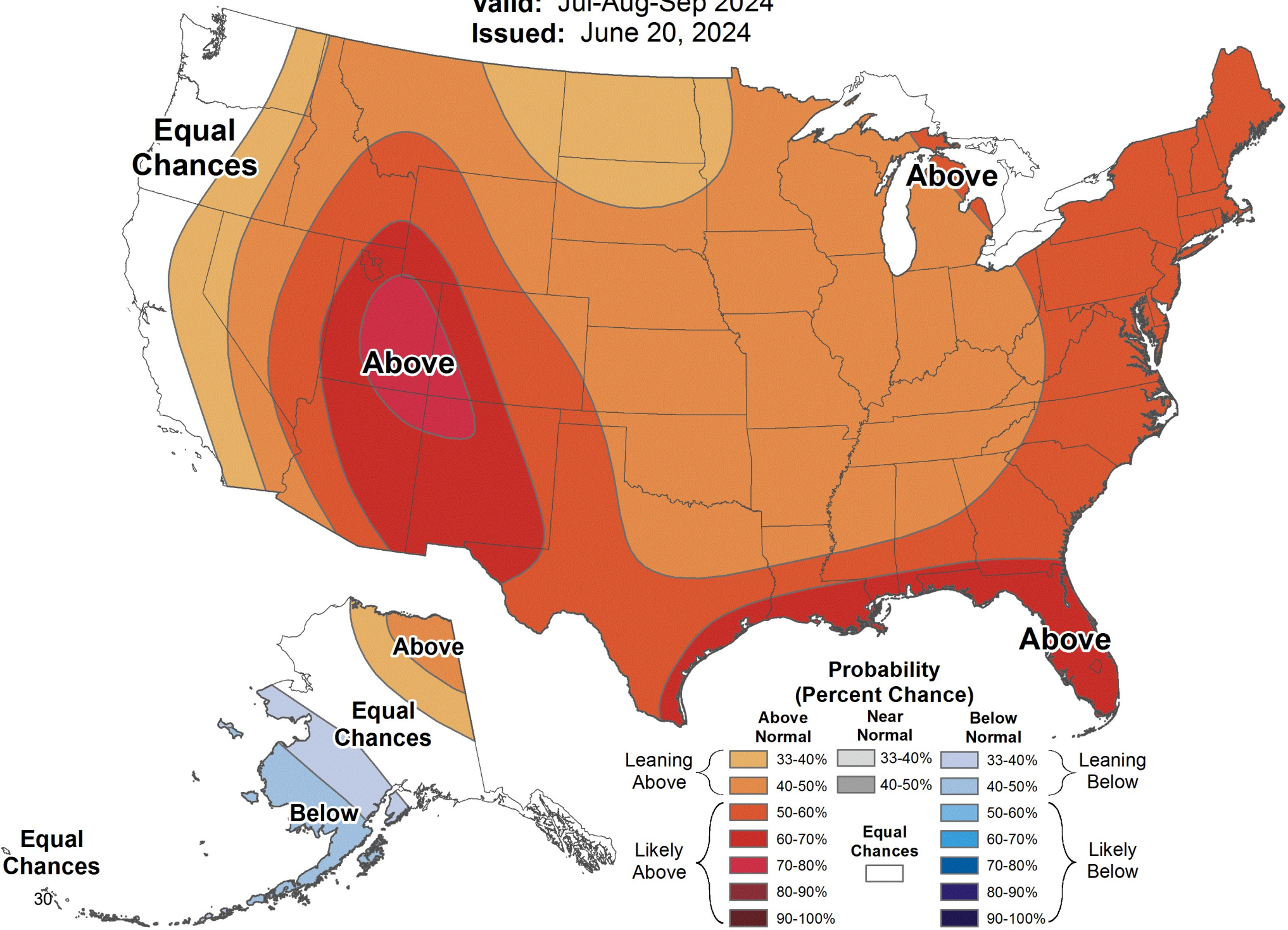
Seasonal Precipitation Outlook

Valid: Jul-Aug-Sep 2024
Issued: June 20, 2024

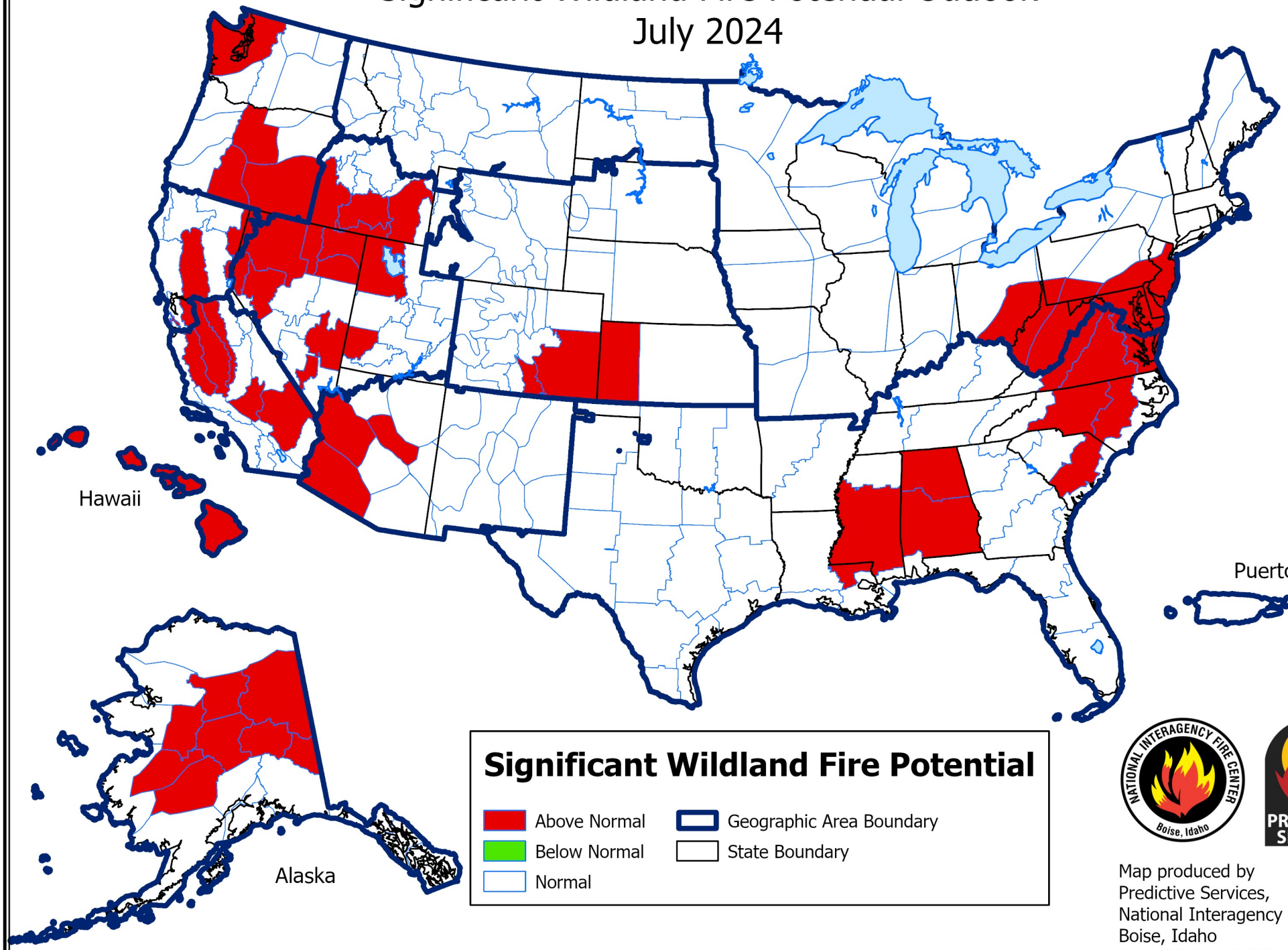


Seasonal Temperature Outlook

Valid: Jul-Aug-Sep 2024
Issued: June 20, 2024



Significant Wildland Fire Potential Outlook
July 2024



Significant Wildland Fire Potential

- Above Normal
- Below Normal
- Normal
- Geographic Area Boundary
- State Boundary

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

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

Hetch Hetchy Regional Water System

RWS - Storage Conditions Comparison

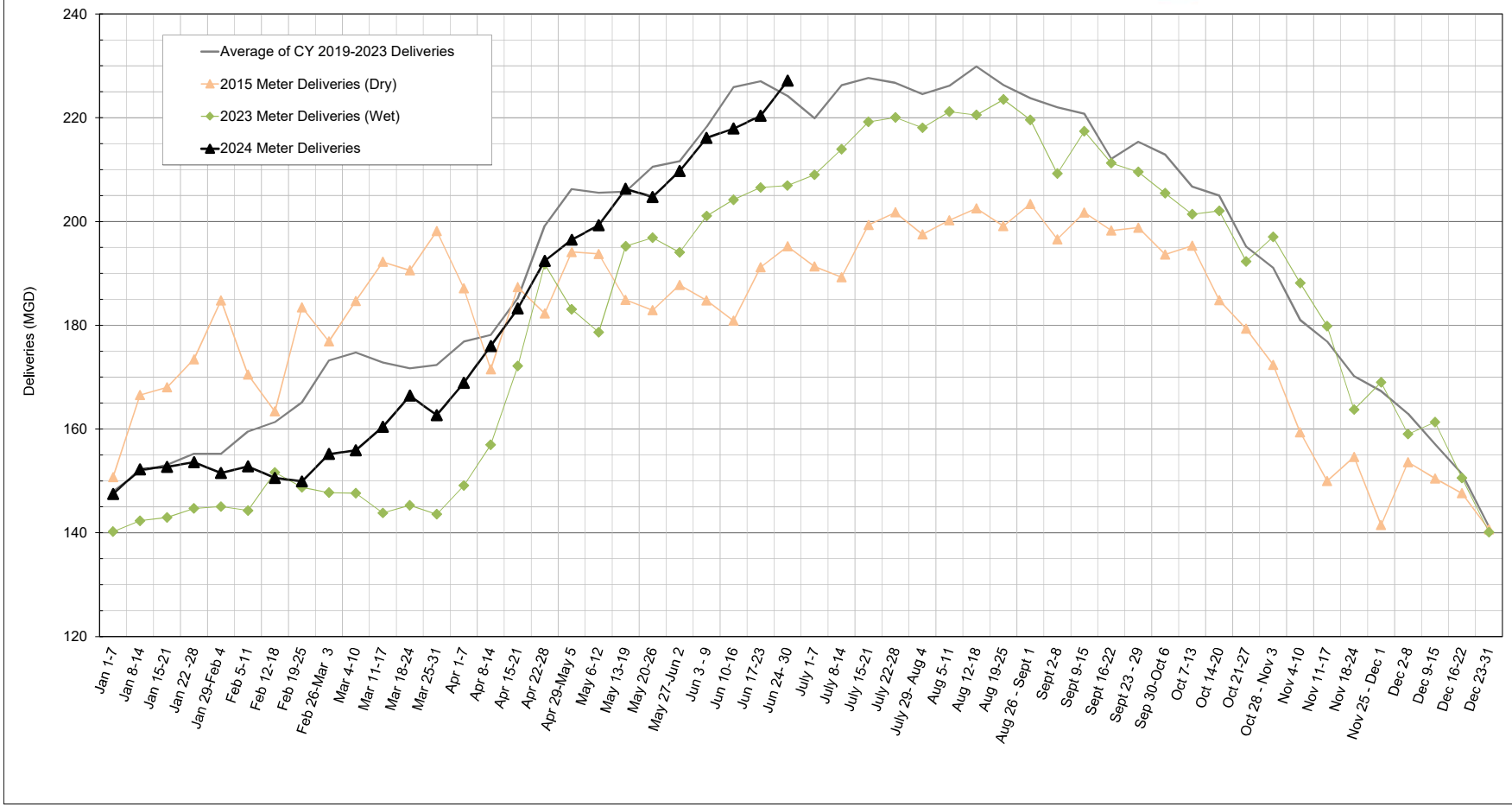
		7/1/2024			7/1/2023		Comparing This Year to Last Year	7/2/2022	
	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage
Tuolumne System									
Hetch Hetchy Rsvr	360,360	360,756	100.1%	360,360	330,064	91.6%	9.3%	353,300	98.0%
Cherry Rsvr	273,345	269,899	98.7%	273,345	255,802	93.6%	5.5%	262,400	96.0%
Lake Eleanor	27,100	26,823	99.0%	27,100	24,100	88.9%	11.3%	26,290	97.0%
Water Bank	570,000	570,000	100.0%	570,000	570,000	100.0%	0.0%	228,583	40.1%
Total Tuoloumne Storage	**1,230,805**	**1,227,478**	99.7%	**1,230,805**	**1,179,966**	95.9%	4.0%	**870,573**	**70.7%**
Local Bay Area Storage									
Calaveras Rsvr	96,670	93,503	96.7%	96,670	93,783	97.0%	-0.3%	60,974	63.1%
San Antonio Rsvr	53,266	50,413	94.6%	53,266	52,506	98.6%	-4.0%	47,095	88.4%
Crystal Springs Rsvr	68,953	51,324	74.4%	68,953	54,254	78.7%	-5.4%	50,776	87.1%
San Andreas Rsvr	18,572	11,963	64.4%	18,572	15,568	83.8%	-23.2%	14,243	74.9%
Pilarcitos Rsvr	3,125	2,320	74.2%	3,125	2,718	87.0%	-14.6%	2,708	89.4%
Total Local Storage	**240,586**	**209,523**	87.1%	**240,586**	**218,829**	91.0%	-4.3%	**175,796**	**76.3%**
Total RWS Storage	**1,471,391**	**1,437,001**	97.7%	**1,471,391**	**1,398,795**	95.1%	2.7%	**1,046,369**	**71.6%**

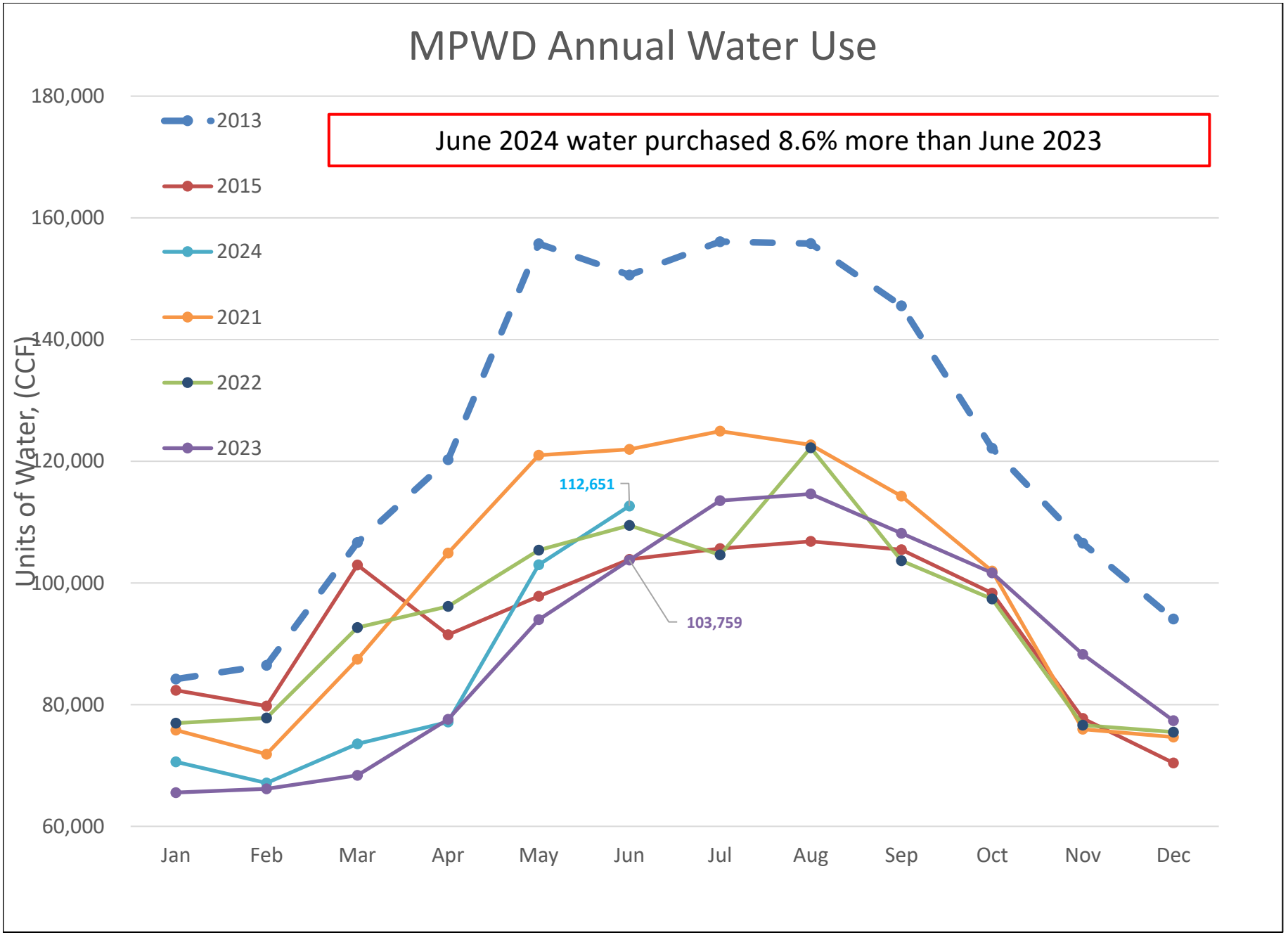
	Total RWS Storage on 6/1/2024	**1,391,163**	**Total RWS Storage on 5/30/2023**	**1,308,031**	**5/31/2022**	**1,077,116**
Inc/Dec over the month		**45,838**		**90,764**		**(30,747)**

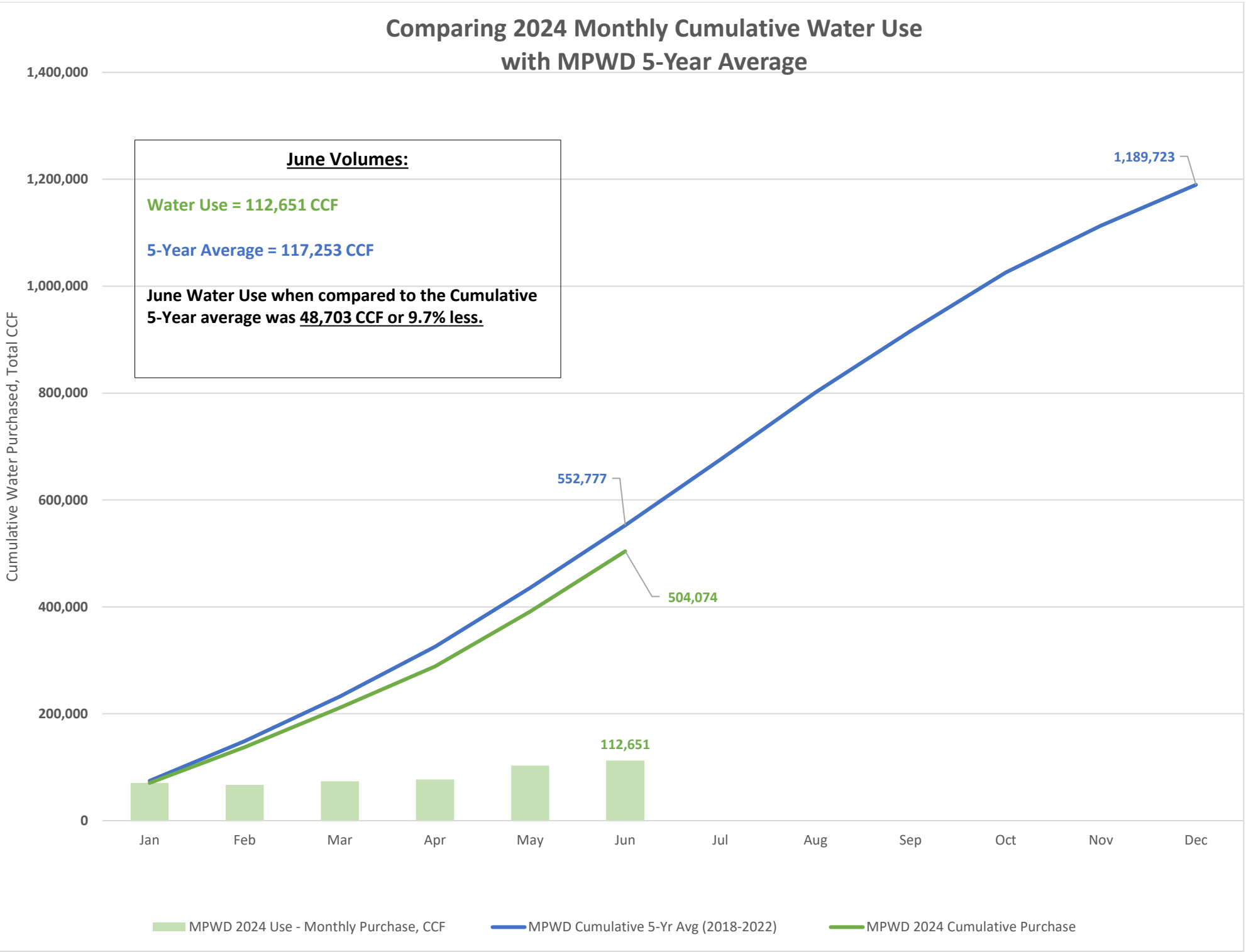
---- Provisional Data Subject to Revision ----

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

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




MPWD Annual Water Use
June 2024 water purchased 8.6% more than June 2023
Units of Water, (CCF)
180,000
160,000
140,000
120,000
100,000
80,000
60,000
2013
2015
2024
2021
2022
2023
112,651
103,759
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec


Comparing 2024 Monthly Cumulative Water Use
with MPWD 5-Year Average
June Volumes:
Water Use = 112,651 CCF
5-Year Average = 117,253 CCF
June Water Use when compared to the Cumulative 5-Year average was 48,703 CCF or 9.7% less.
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
Cumulative Water Purchased, Total CCF
1,189,723
552,777
504,074
112,651
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
MPWD 2024 Use - Monthly Purchase, CCF
MPWD Cumulative 5-Yr Avg (2018-2022)
MPWD 2024 Cumulative Purchase

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 7.A.

DATE: July 25, 2023

TO: Board of Directors

FROM: James W Ramsey, District Treasurer
Kat Wuelfing, General Manager

SUBJECT: RECEIVE SEMI-ANNUAL REPORTS ON 2016 COP FINANCING THROUGH JUNE 30, 2024:
1. **FINANCIAL RECONCILIATION REPORT; AND**
2. **CAPITAL PROJECT FUND REPORT, PRESENTED BY DAN BERGMANN OF IGSERVICE**

RECOMMENDATION

Receive semi-annual reports.

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 6/30/24		
Date	**Activity**	**COP Funds**
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	19,143,021
3/20/2017	Transfer to Project Funds	42,921
6/30/2024	Project Costs	(20,240,276)
6/30/2024	Total Dividends Earned	1,054,334
6/30/2024	**Balance**	-

DISCUSSION

Staff's 2016 COP Reconciliation Report is attached. Trustee bank statements were reconciled and the project fund balance at June 30, 2024, was $0.00.

Attachments: 2016 COP Semi-Annual Reconciliation Report through June 30, 2024
2016 COP Semi-Annual Project Fund Report through June 30, 2024

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

UNANIMOUS:_____ ZUCCA____ JORDAN___ SCHMIDT____ WHEELER_____ VELLA____

MPWD 2016 COP CIP - RECONCILIATION @ 6/30/24		
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6/30/2024	Project Costs	(20,240,276)
6/30/2024	Total Dividends Earned	1,054,334
6/30/2024	**Balance**	**-**

COST OF ISSUANCE		
Date	**Activity**	**Closing Costs**
12/21/2016	Deposit from Net Proceeds	251,000
12/21/2016	Total Issuance Costs	(208,079)
3/20/2017	Transfer to Project Funds	(42,921)
	Total	**-**

COP Project Costs		
Project Completed Date	**Activity**	**Project Costs**
2018-2024	Completed projects total	20,240,276
	Total	**20,240,276**

Dividends Earned		
Date	**Activity**	**Interest Earned**
03/17-06/23	Total Dividends Earned	932,698
6/30/2024	Dividends Earned (July 2023 - June 2024)	121,636
	Total	**1,054,334**

Updated: 6/30/2024

IGService
solutions that work

July 11, 2024

Mr. Rene A. Ramirez
Operations Manager
Mid-Peninsula Water District
Email: rramirez@midpeninsulawater.org

Re: 2016 Certificate of Participation (COP) Reporting through March 31, 2024
FINAL REPORT

Dear Mr. Ramirez:

The following are highlights from tracking of Series 2016 COP spending, updated for January 2024 through March 31, 2024, which is the month the final COP project funds were spent.

Total COP funds spent are $20,240,276. This is 100 percent of the beginning funds amount plus accumulated dividends. (Table 1)

January through March COP spending was $2,251,028. This is for Requisitions #108 through #110, as identified in Table 2. Of the total, engineering payments were $224,702, and construction payments were $2,026,326. Construction payments were for Harbor Boulevard and Old County Road water main replacements. These values reconcile exactly to the project detail and to the Bank of New York monthly statements. (Tables 1, 2, and 3)

Completion of COP Funds. As of March 31, 2024, the Series 2016 COP project funds were fully spent.

Bar Chart Showing Spending to Completion. The bar chart shows actual COP spending through March 31, 2024.

Sincerely,

Dan Bergmann

Dan Bergmann, P.E.
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	$42,920.96	-		$19,185,941.78
Mar-17	12,640.32	-		19,198,582.10
Jun-17	26,224.03	(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
Jul-20	779.79	(182,693.35)		11,520,959.46
Aug-20	642.22	(49,556.95)		11,472,044.73
Sep-20	282.34	(69,287.83)		11,403,039.24
Oct-20	93.90	(68,563.31)		11,334,569.83
Nov-20	96.56	20,221.70		11,354,888.09

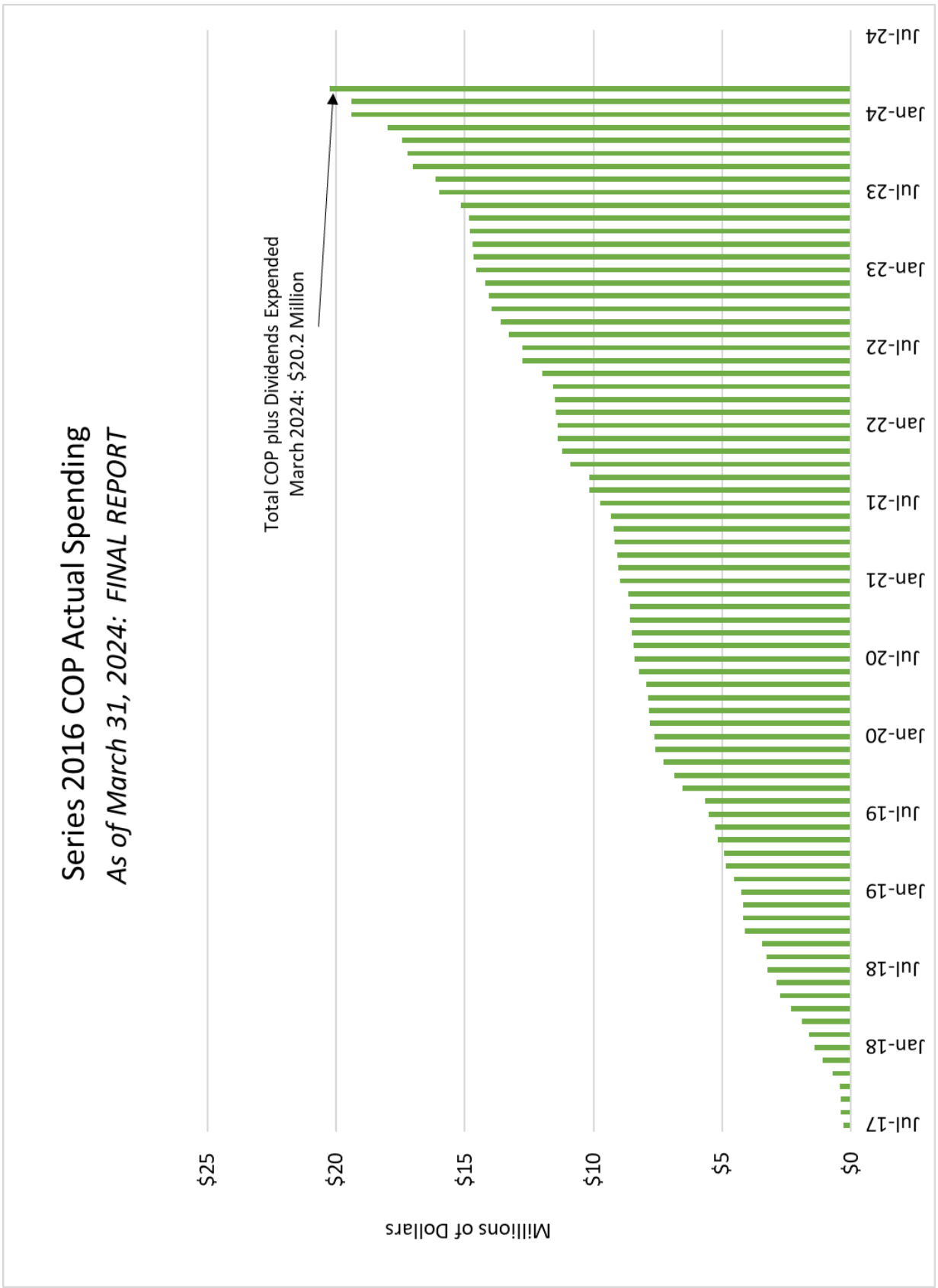
Table 1: Bank of New York MPWD Account 361685 (Con't)				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Subtotals	
Dec-20	93.30	(72,212.49)	(422,092.23)	11,282,768.90
Jan-21	95.98	(318,910.23)		10,963,954.65
Feb-21	94.84	(76,679.32)		10,887,370.17
Mar-21	83.93	(27,618.33)		10,859,835.77
Apr-21	98.48	(109,368.19)		10,750,566.06
May-21	88.98	(43,831.53)		10,706,823.51
Jun-21	58.88	(97,234.53)	(673,642.13)	10,609,647.86
Jul-21	37.99	(402,906.93)		10,206,778.92
Aug-21	88.98	(422,291.06)		9,784,576.84
Sep-21	85.22	0.00		9,784,662.06
Oct-21	80.40	(745,241.96)		9,039,500.50
Nov-21	79.02	(320,029.13)		8,719,550.39
Dec-21	72.48	(185,959.94)	(2,076,429.02)	8,533,662.93
Jan-22	73.48	0.00		8,533,736.41
Feb-22	72.50	(49,379.76)		8,484,429.15
Mar-22	70.77	(43,225.51)		8,441,274.41
Apr-22	494.42	(90,951.69)		8,350,817.14
May-22	1,475.56	(424,113.45)		7,928,179.25
Jun-22	3,511.75	(742,050.33)	(1,349,720.74)	7,189,640.67
Jul-22	5,155.79	0.00		7,194,796.46
Aug-22	7,399.55	(547,386.92)		6,654,809.09
Sep-22	9,929.08	(306,993.63)		6,357,744.54
Oct-22	12,124.83	(359,948.98)		6,009,920.39
Nov-22	14,547.59	(113,795.69)		5,910,672.29
Dec-22	16,828.16	(117,280.86)	(1,445,406.08)	5,810,219.59
Jan-23	18,806.15	(358,181.47)		5,470,844.27
Feb-23	19,069.58	(107,755.21)		5,382,158.64
Mar-23	18,213.10	(28,564.82)		5,371,806.92
Apr-23	20,371.23	(123,750.16)		5,268,427.99
May-23	19,557.99	(24,714.45)		5,263,271.53
Jun-23	20,024.12	(299,207.65)	(942,173.76)	4,984,088.00
Jul-23	20,494.00	(871,732.72)		4,132,849.28
Aug-23	19,335.87	(113,266.24)		4,038,918.91
Sep-23	18,180.83	(888,070.07)		3,169,029.67
Oct-23	16,901.16	(207,490.82)		2,978,440.01
Nov-23	13,701.05	(214,702.68)		2,777,438.38
Dec-23	12,248.29	(559,433.05)	(2,854,695.58)	2,230,253.62
Jan-24	10,497.62	(1,408,625.19)		832,126.05
Feb-24	7,048.68	0.00		839,174.73
Mar-24	3,228.58	(842,403.31)	(2,251,028.50)	0.00
Totals	**$1,097,254.98**	**(20,240,275.80)**	**($20,240,275.80)**	**$0.00**
Beginning Funds plus Total Dividends		$20,240,275.80		
Percent Spent		100.0%		

Table 2							
MPWD Projects: Through March 31, 2024		**Requisitions**					
Project	**#**	**108**	**109**	**110**	**Subtotals**	**Construction**	**Engineering**
Harbor Blvd WMR	20-07	133,755.28	22,064.69	107,871.81	263,691.78	231,889.33	31,802.45
Dekoven Tank/Lincoln/Newlands/Oak WMR	21-01	35,226.50	438.38	0.00	35,664.88		35,664.88
05-1621-CP Old County Road WMR		619,886.91	597,253.43	734,531.50	1,951,671.84	1,794,436.99	157,234.85
08-1621-CP Dekoven Tank					0.00		-
					-		-
MONTH		**January**		**March**	$2,251,028.50	$2,026,326.32	$224,702.18
		$788,868.69	**$619,756.50**	**$842,403.31**	$2,251,028.50	$2,251,028.50	
Totals, grouped to reconcile with BNY statements		**$1,408,625.19**		**$842,403.31**	**$2,251,028.50**		

Table 3								
MPWD Projects: Through March 31, 2024 FINAL REPORT		**Cost Projections**			**Actual Spending**			**Completion**
Project	**#**	**Original[1]**	**Updated**	**Status**	**COP Spent**	**Pay-Go**	**Total**	
Karen Road Improvements	15-73	$425,000	$555,232	Final	($522,165)	($33,067)	($555,232)	Sep-18
Folger Drive Improvements	15-65	420,000	$605,765	Final	(575,395)	(30,370)	(605,765)	Sep-18
Mezes Avenue Improvements	15-14	175,000	$291,421	Final	(272,671)	(18,750)	(291,421)	Sep-18
South Road Abandonment	15-44	415,000	$465,856	Final	(426,864)	(38,992)	(465,856)	Sep-18
Arthur Avenue Improvements	15-22	475,000	$696,905	Final	(667,098)	(29,807)	(696,905)	Sep-18
Francis, Academy, Davey (15-51 15-53 w/Belmont)	15-43	680,000	$1,878,236	Final	(1,006,228)	(872,008)	(1,878,236)	Mar-19
Hillcrest Pressure Regulating Station	15-87	345,000	$853,322	Final	(852,056)	(1,266)	(853,322)	Dec-19
Notre Dame Avenue Loop Closure	15-10	*	$1,231,347	Final	(1,229,751)	(1,596)	(1,231,347)	May-20
Zone 5 Hydrants	15-06	150,000	$39,975	Final	(39,205)	(770)	(39,975)	May-20
Notre Dame Abandonment	15-49	910,000	$341,931	Final	(313,306)	(28,625)	(341,931)	May-20
Tahoe Drive Area Improvements	15-28	510,000	$867,732	Final	(851,021)	(16,711)	(867,732)	May-20
Cliffside Court Improvements	15-38	220,000	$153,392	Final	(150,438)	(2,954)	(153,392)	May-20
Malcolm Ave (Assc. w/El Camino 15-76)	15-74	*	$195,027	Final	(195,027)	0	(195,027)	Jun-20
SR101 Crossing at PAMF Hosp. Dsgn. & Ph1 Const.	15-72	1,670,000	$846,002	Final	(844,910)	(1,092)	(846,002)	Jun-21
Dekoven Tanks Replacement DESIGN ONLY	15-89	4,535,000	$514,176	Final	(473,386)	(40,790)	(514,176)	Jun-22
Civic Lane Improvements (PARTIAL COMPLETION)	15-78	800,000	77,111	Final	(77,111)	0	(77,111)	Mar-22
El Camino Real Improvements	15-76	2,100,000	$3,398,998	Final	(3,398,944)	(54)	(3,398,998)	Nov-22
Belmont Canyon Road Improvements	15-29	420,000	$659,500	Final	(602,551)	(56,949)	(659,500)	Oct-22
Hastings Drive Improvements	15-40	*	$55,020	Final	(11,630)	(43,390)	(55,020)	Oct-22
Vine Street (Zone 5) Improvements	15-88	*	$1,033,751	Final	(952,395)	(81,356)	(1,033,751)	Oct-22
Old County Road Impr. Dsgn. & Ph1 Const.	15-75	3,400,000	$5,488,000	Const	(735,051)	(12,028)	(747,079)	Sep-24
Original COP Projects Postponed								
North Road Improvements	15-42	220,000						
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000						
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000						
Hastings Service Replacements	20-01	*	831,548	Final	(831,548)			Jun-23
Transmission Line Assessment	20-05	*	59,609	Final	(59,609)			Jun-23
Harbor Blvd WMR	20-07	*	3,100,000	Const	(2,223,343)			
Dek/Newl/Linc/O.K. (DNLO) WMF 15-09, 21-01	15-19	*	2,500,000	Engr	(359,823)			
1325 Old County Road Reimbursement		*			(340,591)			
Silicon Valley Clean Water (Resolution 2022-24)		*			(92,700)			
05-1621-CP Old County Road WMR					(2,128,504)			
08-1621-CP Dekoven Tank					(3,838)			
To reconcile					*(3,116)*			
TOTALS		**$20,045,000**	**$26,739,858**		**($20,240,276)**	**($1,310,575)**	**($15,507,780)**	

Notes:

1) Resolution No. 2016-06, May 26, 2016. * Not included.


Series 2016 COP Actual Spending
As of March 31, 2024: FINAL REPORT
Total COP plus Dividends Expended
March 2024: $20.2 Million
Millions of Dollars
$25
$20
$15
$10
$5
$0
Jul-17
Jan-18
Jul-18
Jan-19
Jul-19
Jan-20
Jul-20
Jan-21
Jul-21
Jan-22
Jul-22
Jan-23
Jul-23
Jan-24
Jul-24

Mid-Peninsula Water District, San Mateo County, California

Annual Report for Certificates of Participation

(2016 Financing Project)

$18,570,000

~~59541PAA4~~	~~59541PAD8~~	59541PAG1	59541PAK2	59541PAN6	59541PAR7
~~59541PAB2~~	~~59541PAE6~~	59541PAH9	59541PAL0	59541PAP1	59541PAS5
~~59541PAC0~~	~~59541PAF3~~	59541PAJ5	59541PAM8	59541PAQ9	59541PAT3

Fiscal Year Ending June 30, 2023

The following data and attachments are submitted by Mid-Peninsula Water District (MPWD) consistent with Appendix D, "Form of Continuing Disclosure Certificate," from the Official Statement (OS) for the Certificates of Participation. Reference letters below correspond with the reference letters of the Appendix D.

Section 4. Audited Financial Report for Fiscal Year Ending June 30, 2023

The audited financial reports for the fiscal year ending June 30, 2023, have been uploaded separately to the Electronic Municipal Market Access (EMMA) website.

Section 4. Tables

The requested tables are shown on the following pages, updated from the original tables in the OS.

Ten Largest Customers by Consumption
Water Rates
Revenue and Expense Showing Debt Service Coverage Ratio

Section 5. Reporting of Listed Events

There are no listed events to report.

Prepared by: Dan Bergmann
IGService
dan@igservice.com
July 2024

Mid-Peninsula Water District		
Ten Largest Customers Based on Volume **Fiscal Year ending June 30, 2023**		
	Customer	**Type of Customer**
1	City of Belmont	Public Parks and Facilities
2	Prime Old County LP	Madison Apartments
3	Redwood Shores Schools	Schools
4	Belmont Homeowners Assn.	Belmont Apartments
5	McClellan Company	Old County Road Apartments
6	Sequoia High School District	Carlmont High School
7	McClellan Company	Crestview Apartments
8	Timberlane	Apartments
9	Notre Dame High School	Schools
10	Economy Lodge	Lodging

MPWD has adopted a policy of confidentiality with respect to account information on individual water use; therefore, the table does not show specific volumes for customers.

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Mid-Peninsula Water District Rate Table			
Past Rates and Rates Effective July 1, 2023[1,2]			
		July 1, 2022	**July 1, 2023**
Fixed Monthly Charges[3]			
Meter Size	**Meter Ratio**	**$ / Month**	
5/8”	1.00	$28.00	$28.00
1”	1.50	42.00	42.00
1 1/2”	2.50	70.00	70.00
2”	4.00	112.00	112.00
3”	6.00	168.00	168.00
4”	10.00	280.00	280.00
6”	25.00	700.00	700.00
Water Consumption Charges			
Residential Rates		**$ / HCF [4]**	
Tier 1	0 – 2 HCF	$5.86	$6.97
Tier 2	3 – 8	8.69	9.80
Tier 3	9 - 20	10.60	11.71
Tier 4	21+	12.50	13.61
Commercial Rates			
Tier 1	0 – 5 HCF	$7.80	$8.91
Tier 2	6+	9.16	10.27

Purposely blank

[1] Source is MPWD Ordinance No. 125, dated May 25, 2023.
[2] Pursuant to the Government Code, MPWD reserves the right to increase its water consumption charges to recover any additional unanticipated SFPUC water rate increases.
[3] Fixed Monthly Charges are unchanged from 2022 to 2023.
[4] One hundred cubic feet (HCF) equals approximately 748 gallons.

Mid-Peninsula Water District

Revenues, Expenditures and Debt Service Coverage

	2018-19 Audited	2019-20 Audited	2020-21 Audited	2021-22 Audited	2022-23 Audited[2]
Operating Revenues					
Water service charges	$13,170,928	$14,669,447	$14,259,055	$14,650,589	$12,766,882
Other revenue	271,202	213,714	27,818	139,150	287,007
Total	13,442,130	14,883,161	14,286,873	14,789,739	13,053,889
Operating Expenses[1]					
Salaries and benefits	$2,722,423	$2,903,078	$3,028,393	$1,760,359	$2,581,443
Maintenance and rehabilitation	412,829	543,617	701,670	661,314	735,753
Purchased water	5,581,289	5,866,091	5,786,376	5,435,496	5,751,769
Utilities	304,832	334,459	309,453	371,869	430,917
Professional services	522,511	479,370	855,877	1,061,545	742,212
Administrative and other	760,376	749,170	816,580	990,371	940,588
Total	10,304,260	10,875,785	11,498,349	10,280,954	11,182,682
Operating Income/(Loss)	$3,137,870	$4,007,376	$2,788,524	$4,508,785	$1,871,207
Recurring Non-Operating Revenues					
Rent	$152,926	$233,920	$159,595	$150,630	$180,005
Property taxes	380,509	400,400	409,455	438,258	506,145
Interest income	438,076	305,838	49,057	92,603	775,171
Total	971,511	940,158	618,107	681,491	1,461,321
Net Revenues Available for Debt Service	$4,109,381	$4,947,534	$3,406,631	$5,190,276	$3,332,528
2016 COP Funding					
Interest	$722,150	$708,000	$693,250	$678,017	$638,204
Principal (based on payment schedule)	345,000	360,000	375,000	385,000	405,000
Total Debt Service	$1,067,150	$1,068,000	$1,068,250	$1,063,017	$1,043,204
Debt Service Coverage Ratio[3]	**3.85**	**4.63**	**3.19**	**4.88**	**3.19**
Revenues Remaining after Debt Service	$3,042,231	$3,879,534	$2,338,381	$4,127,259	$2,289,324

Notes:

1. Excludes depreciation and amortization.

2. For FY 2022-23, Salaries and benefits is from the Statement of Cash Flows to more accurately reflect annual operating costs for employees. The value from the Statement of Revenues and Expenses is much higher at $5,587,769, which includes non-cash, pension-related expenses.

3. The minimum debt service coverage ratio is 1.30 pursuant to page 7 of the Installment Sale Agreement dated December 1, 2016.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 7.B.

DATE: July 25, 2024

TO: Board of Directors

FROM: Rene Ramirez, Operations Manager
Kathryn Wuelfing, General Manager

SUBJECT: CONSIDER RESOLUTION NO. 2024-14 APPROVING A $175,000 INCREASE TO THE CONTINGENCY ON THE PREVIOUSLY AWARDED CONSTRUCTION CONTRACT TO C2R ENGINEERING, INC. FOR CONSTRUCTION OF THE OLD COUNTY ROAD PHASE 1 IMPROVEMENTS AND RALSTON AVENUE IMPROVEMENTS CAPITAL PROJECT (05-1621-CP), FROM $441,800 TO $616,800, AND INCREASING THE TOTAL BUDGET FROM $4,859,100 TO $5,034,100

RECOMMENDATION:
Approve Resolution 2024-14.

FISCAL IMPACT:
Staff is recommending an increase to the contingency in the previously awarded construction contract with C2R Engineering, Inc. for Old County Road Phase 1 Improvements and Ralston Avenue Improvements capital project (05-1621-CP) (Project) in the amount of $175,000. This would increase the Project's contingency from $441,800 to $616,800 and the Project's budget from $4,859,100 to $5,034,100.

It should be noted that the overall impact to the District from this increase in contingency is offset by savings from other areas of the overall Project, under separate contracts, including estimated savings in the construction management contract with 4LEAF, Inc. at approximately $170,000 and additional anticipated savings in the engineering design support contract with Schaaf & Wheeler.

Funding for the increased contingency will come from the District's Capital Reserve Fund.

DISCUSSION:

On June 22, 2023 the Board awarded a construction contract to C2R Engineering, Inc for the construction of the Old County Road Phase 1 Improvements (15-75A) and Ralston Avenue Improvements (15-82) (05-1621-CP) (Project) in the amount of:

Construction costs	$4,417,300
10% Contingency	$ 441,800
Project Total	$4,859,100

Several other contracts related to this Project were awarded at that meeting. A notice to proceed was issued on November 6, 2023 and the Project had 220 working days. Construction took place within three jurisdictions: San Carlos, San Mateo County, and Belmont. At the end of June 2024, the work was complete and well ahead of the 220 workdays provided in the contract. C2R Engineering is currently working to close out their encroachment permits with the three jurisdictions. A Notice of Completion recommendation is expected to be before the Board at their September Board meeting.

Work accepted and completed through the end of May 2024 (through Pay Request No. 7) included:

Work accepted and approved	$4,002,461,99
5% Retention	$ 227,920.52
Approved Change Orders	$ 328,027.84
Total	$4,558,410.35

The Project was anticipated to be the District's most complicated capital construction project to date, and staff contemplated and discussed with the Board a 15% construction contingency for the project, given its complexity, but it was decided to use the District's typical 10% contingency.

The Project was a complicated dig requiring extra work and materials by C2R Engineering in order to complete and satisfy the three jurisdictions while working in the right of way. Extra time and work billed to date has exceeded the 10% contingency authorized by the Board by the amount of $122,737.

One particular potential change order (PCO), PCO #08, would exceed the current contingency. The work related to PCO #08 took place within San Carlos. While excavating in San Carlos for the 20-inch pipeline, C2R Engineering ran into a meandering 24-inch high-pressure PG&E gas line that required a trench deviation, more work, for several hundred feet. Before C2R Engineering could repair the road surface, the San Carlos inspector determined that the separation between the water main trench and recent telecommunication trench were so close he felt the narrow separation, even though both were new asphalt, would lead to the asphalt failure via unraveling. As a result, the inspector required C2R Engineering's "T-Cut" to cover both the water and telecommunication trenches, increasing the area of asphalt replacement by almost

8,200 square feet and a cost of $122,925. The District was able to maintain the asphalt cost at bid cost even though the current market rate for “placed asphalt” had increased well above the bid price. The total final costs of all change orders are not yet known, but are anticipated to be under the requested $175,000 addition to the contingency.

Had it not been for this particular change order, the Project would have been very close to the 10% contingency authorized by Board action.

Because all of the work has been completed well ahead of the 220 workdays allotted in contract, it is anticipated that there will be other cost savings to the other consultant contracts associated with the Project, most notably the cost for construction management, which was based on work days and because the Project finished very early, it is anticipated that the cost for construction management services will be reduced by an estimated $170,000.

Staff requests the Board authorize an increase in the contingency by $175,000, which would increase the Project’s contingency to $616,800 and the Project’s budget from $4,859,100 to $5,034,100.

Attachments: Resolution No. 2024-14
Change Order Analysis

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

UNANIMOUS_____ ZUCCA_____ JORDAN____ SCHMIDT_____ WHEELER_____ VELLA_____

RESOLUTION NO. 2024-16

APPROVING A $175,000 INCREASE TO THE CONTINGENCY ON THE PREVIOUSLY AWARDED CONSTRUCTION CONTRACT TO C2R ENGINEERING, INC. FOR CONSTRUCTION OF THE OLD COUNTY ROAD PHASE 1 IMPROVEMENTS AND RALSTON AVENUE IMPROVEMENTS CAPITAL PROJECT (05-1621-CP), FROM $441,800 TO $616,800, AND INCREASING THE TOTAL BUDGET FROM $4,859,100 TO $5,034,100

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, on June 22, 2023 the Board of Directors awarded a construction contract to C2R Engineering, Inc. for the construction of District capital project known as the Old County Road Phase 1 Improvements (05-1621-CP); and

WHEREAS, the Board's award included $4,417,300 for construction and provided a 10% contingency in the amount of $441,800 for a total capital project budget of $4,859,100; and

WHEREAS, during the water main's construction on Old County Road in San Carlos while trenching for the water main the C2R Engineering, Inc. came upon a meandering 24-inch natural gas pipeline, which required a deviation in the trench location for several hundred feet. While preparing to repair the asphalt road surface, the jurisdiction issuing the encroachment permit required the C2R Engineering, Inc. to expand the surface asphalt "T-Cut" to cover not only the water main trench, but a recently constructed telecommunications trench that was in close proximity in order to mitigate potential asphalt surface unraveling, or failure, which required C2R Engineering, Inc. to pave an additional 8,200 square feet at a cost of $122,925, which exceeded the Board's authorized contingency for the construction project; and

WHEREAS, C2R Engineering Inc. submitted eight (8) other construction change orders that have been or are in the process of being negotiated and approved in the amount of $441,542.06 for such matters as: differing field conditions including - thick asphalt, compact density fill crossing trench, abandoned utilities in way of trench, new water main tie-in location further away than on plans, required to replace a valley gutter that had gate valves within it; during night shift while working close to 24-inch high pressure natural gas main PG&E required pot-holing every 50-feet slowing progress; San Mateo County required soil compaction testing every 50-foot and trench lifts could not exceed 8-inches on both sides of the creek while crossing slowing progress; the City of Belmont required additional slurry sealing on Ralston between Old County Road and Elmer followed up with new thermoplastic striping; among other field conditions; and

WHEREAS, the exact final change order cost is not known but is anticipated to be within the requested contingency addition of $175,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes an increase of $175,000 to the contingency on the previously awarded construction contract to C2R Engineering, Inc. for construction of the Old County Road Phase 1 Improvements and Ralston Avenue Improvements Capital Project (05-1621-CP), from $441,800 to $616,000, and increasing the total budget from $4,859,100 to $5,034,100.

REGULARLY passed and adopted this 25th day of July 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

_____
BOARD PRESIDENT

ATTEST:

_____
DISTRICT SECRETARY

Original Contract Amount				**$4,417,300.00**
Previous Change Orders (#01)				**$41,665.68**
Previous Change Orders (#02)				**$29,527.92**
Previous Change Order (#03)				**$38,899.93**
Previous Change Order (#04)				**$55,430.02**
Previous Change Order (#05)			**$**	**11,743.99**
Previous Change Order (#06)			**$**	**40,446.39**
Previous Change Order (#07)			**$**	**110,313.91**
Balancing change order on base contract				**$33,782.50**
CCO8	July	PCO 7,8,9	**$**	**164,405.08**
CCO9	August	PCO6	**$**	**38,251.64**
Subtotal CCO				$564,467.06
		Contingency		12.78%
				$4,981,767.06
		Contingency 10%	$	441,730.00
		Increase over 10%		$122,737.06

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 7.C.

DATE: July 25, 2024

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager
Kat Wuelfing, General Manager
Joubin Pakpour, District Engineer

SUBJECT: RECEIVE MPWD FIVE YEAR CIP FOR FISCAL YEARS 2024/2025 THROUGH 2029/2030 AND CONSIDER RESOLUTION 2024-15 APPROVING MID-PENINSULA WATER DISTRICT'S CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2024/2025 UPDATE

RECOMMENDATION

Approve Resolution 2024-15.

The CIP FY 24/25 Update report is attached. For brevity sake, only project sheets for newly added projects are included in Appendix B, and Appendices C, D, and E are omitted as part of the Board packet. These report elements are available for review by request, and the complete document will be posted to the website following adoption.

FISCAL IMPACT

No immediate fiscal impact by Board action. There were costs associated with the development of the update over the course of the last nine (9) months, including staff time and District Engineer services estimated at $45,000.

The costs associated with the Capital Improvement Plan FY24/25 Update are described on a table that has broken the CIP into four (4) categories:

- Under Design: 2 projects estimated to cost $3,480,000
- Prioritized: 9 projects estimated to cost $32,425,000
- Nonprioritized Water Main Replacement (WMR) Projects: 51 projects estimated to cost $52,425,000
- Nonprioritized Non-WMR Projects: 16 projects estimated to cost $6,145,000

The estimated total for the four categories equals $94,475,000.

Based on the projects identified in the Capital Improvement Plan FY24/25 Update, a preliminary 5-Year CIP for FYs 2024/2025 through 2029/2030 was developed and is also attached. Versions of the attached 5-Year CIP were reviewed and discussed with the Board Finance Committee during meetings on May 16, 2024, and June 5, 2024, and shared with the full Board at the May 24 and June 27, 2024 regular meetings.

BACKGROUND

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

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

Through the end of fiscal year 2023/2024, 28 capital projects had been bid, awarded and constructed at a total cost of $18,691,225, and three (3) more capital projects with an awarded value of $4,805,000 were nearing completion.

Beginning shortly after the start of calendar year 2024 and prior to the 2016 COP funds being expended in March 2024, Pakpour Consulting Group (PCG), the District Engineer, and staff started to discuss and assess remaining projects, prioritize the projects, and identify funding mechanisms. Brandon Laurie of PCG presented the preliminary updated draft CIP list and discussed how it was developed to the Board Finance Committee on May 16, 2024 and at a June 6, 2024 Special Board meeting.

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

At the regular Board meeting of June 27, 2024, staff made one more presentation on the draft CIP, which provided the Board with one more opportunity to provide input on the CIP.

DISCUSSION

The Capital Improvement Plan FY24/25 Update is now ready for formal Board approval. Brandon Laurie will provide a summary of the CIP FY24/25 Update, including an overview of the report and project list table. Since the CIP Update in 2020, staff has identified 10 new projects and added to the CIP. Most of the newly added projects are water main replacements due to observed maintenance issues, and the others relate to structural and seismic modifications, and the coating of several water storage tanks at an estimated cost of $14,250,000. Projects added in this updated are indicated by a Project number of 24-__ in the project list table.

Also included in the FY 24/25 CIP Update is the reconstruction to the Dairy Lane Operations Center due to flooding and the addition of creating an Emergency Operations Center at the 1510 Folger Drive site.

Working together, PCG and staff created and implemented ranking criteria for Non-prioritized Water Main Replacement project as part of this update. The ranking criteria included such criteria as:

- Pipe material
- Pipe age
- Number of connected services
- Number of affected fire hydrants
- Static pressure
- Hydraulic capacity
- Pipe location
- Number of leaks on pipe segment
- Existing static pressure
- Scheduled paving by the city

The CIP FY 24/25 Update describes 78 projects with an estimated value in 2024 dollars of $94,475,000.

This CIP FY24/25 Update and 5-Year CIP Budget are working documents used for planning purposes.

Attachments: Resolution 2024-15
Capital Improvement Program FY 24/25 Update (supersedes FY 19/20) dated July 12, 2024
Preliminary 5-Year CIP Budget – 2 versions

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

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

RESOLUTION NO. 2024-15

APPROVING MID-PENINSULA WATER DISTRICT'S CAPITAL IMPROVEMENT PROGRAM SUMMARY FY 2024-2025 UPDATE

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District ("MPWD") completed a comprehensive water hydraulic model of the entire MPWD system over the time period July 1, 2014 and December 1, 2015 yielding almost 90 capital improvement projects; and

WHEREAS, on May 15, 2016 the Board took several actions to adopt a prioritized capital improvement program to be funded through no more than $20,000,000 in Certificates of Participation and annual capital appropriations; and

WHEREAS, an update to the capital improvement program was adopted in April 2020 removing reference to eleven (11) completed or substantially completed capital projects, and added ten (10) new capital projects identified as 20-01 through 20-10, and updated the construction estimate to reflect 2020 dollars; and

WHEREAS, as of June 30, 2024 thirty-one (31) capital projects identified in the original capital improvement program dated May 15, 2016 and updated and adopted on April 23, 2020 have been completed or substantially completed; and

WHEREAS, beginning shortly after January 1, 2024, District staff initiated a review of the capital program to review priorities, determine if new projects had developed, and to update the estimated cost of construction in 2024 dollars; and

WHEREAS, an update to the capital improvement program was completed, removing reference to the thirty-one (31) completed or substantially completed capital projects, and added ten (10) new capital projects identified as 24-01 through 24-10, and updated the construction estimate to reflect 2024 dollars; and

WHEREAS, the MPWD 5-Year CIP for Fiscal Years 2024-2025 through 2029-2030 was developed, and reviewed and discussed with the Board Finance Committee and Board during a Board Finance Committee meeting held on May 16, 2024, and with the Board at a special meeting on June 6, 2024 and at the Board's regular meeting on June 27, 2024; and

WHEREAS, the Board asked staff to provide information on the criticality of the projects identified in the 5-year capital improvement program and to continue to analyze potential customer rate scenarios; and

WHEREAS, the Board Finance Committee supported the CIP and source of funding plan and concurred with staff to move forward with the capital program for the Board's consideration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves the FY 2024-2025 Update of the MPWD Comprehensive System Analysis and CIP Summary, including 78 capital projects that total $94,475,000.

REGULARLY PASSED AND ADOPTED this 25th day of July 2024, by the following vote:

AYES:
NOES:
ABSTENTIONS:
ABSENCES:

_____
President

ATTEST:

_____
Board Secretary

MID-PENINSULA WATER DISTRICT

Capital Improvement Program

FY 24/25 Update

Supersedes FY 19/20 Update

July 18, 2024

This assessment was prepared by or under the direction of the following design professional, licensed by the State of California, for the various disciplines involved:

Joubin Pakpour, P.E. – Civil Engineer

Registration No. 59155

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1.0 CIP DEVELOPMENT HISTORY

In 2014 as part of its long-term strategic planning, the Mid-Peninsula Water District (District) undertook a comprehensive review and assessment of its water system infrastructure and facilities. This significant challenge involved a team of senior operations personnel with many years of District institutional knowledge, management with many years of public utility and water operations experience and master planning, and the District Engineer experienced with water system operations and infrastructure/facilities design and engineering. The goal was to develop a comprehensive, prioritized Capital Improvement Program (CIP) and functional hydraulic model.

Following development and hydraulic model calibration in late 2015, the District generated a comprehensive list of 92 projects estimated at approximately $52 Million (2015 dollars). In May 2016, the District adopted the Comprehensive System Analysis and Capital Improvement Program FY 16/17 Update in addition to authorizing a 5-year funding plan of $25 Million. Most projects were based on distribution system / fire flow analyses in addition to those identified by District personnel from maintenance / operational perspectives. Exhibits illustrate each project's location, project background/existing conditions, proposed improvements, benefits, and budget.

The District updated the FY 16/17 report in FY 19/20 adding 10 additional projects. This FY 24/25 update adds an additional 10 projects and updates the FY 19/20 budget to reflect 2024 dollars.

Please refer to Appendix A for a CIP summary and Appendix B for project exhibits. This update supersedes previous updates.

2.0 FY 24/25 CIP UPDATE

2.1 FY 24/25 BUDGET

The original FY 16/17 Update construction budgets were based on bid tabulations for contracts awarded in 2015. Since 2015 construction costs dramatically increased due to a highly saturated construction market with overly abundant work with the same pool of contractors. As a result, costs drastically outpaced generally accepted annual inflation rates of 3-4%. The average cost of 8" pipe installation increased from $250/LF (2015) to $450/LF (2020). This was further evident by the 2019 bid results for the District's Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project. Costs have since increased as part of this FY 24/25 due to ongoing effects from the pandemic along with higher-than-average inflation over the past few years.

Construction budgets for water main projects are generally separated into three categories: 1) fire hydrants, 2) service connections, and 3) water main which includes a roll up of all other costs associated with the project such as blowoffs, air release valves, vaults, road restoration, etc. The 2020 CIP budgets were based on actual 2019 bid results for water main installation projects both within the District and nearby jurisdictions. The budgets were also expanded to include construction inspection, approximately 10% of the overall construction cost assuming bundled projects.

The FY 24/25 CIP budgets were generated in a similar fashion to both previous CIP report iterations.

2.2 FY 24/25 CIP ADDITIONS

Since the FY 19/20 Update, the District identified 10 new projects and added them to the CIP list. Projects include additional water main replacements due to observed maintenance issues, structural / seismic modifications / coating of storage tanks, among others. Please refer to Table 1 for FY 24/25 CIP additions and subsequent sections for project descriptions.

Table 1 – FY 24/25 CIP Additions

CIP	DSA	Project Name	Budget (2024)
24-01	n/a	Erlin Dr Improvements	$745,000
24-02	n/a	Arbor Ave Improvements	$1,060,000
24-03	n/a	Middle Rd Improvements	$2,105,000
24-04	n/a	Shelford Ave Improvements	$960,000
24-05	n/a	Marsten Ave Improvements	$150,000
24-06	n/a	Hartford Ave Improvements	$785,000
24-07	n/a	Folger Property Improvements	$4,590,000
24-08	n/a	Exborne Tank (West) Recoating	$675,000
24-09	n/a	Hallmark Tank (North) Retrofit/Recoating	$3,050,000
24-10	n/a	West Belmont Tank (North) Recoating	$130,000
		Total:	**$14,250,000**

Please refer to the CIP Zone breakdowns later in this report for brief descriptions of each project. Project exhibits in Appendix B provide additional description and background.

2.3 FY 19/20 UPDATE VS FY 24/25 UPDATE

At the time of the FY 19/20 Update, the District completed 13 projects valued at $6 Million, had 5 projects under construction, and identified 84 remaining projects either classified as Under Design or Nonprioritized for a total value (including construction, engineering, contingency) of $80 Million.

Since the FY 19/20 update, the District completed an additional 15 projects valued at approximately $12 Million with an additional $7 Million allocated to current construction projects. After completion of the current construction projects, the District will have expended approximately $25 Million over the course of 28 projects. The remaining projects decreased to 80 projects valued at approximately $95 Million.

Although the overall projects decreased slightly, the overall budget increased to $95 Million from $80 Million. Reasons include the unexpected flooding of the Dairy Lane Operations Center and resulting reconstruction needs of the facility ($13 Million), the addition of the Folger Property Emergency Center ($5 Million), and higher than expected inflation metrics.

The District also created and implemented ranking criteria for the nonprioritized water main replacement projects as part of this update. The ranking criteria included metrics involving benefits to the immediate area or system, pipe material, pipe age, number of services and hydrants affected, static pressures, among others. Leak data was also considered, however is still being analyzed with the District's new GIS system and was not specifically included in the ranking. A full detail of the criteria can be found in Appendix D.

3.0 CIP PROJECTS - COMPLETED

Since the FY 19/20 Update, the District completed the projects shown in Table 2. Please refer to Appendix C for project exhibits.

Table 2 - CIP Projects - Completed

CIP	Project Name	Date Comp	Construction Cost	
			Budget*	Actual**
15-06	Zone 5 Fire Hydrant Upgrades	2020	$105,000	$32,596
15-10	Notre Dame Ave Loop Closure	2020	$689,500	$1,216,051
15-14	Mezes Ave Improvements	2018	$122,500	$235,267
15-22	Arthur Ave Improvements	2016	$345,000	$575,587
15-23	Dekoven/Hallmark Tanks Seismic Evaluation	2016	$110,000	$88,748
15-28	Tahoe Dr Area Improvements	2020	$369,000	$707,558
15-29	Belmont Canyon Rd Improvements	2023	$735,000	$575,187
15-30	Alameda de las Pulgas Improvements	2016	$591,000	$655,765
15-31	Monserat Ave CC Abandonment	2017	$20,000	$10,000
15-38	Cliffside Ct Improvements	2020	$154,500	$125,077
15-40	Hastings Dr Improvements	2023	$327,500	$11,149
15-43	North Rd CC / Davey Glen Improvements	2018	$496,000	$702,426
15-44	South Rd Abandonment	2018	$302,000	$368,307
15-49	Mid-Notre Dame Ave Abandonment	2020	$110,000	$67,568
15-51	Francis Ave / Ct Improvements	2018	$306,500	$347,483
15-53	Academy Ave / Belburn Dr Improvements	2018	$190,000	$220,300
15-60	Escondido Way CC Abandonment	2021	$50,000	$6,500
15-65	Folger Dr Improvements	2018	$306,000	$496,464
15-72a	SR 101 Crossing at PAMF Hospital – Phase 1	2021	$400,000	303,477
15-73	Karen Rd Improvements	2018	$307,000	$450,536
15-74	Malcom Ave Improvements	2019	$183,500	$195,027
15-76	El Camino Real Improvements	2023	$2,522,500	$2,381,497
15-86	Folger Pump Station Demolition	2022	$250,000	$160,265
15-87	Hillcrest Pressure Regulating Station	2019	$250,000	$630,520
15-88	Vine St (Zone 5) Improvements	2023	$742,500	$841,427
20-01	Hastings Dr Service Connection Replacements	2023	$635,500	$778,486
20-07	Harbor Boulevard Water Main Replacement	2024	2,115,000	$2,079,315
20-08	SCADA Improvements	2023	$300,000	$240,030
		Total:	**$13,035,500**	**$14,502,613**

*Construction budgets only based at the time of project development. Projects completed prior to 2021 experienced construction costs dramatically higher due to a highly saturated construction market with overly abundant work with the same pool of contractors. As a result, costs drastically outpaced generally accepted annual inflation rates of 3-4%.

**Unaudited totals. Subject to change.

15-06 – Zone 5 Fire Hydrant Upgrades – Added 4 hydrants along Solana Drive and Altura Way improving fire flow protection and flushing operations.

15-10 – Notre Dame Avenue Loop Closure – Replaced/newly installed a combination of 2,230 LF of 8" DIP to eliminate dead ends, replaced aging / undersized infrastructure, and improved fire flows.

15-14 – Mezes Avenue Improvements – Replaced 310 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-22 – Arthur Avenue Improvements – Replaced/newly installed a combination of 880 LF of 8" DIP to replace aging / undersized infrastructure, eliminated two dead ends between Zone 2 and Zone 3, installed a PRV connection between the Zones, and improved fire flows.

15-23 – Dekoven / Hallmark Tanks Seismic Evaluation – Performed a structural analysis to ensure the tanks will remain operational after a 975-year earthquake.

15-28 – Tahoe Drive Area Improvements – Replaced 900 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improved fire flows.

15-29 – Belmont Canyon Road Improvements – Replaced 900 LF of 4" – 8" CIP with 8" DIP to eliminate a local bottle neck, replaced aging infrastructure, and improved fire flows.

15-30 – Alameda de las Pulgas Improvements – Replaced 1,455 LF of 6" - 8" CIP with 8" DIP to eliminate bottlenecks, replace aging infrastructure prone to breaks, minor reconfigurations to simplify system.

15-31 – Monserat Avenue Cross Country Abandonment – Abandoned 355 LF of 6" CIP to eliminate an inaccessible cross-country water main.

15-38 – Cliffside Court Improvements – Replaced 330 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improved fire flows.

15-40 – Hastings Drive Improvements – Abandoned 550 LF of 4" CIP/PVC.

15-43 - North Road Cross Country / Davey Glen Road Improvements – Abandoned 400 LF of cross country 6" CIP and replaced 1,400 LF of 6"-8" CIP with 8" DIP to eliminate the cross-country water main, reduce district maintenance, and replace aging infrastructure.

15-44 - South Road Abandonment – Abandoned 1,325 LF of 4" CIP paralleling an 8" PVC and reconnected side streets to the 8" PVC to reduce maintenance, eliminate aging infrastructure and improve fire flows.

15-49 – Mid-Notre Dame Avenue Improvements – Abandoned 650 LF of 6" CIP paralleling an 8" CIP to remove aging infrastructure and reduce maintenance.

15-51 – Francis Avenue / Court Improvements – Replaced 830 LF of 4" PVC with 8" DIP and added an additional fire hydrant to eliminate undersized infrastructure and improve fire flows.

15-53 – Academy Avenue / Belburn Drive Improvements – Abandoned 600 LF of 4" PVC paralleling a 6" CIP and replaced 300 LF of 4" PVC with 8" DIP to eliminate undersized infrastructure and improve fire flows.

15-60 – Escondido Way Cross Country Abandonment – Abandoned 300 LF of 4" CIP located between two homes to eliminate aging / undersized infrastructure.

15-65 – Folger Drive Improvements – Replaced 830 LF of 6" CIP with 8" / 10" DIP to replace aging infrastructure and improve fire flows.

15-72A - SR 101 Crossing at PAMF Hospital – Phase 1 – Abandons 500 LF of 12" AC under SR 101 in favor of a new 12" PVC crossing near PAMF eliminating aging infrastructure, dead ends, creates a looped system, and constructs a serviceable underground inter-tie utility vault. Phase 1 installed 700 LF of 12" PVC along the PAMF easement.

15-73 – Karen Road Improvements – Replaced 800 LF of parallel 12" AC and 8" CIP with a single 8" PVC to replace aging infrastructure and minimize maintenance.

15-74 - Malcolm Avenue Improvements – Installed 550 LF of 8" DIP to allow a Zone 1 and Zone 2 boundary reconfiguration improving static pressures, eliminated 4 dead ends, and created looped systems in both Zones.

15-76 - El Camino Real Improvements – Replaced 4,100 LF of 8" CIP with 8" DIP to replace aging infrastructure, reduce maintenance, and improve fire flows.

15-86 – Folger Pump Station Site Demolition – Demolished the existing pump station building at the abandoned Folger Pump Station site.

15-87 – Hillcrest Pressure Regulating Station – Installed a pressure regulating station off the District's Zone 1 connection to SFPUC to eliminate Zone 1 pressure fluctuations.

15-88 – Vine Street Improvements – Replaced 1,400 LF of 6" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

20-01 – Hastings Drive Service Connection Replacements – Replaced 119 polyethylene services with copper pipe per the District's standard detail.

20-07 – Harbor Boulevard Improvements – Replaces 2,100 LF of 12" AC water main with 12" PVC due to extensive leaks and repairs.

20-08 – SCADA Improvements – Replaced the old SCADA system with a new modern cloud-based system.

4.0 CIP PROJECTS - UNDER CONSTRUCTION

The following projects are currently under construction.

Table 3 – CIP Projects - Under Construction

CIP	Project Name	Date Comp	Construction Budget*	As-Bid**
15-75a	Old County Rd Improvements – Phase 1*	2024	$2,722,000	$3,942,300
15-79	F St Improvements*	2024	$204,000	$30,000
15-82	Ralston Ave Improvements	2024	$308,000	$445,000
		Total:	**$3,234,000**	**$4,417,300**

*Construction budgets only.
**Unaudited totals.

15-75A - Old County Road Improvements -Phase 1 – Abandons 6,475 LF of parallel water mains and installs 3,700 LF of 8" PVC to replace aging infrastructure, reduce maintenance, and improve fire flows. Phase 1 includes work between Ralston Avenue and Bragato Road and all planning and design.

15-79 – F Street Improvements – Installs 400 LF of new 8" DIP to replace an out-of-service 10" CC with an unknown break location, relocates District facilities out of private property, increases system redundancy. This project was revised to an emergency bypass system.

15-82 - Ralston Avenue Improvements – Replaces 500 LF of 6" CIP with 8" PVC to replace aging infrastructure.

5.0 CIP PROJECTS – REMAINING BY ZONE

The projects presented in this section include unconstructed projects or those currently under design. Costs reflected in the following tables represent 2024 budgets inclusive of construction, planning, design, construction support, construction inspection, and contingency costs for each specific project.

Table 4 – CIP Projects – Remaining Costs by Zone

Zone	Number of Projects	Cost
1	13	$11,515,000
2	24	$22,115,000
3	12	$20,670,000
4	1	$1,470,000
5	7	$3,510,000
6	2	$1,050,000
7	5	$5,185,000
8	8	$5,715,000
9	0	$0
DW	6	$19,765,000
Total	**78**	**$ 90,995,000**

Table 5 – CIP Projects - Under Design

CIP	DSA	Project Name	Budget (2024)
15-09	012	Dekoven Tank Utilization Project	$2,045,000
15-19	022	Oak Knoll Dr Improvements	$1,435,000
		Total:	**$3,480,000**

15-09 – Dekoven Tank Utilization Project – A replacement / new installation combination of 2,300 LF of 12" DIP allowing abandonment of two cross country water mains and zone wide fire flow improvement.

15-19 – Oak Knoll Drive Improvements –Replaces 920 LF of 4" PVC with 8" DIP, relines or installs 350 LF 8" HDD DIP to reduce a long dead end, replace aging / undersized infrastructure, and improve fire flows.

Table 6 - Zone 1 CIP Projects

CIP	DSA	Project Name	Budget (2024)
15-68	073	Wessex Way Dead End Improvements	$375,000
15-69	074	Sussex Ct Improvements	$175,000
15-70	075	Shoreway Rd Improvements	$285,000
15-71	076	Wessex Way Loop Improvements	$250,000
15-72B	077	SR 101 Crossing at PAMF – Phase 2*	$2,765,000
15-75B	080	Old County Road Improvements – Phase 2*	$2,065,000
15-77	082	Sixth Ave (Zone 1) Improvements	$280,000
15-78	083	Civic Ln Improvements	$1,495,000
15-80	085	Bragato Rd Improvements	$785,000
15-81	086	Sixth / O'Neill Ave Improvements	$2,470,000
15-84	n/a	Ralston Ave Regulator Relocation	$415,000
15-85	n/a	O'Neill Slough Bridge Crossing Assessments	$60,000
20-03	n/a	Laxague Dr 18” CCP Abandonment	$95,000
		Zone 1 Total:	**$11,515,000**

*Project currently under design.

Brief descriptions of the Zone 1 projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-68 - Wessex Way Dead End Improvements – Replaces 250 LF of a dead end 4” PVC with 8” PVC to replace aging / undersized infrastructure and improve fire flows.

15-69 - Sussex Court Improvements – Replaces 150 LF of a dead end 4” PVC with 8” PVC in addition to a new fire hydrant to replace aging / undersized infrastructure and improve fire flows.

15-70 - Shoreway Road Improvements – Abandons 850 LF of 8” AC paralleling a 12” PVC to eliminate aging infrastructure and reduce maintenance.

15-71 - Wessex Way Loop Improvements – Eliminates an 825 LF 6” PVC dead end by installing 250 LF of 8” PVC to loop the water main within the Sterling Place Development, provides system redundancy, improves fire flows, and improves water quality.

15-72B - SR 101 Crossing at PAMF Hospital – Phase 2 – Abandons 500 LF of 12” AC under SR 101 in favor of a new 12” PVC crossing near PAMF eliminating aging infrastructure, dead ends, creates a looped system, and constructs a serviceable underground inter-tie utility vault. Phase 2 installs 400 LF of !2” PVC under SR 101 and 1,200 LF of 8” PVC along Shoreway Road.

15-75B - Old County Road Improvements -Phase 2 – Abandons 6,475 LF of parallel water mains and installs 3,700 LF of 8” PVC to replace aging infrastructure, reduce maintenance, and improve fire flows. Phase 1 includes work between Ralston Avenue and Marine View Avenue. Planning and design included under Phase 1.

15-77 - Sixth Avenue (Zone 1) Improvements – Installs 200 LF of 8" DIP and a 6" PRV to eliminate 4 dead ends, provide Zone 1 redundancy with a Zone 2 connection, and to improve water movement.

15-78 – Civic Lane Improvements – Replaces 1,900 LF of various sized water main with new 8" DIP to replace aging infrastructure, shorten a dead end, loop the water main, and improve fire flows.

15-80 – Bragato Road Improvements – A replacement / new installation combination of 1,000 LF of 8" PVC to replace aging infrastructure, shorten a dead end, loop the water main, and improve fire flows.

15-81 - Sixth / O'Neill Avenue Improvements – Abandons 1,400 LF of 4"-8" CIP/PVC and replaces 1,500 LF of 18" CC with DIP to eliminate parallel water mains, reduce maintenance, and improve fire flows.

15-84 – Ralston Avenue Regulator Relocation – Relocates the regulating station to a more accessible location.

15-85 – O'Neill Slough Bridge Crossing Assessments – Assesses existing water main conditions, their associated suspension systems, and seismic resistance.

20-03 – Laxague Drive 18" CCP Abandonment – Abandons 2,000 LF of 18" CCP to prevent the potential of dead-end water from feeding back into the system and to improve water quality.

Table 7 - Zone 2 CIP Projects

CIP	DSA	Project Name	Budget (2024)
15-41	042	Mills Ave Improvements	$370,000
15-42	043	North Rd Improvements	$370,000
15-45	046-049	Hainline Dr and Vicinity Improvements	$1,595,000
15-46	050	Miramar Terrace Improvements	$1,135,000
15-47	051	Virginia Ave Improvements	$885,000
15-48	052	Willow Ln Improvements	$540,000
15-50	054	Fairway Dr Improvements	$1,210,000
15-52	056	Chevy / Clee St Improvements	$740,000
15-54	058	Villa Ave Improvements	$1,420,000
15-55	059	Covington Rd Improvements	$920,000
15-56	060	Carlmont Dr Improvements	$300,000
15-57	061	Alomar Ave Improvements	$670,000
15-58	062	Fernwood Way Improvements	$750,000
15-59	063	Valdez Ave Improvements	$910,000
15-61	066	Chula Vista Dr Improvements	$715,000
15-62	067	Sixth Ave Improvements	$1,975,000
15-63	069	Lower Notre Dame Ave Improvements	$1,515,000

CIP	DSA	Project Name	Budget (2024)
15-64	070	Tierra Linda Improvements	$85,000
15-66	071	Vine St (Zone 2) Improvements	$640,000
15-67	n/a	Village Dr Area Improvements	$1,445,000
20-04	094	Laurel Ave Cross-Country Abandonment	$85,000
24-02	n/a	Arbor Ave Improvements	$1,060,000
24-03	n/a	Middle Road Improvements	$2,105,000
24-08	n/a	Exborne Tank (West) Recoating	675,000
		Zone 2 Total:	**$22,115,000**

Brief descriptions of the Zone 2 projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-41 - Mills Avenue Improvements – Replaces 280 LF of 4" CIP with 8" DIP and adds an additional fire hydrant to replace aging / undersized infrastructure and improve fire flows.

15-42 - North Road Improvements – Abandons 500 LF of 8" CIP paralleling an 8" PVC and relocates services to the 8" PVC to eliminate aging infrastructure and reduce maintenance.

15-45 – Hainline Drive and Vicinity Improvements – Abandons 400 LF of cross country 4" CIP, replaces 1,750 LF of 4" CIP with 8" DIP along with additional hydrants to eliminate a cross-country water main and to improve fire flows.

15-46 – Miramar Terrace Improvements – Replaces 1,250 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-47 – Virginia Avenue Improvements – Abandons 210 LF of cross country 6" CIP/PVC and replaces 970 LF of 6" CIP with 8" DIP to abandon an inaccessible cross-country water main, replace aging infrastructure, and improve fire flows.

15-48 – Willow Lane Improvements – Abandons 230 LF of cross country 4" CIP in favor of a new 600 LF 8" DIP located within the roadway and adds a fire hydrant to eliminate a cross-country water main and improve fire flows.

15-50 – Fairway Drive Improvements – Replaces 1,450 LF of 4" PVC with 8" DIP and adds an additional fire hydrant to eliminate undersized infrastructure and improve fire flows.

15-52 – Chevy / Clee Streets Improvements – Replaces 800 LF of 4" PVC with 8" DIP and adds an additional fire hydrant to eliminate undersized infrastructure and improve fire flows.

15-54 – Villa Avenue Improvements – Replaces 1,500 LF of 4" PVC / 6" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows. This project also reconfigures water services connections so each resident has their own dedicated service line.

15-55 – Covington Road Improvements – Replaces 1,000 LF of 4" CIP / 6" DIP with 8" DIP and adds an additional fire hydrant to replace aging / undersized infrastructure and improve fire flows.

15-56 – Carlmont Drive Improvements – Abandons 800 LF of 8" CIP paralleling a 10" PVC to reduce maintenance.

15-57 – Alomar Way Improvements – Replaces 750 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-58 – Fernwood Way Improvements – Replaces 820 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-59 – Valdez Avenue Improvements – Replaces 1,000 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-61 – Chula Vista Drive Improvements – Replaces 750 LF of parallel 6" / 8" CIP with a single 10" DIP to complete a uniform 10" water main between Hannibal Pump Station and Exborne Tanks, eliminates aging infrastructure and reduces maintenance.

15-62 – Sixth Avenue Improvements – Abandons 700 LF of cross country 6" – 8" CIP that crosses over an existing creek at two locations and replaces it with a combination of 350 LF 8" and 1,400 LF 10" DIP to relocate the water mains to accessible locations.

15-63 – Lower Notre Dame Improvements – Replaces 3,400 LF of parallel 6" - 8" CIP with a single 10" DIP to replace aging infrastructure and reduce maintenance.

15-64 – Tierra Linda Improvements – Installs an in-line gate valve at Tierra Linda Middle School to monitor water quality under an experimental dead-end scenario.

15-66 – Vine Street (Zone 2) Improvements – Abandons 250 LF of 4" CIP and the Vine Street Regulator, replaces 700 LF of 4" CIP with 6" / 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-67 – Village Drive Area Improvements – Replaces 1,700 LF of 6" CIP with 8" DIP to replace aging infrastructure and eliminate two small dead-end stubs.

20-04 – Laurel Avenue Cross Country Abandonment – Abandons a 360 LF cross country 6" DIP in steep, inaccessible terrain.

24-02 – Arbor Avenue Improvements – Replaces 1,200 LF of 6" DIP with 8" DIP to replace aging infrastructure experiencing multiple leaks.

24-03 – Middle Road Improvements – Replaces 2,600 LF of 6" CIP with 8" DIP to replace aging infrastructure experiencing multiple leaks.

24-08 – Exborne Tank (West) Recoating – Recoats the exterior and interior tank to extend its useful service life.

Table 8 - Zone 3 CIP Projects

CIP	DSA	Project Name	Budget (2024)
15-11	014	Carmelita Ave Improvements	$1,190,000
15-12	015	Buena Vista Ave Improvements	$1,160,000
15-13	016	Monroe, Belle Monti, Coronet Ave Improvements	$2,905,000
15-15	018	Shirley Rd Improvements	$645,000
15-16	019	Williams Ave, Ridge Rd, Hillman Ave Improvements	$2,235,000
15-17	020	Monte Cresta Dr, Alhambra Dr Improvements	$2,000,000
15-18	021	Pine Knoll Dr Improvements	$480,000
15-20	023	Thurm and Bettina Ave Improvements	$1,075,000
15-21	024	Lincoln, Monserat Ave Improvements	$225,000
15-24	026	San Juan Blvd Improvements	$410,000
15-89	n/a	Dekoven Tanks Replacement	$7,590,000
15-90	096	Alameda De Las Pulgas Loop Improvements	$755,000
		Zone 3 Total:	**$20,670,000**

Brief descriptions of the Zone 3 projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-11 – Carmelita Avenue Improvements – Replaces 1,300 LF of 4”- 6” CIP/PVC with 8” DIP to replace aging / undersized infrastructure and improve fire flows.

15-12 – Buena Vista Avenue Improvements – Replaces 1,250 LF of 4”- 6” CIP/PVC with 8” DIP to replace aging / undersized infrastructure and improve fire flows.

15-13 – Monroe, Belle Monti, Coronet Avenues Improvements – Replaces 3,200 LF of 4” PVC with 8” DIP to replace aging / undersized infrastructure and improve fire flows.

15-15 – Shirley Road Improvements – A replacement / new installation combination of 720 LF of 8” DIP to eliminate dead ends, replace aging / undersized infrastructure, and improve fire flows.

15-16 – Williams Avenue, Ridge Road, Hillman Avenue Improvements – A replacement / new installation combination of 2,500 LF of 8” DIP to eliminate dead ends, replace aging / undersized infrastructure, minor zone reconfiguration, and improve fire flows.

15-17 – Monte Cresta Drive, Alhambra Drive Improvements – Replaces 2,250 LF of 6” CIP with 8” DIP to replace aging / undersized infrastructure and improve fire flows.

15-18 – Pine Knoll Drive Improvements – Replaces 430 LF of 4” CIP with 8” DIP to replace aging / undersized infrastructure and improve fire flows.

15-20 – Thrum and Bettina Avenues Improvements – Replaces 1,150 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-21 – Lincoln, Monserat Avenues Improvements – Installs 250 LF of 8" DIP with 8" DIP to eliminate two dead ends, creates a loop, and improves fire flows.

15-24 – San Juan Boulevard Improvements – Abandons 200 LF of 4" CIP paralleling an 8" PVC, replaces 520 LF of 6" CIP with 8" DIP to replace aging / undersized infrastructure, reduce maintenance, and improve fire flows.

15-89 – Dekoven Tanks Replacement – Replaces the existing 1.0 MG and 0.7 MG originally constructed in 1952 with two 0.8 MG tanks to improve seismic reliability.

15-90 – Alameda De Las Pulgas Loop Improvements – Installs 1,100 LF of 8" DIP to eliminate two dead ends, creates a loop, and improves water quality.

Table 9 - Zone 4 CIP Projects

CIP	DSA	Project Name	Budget (2024)
15-08	011	Zone 4 Water Main Improvements	$1,470,000
		Zone 4 Total:	**$1,470,000**

A brief description of the Zone 4 project follows. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-08 – Zone 4 Water Main Improvements – Replaces 1,300 LF of 4" PVC and 350 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

Table 10 - Zone 5 CIP Projects

CIP	DSA	Project Name	Budget (2024)
15-01	003	Buckland / Shelford Ave Improvements	$195,000
15-02	004	Courtland Rd Improvements	$685,000
15-03	005	Spring Ln Improvements	$325,000
15-04	006	Rose Ln Improvements	$220,000
15-05	n/a	Calwater Intertie	$340,000
24-04	n/a	Shelford Ave Improvements	$960,000
24-06	n/a	Hartford Ave Improvements	$785,000
		Zone 5 Total:	**$3,510,000**

Brief descriptions of the Zone 5 projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-01 – Buckland / Shelford Avenues Improvements – Abandons 270 LF of 6" CIP paralleling a 12" DIP. New connections will be made to the 12" DIP along with other pipe installation to improve fire flows.

15-02 – Courtland Road Improvements – Replaces 780 LF of 4" – 6" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-03 – Spring Lane Improvements – Replaces 270 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-04 – Rose Lane Improvements – Replaces 170 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-05 – Calwater Intertie – Installs an intertie connection to permit the District the ability to provide water to Calwater in the event of an emergency.

24-04 – Shelford Avenue Improvements – Replaces 1,200 LF of 2"/6" CIP with 8" DIP to replace aging / undersized infrastructure with extensive leaks and improve fire flows.

24-06 – Hartford Avenue Improvements – Replaces 900 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

Table 11 - Zone 6 CIP Projects

CIP	DSA	Description	Budget (2024)
15-07	010	Dartmouth Ave Improvements	$305,000
24-01	n/a	Erlin Dr Improvements	$745,000
		Zone 6 Total:	**$1,050,000**

A brief description of the Zone 6 project follows. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-07 – Dartmouth Avenue Improvements – Replaces 300 LF of 4" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

24-01 – Erlin Drive Improvements – Abandons 500 LF of 4" CIP and installs 800 LF of 8" DIP to replace aging / undersized infrastructure, eliminate a cross country main, and improve fire flows.

Table 12 - Zone 7 CIP Projects

CIP	DSA	Description	Budget (2024)
15-25	027	Christian Ct Improvements	$360,000
15-26	028	West Belmont Tank Water Main Improvements	$2,875,000
15-27	029	Lassen Dr Improvements	$1,670,000
24-05	n/a	Marsten Ave Improvements	$150,000
24-10	n/a	West Belmont Tank (North) Recoating	$130,000
		Zone 7 Total:	**$5,185,000**

Brief descriptions of the Zone 7 projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-25 – Christian Court Improvements – Replaces 300 LF of 4" CIP with 8" DIP and installs an additional fire hydrant to replace aging / undersized infrastructure, improve flushing capabilities, and improve fire flows.

15-26 – West Belmont Tank Water Main Improvements – A combination of abandonments / replacement / new installation of 1,400 LF of 8" DIP and 2,400 LF of 12" DIP to eliminate cross country and parallel water mains, improve zone wide fire flows, and replace aging infrastructure.

15-27 – Lassen Drive Improvements – Replaces 1,850 LF of 6" CIP with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

24-05 – Marsten Avenue Improvements – Abandons 900 LF of 8" CIP/AC and relocates services to a newly installed PVC pipe.

24-10 – West Belmont Tank (North) Recoating – Recoats the exterior of the northern tank to extend its useful service life.

Table 13 - Zone 8 CIP Projects

CIP	DSA	Description	Budget (2024)
15-32	034	Soho Cir Improvements	$180,000
15-33	035	Paddington Ct Improvements	$225,000
15-34	036	Ridgewood Ct Improvements	$245,000
15-35	037	Bridge Ct Improvements	$325,000
15-36	038	Parkridge Ct Improvements	$330,000
15-37	039	Waterloo Ct Improvements	$180,000
15-39	n/a	Zone 8 - 14" Cross-Country Improvements	$1,180,000
24-09	n/a	Hallmark Tank (North) Structural Retrofit / Recoating	$3,050,000
		Zone 8 Total:	**$5,715,000**

Brief descriptions of the Zone 8 projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-32 – Soho Circle Improvements – Replaces 150 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-33 – Paddington Court Improvements – Replaces 170 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-34 – Ridgewood Court Improvements – Replaces 200 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-35 – Bridge Court Improvements – Replaces 280 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-36 – Parkridge Court Improvements – Replaces 270 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-37 – Waterloo Court Improvements – Replaces 150 LF of 4" PVC with 8" DIP to replace aging / undersized infrastructure and improve fire flows.

15-39 – Zone 8 – 14" Cross Country Improvements – Installs 8 trench dams, 2 remotely controlled gate valves, and a flow meter and/or pressure gauge vault to allow the District to quickly identify a leak along the water main, the ability to isolate a shorter section of repair length.

24-09 – Hallmark Tank (North) Structural Retrofit / Recoating – Structurally retrofits the north tank to operate at a 16 ft water level and extends service life of the tank by recoating.

Table 14 - District Wide CIP Projects

CIP	DSA	Description	Budget (2024)
15-83	n/a	Emergency Intertie Rebuilds	$955,000
20-05	n/a	Transmission Water Main Assessments	$625,000
20-06	n/a	Automated Chloramine Management Systems	$595,000
20-09	n/a	Modernize DLOC for Resiliency – Phase 1	$3,300,000
20-10	n/a	Modernize DLOC for Resiliency – Phase 2	$9,700,000
24-07	n/a	Modernize Folder Drive Property as Emer. Ops. Cen.	$4,590,000
		District Wide Total:	**$19,765,000**

Brief descriptions of the District Wide projects follow. Please refer to the corresponding exhibits in Appendix B for more detailed descriptions and backgrounds.

15-83 – Emergency Intertie Rebuilds – Rebuilds / reconfigures the existing interties to obtain more accurate meter readings.

20-05 – Transmission Water Main Assessments – Assess the transmission mains supplying the District into Zone 1 and Zone 7 to determine condition and remaining life expectancy.

20-06 – Automated Chloramine Management Systems – Automatically detects tank disinfection residuals and adjusts levels accordingly to maintain an ideal state of chloramine disinfection.

20-09 – Modernize Dairy Lane Operations Center for Resiliency – Phase 1 – Repairs various building deficiencies in addition to improving its structural and seismic reliability. Phase 1 includes design and seismic study updates.

20-10 – Modernize Dairy Lane Operations Center for Resilience – Phase 2 – Repairs various building deficiencies in addition to improving its structural and seismic reliability. Phase 2 includes seismic retrofit and construction.

24-07 – Modernize Folger Drive Property as Emergency Operations Center – Repairs various building deficiencies in addition to improving its structural and seismic reliability. Phase 2 includes seismic retrofit and construction.

APPENDIX A

CIP Summary

Mid-Peninsula Water District
Capital Improvement Program Summary (FY 24/25 Update)

APPENDIX A

Project Number	DSA	Zone	Project Name	Existing Pipe Information				Quantities			Construction	Planning, Design & CM	Construction Inspection	Contingency	2024 Dollars	Running Total	Ranking Score	Hydraulic Capacity	# Affected Hydrants	System Benefits	Location	Age	Material	No. of Leaks*	Static Pressure	No. of Services	Scheduled Paving
				Size (in)	Material	Age	Static PSI	LF	SRV	HYD																	
UNDER DESIGN																											
15-09	012	3	Dekoven Tank Utilization Project	6	CIP	1960	10-45	2400	14	2	$ 1,483,500	$ 225,000	$ 150,000	$ 186,500	$ 2,045,000	$ 2,045,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
15-19	022	3	Oak Knoll Drive Improvements	4	PVC	1956	65-105	1300	33	2	$ 1,039,500	$ 160,000	$ 105,000	$ 130,500	$ 1,435,000	$ 3,480,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
			Material Totals					**3700**	**47**	**4**				**subtotal (a)**	**$ 3,480,000**											
PRIORITIZED																											
15-72b	077	1	SR 101 Crossing at PAMF Hospital - Phase 2	12	AC	1963	135	1600	0	1	$ 2,015,000	$ 300,000	$ 200,000	$ 250,000	$ 2,765,000	$ 6,245,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
15-89	n/a	3	Dekoven Tanks Replacement	n/a	n/a	n/a	n/a	0	0	0	$ 6,000,000	$ 300,000	$ 600,000	$ 690,000	$ 7,590,000	$ 13,835,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20-05	n/a	DW	Transmission Water Main Assessments	18	CCP	1960	40-185	0	0	0	$ 500,000	$ 50,000	$ -	$ 75,000	$ 625,000	$ 14,460,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
24-07	n/a	DW	Moderinze Folger Drive Property as Emergency Operations Cente	n/a	n/a	n/a	n/a	0	0	0	$ 4,590,000	$ -	$ -	$ -	$ 4,590,000	$ 19,050,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20-09	n/a	DW	Modernize Dairy Lane Operations Center for Resiliency - Design	n/a	n/a	n/a	n/a	0	0	0	$ -	$ 3,300,000	$ -	$ -	$ 3,300,000	$ 22,350,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20-10	n/a	DW	Modernize Dairy Lane Operations Center for Resiliency - Construc	n/a	n/a	n/a	n/a	0	0	0	$ 9,700,000	$ -	$ -	$ -	$ 9,700,000	$ 32,050,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
24-08	n/a	2	Exborne Tank (West) Recoating	n/a	n/a	n/a	n/a	0	0	0	$ 450,000	$ 115,000	$ 45,000	$ 65,000	$ 675,000	$ 32,725,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
24-09	n/a	8	Hallmark Tank (North) Structural Retrofit/Recoating	n/a	n/a	n/a	n/a	0	0	0	$ 2,200,000	$ 330,000	$ 220,000	$ 300,000	$ 3,050,000	$ 35,775,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
24-10	n/a	7	West Belmont Tank (North) Recoating	n/a	n/a	n/a	n/a	0	0	0	$ 76,500	$ 30,000	$ 10,000	$ 13,500	$ 130,000	$ 35,905,000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
			Material Totals					**1600**	**0**	**1**				**subtotal (b)**	**$ 32,425,000**											
NONPRIORITIZED WATER MAIN REPLACEMENT PROJECTS																	**Ranking Criteria (NonPrioritized Water Main Replacement Projects Only)**										
15-24	026	3	San Juan Boulevard Improvements	4	CIP	1936	155	300	16	3	$ 271,500	$ 70,000	$ 30,000	$ 38,500	$ 410,000	$ 36,315,000	33	5	3	3	1	5	8		5	3	Yes - 2028 (BEL)
15-75b	080	1	Old County Road Improvements - Phase 2	6	AC	1938	125	2400	54	4	$ 1,704,000	$ -	$ 170,000	$ 191,000	$ 2,065,000	$ 38,380,000	33	3	3	3	1	5	10		3	5	Yes - 2022 (BEL)
24-03	n/a	2	Middle Road Improvements	6	CIP	1955	130	2600	33	8	$ 1,528,250	$ 230,000	$ 155,000	$ 191,750	$ 2,105,000	$ 40,485,000	31	3	5	2	1	3	8		4	5	Yes - 2023 (BEL)
15-16	019	3	Williams Avenue, Ridge Road, Hillman Avenue Improvements	4	CIP	1950	140	2600	59	5	$ 1,619,750	$ 245,000	$ 165,000	$ 205,250	$ 2,235,000	$ 42,720,000	30	5	4	0	1	3	8		4	5	
15-47	051	2	Virginia Avenue Improvements	6	CIP	1959	120	1000	17	3	$ 614,000	$ 125,000	$ 65,000	$ 81,000	$ 885,000	$ 43,605,000	30	3	3	2	5	3	8		3	3	
24-01	n/a	6	Erlin Drive Improvements	4	CIP	1954	105	800	5	2	$ 485,000	$ 140,000	$ 50,000	$ 70,000	$ 745,000	$ 44,350,000	30	5	2	2	5	3	8		3	2	
15-08	011	4	Zone 4 Water Main Improvement	4	CIP	1958	90	1700	40	2	$ 1,062,500	$ 160,000	$ 110,000	$ 137,500	$ 1,470,000	$ 45,820,000	29	5	2	3	1	3	8		2	5	Yes - 2021/24 (BEL)
15-26	028	7	West Belmont Tank Water Main Improvements	8	CIP	1956	70	3800	2	2	$ 2,085,500	$ 315,000	$ 210,000	$ 264,500	$ 2,875,000	$ 48,695,000	29	5	2	3	5	3	8		1	2	Yes - 2024 (BEL)
15-46	050	2	Miramar Terrace Improvements	4	CIP	1945	75	1300	21	4	$ 787,750	$ 160,000	$ 80,000	$ 107,250	$ 1,135,000	$ 49,830,000	29	5	3	0	3	4	8		2	4	
15-48	052	2	Willow Lane Improvements	4	CIP	1946	60	600	8	2	$ 357,000	$ 90,000	$ 40,000	$ 53,000	$ 540,000	$ 50,370,000	29	5	2	2	5	4	8		1	2	
15-54	058	2	Villa Avenue Improvements	4	CIP	1946	110	1500	44	3	$ 988,500	$ 200,000	$ 100,000	$ 131,500	$ 1,420,000	$ 51,790,000	29	5	3	0	1	4	8		3	5	Yes - 2024/29 (BEL)
15-63	069	2	Lower Notre Dame Avenue Improvements	6	CIP	1946	125	1700	25	5	$ 1,098,750	$ 165,000	$ 110,000	$ 141,250	$ 1,515,000	$ 53,305,000	29	3	4	0	3	4	8		3	4	Yes - 2029 (BEL)
15-17	020	3	Monte Cresta Drive / Alhambra Drive Improvements	6	CIP	1958	125	2300	48	7	$ 1,449,500	$ 220,000	$ 145,000	$ 185,500	$ 2,000,000	$ 55,305,000	28	3	5	0	1	3	8		3	5	Yes - FY 2025 (BEL)
15-27	029	7	Lassen Drive Improvements	6	CIP	1957	60	1900	46	4	$ 1,204,000	$ 185,000	$ 125,000	$ 156,000	$ 1,670,000	$ 56,975,000	28	3	3	2	3	3	8		1	5	Yes - 2028 (BEL)
15-45	046-049	2	Hainline Drive and Vicinity Improvements	4	CIP	1954	80	1800	42	5	$ 1,150,500	$ 175,000	$ 120,000	$ 149,500	$ 1,595,000	$ 58,570,000	28	5	4	0	1	3	8		2	5	Yes - 2028 (BEL)
15-59	063	2	Valdez Avenue Improvements	4	CIP	1954	90	1000	24	2	$ 631,000	$ 130,000	$ 65,000	$ 84,000	$ 910,000	$ 59,480,000	27	5	2	0	3	3	8		2	4	
15-62	067	2	Sixth Avenue Improvements	6	CIP	1946	150	1750	2	5	$ 1,431,750	$ 215,000	$ 145,000	$ 183,250	$ 1,975,000	$ 61,455,000	27	0	4	2	3	4	8		4	2	Yes - 2029 (BEL)
15-11	014	3	Camelita Avenue Improvements	4	CIP	1951	70	1300	31	3	$ 825,250	$ 170,000	$ 85,000	$ 109,750	$ 1,190,000	$ 62,645,000	26	5	3	0	1	3	8		1	5	Yes - 2021 (BEL)
15-13	016	3	Monroe, Belle Monti, Coronet Avenues Improvements	4	PVC	1970	130	3200	94	6	$ 2,103,500	$ 320,000	$ 215,000	$ 266,500	$ 2,905,000	$ 65,550,000	26	5	4	2	1	1	4		4	5	Yes - 2025/29 (BEL)
15-55	059	2	Covington Road Improvements	4	CIP	1953	100	1000	23	3	$ 640,750	$ 130,000	$ 65,000	$ 84,250	$ 920,000	$ 66,470,000	26	5	3	0	1	3	8		2	4	Yes - 2024 (BEL)
15-57	061	2	Alomar Avenue Improvements	4	CIP	1954	100	750	14	1	$ 444,750	$ 115,000	$ 45,000	$ 65,250	$ 670,000	$ 67,140,000	26	5	2	0	3	3	8		2	3	
15-78	083	1	Civic Lane Improvements	6	CIP	1949	125	1900	20	5	$ 1,082,500	$ 165,000	$ 110,000	$ 137,500	$ 1,495,000	$ 68,635,000	26	3	4	0	1	4	8		3	3	
24-04	n/a	5	Shelford Avenue Improvements	2	CIP	1954	90	1200	10	3	$ 667,250	$ 135,000	$ 70,000	$ 87,750	$ 960,000	$ 69,595,000	26	5	3	0	3	3	8		2	2	Yes - 2025 (SC)
15-03	005	5	Spring Lane Improvements	4	CIP	1958	140	300	6	2	$ 204,000	$ 65,000	$ 25,000	$ 31,000	$ 325,000	$ 69,920,000	25	5	2	0	1	3	8		4	2	Yes - 2021 (BEL)
15-58	062	2	Fernwood Way Improvements	4	CIP	1954	70	850	16	2	$ 517,750	$ 105,000	$ 55,000	$ 72,250	$ 750,000	$ 70,670,000	25	5	2	0	3	3	8		1	3	Yes - 2026 (BEL)
15-67	n/a	2	Village Drive Area Improvements	6	CIP	1959	90	1700	34	4	$ 1,046,000	$ 160,000	$ 105,000	$ 134,000	$ 1,445,000	$ 72,115,000	25	3	3	0	1	3	8		2	5	
15-81	086	1	Sixth / O'Neill Avenue Improvements	4	CIP	1937	125	1500	15	2	$ 1,792,500	$ 270,000	$ 180,000	$ 227,500	$ 2,470,000	$ 74,585,000	25	0	2	3	1	5	8		3	3	
15-01	003	5	Buckland / Shelford Avenue Improvements	6	CIP	1954	30	200	1	1	$ 120,250	$ 40,000	$ 15,000	$ 19,750	$ 195,000	$ 74,780,000	24	3	2	2	3	3	8		1	2	Yes - 2024 (SC)
15-02	004	5	Courtland Road Improvements	4	CIP	1958	110	800	9	2	$ 457,250	$ 115,000	$ 50,000	$ 62,750	$ 685,000	$ 75,465,000	24	5	2	0	1	3	8		3	2	
15-07	010	6	Dartmouth Avenue Improvements	4	CIP	1954	70	300	7	1	$ 194,250	$ 60,000	$ 20,000	$ 30,750	$ 305,000	$ 75,770,000	24	5	2	0	3	3	8		1	2	Yes - 2024 (SC)
15-15	018	3	Shirley Road Improvements	4	CIP	1953	80	750	11	1	$ 429,000	$ 110,000	$ 45,000	$ 61,000	$ 645,000	$ 76,415,000	24	5	2	0	1	3	8		2	3	
15-41	042	2	Mills Avenue Improvements	4	CIP	1954	80	300	12	2	$ 235,500	$ 75,000	$ 25,000	$ 34,500	$ 370,000	$ 76,785,000	24	5	2	0	1	3	8		2	3	
15-61	066	2	Chula Vista Drive Improvements	6	CIP	1941	135	750	10	2	$ 476,250	$ 120,000	$ 50,000	$ 68,750	$ 715,000	$ 77,500,000	24	3	2	0	1	4	8		4	2	
15-80	085	1	Bragato Road Improvements	6	AC	1967	135	1000	8	2	$ 547,000	$ 110,000	$ 55,000	$ 73,000	$ 785,000	$ 78,285,000	24	3	2	0	1	2	10		4	2	
15-04	006	5	Rose Lane Improvements	4	CIP	1961	120	200	5	1	$ 136,250	$ 45,000	$ 15,000	$ 23,750	$ 220,000	$ 78,505,000	23	5	2	0	1	2	8		3	2	
15-18	021	3	Pine Knoll Drive Improvements	4	CIP	1977	110	450	14	2	$ 317,250	$ 80,000	$ 35,000	$ 47,750	$ 480,000	$ 78,985,000	23	5	2	0	1	1	8		3	3	Yes - FY 2029 (BEL)
15-25	027	7	Christian Court Improvements	4	CIP	1962	90	300	11	2	$ 230,250	$ 70,000	$ 25,000	$ 34,750	$ 360,000	$ 79,345,000	23	5	2	0	1	2	8		2	3	
15-66	071	2	Vine Street (Zone 2) Improvements	4	CIP	1953	120	700	16	2	$ 425,500	$ 110,000	$ 45,000	$ 59,500	$ 640,000	$ 79,985,000	23	3	2	0	1	3	8		3	3	
24-06	n/a	5	Hartford Avenue Improvements	4	CIP	1954	50	900	17	2	$ 546,750	$ 110,000	$ 55,000	$ 73,250	$ 785,000	$ 80,770,000	23	5	2	0	1	3	8		1	3	Yes - 2024 (SC)
15-12	015	3	Buena Vista Avenue Improvements	4	PVC	1956	50	1300	27	3	$ 804,250	$ 165,000	$ 85,000	$ 105,750	$ 1,160,000	$ 81,930,000	21	5	3	0	1	3	4		1	4	Yes - 2021/29 (BEL)

Mid-Peninsula Water District
Capital Improvement Program Summary (FY 24/25 Update)

Project Number	DSA	Zone	Project Name	Existing Pipe Information				Quantities			Construction	Planning, Design & CM	Construction Inspection	Contingency	2024 Dollars	Running Total
				Size (in)	Material	Age	Static PSI	LF	SRV	HYD						
15-50	054	2	Fairway Drive Improvements	4	PVC	1975	115	1450	24	2	$ 844,750	$ 170,000	$ 85,000	$ 110,250	$ 1,210,000	$ 83,140,000
15-68	073	1	Wessex Way Dead End Improvements	4	PVC	1977	135	250	20	1	$ 238,750	$ 75,000	$ 25,000	$ 36,250	$ 375,000	$ 83,515,000
15-20	023	3	Thurm and Bettina Avenue Improvements	4	PVC	1978	80	1200	26	1	$ 751,500	$ 150,000	$ 75,000	$ 98,500	$ 1,075,000	$ 84,590,000
15-34	036	8	Ridgewood Court Improvements	4	PVC	1976	145	200	8	1	$ 152,000	$ 50,000	$ 20,000	$ 23,000	$ 245,000	$ 84,835,000
15-52	056	2	Chevy / Clee Streets Improvements	4	PVC	1970	125	800	16	2	$ 494,000	$ 125,000	$ 50,000	$ 71,000	$ 740,000	$ 85,575,000
15-69	074	1	Sussex Court Improvements	4	PVC	1977	135	150	4	1	$ 107,250	$ 35,000	$ 15,000	$ 17,750	$ 175,000	$ 85,750,000
15-32	034	8	Soho Circle Improvements	4	PVC	1971	65	150	5	1	$ 112,500	$ 35,000	$ 15,000	$ 17,500	$ 180,000	$ 85,930,000
15-33	035	8	Paddington Court Improvements	4	PVC	1971	45	200	6	1	$ 141,500	$ 45,000	$ 15,000	$ 23,500	$ 225,000	$ 86,155,000
24-02	n/a	2	Arbor Avenue Improvements	6	DIP	1977	95	1200	23	3	$ 735,750	$ 150,000	$ 75,000	$ 99,250	$ 1,060,000	$ 87,215,000
15-35	037	8	Bridge Court Improvements	4	PVC	1976	85	300	9	1	$ 204,750	$ 65,000	$ 25,000	$ 30,250	$ 325,000	$ 87,540,000
15-36	038	8	Parkridge Court Improvements	4	PVC	1976	85	300	10	1	$ 210,000	$ 65,000	$ 25,000	$ 30,000	$ 330,000	$ 87,870,000
15-37	039	8	Waterloo Court Improvements	4	PVC	1969	60	150	5	1	$ 112,500	$ 35,000	$ 15,000	$ 17,500	$ 180,000	$ 88,050,000
15-77	082	1	Sixth Avenue (Zone 1) Improvements	6	PVC	1987	120	200	5	0	$ 176,250	$ 55,000	$ 20,000	$ 28,750	$ 280,000	$ 88,330,000
			Material Totals					**14500**	**309**	**39**				**subtotal (c)**	**$ 52,425,000**	

Ranking Score	Hydraulic Capacity	# Affected Hydrants	System Benefits	Location	Age	Material	No. of Leaks*	Static Pressure	No. of Services	Scheduled Paving
20	5	2	0	1	1	4		3	4	Yes - 2021 (BEL)
20	5	2	0	1	1	4		4	3	
19	5	2	0	1	1	4		2	4	Yes - 2021 (BEL)
19	5	2	0	1	1	4		4	2	
19	5	2	0	1	1	4		3	3	Yes - 2024 (BEL)
19	5	2	0	1	1	4		4	2	Yes - 2029 (BEL)
18	5	2	0	3	1	4		1	2	
18	5	2	0	3	1	4		1	2	
18	3	3	0	1	1	4		2	4	Yes - 2021 (BEL)
17	5	2	0	1	1	4		2	2	
17	5	2	0	1	1	4		2	2	
17	5	2	0	1	2	4		1	2	
13	3	0	0	1	1	4		2	2	Yes - 2024 (BEL)

*Leaks are still under analysis with the District's new GIS system.

NONPRIORITIZED NON-WATER MAIN REPLACEMENT PROJECTS

15-05	n/a	5	Calwater Intertie	0	0	0	0	0	0	0	$ 215,000	$ 65,000	$ 25,000	$ 35,000	$ 340,000	$ 88,670,000
15-21	024	3	Lincoln / Monserat Avenue Improvements	0	0	0	50	250	2	1	$ 144,250	$ 45,000	$ 15,000	$ 20,750	$ 225,000	$ 88,895,000
15-39	n/a	8	Zone 8 - 14" Cross Country Improvements	0	0	0	0	0	0	0	$ 820,000	$ 165,000	$ 85,000	$ 110,000	$ 1,180,000	$ 90,075,000
15-42	043	2	North Road Improvements	8	CIP	1949	130	0	19	1	$ 234,750	$ 75,000	$ 25,000	$ 35,250	$ 370,000	$ 90,445,000
15-56	060	2	Carlmont Drive Improvements	8	CIP	1959	90	0	5	1	$ 190,000	$ 60,000	$ 20,000	$ 30,000	$ 300,000	$ 90,745,000
15-64	070	2	Tierra Linda Improvements	10	CIP	1951	80	0	0	0	$ 50,000	$ 20,000	$ 5,000	$ 10,000	$ 85,000	$ 90,830,000
15-70	075	1	Shoreway Road Improvements	8	AC	1969	135	0	5	2	$ 180,000	$ 55,000	$ 20,000	$ 30,000	$ 285,000	$ 91,115,000
15-71	076	1	Wessex Way Loop Improvements	0	0	0	135	250	0	1	$ 153,750	$ 50,000	$ 20,000	$ 26,250	$ 250,000	$ 91,365,000
15-83	n/a	DW	Emergency Intertie Rebuilds	0	0	0	0	0	0	0	$ 660,000	$ 135,000	$ 70,000	$ 90,000	$ 955,000	$ 92,320,000
15-84	n/a	1	Ralston Avenue Regulator Relocation	8	PVC	1974	130	0	0	0	$ 275,000	$ 70,000	$ 30,000	$ 40,000	$ 415,000	$ 92,735,000
15-85	n/a	1	O'Neill Slough Bridge Crossing Assessments	12	DIP	1990	130	0	0	0	$ -	$ 55,000	$ -	$ 5,000	$ 60,000	$ 92,795,000
15-90	096	3	Alameda De Las Pulgas Loop Improvements	0	0	0	160	1100	0	0	$ 522,500	$ 105,000	$ 55,000	$ 72,500	$ 755,000	$ 93,550,000
20-03	n/a	1	Laxague Drive 18" CCP Abandonment	18	CC	1959	100	0	0	0	$ 55,000	$ 20,000	$ 10,000	$ 10,000	$ 95,000	$ 93,645,000
20-04	94	2	Laurel Avenue Cross Country Abandonment	6	DIP	1979	120	0	0	0	$ 50,000	$ 20,000	$ 5,000	$ 10,000	$ 85,000	$ 93,730,000
20-06	n/a	DW	Automated Chloramine Management Systems	0	0	0	0	0	0	0	$ 400,000	$ 100,000	$ 40,000	$ 55,000	$ 595,000	$ 94,325,000
24-05	n/a	7	Marsten Avenue Improvements	8	AC	1962	115	0	8	0	$ 94,000	$ 32,000	$ 10,000	$ 14,000	$ 150,000	$ 94,475,000
			Material Totals					**1600**	**39**	**6**				**subtotal (d)**	**$ 6,145,000**	
														Total Combined	**$ 94,475,000**	

COST ASSUMPTIONS (2024)

Linear foot Cost for 8" DIP	$ 475
Linear foot Cost for 10" DIP	$ 525
Linear foot Cost for 12" DIP	$ 575
Cost per Service	$ 5,250
Cost per Hydrant	$ 15,000

Mid-Peninsula Water District
Capital Improvement Program Summary (FY 24/25 Update)

UNDER CONSTRUCTION

Project Number	DSA	Zone	Project Name	Existing Pipe Information				Quantities			Construction	Planning, Design & CM	Construction Inspection	Contingency	2024 Dollars	Running Total
				Size (in)	Material	Age	Static PSI	LF	SRV	HYD						
15-75a	080	1	Old County Road Improvements - Phase 1	6"-20"	AC/CIP/CC	1930, 40	125-130	3400	67	7	$ 2,722,000	$ 665,000	$ 275,000	$ 368,000	$ 4,030,000	$ 4,030,000
15-79	084	1	F Street Improvements	6"/10"	PVC/CCP	1963, 2004	120-130	400	2	1	$ 204,000	$ 60,000	$ 20,000	$ 31,000	$ 315,000	$ 4,345,000
15-82	n/a	1	Ralston Avenue Improvements	6"	CIP	1933	115-120	500	5	1	$ 308,000	$ 80,000	$ 30,000	$ 42,000	$ 460,000	$ 4,805,000
														Total	**$ 4,805,000**	

COMPLETED

Project Number	DSA	Zone	Project Name	Existing Pipe Information				Quantities			Construction	Planning, Design & CM	Construction Inspection	Contingency	Total Spent	Year Completed
				Size	Material	Age	Static PSI	LF	SRV	HYD						
15-06	n/a	5	Zone 5 Fire Hydrant Upgrades	n/a	n/a	n/a	n/a	0	0	7	$ 32,596	$ 7,379	$ -	$ -	$ 39,975	2020
15-10	013	3	Notre Dame Avenue Loop Closure	4"/6"	CIP/PVC	1954, 82	120-175	2230	29	3	$ 1,216,051	$ 15,296	$ -	$ -	$ 1,231,347	2020
15-14	017	3	Mezes Avenue Improvements	4"	CIP	1960	105-110	310	10	1	$ 235,267	$ 56,154	$ -	$ -	$ 291,421	2018
15-22	025	3	Arthur Avenue Improvements	4"/6"	CIP	1956	105-145	880	15	2	$ 575,587	$ 121,318	$ -	$ -	$ 696,905	2016
15-23	n/a	3, 8	Dekoven and Hallmark Tanks Structural and Seismic Evaluation	n/a	n/a	n/a	n/a	n/a	n/a	n/a	$ -	$ 88,748	$ -	$ -	$ 88,748	2016
15-28	030	7	Tahoe Drive Area Improvements	4"	CIP	1956, 1957	65-85	900	28	4	$ 707,558	$ 160,174	$ -	$ -	$ 867,732	2020
15-29	031	7	Belmont Canyon Road Improvements	4"/8"	CIP	1956	70-80	900	17	2	$ 575,187	$ 84,313	$ -	$ -	$ 659,500	2023
15-30	032	3	Alameda De Las Pulgas Improvements	6"/8"	CIP	1953, 1954	95-155	1460	32	4	$ 655,765		$ -	$ -	$ 655,765	2016
15-31	033	3	Monserat Avenue Cross Country Abandonment	6"	CIP	1956	75-135	n/a	n/a	n/a	$ 10,000		$ -	$ -	$ 10,000	2017
15-38	040	8	Cliffside Court Improvements	4"	PVC	1976	185-190	0	16	0	$ 125,077	$ 28,315	$ -	$ -	$ 153,392	2020
15-40	041	8	Hastings Drive Improvements	4"	CIP/PVC	1976	80-195	0	0	0	$ 11,149	$ 43,871	$ -	$ -	$ 55,020	2023
15-43	044	2	North Road Cross Country / Davey Glen Improvements	6"/8"	CIP	1960, 1961	75-135	1400	17	5	$ 702,426	$ 336,238	$ -	$ -	$ 1,038,664	2018
15-44	045	2	South Road Abandonment	4"	CIP	1940, 1944	50-55	0	19	3	$ 368,307	$ 97,549	$ -	$ -	$ 465,856	2018
15-49	053	2	Mid-Notre Dame Avenue Abandonment	6"	CIP	1935	55-70	0	10	0	$ 67,568	$ 274,363	$ -	$ -	$ 341,931	2020
15-51	055	1	Francis Avenue/Court Improvements	4"	CIP/PVC	1946, 75, 76	115-130	830	23	2	$ 347,483	$ 166,334	$ -	$ -	$ 513,817	2018
15-53	057, 058	2	Academy Avenue / Belburn Drive Improvements	4"	PVC	1970	105-130	300	25	0	$ 220,300	$ 105,454	$ -	$ -	$ 325,754	2018
15-60	065	2	Escondido Way Cross Country Abandonment	4	CIP	1941	125	0	0	0	$ 6,500	$ -	$ -	$ -	$ 6,500	2021
15-65	n/a	2	Folger Drive Improvements	6"	CIP	1935, 1959	65-100	830	12	3	$ 496,464	$ 109,301	$ -	$ -	$ 605,765	2018
15-72a	077	1	SR 101 Crossing at PAMF Hospital - Phase 1	n/a	n/a	n/a	130-135	700	0	1	$ 303,477	$ 542,525	$ -	$ -	$ 846,002	2021
15-73	078	1	Karen Road Improvements	8"/12"	AC/CIP	1952, 1957	130-135	800	9	2	$ 450,536	$ 104,696	$ -	$ -	$ 555,232	2018
15-74	079	2	Malcolm Avenue Improvements	n/a	n/a	n/a	n/a	550	2	0	$ 195,027		$ -	$ -	$ 195,027	2019
15-76	081	1	El Camino Real Improvements	8	CIP	1950, 71	120-130	4100	27	8	$ 2,381,497	$ 1,017,502	$ -	$ -	$ 3,398,999	2023
15-86	n/a	DW	Folger Pump Station Demolition	n/a	n/a	n/a	n/a	n/a	n/a	n/a	$ 160,265		$ -	$ -	$ 160,265	2022
15-87	n/a	1	Hillcrest Pressure Regulating Station	n/a	n/a	n/a	n/a	n/a	n/a	n/a	$ 630,520	$ 222,803	$ -	$ -	$ 853,323	2019
15-88	098	5	Vine Street (Zone 5) Improvements	6"	CIP	1958	125-145	1400	15	3	$ 841,427	$ 192,325	$ -	$ -	$ 1,033,752	2023
20-01	n/a	8	Hastings Drive Service Connection Replacements	n/a	n/a	n/a	105-190	n/a	119	n/a	$ 778,486		$ -	$ -	$ 778,486	2023
20-07	n/a	1	Harbor Boulevard Water Main Replacement	12"	AC	1967	125-135	2100	45	7	$ 2,079,315	$ 502,702	$ -	$ -	$ 2,582,017	2024
20-08	n/a	DW	SCADA Improvements	n/a	n/a	n/a	n/a	n/a	n/a	n/a	$ 240,030		$ -	$ -	$ 240,030	2023

SUPERSEEDED

Project Number	DSA	Zone	Project Name	Existing Pipe Information				Quantities			Construction	Planning, Design & CM	Construction Inspection	Contingency	2020 Dollars	
				Size	Material	Age	Static PSI	LF	SRV	HYD						
20-02	n/a	8	Hallmark Tanks Structural Retrofit / Recoat - See CIP 24-09	n/a	n/a	n/a	n/a	0	0	0	$ 2,600,000	$ 390,000	$ 260,000	$ 325,000	$ 3,575,000	

Ranking Score	Hydraulic Capacity	# Affected Hydrants	System Benefits	Location	Age	Material	No. of Leaks*	Static Pressure	No. of Services	Scheduled Paving

APPENDIX B

Programmed Projects

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A

DAIRY LANE OPERATIONS CENTER RESILIENCY - DESIGN

PROJECT BACKGROUND

The District purchased its Dairy Lane Operations Center in 1999. Minor alterations were made to the building to accommodate operations and administration at that time, but the most significant changes were addition of security fencing and external painting of the structure.

An inspection and seismic study of the structure and property was conducted by Cornerstone Structural Engineering Group in February 2018 and presented to the MPWD Board of Directors on March 22, 2018. It revealed significant structural deficiencies in the roof and shop area. A geotechnical investigation was also performed by Romig Engineers in March 2018 confirming the site is suitable for eismic upgrades and provided recommendations. In January 2023, the property was inundated with water and sustained significant water damage, particularly the office portion.

Beyond flood damage and seismic deficiencies, plumbing and electrical issues require attention, HVAC system upgrades, employee workspace upgrades needed, including employee locker rooms, and general facility modernization. This project is broken into design and construction phases. Actual improvements will be refined over the course of design.

PROPOSED IMPROVEMENTS

Seismic retrofit of the existing structure, flood mitigation features, evaluate and install solar (photovoltaic) panels and electric vehicle charging infrastructure, potential backup power generation ability, and assess District needs and expand office space to accommodate space planning for 75-100 year planning horizon.

PROJECT BENEFITS

The Dairy Lane Operations Center Rehabilitation will seismically retrofit the building to ensure the building remains operational during a seismic event in addition to repairing several deficiencies to extend the useful service life of the building.

PROJECT BUDGET (2024)

Design & Seismic Study Update	$ 3,300,000
Project Budget	$ 3,300,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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JOB No.	10012.07
DATE	07/18/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
DAIRY LANE OPERATIONS CENTER - DESIGN
PROJECT 20-09

Rev 1 - 2024
Original 2020

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A

DAIRY LANE OPERATIONS CENTER RESILIENCY - CONSTRUCTION

PROJECT BACKGROUND

The District purchased its Dairy Lane Operations Center in 1999. Minor alterations were made to the building to accommodate operations and administration at that time, but the most significant changes were addition of security fencing and external painting of the structure.

An inspection and seismic study of the structure and property was conducted by Cornerstone Structural Engineering Group in February 2018 and presented to the MPWD Board of Directors on March 22, 2018. It revealed significant structural deficiencies in the roof and shop area. A geotechnical investigation was also performed by Romig Engineers in March 2018 confirming the site is suitable for eismic upgrades and provided recommendations. In January 2023, the property was inundated with water and sustained significant water damage, particularly the office portion.

Beyond flood damage and seismic deficiencies, plumbing and electrical issues require attention, HVAC system upgrades, employee workspace upgrades needed, including employee locker rooms, and general facility modernization. This project is broken into design and construction phases. Actual improvements will be refined over the course of design.

PROPOSED IMPROVEMENTS

Seismic retrofit of the existing structure, flood mitigation features, evaluate and install solar (photovoltaic) panels and electric vehicle charging infrastructure, potential backup power generation ability, and assess District needs and expand office space to accommodate space planning for 75-100 year planning horizon.

PROJECT BENEFITS

The Dairy Lane Operations Center Rehabilitation will seismically retrofit the building to ensure the building remains operational during a seismic event in addition to repairing several deficiencies to extend the useful service life of the building.

PROJECT BUDGET (2024)

Seismic Retrofit & Rehabilitation/Construction	$ 9,700,000
Project Budget	$ 9,700,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP

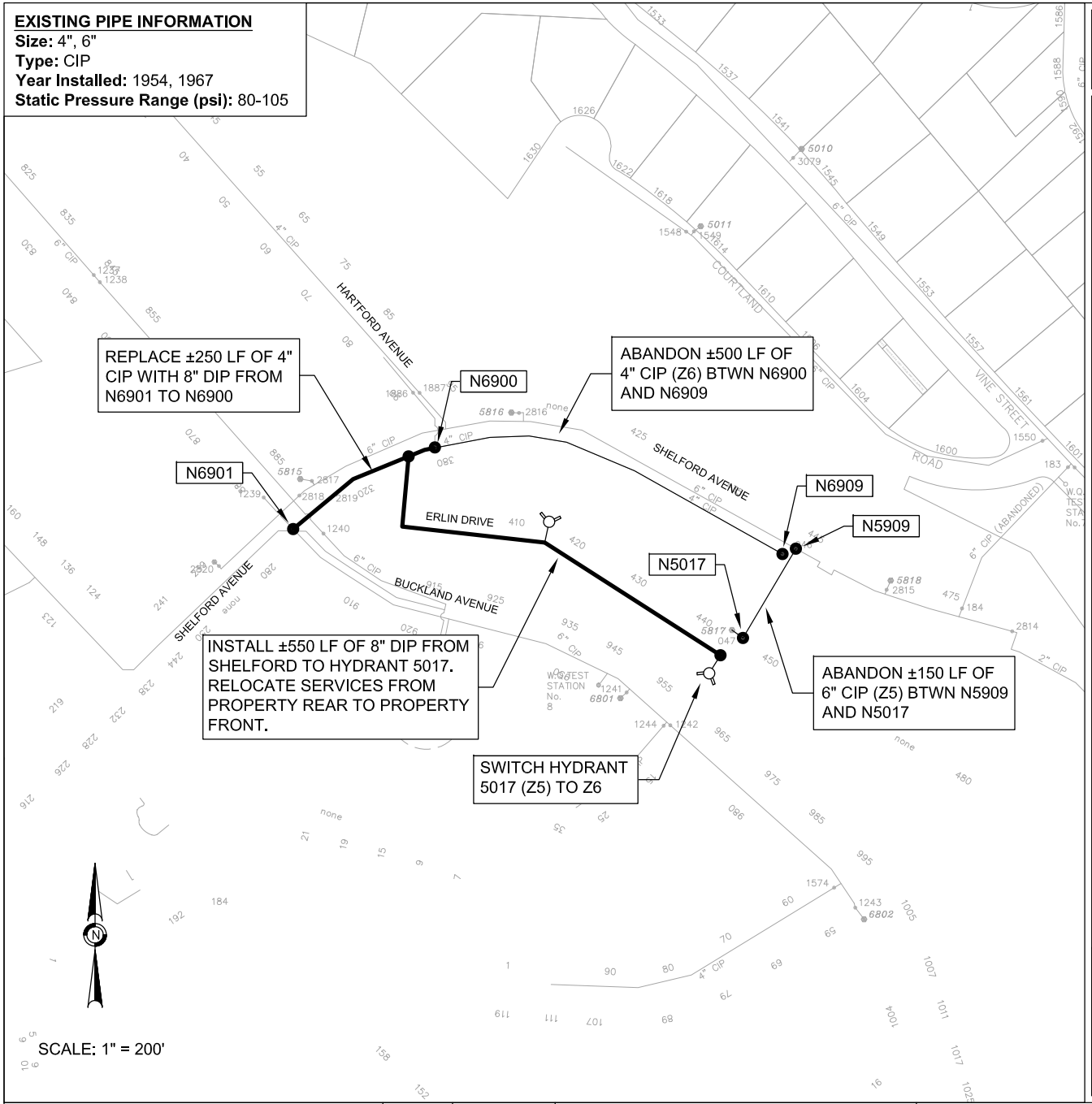
MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
DAIRY LANE OPERATIONS CENTER - CONSTRUCTION
PROJECT 20-10

Rev 1 - 2024
Original 2020

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: 4", 6"
Type: CIP
Year Installed: 1954, 1967
Static Pressure Range (psi): 80-105



ERLIN DRIVE IMPROVEMENTS

PROJECT BACKGROUND

Water is currently provided to residents along Erlin Drive (private road) from a Zone 6 4" cast iron pipe (CIP) water main located along Shelford Avenue below and to the north of Erlin Drive. This water main, where the water meters are located is, at its lowest point, 100 ft below the Erlin Drive homes. In addition, a fire hydrant exists along Erlin Drive of which the lateral transverses the steep, cross country slope, down to Shelford Avenue and connects to the existing Zone 5 6" CIP. This project relocates the meters and hydrant served off the existing Shelford Avenue water mains to a new 550 LF 8" ductile iron pipe (DIP) along Erlin Drive along with upsizing 250 LF of 4" CIP between Buckland Avenue and Erlin Drive. Relocation of the meters will require reconfigurations of customer side plumbing. In addition, Erlin Drive is a private road and will require an easement. Resident water pressures will remain unchanged.

PROPOSED IMPROVEMENTS

Abandon 500 LF of 4" CIP (Z6)
Abandon 150 LF of 6" CC CIP (Z5)
Replace 250 LF of 4" CIP w/ 8" DIP (Z6)
Install 550 LF of 8" DIP (Z6)
Replace 1 fire hydrant
Install 1 fire hydrant
Relocate 5 service connections (back to front)
New water main easement

PROJECT BENEFITS

The Erlin Drive Improvements replaces old infrastructure, improves Zone 5 and 6 hydraulics, and eliminates a CC water main.

PROJECT BUDGET (2024)

8" DIP - 800 LF @ $475/LF	$	380,000
Service Connections - 5 @ $15,000/EA	$	75,000
Fire Hydrants - 2 @ $15,000/EA	$	30,000
Subtotal Construction	$	485,000
Planning, Design & Construction Support	$	125,000
Easement Coordination	$	15,000
Construction Inspection	$	50,000
Contingency (±10%)	$	70,000
Project Budget	$	745,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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SCALE	AS NOTED
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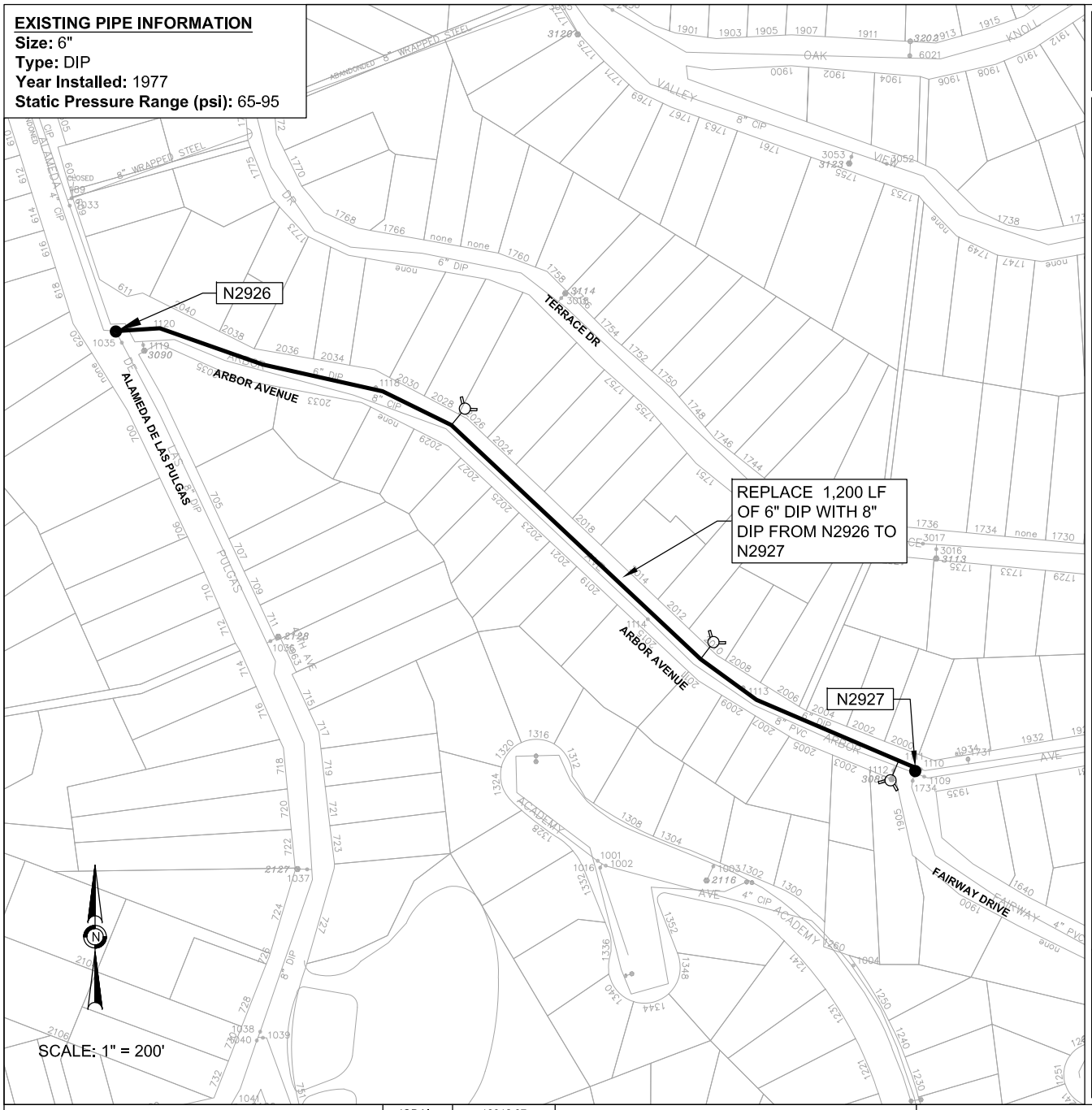
MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
ERLIN DRIVE IMPROVEMENTS
PROJECT 24-01

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie



ARBOR AVENUE IMPROVEMENTS

PROJECT BACKGROUND

The District has experienced several leaks on the existing Zone 2 6" ductile iron pipe (DIP) water main located along Arbor Avenue between Alameda de las Pulgas and Fairview Drive. This project replaces approximately 1,200 LF of the existing 6" DIP with new 8" DIP.

PROPOSED IMPROVEMENTS

Replace 1,200 LF of 6" DIP w/ 8" DIP
Replace 2 fire hydrants
Install 1 fire hydrant
Replace 23 service connections

PROJECT BENEFITS

The Arbor Avenue Improvements replaces old infrastructure, with a history of extensive leaks, with a new water main.

PROJECT BUDGET (2024)

8" DIP - 1,200 LF @ $475/LF	$ 570,000
Service Connections - 23 @ $5,250/EA	$ 120,750
Fire Hydrants - 3 @ $15,000/EA	$ 45,000
Subtotal Construction	$ 735,750
Planning, Design & Construction Support	$ 150,000
Construction Inspection	$ 75,000
Contingency (±10%)	$ 99,250
Project Budget	$ 1,060,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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SCALE	AS NOTED
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CKD	JP

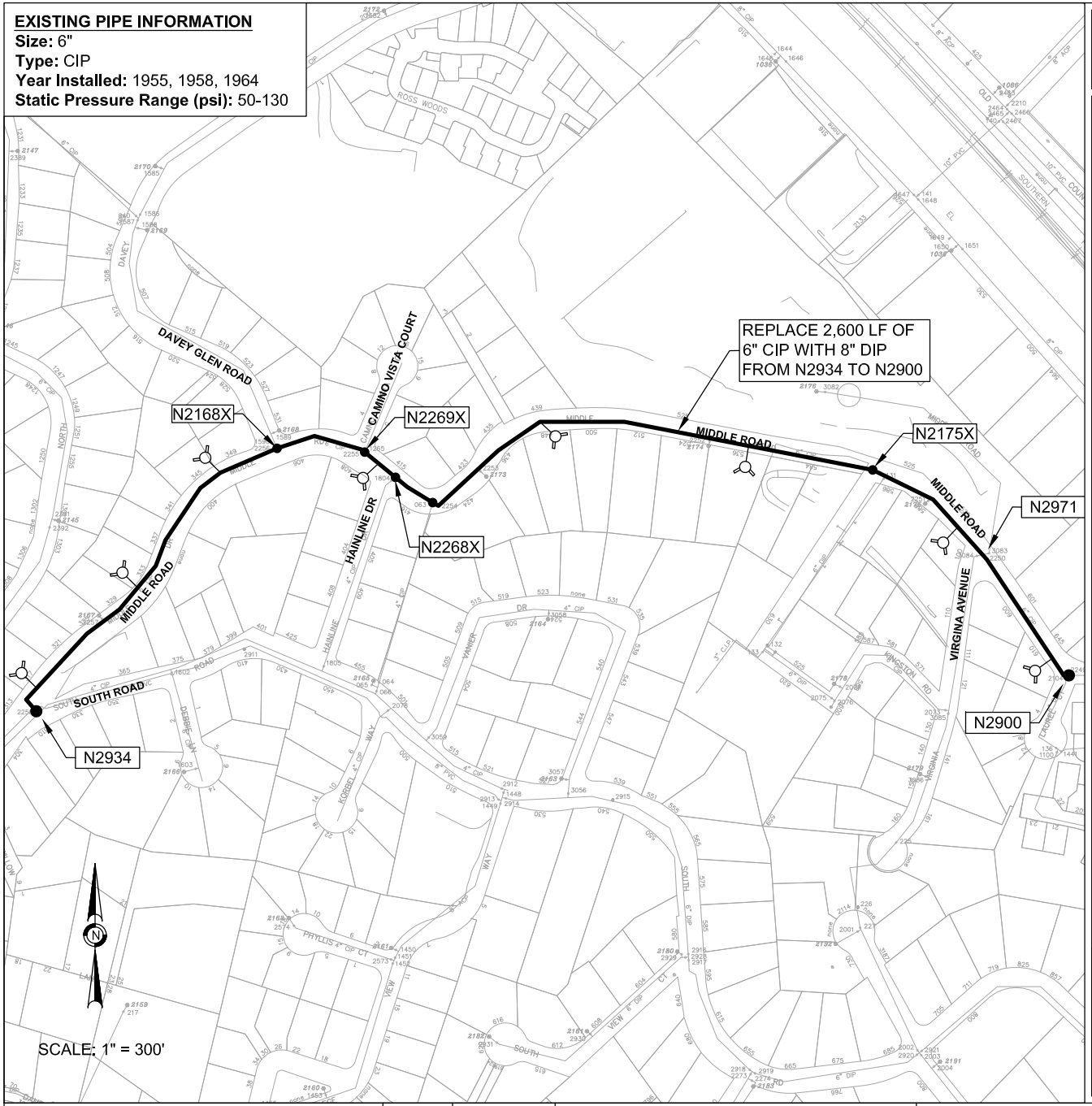
MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
ARBOR AVENUE IMPROVEMENTS
PROJECT 24-02

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: 6"
Type: CIP
Year Installed: 1955, 1958, 1964
Static Pressure Range (psi): 50-130



MIDDLE ROAD IMPROVEMENTS

PROJECT BACKGROUND
The District has experienced several leaks on the existing Zone 2 6" cast iron pipe (CIP) water main along Middle Road between South Road and Laurel Court. This project replaces approximately 2,600 LF of 6" CIP with new 8" ductile iron pipe (DIP).

PROPOSED IMPROVEMENTS
Replace 2,600 LF of 6" CIP w/ 8" DIP
Replace 4 fire hydrants
Install 4 fire hydrants
Replace 23 service connections

PROJECT BENEFITS
The Middle Road Improvements replaces old infrastructure, with a history of extensive leaks, with a new water main.

PROJECT BUDGET (2024)

8" DIP - 2,600 LF @ $475/LF	$ 1,235,000
Service Connections - 33 @ $5,250/EA	$ 173,250
Fire Hydrants - 8 @ $15,000/EA	$ 120,000
Subtotal Construction	$ 1,528,250
Planning, Design & Construction Support	$ 230,000
Construction Inspection	$ 155,000
Contingency (±10%)	$ 191,750
Project Budget	$ 2,105,000

PROJECT COMPLETED
Completion Date:

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

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SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP

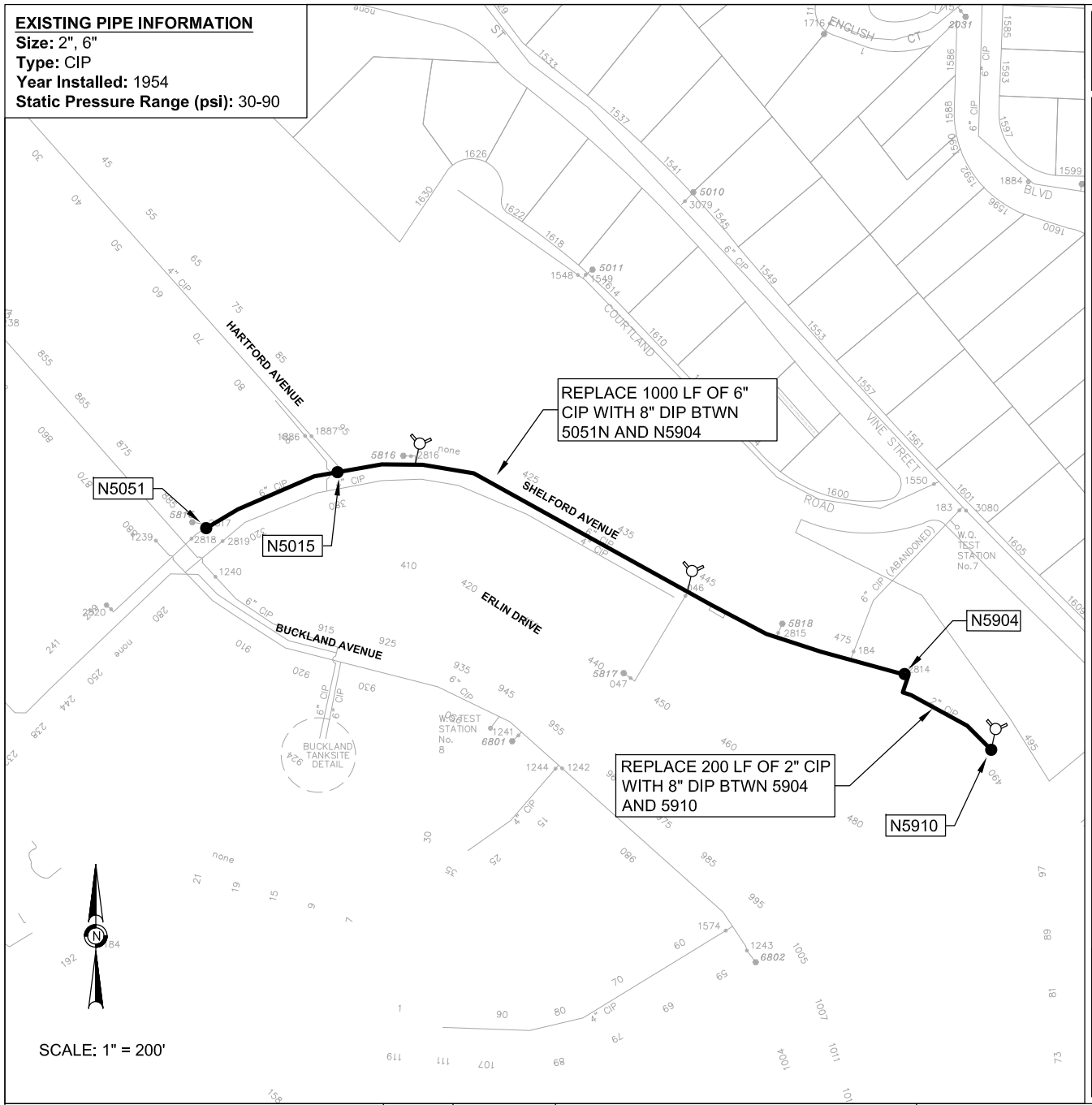
MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
MIDDLE ROAD IMPROVEMENTS
PROJECT 24-03

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: 2", 6"
Type: CIP
Year Installed: 1954
Static Pressure Range (psi): 30-90



SHELFORD AVENUE IMPROVEMENTS

PROJECT BACKGROUND

The District has experienced several leaks on the existing Zone 5 2" and 6" cast iron pipe (CIP) along Shelford Avenue between Buckland Avenue and 490 Shelford Avenue. This water main is also in a precarious location located along the fill side of Shelford Avenue. This project replaces approximately 1,200 LF of 2" and 6" CIP with new 8" ductile iron pipe (DIP) and relocates it to the cut side of Shelford Avenue.

PROPOSED IMPROVEMENTS

Replace 1,200 LF of 2"/6" CIP w/ 8" DIP
Replace 3 fire hydrants
Replace 10 service connections

PROJECT BENEFITS

The Shelford Avenue Improvements replaces old infrastructure, with a history of extensive leaks, with a new water main.

PROJECT BUDGET (2024)

8" DIP - 1,200 LF @ $475/LF	$	570,000
Service Connections - 10 @ $5,250/EA	$	52,250
Fire Hydrants - 3 @ $15,000/EA	$	45,000
Subtotal Construction	$	667,250
Planning, Design & Construction Support	$	135,000
Construction Inspection	$	70,000
Contingency (±10%)	$	87,750
Project Budget	$	960,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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SCALE	AS NOTED
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CKD	JP

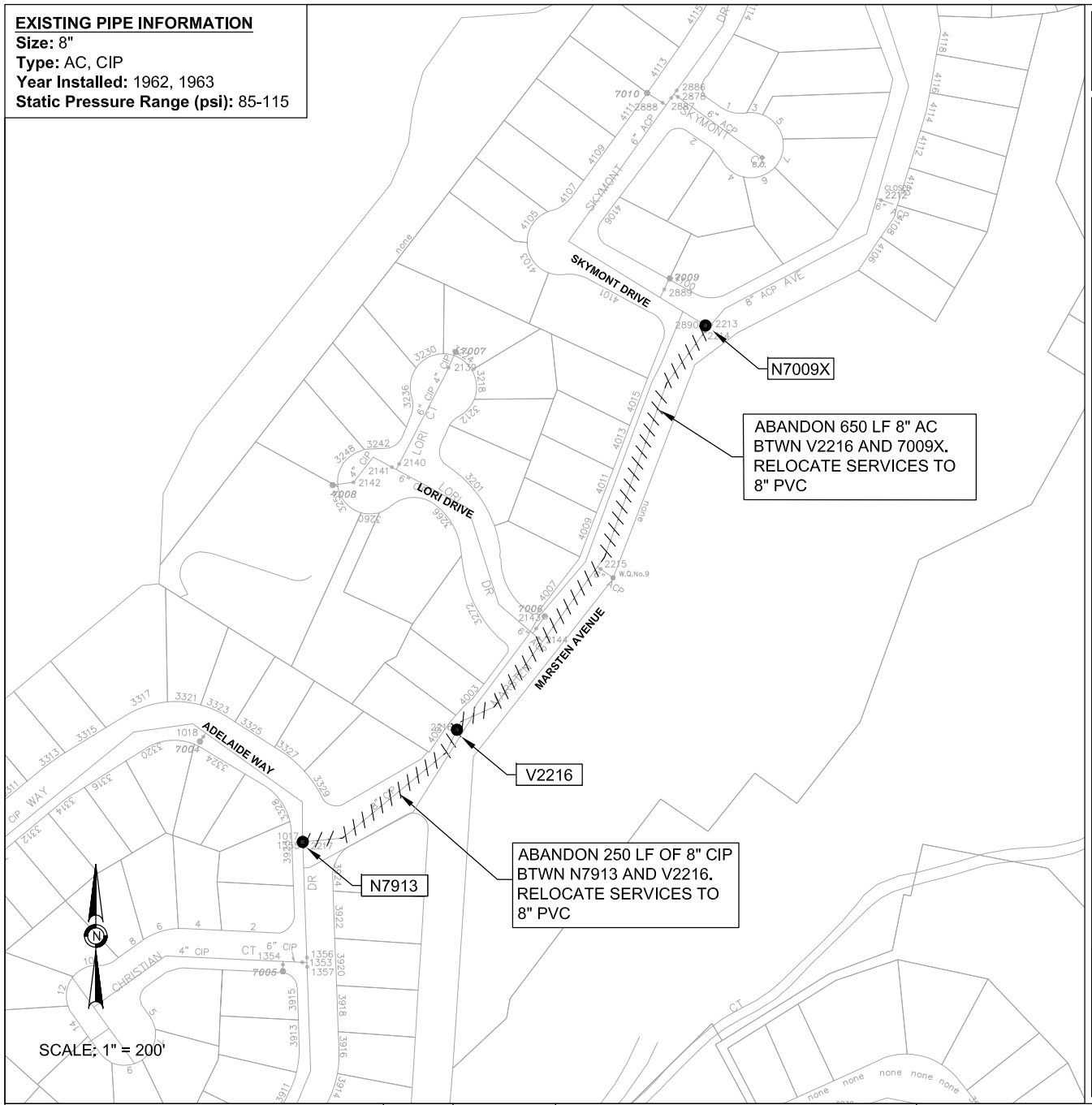
MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
SHELFORD AVENUE IMPROVEMENTS
PROJECT 24-04

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: 8"
Type: AC, CIP
Year Installed: 1962, 1963
Static Pressure Range (psi): 85-115



MARSTEN AVENUE IMPROVEMENTS

PROJECT BACKGROUND

Parallel water mains exist along Marsten Avenue between Adelaide Way and Skymont Drive comprised of variations of 8" polyvinyl chloride (PVC), 8" cast iron pipe (CIP), and 8" asbestos cement (AC). The existing AC and CIP are located along the fill side of the road which is experiencing worrisome settlement. The PVC however is located on the more stable, cut side of the road. Both the CIP and AC will be abandoned and any services currently connected to those pipes will be transferred to the existing 8" PVC.

PROPOSED IMPROVEMENTS

Abandon 400 LF of 8" CIP
Abandon 500 LF of 8" AC
Replace 8 service connections

PROJECT BENEFITS

The Marsten Avenue Improvements abandons aging water mains located in a precarious location and moves service connetions to a more reliable, newer water main.

PROJECT BUDGET (2024)

Abandon 900 LF 8" AC/CIP	$	50,000
Service Connections - 8 @ $5,250/EA	$	42,000
Subtotal Construction	$	92,000
Planning, Design & Construction Support	$	35,000
Construction Inspection	$	10,000
Contingency (±10%)	$	13,000
Project Budget	$	150,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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JOB No.	10012.07
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SCALE	AS NOTED
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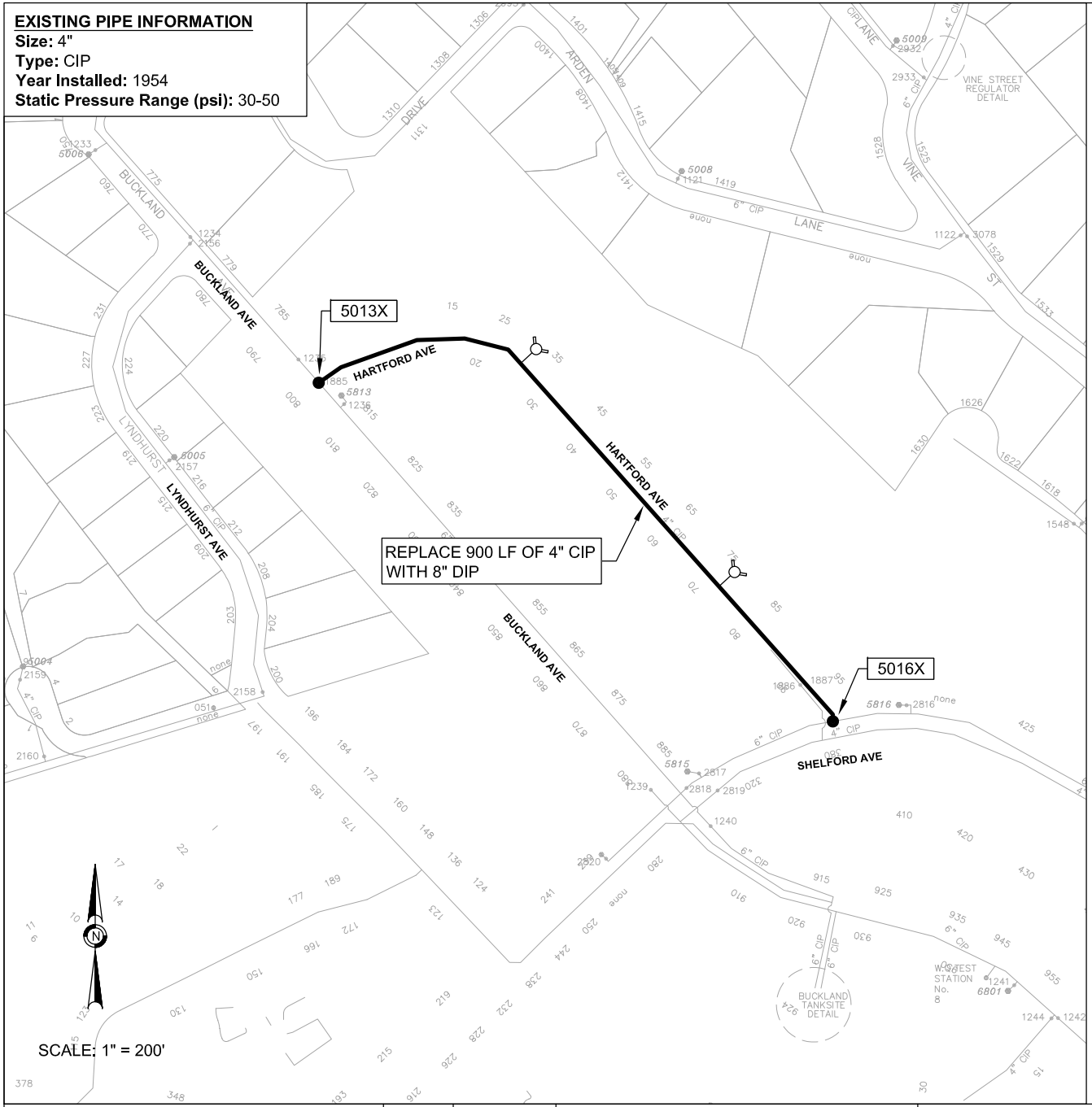
CKD	JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
MARSTEN AVENUE IMPROVEMENTS
PROJECT 24-05

Original 2024

EXISTING PIPE INFORMATION
Size: 4"
Type: CIP
Year Installed: 1954
Static Pressure Range (psi): 30-50



HARTFORD AVENUE IMPROVEMENTS

PROJECT BACKGROUND

An existing 900 LF 4" CIP is located along Harftord Avenue between Buckland Avenue and Shelford Avenue. In an effort to replace undersized 4" water main throughout the District, this water main will be replaced with new 8" ductile iron pipe (DIP).

PROPOSED IMPROVEMENTS

Replace 900 LF of 4" CIP w/ 8" DIP
Install 2 fire hydrants
Replace 17 service connections

PROJECT BENEFITS

The Hartford Avenue Improvements replaces old and undersized infrastructure with a new, larger water main.

PROJECT BUDGET (2024)

8" DIP - 900 LF @ $475/LF	$	427,500
Service Connections - 17 @ $5,250/EA	$	89,250
Fire Hydrants - 2 @ $15,000/EA	$	30,000
Subtotal Construction	$	546,750
Planning, Design & Construction Support	$	110,000
Construction Inspection	$	55,000
Contingency (±10%)	$	73,250
Project Budget	$	785,000

Add hydrant on Buckland

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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JOB No.	10012.07
DATE	07/18/24
SCALE	AS NOTED
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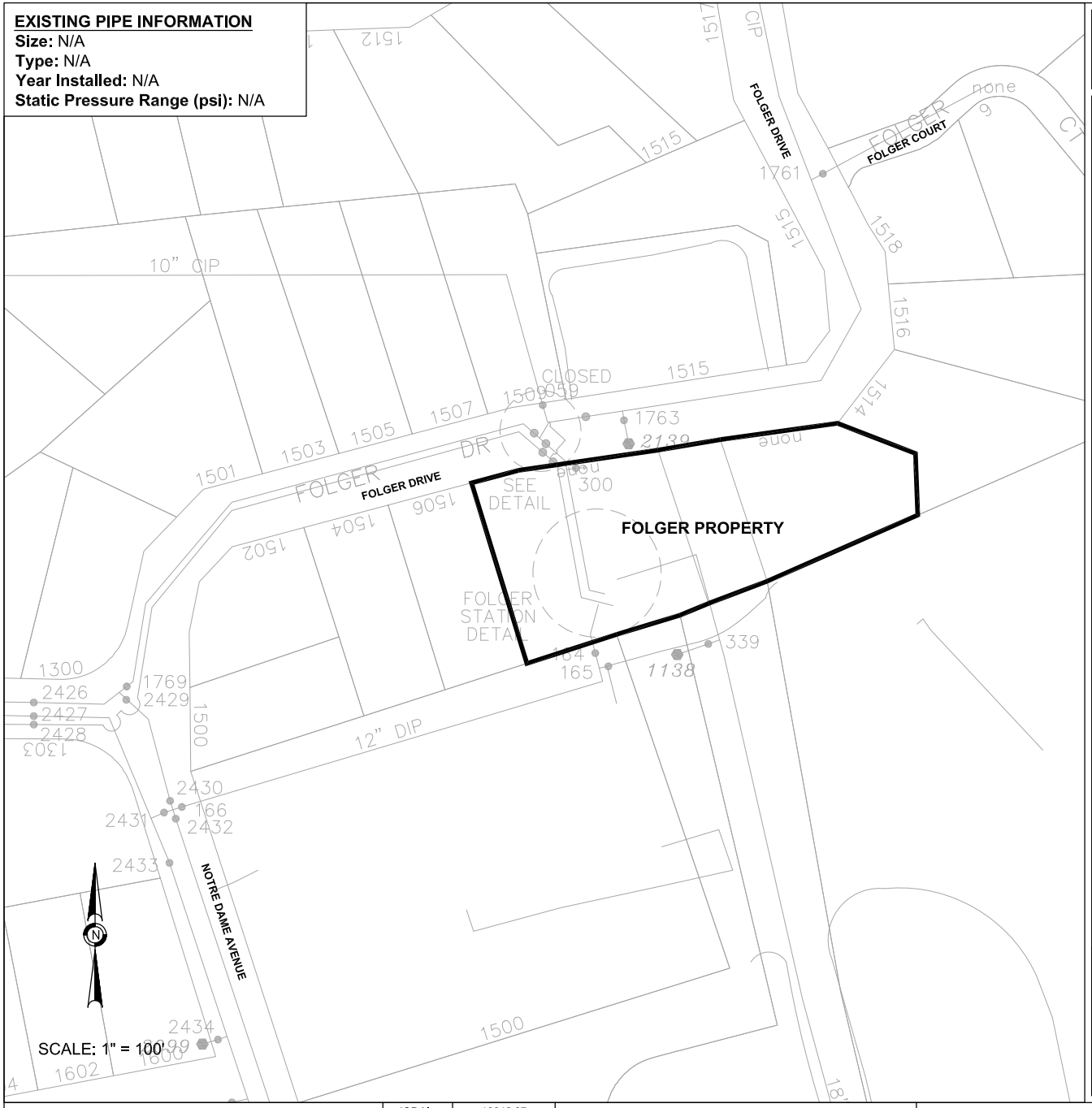
CKD	JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
HARTFORD AVENUE IMPROVEMENTS
PROJECT 24-06

Original 2024

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A



FOLGER PROPERTY
EMERGENCY OPERATIONS CENTER

PROJECT BACKGROUND

1510 Folger Drive was one of two properties previously used for District Operations but is currently disused due to its small size and location in a residential neighborhood. The property is primarily used for storage and sometimes leased out to contractors for a staging yard. The property is in an ideal location to serve as an emergency operations center and to provide bunk housing for on-call water system operators, two functions the District is currently lacking.

PROPOSED IMPROVEMENTS

Seismic retrofit of existing structure; evaluate and install electric vehicle charging infrastructure and backup power generation; remodel interior of building to include flexible office space, kitchen, full bathroom, and bunk space facilities; relocate District-owned office trailer to site; and add additional shop space for equipment storage.

PROJECT BENEFITS

The Folger Property Improvements would improve workforce resilience and emergency response, provide additional storage, allow continued operation during and following major seismic and storm events. Upgrading electrical infrastructure, with consideration for sufficient capacity and backup power to charge future electric fleet (CARB) will support emergency response and through major power-loss conditions. Upgrading and expanding office space will support emergency operations for District staff, and can be opened up to partner agencies, as needed.

PROJECT BUDGET (2024)

Design / Construction	$ 4,590,000
Project Budget	$ 4,590,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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DATE	07/18/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
FOLGER PROPERTY EMERGENCY OPERATIONS CENTER
PROJECT 24-07

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A

EXBORNE TANK (WEST) RECOATING

PROJECT BACKGROUND

The Exborne Tanks in combination with Hersom Tank provide water to Zone 2. The Exborne site has two tanks with 1 MG (West) and 1.5 MG (East) capacities. A 2023 coating investigation of the West Tank concluded the exterior paint system was weathered, chalked, and in fair to poor condition with some localized rust development and topcoat peeling. The interior lining was in poor condition above the highest water level (HWL) and fair below the HWL. The lining of the interior roof has failed and corrosion of the roof structure will continue to advance unless coating replacement occurs. The report recommended spot repairs and an overcoat of the exterior and a full removal/replacement of the interior lining.

PROPOSED IMPROVEMENTS

Recoat the West Tank's exterior and interior.

PROJECT BENEFITS

The Exborne Tank (West) Recoating will extend the service life of the tank an additional 20-30 years.

PROJECT BUDGET (2024)

Exterior Spot Repair / Overcoat	$	100,000
Interior Relining	$	350,000
Subtotal Construction	$	450,000
Planning, Design & Construction Support	$	115,000
Construction Inspection	$	45,000
Contingency (±10%)	$	65,000
Project Budget	$	675,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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JOB No.	10012.07
DATE	07/18/24
SCALE	AS NOTED
DRAWN:	BY BL
	CKD JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
EXBORNE TANK (WEST) RECOATING
PROJECT 24-08

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A

HALLMARK TANK (NORTH)
STRUCTURAL RETROFIT / RECOATING

PROJECT BACKGROUND

The Hallmark Tanks, constructed in 1967, are a critical element of the District's water distribution system providing water to Zone 8 and lower zones. The existing tanks are 140 feet in diameter, approximately 24 feet tall and have capacities of 2.5 million gallons each. A structural analysis determined the maximum capacity level (MCL) in the tanks should be reduced to 14.5 feet (from the current 22 feet) allowing adequate freeboard to withstand seismic events. To increase the useable storage in the tanks, structural engineers assessed several retrofit alternatives while also meeting current seismic codes. For each foot of water level increase in the tanks, the District can gain an additional 230,000 gallons. The District selected to retrofit the tanks to a 16 foot operating level.

A 2023 coating investigation of the North Tank concluded the exterior paint system was weathered, chalked, and in fair condition with some localized rust development and topcoat peeling, primarily at the roof. The interior lining condition and age indicates it is reaching the end of its serviceable life. In addition, the lining on the interior roof is beginning to yield and corrosion of the roof structure will continue to advance. The report recommended full removal/replacement of the exterior coating and interior lining.

PROPOSED IMPROVEMENTS

Structurally retrofit the tank to accommodate a 16 ft operating level. Recoat the exterior and interior.

PROJECT BENEFITS

The Hallmark Tank (North) Structural Retrofit / Recoating increases the operating level to 16 feet while still being able to withstand a seismic events. Recoating the tank will also extend the tanks service life.

PROJECT BUDGET (2024)

Structural Retrofit	$ 600,000
Exterior Recoat	$ 600,000
Interior Relining	$ 1,000,000
Subtotal Construction	$ 2,200,000
Planning, Design & Construction Support	$ 330,000
Construction Inspection	$ 220,000
Contingency (±10%)	$ 300,000
Project Budget	$ 3,050,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

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SCALE	AS NOTED
DRAWN:	BY BL
	CKD JP

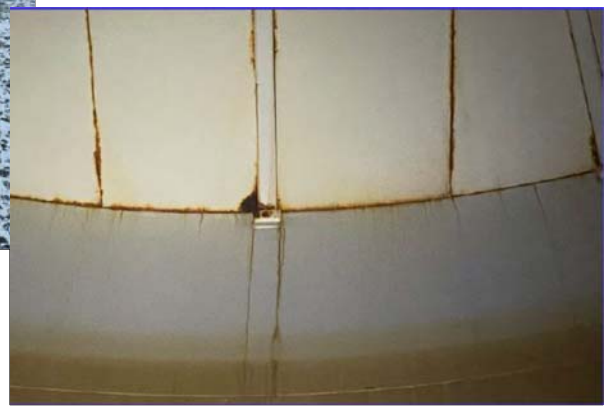
MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
HALLMARK TANK (NORTH) RETROFIT / RECOATING
PROJECT 24-09

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A



WEST BELMONT TANK (NORTH) RECOATING

PROJECT BACKGROUND

The West Belmont Tanks provide water to Zone 7 in addition to the lower zones. The Exborne site has two tanks with 1.6 MG capacities. A 2023 coating investigation of the North Tank concluded the exterior paint system was weathered, chalked, and in poor to fair condition with widespread rust development and topcoat peeling, primarily at the shell. The paint adhesion is satisfactory and film thickness measurements indicate the existing paint system is suitable for overcoating. The interior lining was in good condition both above and below the highest water level (HWL) however it is progressing towards the end of its serviceable life. The report recommended spot repairs and an overcoat of the exterior and adding the tank to a 5 year inspection schedule per AWWA.

PROPOSED IMPROVEMENTS

Recoat the North tank's exterior.

PROJECT BENEFITS

The West Belmont Tank (North) Recoating will extend the service life of the tank an additional 20-30 years.

PROJECT BUDGET (2024)

Exterior Spot Repair/Overcoat	$	70,000
Interior Dive inspection	$	6,500
Subtotal Construction	$	76,500
Planning, Design & Construction Support	$	30,000
Construction Inspection	$	10,000
Contingency (±10%)	$	13,500
Project Budget	$	130,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

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

Pakpour Consulting Group, Inc.
6601 Owens Drive, Suite 230
Pleasanton, CA 94588
P: 925.224.7717
www.pcgengr.com

JOB No.	10012.07
DATE	07/18/24
SCALE	AS NOTED
DRAWN:	BY BL
	CKD JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
WEST BELMONT TANK (NORTH) RECOATING
PROJECT 24-10

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024-Live Update.dwg
PLOT DATE: 07-18-24 PLOTTED BY: BLaurie

APPENDIX C

Completed Projects

APPENDIX D

CIP Resolutions

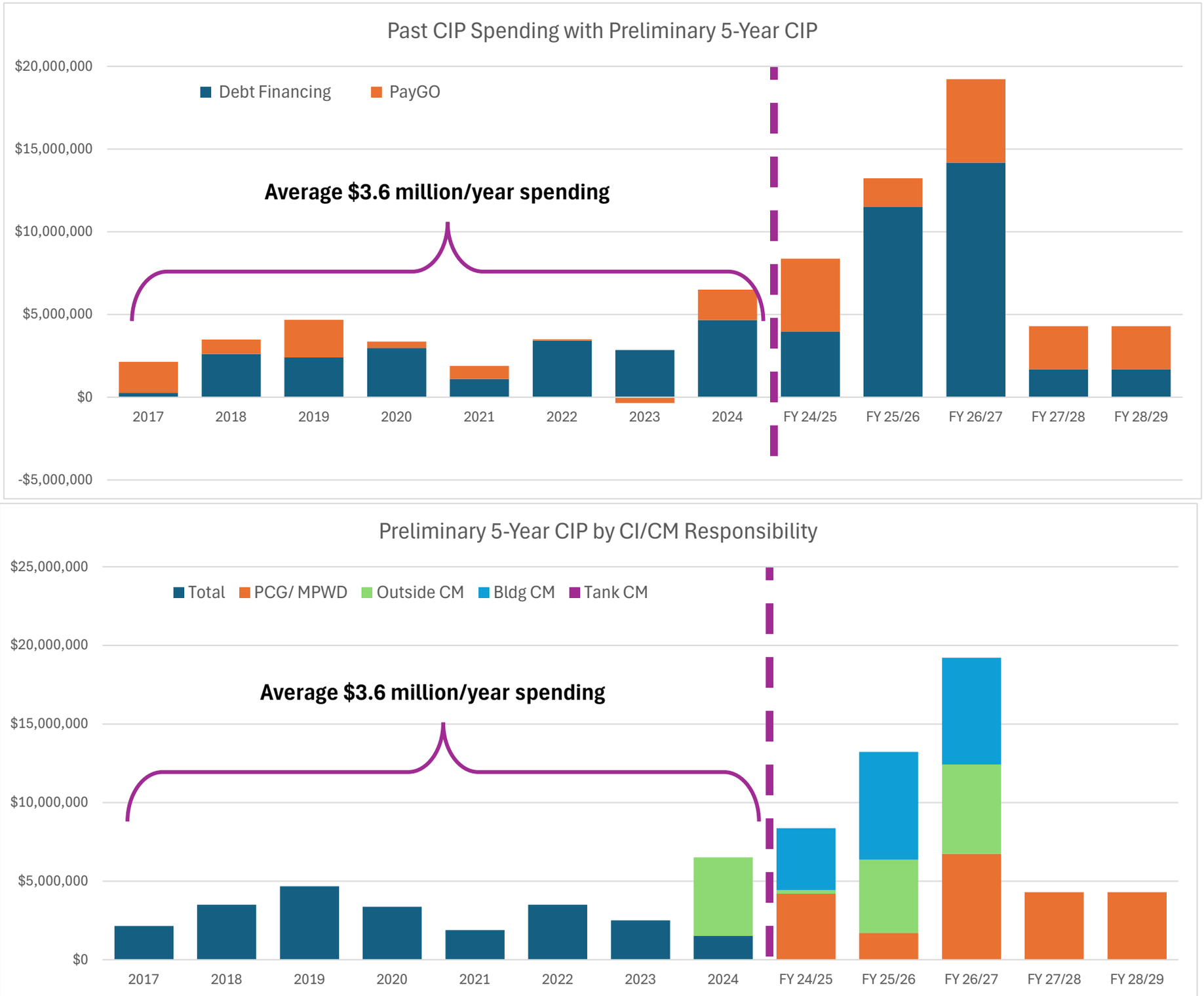
Preliminary 5-Year CIP Budget -- $49MM Total

Updated 7/1/2024

CIP #	Project	Status	Proposed Funding	CI/CM	Total		FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
--	(Capitalized Equipment)	--	Pay-Go	PCG/ MPWD	$ 800,000		$ 400,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
CIP 15-75a	Old County Road Improvements	done	Pay-Go	Outside	$ 225,000		$ 225,000	$ -	$ -	$ -	$ -
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	designed	Pay-Go	PCG/ MPWD	$ 3,000,000		$ 3,000,000	$ -	$ -	$ -	$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	concept.	Debt Finance	Bldg CM	$ 3,300,000		$ 1,650,000	$ 1,650,000	$ -	$ -	$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	concept.	Debt Finance	Bldg CM	$ 9,700,000		$ -	$ 2,910,000	$ 6,790,000	$ -	$ -
CIP 24-07	Folger Property Improvements	in design	Debt Finance	Bldg CM	$ 4,590,000		$ 2,295,000	$ 2,295,000	$ -	$ -	$ -
CIP 15-89	Dekoven Tanks Replacement	designed	Debt Finance	Outside	$ 7,590,000		$ -	$ 1,897,500	$ 5,692,500	$ -	$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	designed	Debt Finance	Outside	$ 2,765,000		$ -	$ 2,765,000	$ -	$ -	$ -
CIP 24-08	Exborne West Tank Recoating	concept.	Pay-Go	PCG/ MPWD	$ 675,000		$ 675,000	$ -	$ -	$ -	$ -
CIP 24-09	Hallmark North Tank Recoating	concept.	Pay-Go	PCG/ MPWD	$ 3,050,000		$ -	$ 610,000	$ 2,440,000	$ -	$ -
CIP 24-10	West Belmont North Tank Recoating	concept.	Pay-Go	PCG/ MPWD	$ 130,000		$ 130,000	$ -	$ -	$ -	$ -
--	Other Projects (Not Yet Identified)	concept.	Pay-Go	PCG/ MPWD	$ 8,500,000		$ -	$ 1,000,000	$ 2,500,000	$ 2,500,000	$ 2,500,000
--	Other Projects (Not Yet Identified)	concept.	Debt Finance	PCG/ MPWD	$ 5,100,000		$ -	$ -	$ 1,700,000	$ 1,700,000	$ 1,700,000
	Funding Source		**Total Pay-Go**		**$ 16,380,000**		**$ 4,430,000**	**$ 1,710,000**	**$ 5,040,000**	**$ 2,600,000**	**$ 2,600,000**
			Total Debt Financing		**$ 33,045,000**		**$ 3,945,000**	**$ 11,517,500**	**$ 14,182,500**	**$ 1,700,000**	**$ 1,700,000**
	Construction Inspection/Management			**G/ MPWD**	**$ 21,255,000**		**$ 4,205,000**	**$ 1,710,000**	**$ 6,740,000**	**$ 4,300,000**	**$ 4,300,000**
				Outside	**$ 10,580,000**		**$ 225,000**	**$ 4,662,500**	**$ 5,692,500**	**$ -**	**$ -**
				Bldg CM	**$ 17,590,000**		**$ 3,945,000**	**$ 6,855,000**	**$ 6,790,000**	**$ -**	**$ -**
				Total	**$ 49,425,000**		**$ 8,375,000**	**$ 13,227,500**	**$ 19,222,500**	**$ 4,300,000**	**$ 4,300,000**

Preliminary 5-Year CIP Budget -- $49MM Total

Updated 7/1/2024



Preliminary 5-Year CIP Budget -- $43M total

Updated 7/3/2024

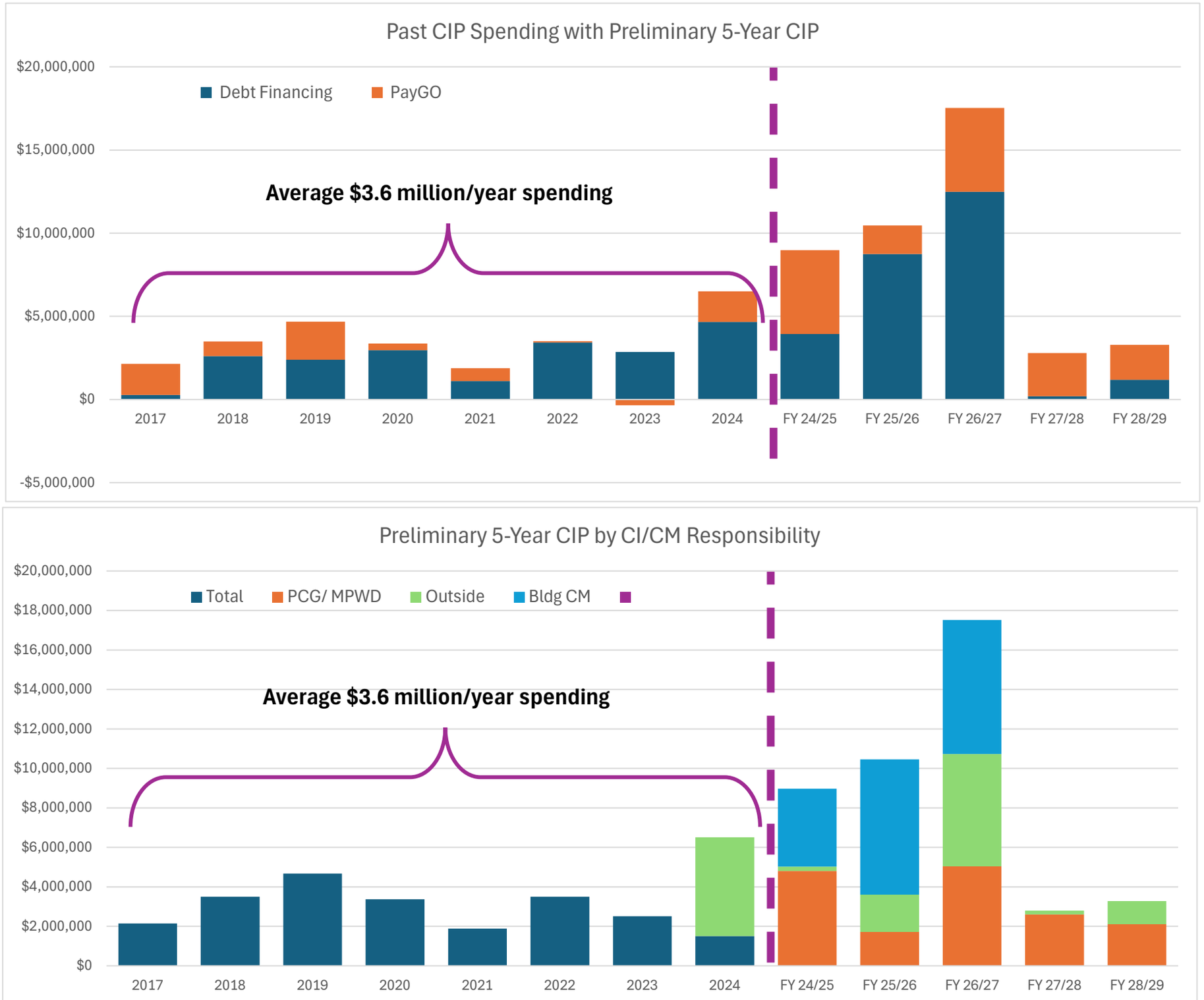
CIP #	Project	Status	Proposed Funding	CI/CM	Total		FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
--	(Capitalized Equipment)	--	Pay-Go	PCG/ MPWD	$ 800,000		$ 400,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
CIP 15-75a	Old County Road Improvements	done	Pay-Go	Outside	$ 225,000		$ 225,000	$ -	$ -	$ -	$ -
CIP 15-09/ 15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll WMR	designed	Pay-Go	PCG/ MPWD	$ 3,000,000		$ 3,000,000	$ -	$ -	$ -	$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	concept.	Debt Finance	Bldg CM	$ 3,300,000		$ 1,650,000	$ 1,650,000	$ -	$ -	$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	concept.	Debt Finance	Bldg CM	$ 9,700,000		$ -	$ 2,910,000	$ 6,790,000	$ -	$ -
CIP 24-07	Folger Property Improvements	in design	Debt Finance	Bldg CM	$ 4,590,000		$ 2,295,000	$ 2,295,000	$ -	$ -	$ -
CIP 15-89	Dekoven Tanks Replacement	designed	Debt Finance	Outside	$ 7,590,000		$ -	$ 1,897,500	$ 5,692,500	$ -	$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2 (Note a)	designed	Debt Finance	Outside	$ 1,382,500		$ -	$ -	$ -	$ 200,000	$ 1,182,500
--	Add Seismic Protection Valves to SR 101 Crossing at PAMF Hospital	concept.	Pay-Go	PCG/ MPWD	$ 600,000		$ 600,000	$ -	$ -	$ -	$ -
CIP 24-08	Exborne West Tank Recoating	concept.	Pay-Go	PCG/ MPWD	$ 675,000		$ 675,000	$ -	$ -	$ -	$ -
CIP 24-09	Hallmark North Tank Recoating	concept.	Pay-Go	PCG/ MPWD	$ 3,050,000		$ -	$ 610,000	$ 2,440,000	$ -	$ -
CIP 24-10	West Belmont North Tank Recoating	concept.	Pay-Go	PCG/ MPWD	$ 130,000		$ 130,000	$ -	$ -	$ -	$ -
--	Other Projects (Not Yet Identified)	concept.	Pay-Go	PCG/ MPWD	$ 8,000,000		$ -	$ 1,000,000	$ 2,500,000	$ 2,500,000	$ 2,000,000
--	Other Projects (Not Yet Identified)	concept.	Debt	PCG/ MPWD	$ -		$ -	$ -	$ -	$ -	$ -
	Funding Source		**Total Pay-Go**		**$ 16,480,000**		**$ 5,030,000**	**$ 1,710,000**	**$ 5,040,000**	**$ 2,600,000**	**$ 2,100,000**
			Total Debt Financing		**$ 26,562,500**		**$ 3,945,000**	**$ 8,752,500**	**$ 12,482,500**	**$ 200,000**	**$ 1,182,500**
	Construction Inspection/Management			**PCG/ MPWD**	**$ 16,255,000**		**$ 4,805,000**	**$ 1,710,000**	**$ 5,040,000**	**$ 2,600,000**	**$ 2,100,000**
				Outside	**$ 9,197,500**		**$ 225,000**	**$ 1,897,500**	**$ 5,692,500**	**$ 200,000**	**$ 1,182,500**
				Bldg CM	**$ 17,590,000**		**$ 3,945,000**	**$ 6,855,000**	**$ 6,790,000**	**$ -**	**$ -**
				Total	**$ 43,042,500**		**$ 8,975,000**	**$ 10,462,500**	**$ 17,522,500**	**$ 2,800,000**	**$ 3,282,500**

Notes

(a) The total estimated cost for the SR 101 Crossing at PAMF Hospital - Phase 2 project is $2,765,000. For purposes of this 5-year plan, it is assumed that 50% of the cost will be covered by grant funding.

Preliminary 5-Year CIP Budget -- $43M total

Updated 7/3/2024



MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.A.

DATE: July 25, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager

SUBJECT: RECEIVE FY 2023/2024 PROGRESS REPORT ON MPWD WEBSITE, MARKETING AND PUBLIC RELATIONS/OUTREACH ACTIVITIES AND BRIEF OVERVIEW OF MPWD WEBSITE UPDATES, PRESENTED BY JOHN DAVIDSON OF JROCKET77 GRAPHIC DESIGN AND MARKETING AND TAMMY RUDOCK OF PAKPOUR CONSULTING GROUP

RECOMMENDATION:
Receive annual report.

FISCAL IMPACT:
The Board approved a two-year agreement with John Davidson d/b/a JRocket77 Graphic Design & Marketing via Resolution 2023-14 on June 22, 2023. Per Resolution 2023-14, the Fiscal Year 2023/2024 approved:

$67,500 for:	Professional graphic design and composition, marketing, public outreach/education/relations, and MPWD website management services.
$20,000 for:	Printing services for all MPWD publications, notices, and public outreach and education materials, including the annual water awareness calendar.
$87,500 TOTAL	(NOT-TO-EXCEED)

The MPWD spent $42,861.94 for professional services and $36,016.39 for printing services and postage in FY 2023/2024 for a total of $ 78,878.33.

DISCUSSION:
John Davidson was last before the Board on November 15, 2023, with a progress report.

John Davidson will be presenting a summary of publishing and marketing efforts for the MPWD for the past 12 months, which will include overviews of multiple campaigns including the District's 95th Anniversary, pass-through rates, fleet graphics, and policy manuals, among others. Also included will be a review of website performance and analytics, Water Watch, and Civic Pay. An outlook for goals for 2024/2025 will also be presented.

Over the course of the last six (6) months the MPWD website content has been reviewed and webpages updated. John Davidson and Tammy Rudock will present a brief overview of the website update highlights to the Board. The updated website will be shared with staff during a Lunch & Learn Session on July 25, 2024 and staff training for ongoing management of the website content will take place in the afternoon

and will include two deliverables: (1) A detailed training manual and (2) an updated SOP (Standard Operating Procedure).

Attachment: Annual Report – MPWD Website & Marketing Presentation

---

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

UNANIMOUS____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA____

Annual Report

MPWD WEBSITE AND MARKETING

July 25, 2024

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

MID-PENINSULA WATER DISTRICT

Civic Pay

Prepared for MPWD by JRocket77 Design & Marketing

BASED ON DATA PROVIDED BY MISTY MALCZON

TOTAL #s AS OF JULY 2024

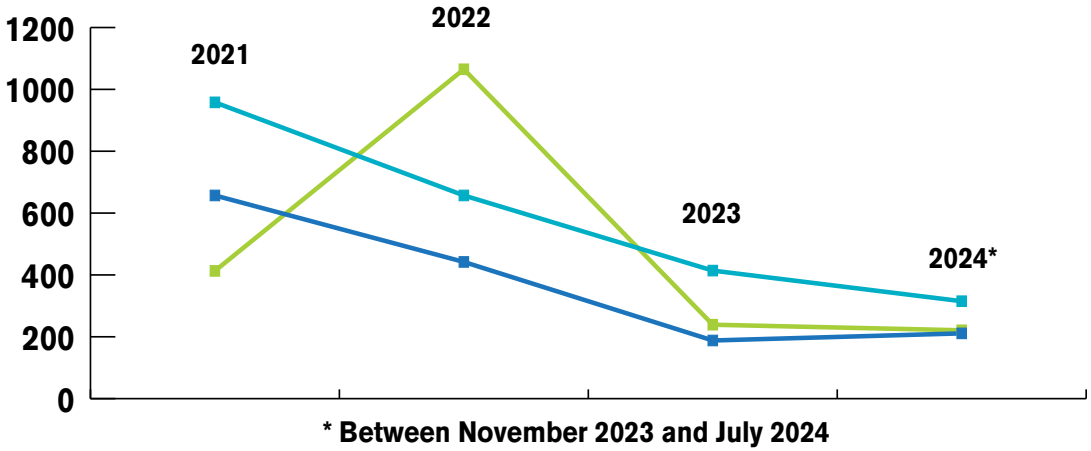
Total MPWD ratepayer accounts 8,120

Total MPWD Civic Pay accounts 8,073

New Civic Pay accounts since Nov. 2023
+316

New Civic Pay accounts on eBill since Nov. 2023
+211

New Civic Pay accounts on autopay since Nov. 2023
+221



*** Between November 2023 and July 2024**

VEHICLES PROMOTING CIVIC PAY:

- Bill Statement Ads / Backs
- Promocards
- *The Waterline*
- Homepage & Customer Portal

MID-PENINSULA WATER DISTRICT

Water Conservation

Prepared for MPWD by JRocket77 Design & Marketing

BASED ON DATA PROVIDED BY MISTY MALCZON & DREW BOST

Water Watch

MidPeninsulaWater.org/water-watch

TOTALS AS OF JULY 2024

Total Rate Payer signups..... 1,336

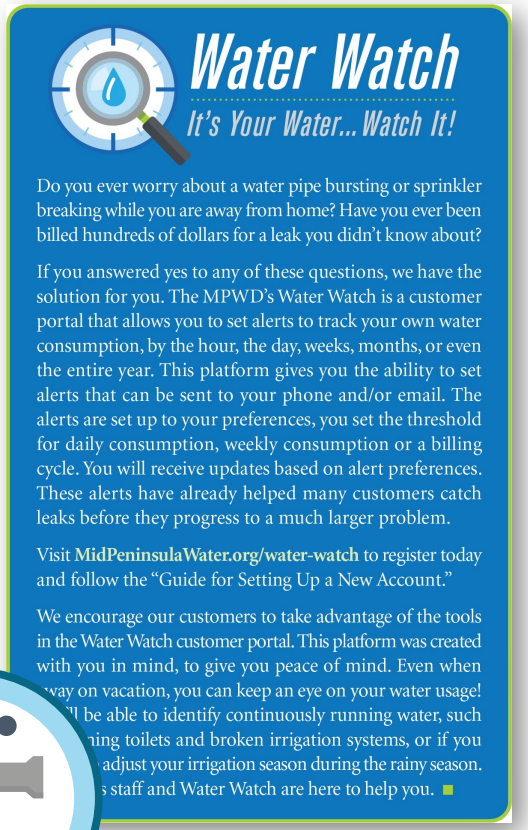
New signups since Nov. 2023..... 127

Target for end of FY22-23..... 1,500

New signups in FY22-23..... 154

New signups in FY21-22..... 300

New signups in FY20-21..... 255



Water Watch

It's Your Water... Watch It!

Do you ever worry about a water pipe bursting or sprinkler breaking while you are away from home? Have you ever been billed hundreds of dollars for a leak you didn't know about?

If you answered yes to any of these questions, we have the solution for you. The MPWD's Water Watch is a customer portal that allows you to set alerts to track your own water consumption, by the hour, the day, weeks, months, or even the entire year. This platform gives you the ability to set alerts that can be sent to your phone and/or email. The alerts are set up to your preferences, you set the threshold for daily consumption, weekly consumption or a billing cycle. You will receive updates based on alert preferences. These alerts have already helped many customers catch leaks before they progress to a much larger problem.

Visit MidPeninsulaWater.org/water-watch to register today and follow the "Guide for Setting Up a New Account."

We encourage our customers to take advantage of the tools in the Water Watch customer portal. This platform was created with you in mind, to give you peace of mind. Even when [illegible]way on vacation, you can keep an eye on your water usage! [illegible]ll be able to identify continuously running water, such [illegible]ning toilets and broken irrigation systems, or if you [illegible] adjust your irrigation season during the rainy season. [illegible]s staff and Water Watch are here to help you. ■

Rebate Programs MidPeninsulaWater.org/rebates

PROGRAM	19-20	20-21	21-22	22-23	23-24*	July 2024**
Lawn Be Gone	3	4	6	5	2	4
Rain Barrels	3	14	10	24	3	2
Rachio	-	23	11	4	7	3
Hardware	-	-	-	-	2	0

VEHICLES PROMOTING REBATE PROGRAMS:

Bill statement ads, CCR, promocards, *The Waterline,* homepage slider banners, MPWD's Customer Portal

* Between June 2023 and November 2023. ** Between November 2024 and July 2024.

MID-PENINSULA WATER DISTRICT

Website

Prepared for MPWD by JRocket77 Design & Marketing

WEBSITE STATUS

- Complete website audit. Refer to Tammy Rudock's report.
- Publishing of Board Meeting videos online.
- Continued tweaking of backend functions in CMS.
- Consistent rotation and updated slider banners/articles.
- Overhaul of the Water Efficiency Tracker.
- New page for Bill Payment options.
- Staff and Employment Opportunities updates.
- Posting of notices, press releases, official documents.

PERFORMANCE DATA 2023/2024

Month	Users	Sessions	Sessions/User	Popular pages
Dec 23	1,631	2,617	1.43	Pay Your Bill Safely, Opportunities, Bids, Water Watch, Portal, Water Quality, Rebate Programs
Jan 24	2,059	2,511	1.50	Pay Your Bill Safely, Opportunities, Bids, Water Watch, Portal, Water Quality, Rebate Programs
Feb 24	1,607	2,793	1.55	Pay Your Bill Safely, Bids, Opportunities, Portal, Water Watch, Contact Us, Water Quality
Mar 24	2,288	3,339	1.34	Pay Your Bill Safely, Bids, Rebate Programs, Portal, Water Watch, Outreach, Staff
Apr 24	1,548	3,000	1.68	Pay Your Bill Safely, Bids, Portal, Water Watch, Rebate Programs, Rates & Fees, Water Quality
May 24	1,577	2,708	1.52	Pay Your Bill Safely, Bids, Portal, Water Watch, Rebate Programs, Water Quality, Contact Us
Jun 24	1,551	2,740	1.54	Bids, Pay Your Bill Safely, Water Watch, Portal, Rebate Programs, Staff, Agendas, Water Quality
AVERAGE	**1,751**	**2,815**	**1.50**	

MID-PENINSULA WATER DISTRICT

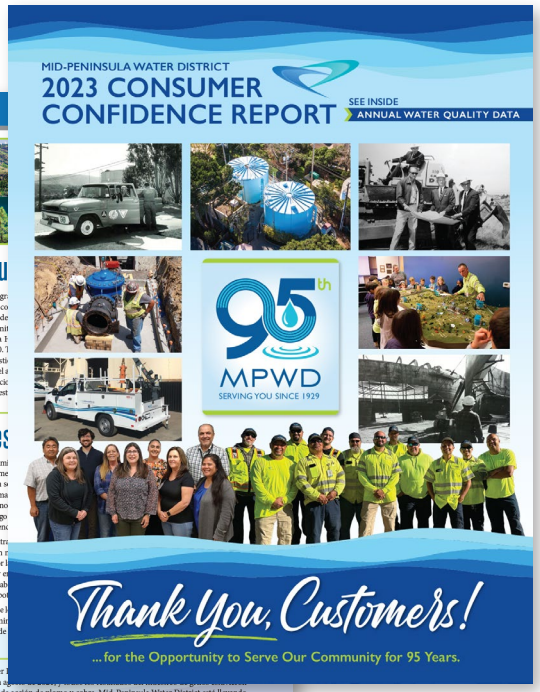
MPWD Publications

Prepared for MPWD by JRocket77 Design & Marketing

2024 Water Awareness Calendar

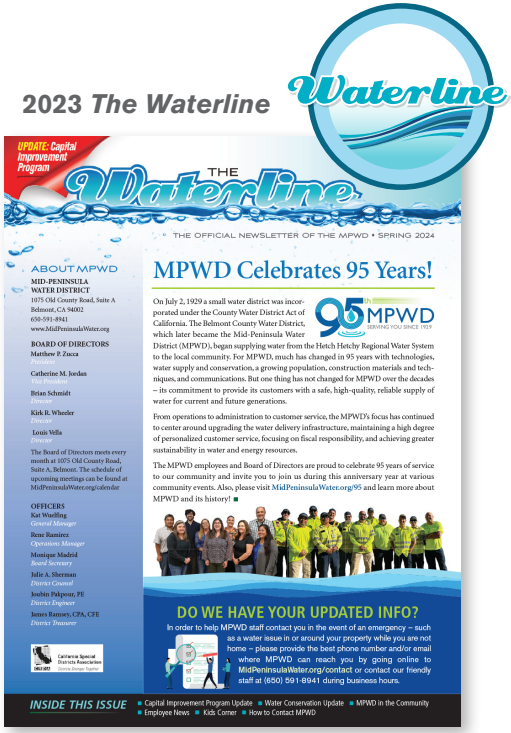
2022 Consumer Confidence Report

English



Spanish

2023 The Waterline



MID-PENINSULA WATER DISTRICT

Public Relations

Prepared for MPWD by JRocket77 Design & Marketing

MPWD's 95th Anniversary

MidPeninsulaWater.org/95

95th Webpage

Tumblers, Pins, Buttons, Stickers

New EZ Up Tent

Table Throw

Email Signatures

City of Belmont Banner

Event Signage

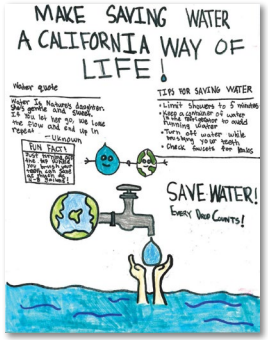
MID-PENINSULA WATER DISTRICT

Customer Connect

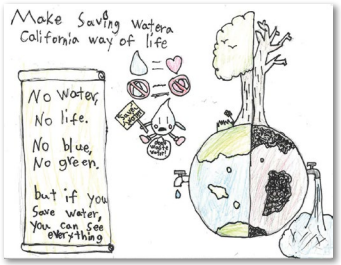
Prepared for MPWD by JRocket77 Design & Marketing

Water Contest Poster/Calendar

MidPeninsulaWater.org/outreach



Poster Winners!



Awards Presentation

MID-PENINSULA WATER DISTRICT

Customer Connect

Prepared for MPWD by JRocket77 Design & Marketing

Community Outreach

MidPeninsulaWater.org/outreach

Earth Day 2024

Public Works Open House 2024

Updated Project Brochure

OCR Water Main Project

MidPeninsulaWater.org/OCR

Monthly Website Updates

MID-PENINSULA WATER DISTRICT

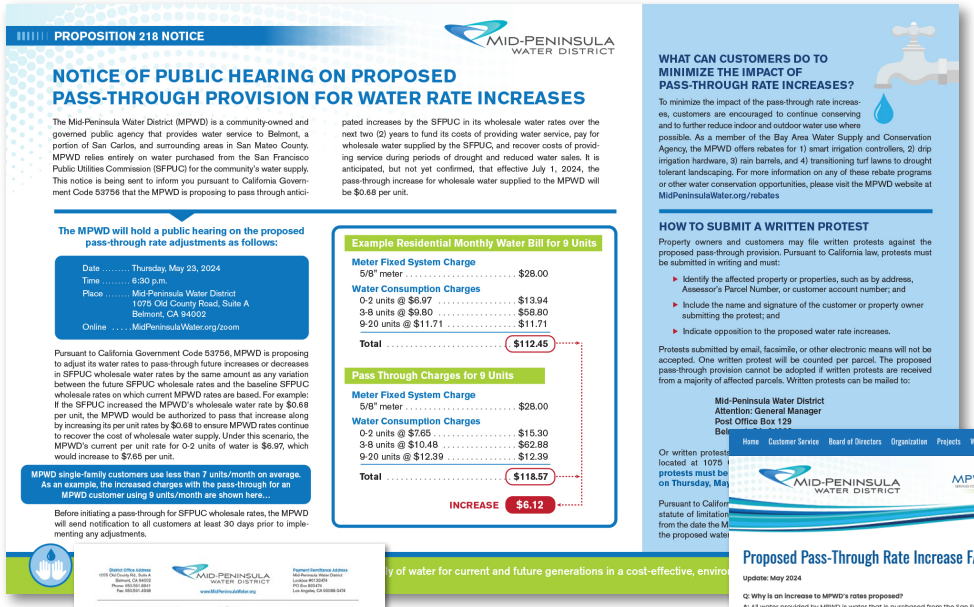
Customer Connect

Prepared for MPWD by JRocket77 Design & Marketing

Pass-Through Rate Increase

MidPeninsulaWater.org/pass-through

Prop 218 Hearing Notice



PROPOSITION 218 NOTICE

MID-PENINSULA WATER DISTRICT

NOTICE OF PUBLIC HEARING ON PROPOSED PASS-THROUGH PROVISION FOR WATER RATE INCREASES

The Mid-Peninsula Water District (MPWD) is a community-owned and governed public agency that provides water service to Belmont, a portion of San Carlos, and surrounding areas in San Mateo County. MPWD relies entirely on water purchased from the San Francisco Public Utilities Commission (SFPUC) for the community's water supply. This notice is being sent to inform you pursuant to California Government Code 53756 that the MPWD is proposing to pass through anticipated increases by the SFPUC in its wholesale water rates over the next two (2) years to fund its costs of providing water service, pay for wholesale water supplied by the SFPUC, and recover costs of providing service during periods of drought and reduced water sales. It is anticipated, but not yet confirmed, that effective July 1, 2024, the pass-through increase for wholesale water supplied to the MPWD will be $0.68 per unit.

The MPWD will hold a public hearing on the proposed pass-through rate adjustments as follows:

Date ..... Thursday, May 23, 2024
Time ..... 6:30 p.m.
Place ..... Mid-Peninsula Water District
1075 Old County Road, Suite A
Belmont, CA 94002
Online ..... MidPeninsulaWater.org/zoom

Pursuant to California Government Code 53756, MPWD is proposing to adjust its water rates to pass-through future increases or decreases in SFPUC wholesale water rates by the same amount as any variation between the future SFPUC wholesale rates and the baseline SFPUC wholesale rates on which current MPWD rates are based. For example: If the SFPUC increased the MPWD's wholesale water rate by $0.68 per unit, the MPWD would be authorized to pass that increase along by increasing its per unit rates by $0.68 to ensure MPWD rates continue to recover the cost of wholesale water supply. Under this scenario, the MPWD's current per unit rate for 0-2 units of water is $6.97, which would increase to $7.65 per unit.

MPWD single-family customers use less than 7 units/month on average. As an example, the increased charges with the pass-through for an MPWD customer using 9 units/month are shown here...

Before initiating a pass-through for SFPUC wholesale rates, the MPWD will send notification to all customers at least 30 days prior to implementing any adjustments.

Example Residential Monthly Water Bill for 9 Units

Meter Fixed System Charge	
5/8" meter	$28.00
Water Consumption Charges	
0-2 units @ $6.97	$13.94
3-8 units @ $9.80	$58.80
9-20 units @ $11.71	$11.71
Total	**$112.45**

Pass Through Charges for 9 Units

Meter Fixed System Charge	
5/8" meter	$28.00
Water Consumption Charges	
0-2 units @ $7.65	$15.30
3-8 units @ $10.48	$62.88
9-20 units @ $12.39	$12.39
Total	**$118.57**
INCREASE	**$6.12**

WHAT CAN CUSTOMERS DO TO MINIMIZE THE IMPACT OF PASS-THROUGH RATE INCREASES?

To minimize the impact of the pass-through rate increases, customers are encouraged to continue conserving and to further reduce indoor and outdoor water use where possible. As a member of the Bay Area Water Supply and Conservation Agency, the MPWD offers rebates for 1) smart irrigation controllers, 2) drip irrigation hardware, 3) rain barrels, and 4) transitioning turf lawns to drought tolerant landscaping. For more information on any of these rebate programs or other water conservation opportunities, please visit the MPWD website at MidPeninsulaWater.org/rebates

HOW TO SUBMIT A WRITTEN PROTEST

Property owners and customers may file written protests against the proposed pass-through provision. Pursuant to California law, protests must be submitted in writing and must:

- Identify the affected property or properties, such as by address, Assessor's Parcel Number, or customer account number; and
- Include the name and signature of the customer or property owner submitting the protest; and
- Indicate opposition to the proposed water rate increases.

Protests submitted by email, facsimile, or other electronic means will not be accepted. One written protest will be counted per parcel. The proposed pass-through provision cannot be adopted if written protests are received from a majority of affected parcels. Written protests can be mailed to:

Mid-Peninsula Water District
Attention: General Manager
Post Office Box 129
Bel...

Or written protests... located at 1075 ... protests must be ... on Thursday, Ma...

Pursuant to Califor... statute of limitation... from the date the M... the proposed wate...

...y of water for current and future generations in a cost-effective, enviro...

Rate Increase Mailer

MID-PENINSULA WATER DISTRICT

NEW WATER RATES EFFECTIVE JULY 1, 2024

MISSION STATEMENT

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.

Approved Water Rates

FIXED MONTHLY CHARGES
Billed based on meter size

Meter	Meter Ratio	Current Rates	Rates Effective July 1, 2024
⅝"	1.00	$28.00	No Change
1"	1.50	42.00	No Change
1 ½"	2.50	70.00	No Change
2"	4.00	112.00	No Change
3"	6.00	168.00	No Change
4"	10.00	280.00	No Change
6"	25.00	700.00	No Change

WATER CONSUMPTION CHARGES
Billed based on monthly metered water use (ℎcf)

Residential Rate Tiers

Tier 1	0 - 2 hcf	$6.97	$7.43
Tier 2	3 - 8 hcf	9.80	10.26
Tier 3	9 - 20 hcf	11.71	12.17
Tier 4	Over 20 hcf	13.61	14.07

Commercial Rate Tiers

Tier 1	0 - 5 hcf	$8.91	$9.37
Tier 2	Over 5 hcf	10.27	10.73

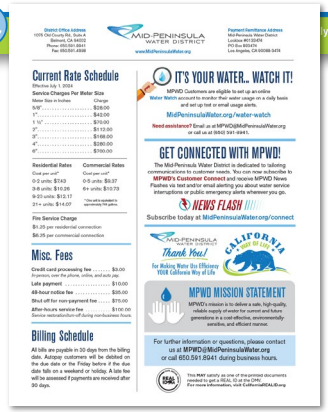
Note: 1 hcf = one hundred cubic feet or approximately 748 gallons.

The rates effective July 1, 2024:

- Are a direct pass-through of the SFPUC wholesale water rate adjustment, and reflect a lower amount than previously provided in the rate hearing notice; and
- Cover revenue requirements for MPWD operations and continuation of capital improvement projects.

Please contact us if there is an opportunity to serve you better: MPWD@MidPeninsulaWater.org or 650-591-8941

Updated Billing Statement Backs



Current Rate Schedule

Effective July 1, 2023

Service Charges Per Meter Size	Charge
5/8"	$28.00
1"	$42.00
1 ½"	$70.00
2"	$112.00
3"	$168.00
4"	$280.00
6"	$700.00

Residential Rates	Commercial Rates
Cost per ccf*	Cost per ccf*
0-2 units: $7.43	0-5 units: $9.37
3-8 units: $10.26	6+ units: $10.73
9-20 units: $12.17	
21+ units: $14.07	

*One ccf is equivalent to approximately 748 gallons

Fire Service Charge
$1.35 per residential connection
$6.75 per commercial connection

Misc. Fees

Credit card processing fee $3.00
In person, over the phone, online, and auto pay

Late payment $10.00
48-hour notice fee $35.00
Shut off for non-payment fee $75.00
After-hours service fee $150.00
Service restoration/turn-off during non-business hours.

Billing Schedule

All bills are payable in 30 days from the billing date. Autopay customers will be debited on the due date or the Friday before if the due date falls on a weekend or holiday. A late fee will be assessed if payments are received after 30 days.

IT'S YOUR WATER... WATCH IT!

MPWD Customers are eligible to set up an online Water Watch account to monitor their water usage on a daily basis and set up text or email usage alerts.

MidPeninsulaWater.org/water-watch

Need assistance? Email us at MPWD@MidPeninsulaWater.org or call us at (650) 591-8941.

GET CONNECTED WITH MPWD!

The Mid-Peninsula Water District is dedicated to tailoring communications to customer needs. You can now subscribe to MPWD's Customer Connect and receive MPWD News Flashes via text and/or email alerting you about water service interruptions or public emergency alerts wherever you go.

NEWS FLASH

Subscribe today at MidPeninsulaWater.org/connect

Thank You! for Making Water Use Efficiency YOUR California Way of Life

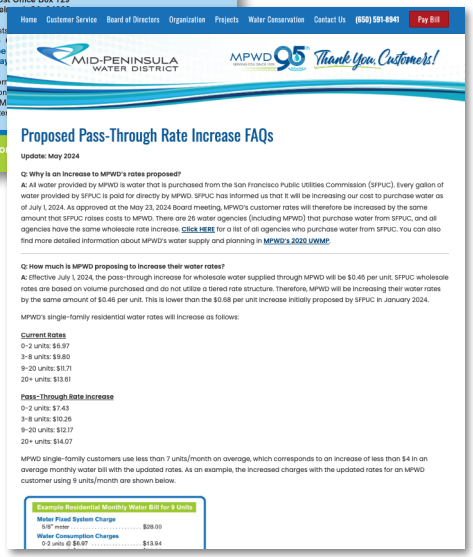
MPWD MISSION STATEMENT

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.

For further information or questions, please contact us at MPWD@MidPeninsulaWater.org or call 650.591.8941 during business hours.

This MAY satisfy as one of the pertinent documents needed to get a REAL ID at the DMV. For more information, visit CaliforniaREAL ID.org

FAQs webpage and flyer



Home | Customer Service | Board of Directors | Organization | Projects | Water Conservation | Contact Us | (650) 591-8941 | Pay Bill

MID-PENINSULA WATER DISTRICT

MPWD 95 Thank You, Customers!

Proposed Pass-Through Rate Increase FAQs

Update: May 2024

Q: Why is an increase to MPWD's rates proposed?

A: All water provided by MPWD is water that is purchased from the San Francisco Public Utilities Commission (SFPUC). Every gallon of water provided by SFPUC is paid for directly by MPWD. SFPUC has informed us that it will be increasing our cost to purchase water as of July 1, 2024. As approved at the May 23, 2024 Board meeting, MPWD's customer rates will therefore be increased by the same amount that SFPUC raises costs to MPWD. There are 26 water agencies (including MPWD) that purchase water from SFPUC, and all agencies have the same wholesale rate increase. Click HERE for a list of all agencies who purchase water from SFPUC. You can also find more detailed information about MPWD's water supply and planning in MPWD's 2020 UWMP.

Q: How much is MPWD proposing to increase their water rates?

A: Effective July 1, 2024, the pass-through increase for wholesale water supplied through MPWD will be $0.46 per unit. SFPUC wholesale rates are based on volume purchased and do not utilize a tiered rate structure. Therefore, MPWD will be increasing their water rates by the same amount of $0.46 per unit. This is lower than the $0.68 per unit increase initially proposed by SFPUC in January 2024.

MPWD's single-family residential water rates will increase as follows:

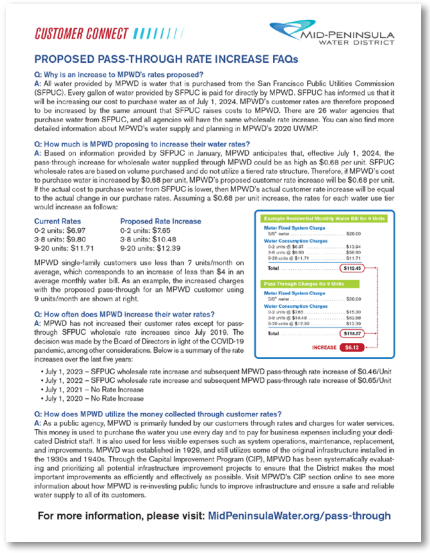
Current Rates
0-2 units: $6.97
3-8 units: $9.80
9-20 units: $11.71
20+ units: $13.61

Pass-Through Rate Increase
0-2 units: $7.43
3-8 units: $10.26
9-20 units: $12.17
20+ units: $14.07

MPWD single-family customers use less than 7 units/month on average, which corresponds to an increase of less than $4 in an average monthly water bill with the updated rates. As an example, the increased charges with the updated rates for an MPWD customer using 9 units/month are shown below.

Example Residential Monthly Water Bill for 9 Units

Meter Fixed System Charge	
5/8" meter	$28.00
Water Consumption Charges	
0-2 units @ $6.97	$13.94



CUSTOMER CONNECT

MID-PENINSULA WATER DISTRICT

PROPOSED PASS-THROUGH RATE INCREASE FAQs

Q: Why is an increase to MPWD's rates proposed?

A: All water provided by MPWD is water that is purchased from the San Francisco Public Utilities Commission (SFPUC). Every gallon of water provided by SFPUC is paid for directly by MPWD. SFPUC has informed us that it will be increasing our cost to purchase water as of July 1, 2024. MPWD's customer rates are therefore proposed to be increased by the same amount that SFPUC raises costs to MPWD. There are 26 water agencies that purchase water from SFPUC, and all agencies will have the same wholesale rate increase. You can also find more detailed information about MPWD's water supply and planning in MPWD's 2020 UWMP.

Q: How much is MPWD proposing to increase their water rates?

A: Based on information provided by SFPUC in January, MPWD anticipates that, effective July 1, 2024, the pass-through increase for wholesale water supplied through MPWD could be as high as $0.68 per unit. SFPUC wholesale rates are based on volume purchased and do not utilize a tiered rate structure. Therefore, if MPWD's cost to purchase water is increased by $0.68 per unit, MPWD's proposed customer rate increase will be $0.68 per unit. If the actual cost to purchase water from SFPUC is lower, then MPWD's actual customer rate increase will be equal to the actual change in our purchase rates. Assuming a $0.68 per unit increase, the rates for each water use tier would increase as follows:

Current Rates	Proposed Rate Increase
0-2 units: $6.97	0-2 units: $7.65
3-8 units: $9.80	3-8 units: $10.48
9-20 units: $11.71	9-20 units: $12.39

MPWD single-family customers use less than 7 units/month on average, which corresponds to an increase of less than $4 in an average monthly water bill. As an example, the increased charges with the proposed pass-through for an MPWD customer using 9 units/month are shown at right.

Q: How often does MPWD increase their water rates?

A: MPWD has not increased their customer rates except for pass-through SFPUC wholesale rate increases since July 2016. The decision was made by the Board of Directors in light of the COVID-19 pandemic, among other considerations. Below is a summary of the rate increases over the last five years:

- July 1, 2023 – SFPUC wholesale rate increase and subsequent MPWD pass-through rate increase of $0.46/Unit
- July 1, 2022 – SFPUC wholesale rate increase and subsequent MPWD pass-through rate increase of $0.65/Unit
- July 1, 2021 – No Rate Increase
- July 1, 2020 – No Rate Increase

Q: How does MPWD utilize the money collected through customer rates?

A: As a public agency, MPWD is primarily funded by our customers through rates and charges for water services. This money is used to purchase the water you use every day and to pay for business expenses including your dedicated District staff. It is also used for less visible expenses such as system operations, maintenance, replacement, and improvements. MPWD was established in 1926, and still utilizes some of the original infrastructure installed in the 1930s and 1940s. Through the Capital Improvement Program (CIP), MPWD has been systematically evaluating and prioritizing all potential infrastructure improvement projects to ensure that the District makes the most important improvements as efficiently and effectively as possible. Visit MPWD's CIP section online to see more information about how MPWD is re-investing public funds to improve infrastructure and ensure a safe and reliable water supply to all of its customers.

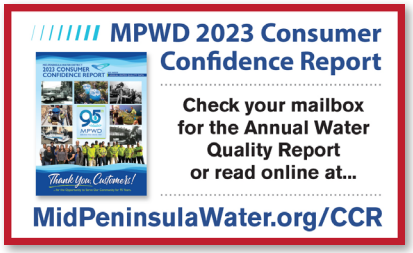
For more information, please visit: MidPeninsulaWater.org/pass-through

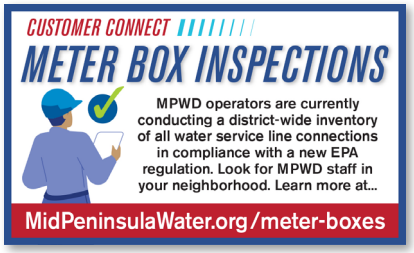
MID-PENINSULA WATER DISTRICT

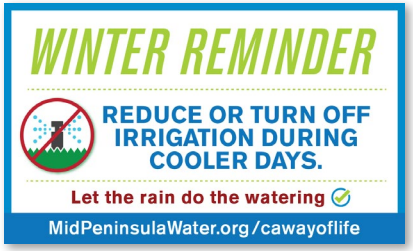
Customer Connect

Prepared for MPWD by JRocket77 Design & Marketing

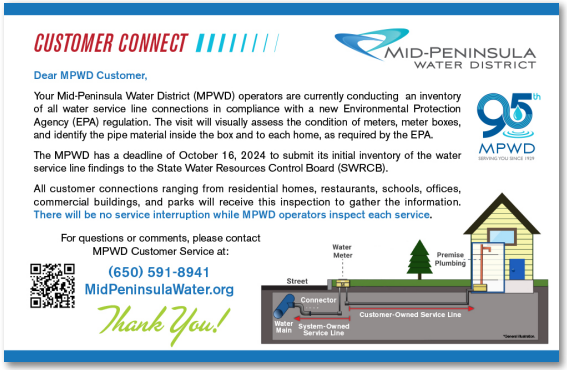
Billing Statement Ads



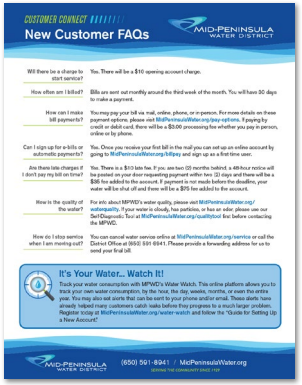




Meter Inventory Program



New Customer FAQs Sheets



MID-PENINSULA WATER DISTRICT

Campaigns

Prepared for MPWD by JRocket77 Design & Marketing

Fleet and Site Graphics

New Dairy Lane Banner

F550 and Mavericks

Press Releases

MidPeninsulaWater.org/news

FOR IMMEDIATE RELEASE

MID-PENINSULA WATER DISTRICT

Matthew Zucca Elected President of MPWD Board of Directors

Catherine Jordan Takes Over as VP; Louis Vella Honored for 25 Years of Service.

BELMONT, CA (February, 2024) – As the MPWD enters its 95th year of service to the local community, the District welcomes Matthew P. Zucca as Board President and Catherine M. Jordan as Vice President for 2024. This is Zucca's fifth term as MPWD President during 19 years of service on the Board, and Jordan's first term as MPWD Vice President since joining the Board in July, 2021. "I am looking forward to the challenges that lie ahead for MPWD in 2024," said Zucca. "We have skillful, capable directors and staff to keep the District on course financially and operationally." Jordan added, "Being MPWD's 95th anniversary year, we have a great opportunity to remind customers not only of our long history of delivering a safe, dependable source of water to homes and businesses, but also of our tireless pursuit to ensure the same for future generations."

President Matthew P. Zucca (right) presents Louis J. Vella with a plaque of appreciation for his 25 years of service on the MPWD Board of Directors.

Vice President Catherine M. Jordan has served on the Board since 2021.

At the beginning of the January 25 Regular Board Meeting, outgoing MPWD President, Louis J. Vella, was honored for his 25 years of service to the MPWD Board of Directors. Vella was presented with a plaque of appreciation by incoming President Zucca. "Louis has been a steady hand for the leadership of the MPWD Board for so many years," remarked Zucca. "His commitment to financial stewardship, operational excellence, and focus on the customers is unmatched. It is our honor to recognize Louis for all he has done, and continues to do, for the District." Vella, who has served six terms as MPWD President during his tenure on the Board, remarked, "I truly enjoy working with my Board colleagues and staff to help the District deliver on its 95-year-long promise of serving high quality water, every day."

When asked about what 2024 has in store for the MPWD, General Manager Kat Wuelfing commented, "The staff is continuing its hard work on capital improvement projects, to continually modernize our system and ensure its reliability. We are preparing for upcoming retirements and are very excited for the new staff who are joining our team. We are also tasked with the renovation of the District's Operations Center on Dairy Lane, which was flooded last winter. It presents a unique opportunity to move the District's facilities forward to continue our work as an essential service provider for our community for many more years to come."

To stay current with MPWD's projects, events, and services, please visit MidPeninsulaWater.org. The District's regular Board meetings are held on the fourth Thursday of each month at 6:30 pm at 1075 Old County Rd., Suite A, Belmont, CA 94002. For a listing of all scheduled Board meetings for 2024, please visit MidPeninsulaWater.org/calendar

ABOUT THE MID-PENINSULA WATER DISTRICT: The MPWD has been functioning as a public utility since 1929, proudly providing service to the communities of Belmont and portions of San Carlos, Redwood City, and unincorporated San Mateo County. The District supplies water to 30,000 consumers within approximately five square miles. It is managed by a five-member elected Board of Directors and 20 full-time employees. For more details, go to the District's website at MidPeninsulaWater.org.

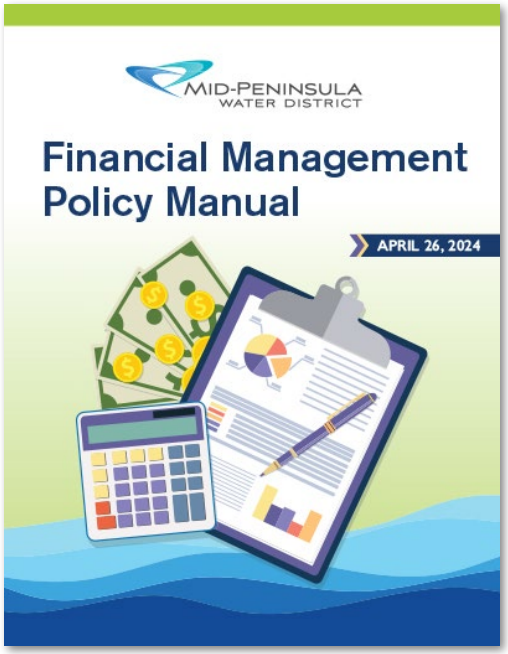
MID-PENINSULA WATER DISTRICT

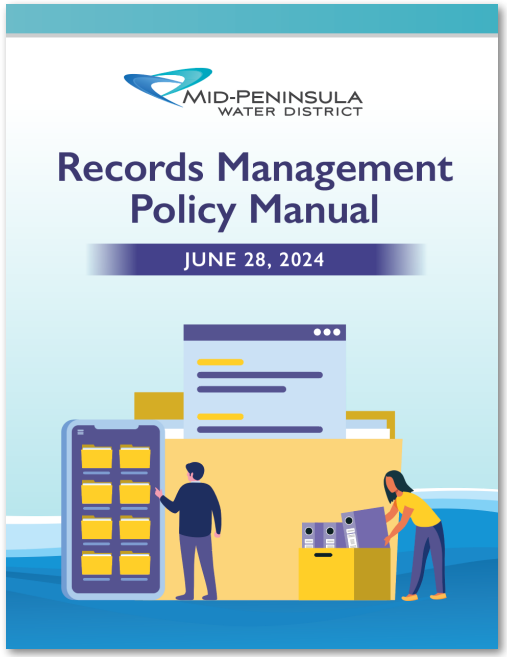
Administrative

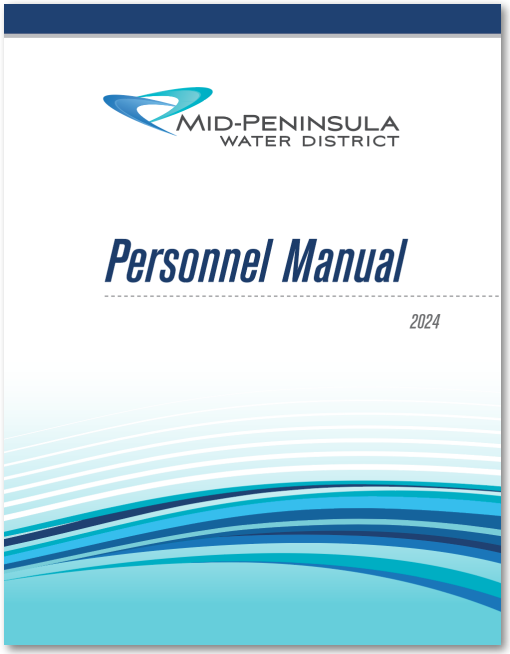
Prepared for MPWD by JRocket77 Design & Marketing

Policy Manuals

MidPeninsulaWater.org/policies







Staff Training

NEWS FLASH

RapidForge™

MID-PENINSULA WATER DISTRICT

Services Network

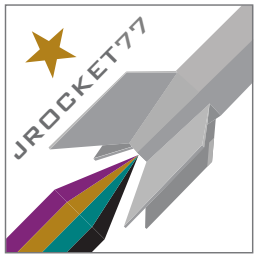
Prepared for MPWD by JRocket77 Design & Marketing

VISUAL MAP OF RELATIONSHIPS

ADMIN/MARKETING/COMMUNICATIONS
Kat Wuelfing
Oversight on all marketing, communications, PR, ops, website issues.

OPERATIONS
Rene Ramirez
CIP support.

BUSINESS/BILLING
Misty Malczon
Billing statements/ads, Civic Pay, Water Watch.



WATER CONSERVATION
Drew Bost
California Way of Life umbrella, community outreach/events, school programs, The Waterline.

ADMIN/RECORDS
Alison Bell
Financial records, resolutions/ordinances, Board Meeting videos, general staff info.

OPERATIONS
Michael Anderson, Jonathan Anderson
CIP support, CCR, News Flash support, leak detection, water quality.

THIRD PARTY
LIFTOFF, Stepford, Fastsigns, PCG, 4LEAF
Website backend, technical-security issues, signage, operations/CIP support.

MID-PENINSULA WATER DISTRICT

2024 Goals

Prepared for MPWD by JRocket77 Design & Marketing

WATER CONSERVATION

- Continue steady, but low-key California Way of Life water efficiency campaign. Cultivate the brand and lifestyle advocacy while mitigating “conservation burnout.”
- Re-evaulate all MPWD water conservation offerings (promotionals, free supplies, rebate programs, affiliate programs) and priorities.
- Adjust messaging according to changing water supply conditions.
- Provide important and impactful information to Rate Payers in a timely fashion.
- Kickstart outreach programs such as workshops and field trips. Revamp Poster Contest?

RATEPAYER/COMMUNITY RELATIONS

- Use Customer Connect umbrella to reinforce importance of infrastructure investments.
- Cultivate MPWD’s commitment to the community through the 95th Anniversary campaign.
- Provide value to Rate Payers amidst continued, upward rate adjustments.
- Continue high level of transparency and accessibility.
- Focus on marketing and PR ahead of 2025 rate increases.
- Support Folger renovation marketing and PR efforts.

WEBSITE

- Add Disaster Preparedeness resource section for Rate Payers.
- Revisit WCAG 2.1 accessibility standards and update the 2019 report to the Board on adherence.
- Add Quick Link buttons on homepage for quicker customer access to comonly-used features.
- Support new staff on website CMS.

Thank You!

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8B

DATE: July 25, 2024

TO: Board of Directors

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

SUBJECT: RECEIVE REPORT ON RECORDS DESTRUCTION COMPLETED JULY 10, 2024, CONSISTENT WITH MPWD RECORDS RETENTION POLICY

RECOMMENDATION
Receive report.

FISCAL IMPACT
Records destruction/shredding costs totaled $4198.

DISCUSSION
The MPWD's Records Management Policy (RMP) was adopted by the Board last month (Resolution 2024-11) and was effective June 28, 2024. In coordination with John Davidson, the RMP manual was published and will be distributed at the Board Meeting. Staff training is scheduled during a Lunch & Learn session on Tuesday, August 20th.

The second phase of this project was destruction of MPWD obsolete files and records. That occurred on Wednesday, July 10, 2024. A total of 272 indexed and verified file boxes were shredded by Shred-It, A Stericycle Solution with MPWD staff onsite for certification. Operations team members (Eric, Shane, and Trevor), Monique, and Tammy were onsite that day for the event. All file boxes were broken and recycled into a large onsite dumpster. The boxes of indexed records retained were neatly organized and stored onsite at the Folger property.

The "flood files" contained in mostly large plastic tubs were neatly stacked on pallets/platforms for safekeeping until MPWD staff can work on organizing and indexing them in compliance with the MPWD's Records Management Policy.

Recommendations for future retained records:

1. Renumber the boxes of indexed records for benefit of easy management.
2. Use heavy duty paper file boxes or reusable plastic tubs.
3. Store similar or like records in one box to make it easier to determine retention periods.
4. Indexing records to be stored includes reviewing all contents and file labels to ensure retention period of records can be identified within MPWD Record Retention Schedule.

5. Print out and place inside file box a list of file box contents, including file box number, before closing and securing it.
6. Tape heavy duty paper file boxes only ONCE for security and ease in transportation to storage site for safekeeping.
7. Master stored file index (spreadsheet) should be maintained by ASM, and numbers assigned by them or their designee to keep it organized.
8. Box # should be printed on ALL SIDES in LARGE, BOLD, NEAT handwriting!!
9. Effective 07/25/2024, a spreadsheet for the retained and permanent records of the MPWD was developed and should be maintained and updated by the ASM or their designee.

There were eighteen (18) boxes of permanent records, and seven (7) boxes of retained records not yet eligible for destruction. Six (6) boxes of records on the archive list were not among the obsolete records destroyed because they were not at the Folger location.

Monique will present a quick presentation of the work accomplished on July 10th at Folger.

Attachment: Certificate of Destruction dated July 18, 2024

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

Docusign Envelope ID: 4F97AA2E-B5CF-4010-88CA-99940044CE2A

MID-PENINSULA WATER DISTRICT
1075 Old County Road, Suite A
Belmont, CA 94002

CERTIFICATE OF RECORDS DESTRUCTION

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

1. PERSON COMPLETING FORM:__Monique Robinson DIVISION: Administration

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

CATEGORY	*RECORDS DESCRIPTION*	*DATE RANGE (MONTH/YEAR)*	*LOCATION*
See attached Exhibit A Destruction Index dated July 10, 2024			

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

APPROVED:

DocuSigned by:
Monique Robinson
9F586392CED045C...
7/18/2024
Monique Robinson
RESPONSIBLE MANAGER
Date:_

APPROVED:

Signed by:
Julie Sherman
3DB2341728C14FA...
7/18/2024
DISTRICT COUNSEL
Date:

APPROVED:

DocuSigned by:
Kathryn Wuelfing
DD02E82C381A406...
GENERAL MANAGER
Date: 7/18/2024

DESTRUCTION CERTIFIED:

DocuSigned by:
Monique Robinson
9F586392CED045C...
RECORDS MANAGER
Date: 7/18/2024

Docusign Envelope ID: 4F97AA2E-B5CF-4010-88CA-99940044CE2A

	A	B	C
1			
2			
3		**Boxes for Destruction**	**Description of Contents**
4	1	**Box 1**	Utility credit card receipts
5	2	**Box 2**	Utility Credit Card Reciepts
6	3	**Box 3**	Utility Closing and Edit Totals
7	4	**Box 4**	Lock Box Utility Payments
8	5	**Box 5**	First and Final Bill Closing totals
9	6	**Box 6**	Old Time Sheets
10	7	**Box 7**	Utility Meter Read Read Edit Lists
11	8	**Box 8**	A/P F/Y H-R 2008-2009
12	9	**Box 9**	A/P F/Y S-Z 2008-2009
13	10	**Box 10**	A/P Stubs
14	11	**Box 11**	Web Payments
15	12	**Box 12**	Closed Claims
16	13	**Box 13**	Billing Edit Lists
17	14	**Box 14**	Check Free Utility Payments
18	15	**Box 15**	Utility Meter Read Read Edit Lists
19	16	**Box 16**	A/P F/Y V-Z 2010-2011
20	17	**Box 17**	A/P F/Y H-U 2010-2011
21	18	**Box 18**	A/P F/Y A-H 2010-2011
22	19	**Box 19**	In House Deposits and Utility Payments
23	20	**Box 20**	Utility Credit Card Payments
24	21	**Box 21**	A/P F/Y A-G 2008-2009
25	22	**Box 22**	A/P F/Y L-Z 2009-2010
26	23	**Box 23**	In House Payment Stubs H-R 2012-2013
27	24	**Box 24**	In House Deposits and Utility Payments
28	25	**Box 25**	In House Deposits and Utility Payments
29	26	**Box 26**	Lock Box Utility Payments 2013-2014

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	A	B	C
30	27	**Box 27**	Utility Closing and Edit Lists
31	28	**Box 28**	Metavante and Utility Payments T-Z 2015-2016
32	29	**Box 29**	Web Payments and Utility Payments
33	30	**Box 30**	Utility Web Payments
34	31	**Box 31**	Utility Web Payments
35	32	**Box 32**	Utility Web Payments
36	33	**Box 33**	Utility Web Payments
37	34	**Box 34**	Utility Billing Edit Summary
38	35	**Box 35**	CUSI Adjustments for Utility Billing
39	36	**Box 36**	Utility Billing Edit List
40	37	**Box 37**	Credit Card Closing Totals
41	38	**Box 38**	Utility Closing and Edit Lists
42	39	**Box 39**	Utility Payments Lockbox and Closing Totals
43	40	**Box 40**	Bank Reconcilitation
44	41	**Box 41**	Billing Edit List Summary
45	42	**Box 42**	Utility Reading Edit List
46	43	**Box 43**	AR closing totals 2010-2012
47	44	**Box 43b**	Accounts payable 16/17 R-Z
48	45	**Box 44**	Utility Edit List
49	46	**Box 45**	A/P F/Y A-H 2011-2012
50	47	**Box 46**	Utility Adjustment Letters
51	48	**Box 47**	Utility Web Payments
52	49	**Box 48**	A/P F/Y Misc 2007-2008
53	50	**Box 49**	Utility In House Deposits
54	51	**Box 50**	Utility Billing Register Summary
55	52	**Box 51**	A/P FY 2011-2012
56	53	**Box 53**	Water Quality
57	54	**Box 54**	A/P FY 2015-2016 A-H
58	55	**Box 55**	A/P FY 2014-2015 A-H
59	56	**Box 56**	Pump Charts and Round Books
60	57	**Box 57**	Pump Charts and Round Books
61	58	**Box 58**	A/P F/Y O-S 2015-2016

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	A	B	C
62	59	**Box 59**	A/P FY G-N 2015-2016
63	60	**Box 60**	A/P FY I-R 2014-2015
64	61	**Box 61**	Utility Payments and Deposits
65	62	**Box 62**	Utility Payments and Lockbox
66	63	**Box 63**	Utility Payments and Lockbox
67	64	**Box 64**	Utility Payments and Lockbox
68	65	**Box 65**	Utility Payments and Lockbox
69	66	**Box 66**	Bank Statements
70	67	**Box 67**	Pump Charts and Round Books
71	68	**Box 68**	A/P FY A-G 2012-2013
72	69	**Box 69**	Pump Charts and Round Books
73	70	**Box 71**	A/P F/Y A-G 2000-2001
74	71	**Box 72**	Utility Closing Totals and Final Bills
75	72	**Box 73**	Lockbox and Online Credit Card Payments
76	73	**Box 74**	A/P F/Y 2003-2004
77	74	**Box 77**	Time Sheets
78	75	**Box 78**	A/P F/Y H-R 1999-2000
79	76	**Box 80**	A/P F/Y A-G 2017-2018
80	77	**Box 81**	A/P F/Y H-R 2017-2018
81	78	**Box 82**	A/P F/Y S-Z 2017-2018
82	79	**Box 84**	2004 Telemetry Pump and chart books
83	80	**Box 85**	2005 Telemetry
84	81	**Box 86**	2006 Pump charts and books
85	82	**Box 87**	Charts and Round up books 2008
86	83	**Box 88**	2009 charts and round books
87	84	**Box 89**	A/P FY 2004 - 2005 A-G
88	85	**Box 90**	In house deposits1/2004-7/2004
89	86	**Box 91**	Lockbox A/R 9/2004-11/2004
90	87	**Box 92**	Lockbox 4/2005-5/2005; credit card authorizations 2010-2017
91	88	**Box 93**	Utility payment lockbox 6-7/2005
92	89	**Box 94**	Lockbox 1/2005-3/2005
93	90	**Box 95**	Bank Statements FY 2004/2005 Cash Receipts and tapes FY 2001/2005

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	A	B	C
94	91	**Box 98**	Turn-ons and shut offs July 2001-June 2005
95	92	**Box 101**	Customer service form 5's from 2002-2005
96	93	**Box 102**	2011 Charts and Round books
97	94	**Box 103**	Closing totals including edit lists 2006-2009
98	95	**Box 104**	2007 Telemetry charts including cathodic protection survey
99	96	**Box 105**	Closing totals edit list 10/2003 - 9/2005
100	97	**Box 106**	A/P FY 2000-2001 A-G
101	98	**Box 107**	Utility closing totals, first and finals 1/2004-7/2006
102	99	**Box 108**	Lockbox 2005-2007 including edit lists and closing totals
103	100	**Box 109**	A/P Stubs 8/2003 - 10/2006
104	101	**Box 110**	Old Credit card slips 2002
105	102	**Box 111**	CC payments 10/2007-6/2009
106	103	**Box 113**	Timesheets 2003-2007
107	104	**Box 114**	A/P FY 1999-2000 H-R
108	105	**Box 115**	Utility lockbox 2004-2005
109	106	**Box 116**	A/P 2004-2005 H-P
110	107	**Box 117**	Utility payments, credit card deposits, closing totals, edit and draft lists 7/2004-6/2005
111	108	**Box 118**	Inhouse deposits/lockbox closing totals edit lists 7/2004-6/2005
112	109	**Box 119**	Utility Meter Reading
113	110	**Box 120**	A/P F/Y R-Z 2004-2005
114	111	**Box 121**	Bank Deposits
115	112	**Box 122**	A/P F/Y A-G 2004-2005
116	113	**Box 123**	Utility Payment Lockbox
117	114	**Box 124**	Utility Payment Lockbox
118	115	**Box 125**	Utility Payment Lockbox
119	116	**Box 126**	Utility Payment Lockbox
120	117	**Box 127**	Utility Meter Edit List
121	118	**Box 128**	Utility Payment Lockbox
122	119	**Box 129**	Utililty Bill Register
123	120	**Box 130**	Bank Deposits
124	121	**Box 131**	Utility Payments Lockbox
125	122	**Box 132**	Utility Payments Lockbox

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	A	B	C
126	123	**Box 133**	Utility Payments Lockbox
127	124	**Box 134**	Utility Payments Lockbox
128	125	**Box 135**	Utility Bill Register
129	126	**Box 136**	Utility Payments Lockbox
130	127	**Box 137**	Utility Bill Register
131	128	**Box 138**	Utility Bill Register
132	129	**Box 139**	Utility Lockbox and Closing Totals
133	130	**Box 140**	Utility Meter Reading
134	131	**Box 141**	A/P F/Y H-P 2004-2005
135	132	**Box 142**	A/P F/Y A-G 2005-2006
136	133	**Box 143**	Utility Bill Register
137	134	**Box 144**	Utility Payments Lockbox
138	135	**Box 145**	Quick Commercial Utility Payments
139	136	**Box 146**	Utililty PaymentsCheckfree,Credit Cards,Bank Drafts
140	137	**Box 147**	A/P F/Y Q-Z 2005-2006
141	138	**Box 148**	Utility Payments Lockbox
142	139	**Box 149**	Deposit and Cash Recipts
143	140	**Box 150**	Utility Payments Lockbox
144	141	**Box 151**	Utility Bill Register
145	142	**Box 152**	Utility Payments Lockbox
146	143	**Box 153**	Utility Payments Lockbox
147	144	**Box 154**	Utility Payment Lockbox
148	145	**Box 155**	Utility Payment Lockbox
149	146	**Box 156**	Utility Payment Lockbox
150	147	**Box 157**	In House Deposit
151	148	**Box 158**	Utility Payment Lockbox
152	149	**Box 159**	Utility Bill Register
153	150	**Box 160**	Utility Bill Register
154	151	**Box 161**	Utility Payment Lockbox
155	152	**Box 162**	Utility Payment Lockbox
156	153	**Box 163**	Utility Payment Lockbox
157	154	**Box 164**	Utility Payment Lockbox

Docusign Envelope ID: 4F97AA2E-B5CF-4010-88CA-99940044CE2A

	A	B	C
158	155	**Box 165**	Utility Payment Lockbox
159	156	**Box 166**	Utility Reading Edit List
160	157	**Box 167**	Utility Payment Lockbox
161	158	**Box 168**	Utility Billing Edit List
162	159	**Box 169**	In House Deposit
163	160	**Box 170**	A/P F/Y P-Z 2006-2007
164	161	**Box 171**	A/P F/Y F-O 2006-2007
165	162	**Box 172**	Utility Payment Lockbox
166	163	**Box 173**	A/P F/Y A-E 2006-2007
167	164	**Box 174**	Utility Bill Register
168	165	**Box 175**	Utility Edit List
169	166	**Box 176**	Utility Bill Register
170	167	**Box 177**	Utility Bill Register and Edit List
171	168	**Box 178**	Utility Payment Lockbox
172	169	**Box 179**	Utility Payment Lockbox
173	170	**Box 180**	A/P F/Y H-U 2007-2008
174	171	**Box 181**	Utility Bill Register
175	172	**Box 182**	Utility Payment Lockbox
176	173	**Box 183**	Utility Bill Register
177	174	**Box 184**	Utility Payment Lockbox
178	175	**Box 185**	Utility Payment Lockbox
179	176	**Box 186**	Utility Payment Lockbox
180	177	**Box 187**	Bank Drafts and Credit Card
181	178	**Box 188**	Utility Closing Totals
182	179	**Box 189**	Utility Billing Register
183	180	**Box 190**	In House Deposit
184	181	**Box 191**	Utility Payments Lockbox
185	182	**Box 192**	Utility Billing Register
186	183	**Box 193**	Utility Closing Total
187	184	**Box 194**	Utility Billing Register
188	185	**Box 195**	In House Deposit
189	186	**Box 196**	Utility Billing Register

Docusign Envelope ID: 4F97AA2E-B5CF-4010-88CA-99940044CE2A

	A	B	C
190	187	**Box 197**	Utility Web Payments
191	188	**Box 198**	Utility Web Payments
192	189	**Box 199**	Utility Billing Edit List
193	190	**Box 200**	Utility Web Payments
194	191	**Box 201**	Utiliity Billing Registry
195	192	**Box 202**	Utility Billing Edit List
196	193	**Box 203**	Utility Billing Edit List
197	194	**Box 204**	In House Deposit
198	195	**Box 205**	Utility Payments Checkfree and Credit Cards
199	196	**Box 206**	Utility Web Payments
200	197	**Box 207**	Utility Billing Register
201	198	**Box 208**	Utility Web Payments
202	199	**Box 209**	Utility Billing Register
203	200	**Box 210**	Utility Billing Edit List
204	201	**Box 211**	In House Deposit
205	202	**Box 212**	Utility Billing Edit List
206	203	**Box 213**	Utility Billing Register
207	204	**Box 214**	Quick Commerical
208	205	**Box 215**	Auth.Net Payments (web payments)
209	206	**Box 216**	Utility Billing Edit List
210	207	**Box 217**	Utility Billing Edit List
211	208	**Box 218**	Miscellaneous CSDA materials 2005-2009
212	209	**Box 218b**	Duplicates
213	210	**Box 219**	Employee Resource Institute
214	211	**Box 220**	Collections
215	212	**Box 221**	ACWA Miscellaneous info 2005-2009
216	213	**Box 222**	Utility Billing Edit List
217	214	**Box 223**	Utility Billing Register
218	215	**Box 224**	Bank Statements
219	216	**Box 225**	Bank Statements
220	217	**Box 226**	In House Deposit
221	218	**Box 227**	Edit List

Docusign Envelope ID: 4F97AA2E-B5CF-4010-88CA-99940044CE2A

	A	B	C
222	219	**Box 228**	Web Payments
223	220	**Box 229**	Web Payments
224	221	**Box 230**	A/P F/Y A-G 2007-2008
225	222	**Box 231**	Web Payments
226	223	**Box 232**	A/P F/Y V-Z 2007-2008
227	224	**Box 233**	Bank Statements
228	225	**Box 234**	Bank Statements and Lockbox
229	226	**Box 241**	Accounts Payable FY 2016/2017 A-G
230	227	**Box 242**	Accounts Payable A/P FY 2016-2017 H-Q
231	228	**Box 243**	Accounts Payable 7/2016-6/2017 R-Z
232	229	**Box 244**	Web Payments
233	230	**Box 245**	Refund Checks
234	231	**Box 246**	Desktop Deposits
235	232	**Box 247**	Checkfree
236	233	**Box 248**	In house deposits 4/2018-11-2019
237	234	**Box 249**	In House Deposits
238	235	**Box 250**	In House Deposits
239	236	**Box 251**	1997-2010 service requests
240	237	**Box 252**	2001 - 2014 Service requests
241	238	**Box 253**	Service requests for customers from 2015-2018
242	239	**Box 254**	Cash Payment Reciepts
243	240	**Box 256**	Rick's Records, Water Quality, Safety
244	241	**Box 257**	Lead+Copper
245	242	**Box 258**	Misc. Customer Correspondence
246	243	**Box 259**	Misc. Memos, correspondence and Newsletters
247	244	**Box 262**	SFPUC, Insurance Claims and Correspondence
248	245	**Box 263**	2008 Weekly Staff Meetings, 1991 Safety Manual
249	246	**Box 268**	SFPUC demand projections 1999
250	247	**Box 271**	A/P F/Y, sampling, chain of custody and misc 2021
251	248	**Box 272**	Billing Edit List
252	249	**Box 274**	Other Agencies Records, 2014 Safety Meetings, SOP’s and other Mid-Pen Documents
253	250	**Box 275**	2019 Zone 2 Meter change outs

Docusign Envelope ID: 4F97AA2E-B5CF-4010-88CA-99940044CE2A

	A	B	C
254	251	**Box 276**	2019 Zone 3 Meter change outs
255	252	**Box 277**	Misc from File Cabinet, Outdated Documents, other Agency Records
256	253	**Box 278**	Archive Turn-On and Shut-Off Books (all of these records are backed up)
257	254	**Box 279**	Title and Registration of Vechicle, Old Documents, Fire Service Reads and Location
258	255	Box 280b	Retired Operations Supervisor desk, AMI and Misc.
259	256	Box 281a	No description
260	257	Box 281b	Customer adjustment 2017-2019 and Leave of absence forms 1999-2002
261	258	Box 282	Prop insurance and Workers comp (Vreeburg) documents 1999-2002. I9's former employees PARS not MPWD docs
262	259	Box 283	Payroll reports 2016-2017
263	260	Box 283b	2008 - 2012 High Efficiency toilet rebate applications
264	261	Box 284	credit card receipts 2/2012-7/2013
265	262	Box 285	credit card receipts 1/2015-4/2016
266	263	Box 286	credit card receipts 4/2014-12/2014
267	264	Box 287	1 time adjustments 2012-2017
268	265	Box 288	MPWD calendar contest entrieds and water awareness 2007-2018
269	266	Boxes 500-503	numbered and indexed onsight
270	267	Box 500	1995-2003 Misc Personnel Leave of absences, Belmont County Water District pension fund, bankruptcy, customer service communications
271	268	Box 501	A/P 2018-2019 R-Z
272	269	Box 502	Edit list closing totals 2013-2016
273	270	Box 503	ACH applications and voiced checks 2001-2010

Shred Day

June 10, 2024

In compliance with the MPWD Record Retention Policy

272 boxes of obsolete records were destroyed

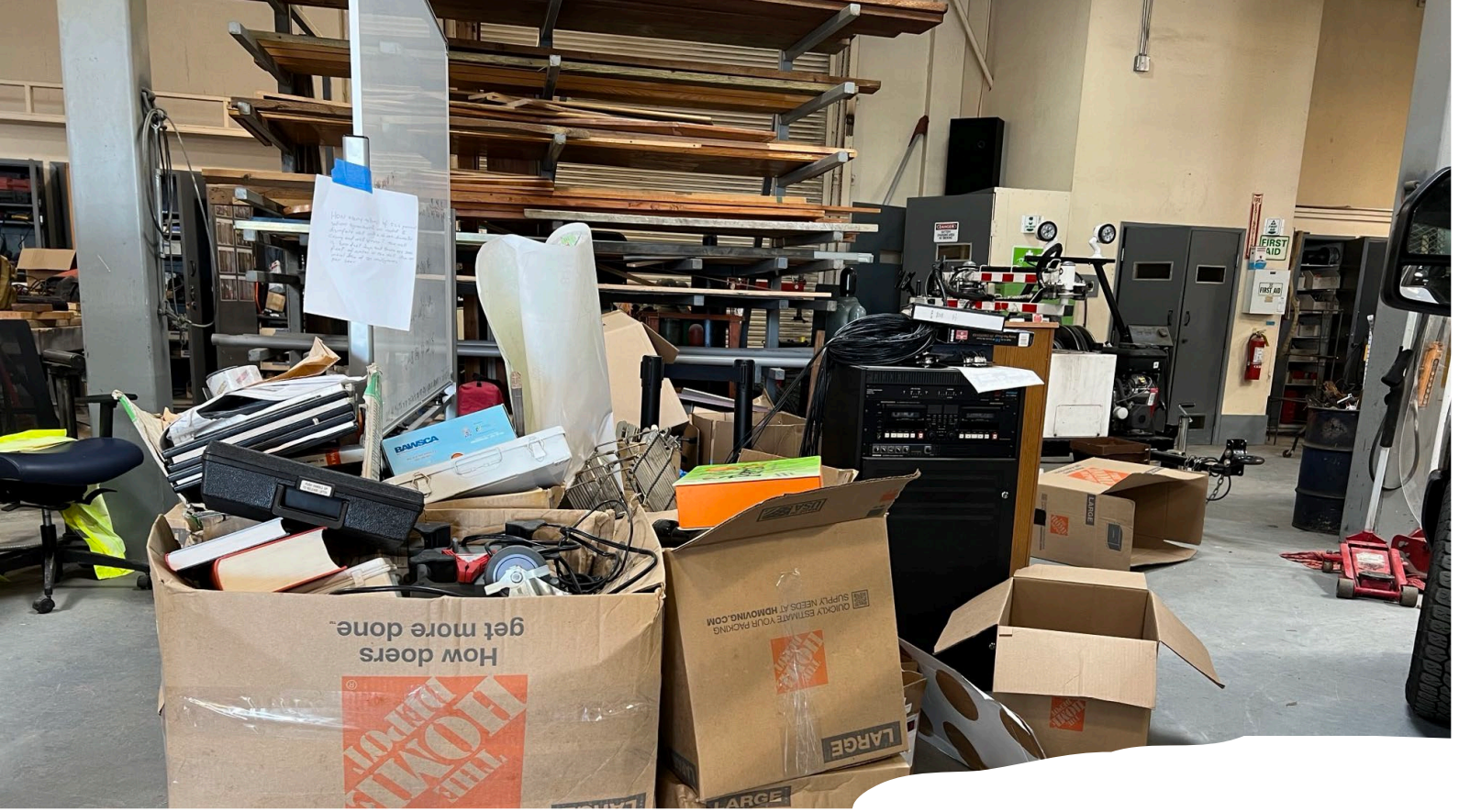
MID-PENINSULA
WATER DISTRICT

Boxes moved from Dairy Lane to Folger for review and destruction or retention

Pallets at Folger with 272 boxes on 6 pallets reviewed and verified for destruction. Permanent and other records not ready for destruction were retained.

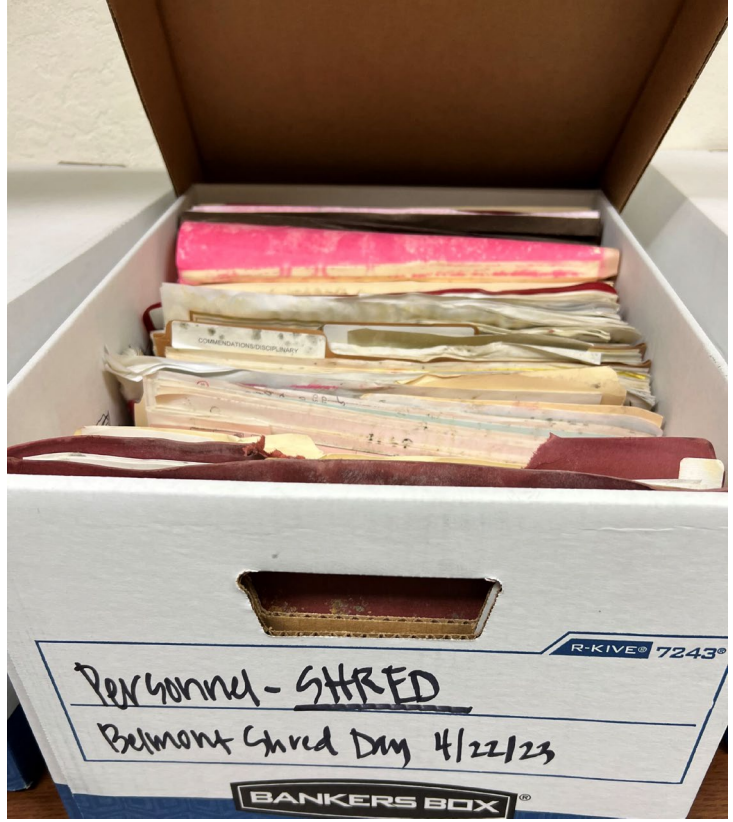
Shred-it
We protect what matter.
Stericycle

File storage resulting from flood event



Photos taken on March 17, 2023

Damaged records due to mold – destroyed on April 22, 2023



Dairy Lane Storage room flood files

April 22, 2023

July 8, 2024

Opposite end of same storage room July 8, 2024

July 25, 2024,
Archive Index
Renumbered Permanent and Retained Records
In total there are now 28 boxes identified as permanent records and 6 boxes which have not reached the age of obsolescence.
Additionally, we wrote a brief description on the flood boxes stored in banker cardboard boxes

Archive Index updated July 25, 2024

	A	B
1	**MPWD Archive Record index updated 7.25.2024**	
2		
3	**Updated index folowing a major record destruction event on 7/10/2024 in accordance with MPWD Record Retention Policy. Recorded on archived index.**	
4		***All boxes are stored at Folger Lane (garage area)***
5	***Permanent Records***	***Continue numbering with year and next box number i.e. 2025-29***
6	**Box Numbers**	**Description**
7	P-2024-1	BOD packets 1/2013 - 8/2014
8	P-2024-2	AMI Change out tags 2016
9	P-2024-3	Environment Impact Reports Vols ,1,3,4- June 2007
10	P-2024-4	Environmental Impact Reports Volumes 2 & 5
11	P-2024-5	Mgrs Reports 1992-1998
12	P-2024-6	Managers reports 1962 - 1991
13	P-2024-7	Canceled bonds 1932-1992
14	P-2024-8	Canceled bonds 1951-1992
15	P-2024-9	Financial Statements Bond Measures 1930's-1967
16	P-2024-10	BOD packets 2003/2007/2010
17	P-2024-11	BOD Packets 2005-2007
18	P-2024-12	BOD Packets 1998/2002/2004/2006/2008/2011
19	P-2024-13	Form 1's
20	P-2024-14	Form 1's
21	P-2024-15	Form 1's no drawings 2008-2009
22	P-2024-16	Wireless Leases
23	P-2024-17	Standards Gov't Agencies, Customer Service Orders Contracts, Other Misc
24	P-2024-18	Form 1's 1989-2001
25	P-2024-19	401a plan, 1513 Folger Escrow, 2014 Comp Study, 2014 drought, 2019 SDLF transparent, Other miscellaneous
26	P-2024-20	2016 COP and Official statement 12/21/2016
27	P-2024-21	Permanent Contracts-LAIF, BOD member retirements,
28	P-2024-22	2015 UWMP, PARS Section 115 Admin handbook, sale of F street property
29	P-2024 - 23	2013-2016 Strategic Plans, 2015 UWMP - Safety Incentive and Loss prevention, other miscellaneous
30	P-2024-24	Contracts (some active)
31	P-2024-25	Covid policy, Comp study 2018, Temp Trailer Lease, Personnel, Other misc
32	P-2024-26	Personnel manuals 2006 + 2009, 2016 & 2017, 2010 Koff HR audit, 2007 employee development plan, Miscellaenous personnel documents
33	P-2024-27	Settled claims, CalPERS actuarial rpts, MSR LAFCO, GM Exec search 2022, Board resource manual 2021
34	P-2024-28	WSA amendment SFPUC, MPWD WSAs
35	**Retained records not yet at age of obsolencence**	
36	***Box Numbers***	***Description***

	A	B
37	R-2024-01	Refund Checks July 2016 - June 2022
38	R-2024-02	A/P 2020-2021 A-G
39	R-2024-03	A/P 2020-2021 R-Z
40	R-2024-04	A/P 2021-2022 A-G
41	R-2024-05	A/P 2021 - 2022 H-P

MID-PENINSULA WATER DISTRICT

TO: Board of Directors

FROM: James W Ramsey, CPA, District Treasurer

Kat Wuelfing, General Manager

DATE: July 24, 2024

SUBJECT: REVIEW AND APPROVE THE MPWD'S RESPONSE TO THE SAN MATEO COUNTY GRAND JURY'S REPORT ISSUED JUNE 27, 2024, REGARDING "ASSESSING AND REPORTING INTERNAL CONTROLS IN SAN MATEO COUNTY AGENCIES AND SCHOOL DISTRICTS"

RECOMMENDATION:

Approve response or provide adjustments.

FISCAL IMPACT:

None.

BACKGROUND:

The San Mateo County Civil Grand Jury released its report on June 27, 2024. The report title was "*Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts*." The Grand Jury Report was based on a survey sent to 75 separate entities, including municipalities, school districts, independent special districts and joint power authority. Survey responses were received from 54 entities.

The MPWD along with 27 other special districts and cities within San Mateo County are required to respond to the Grand Jury no later than September 25, 2024, and the response must be reviewed and approved by the MPWD Board of Directors in a public meeting. It is noted that the due date is one day before the Board's regular meeting in September, and the Board does not regularly meet in August.

DISCUSSION:

The survey was in response to the question of whether or not agencies are assessing internal controls and reporting the results of those assessments to their respective governing boards.

The survey included questions such as:

- Asking for the date of internal controls assessments,

- What type of tool was used to assess internal questions (checklist, guided questions, etc)
- Was a written assessment of the report produced and shared with the governing body?
- Have personnel in your organization received training specific to building effective internal controls?
- Do you have an established process in place to identify organizational risks?

Overall, the Grand Jury had three (3) findings and three (3) recommendations. Two (2) were applicable to Mid-Peninsula as noted in the response letter.

The response requirements are:

- California Penal Code Section 933.05 provides: For purposes of subdivision of Section 933, as to each Civil Grand Jury finding, the responding person or entity shall report one of the following:
  - The respondent agrees with the finding.
  - The respondent disagrees wholly or partially with the finding; in which case the response shall specify the portion of the disputed finding and shall include an explanation of the reasons.

- For purposes of subdivision of Section 933, as to each Civil Grand Jury recommendation, the responding person or entity shall report one of the following actions:
  - The recommendation has been implemented, with a summary regarding the implemented action.
  - The recommendation has yet to be implemented but will be implemented in the future, with a timeframe for implementation.
  - The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall be at most six months from the Civil Grand Jury report's publication date.
  - The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation, therefore.

MPWD's draft response is provided as an attachment, as well as the full grand jury report.

Attachments: MPWD Draft Response to San Mateo County Civil Grand Jury Findings and Recommendations
San Mateo Grand Jury Report issued June 27, 2024

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

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

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

DRAFT
July 25, 2024

Hon. Amarra A. Lee
Judge of the Superior Court
c/o Bianca Fasuescu
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

RE: 2023-24 Grand Jury Report "Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts"

Judge Amarra Lee,

The Mid-Peninsula Water District has received the San Mateo County Civil Grand Jury's above referenced report dated June 27, 2024. This response has been approved by the District's Board of Directors at its July 25, 2024 regular meeting.

Pursuant to the requirements of the Grand Jury Report, our responses to the applicable findings and recommendations are as follows:

FINDINGS

- F2: When an entity does not periodically assess its internal controls and the entity cannot demonstrate that it is monitoring its internal controls, the likelihood of a failure in internal controls that results in fraud or waste increases.
- F3: When management does not report the results of its assessments of internal controls to its governing board and the entity has not communicated externally, the likelihood that others see this as an opportunity to commit fraud or waste increases.

DISTRICT RESPONSE: The District agrees with these findings.

RECOMMENDATIONS

- F2: Beginning by no later than March 31, 2025 and at least annually thereafter, each governing board will require its management to complete its annual assessments of internal controls.
- F3: Beginning by no later than June 30, 2025 and annually thereafter, each governing board will require management to report the results of its annual assessment of the entity's internal controls.

BOARD OF DIRECTORS
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Operations Manager
ALISON BELL
Board Secretary
JULIE SHERMAN
District Counsel
JOUBIN PAKPOUR, PE
District Engineer
JAMES W. RAMSEY, CPA, CFE
District Treasurer

DISTRICT RESPONSE: This recommendation has not been fully implemented and will be implemented no later than March 31, 2025.

On April 25, 2024, the MPWD Board of Directors adopted a new and comprehensive Financial Management Policy, which is available on our website: https://www.midpeninsulawater.org/boardoverview. This Policy identifies many, but not all of the District's internal control procedures that are and have been in practice, and highlights the value and importance of internal controls to the MPWD Board of Directors and staff.

The District undertakes an annual audit that includes an assessment of internal controls, and will continue to do so. Additionally, the District will assess and report on internal controls in accordance with the Committee of Sponsoring Organizations (COSO) framework. This assessment will include the following elements of internal controls: control environment (tone at the top), risk assessment (identifications of possible risks to the District), control activities (performed at the transaction level), information and communication, and monitoring. The results of this assessment will reported to the Board of Directors annually, beginning no later than June 30, 2025.

Respectfully submitted,

Kathryn Wuelfing
General Manager
Mid-Peninsula Water District
(650) 591-8941

Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts

"FAILURE OF ANY CONTRIBUTES TO PUBLIC DISTRUST OF ALL"

ISSUE

San Mateo County, Cities, Special Districts, Joint Power Authorities, or Schools are not assessing internal controls and are not reporting the results of assessments to governing boards and the public.

SUMMARY

Our government faces risks, including fraud and waste.

Internal controls are put in place by an entity's oversight body, management, and other personnel to provide reasonable assurance that the entity will achieve its objectives. Internal controls in our government are key to ensuring that goals are met without fraud and waste and are critical to the public trust. An example of an internal control is having separate people approve a transaction before paying the bill for that transaction.

Internal controls hit the public eye back in the 1990s, after the scandals at Enron, WorldCom and other organizations, all of which served as examples of fraud and waste. The United States Congress reacted in 2002 by enacting the laws known as Sarbanes–Oxley that impact publicly-traded companies. In 2015, the State of California issued "Internal Control Guidelines - California Local Agencies" covering the need for internal controls in government entities.

Given the enormity of the challenge of reviewing individual controls at any one agency, the Civil Grand Jury looked into the way government entities in San Mateo County assess their internal controls and how the results of those assessments are reported to governing boards and to the public. Assessments and reporting should follow the State of California guidelines and the underlying referenced guidelines from the Green Book and the Committee of Sponsoring Corporations. Management's assessment of internal controls and communication, both internally within an entity and externally to the entity's constituents, are key principles of internal controls.

Too many examples of lack of or failed internal controls exist, including recent news stories about taxpayer money used for constructing personal residences in train stations in Burlingame and San Mateo that are referenced in the attached Appendix.

The Civil Grand Jury learned from survey respondents that all of them do have established internal controls and publish external audit reports. Most of them, however, do not assess internal controls and do not communicate with governing boards or the public regarding management of internal controls. Of the few entities that do assess internal controls, they do not report those results.

The Civil Grand Jury recommends timely and documented assessments of internal controls with clear, appropriate reports from management to governing-boards and to the public to reduce the risk of failed internal controls, to enhance public confidence in our government and to improve the efficiency of external audits.

By rule of the Civil Grand Jury, the recommendations included in this report can only be sent to entities that participated in interviews with the Civil Grand Jury. While the Civil Grand Jury could not efficiently interview all entities that participated in surveys, common sense suggests that these recommendations are applicable to all entities within San Mateo County. The current Civil Grand Jury encourages future civil grand juries to investigate the recommendations in this report as appropriate, to help optimize trust in the integrity of internal controls in San Mateo County government.

GLOSSARY

Assessment and Evaluation
Assessment for the purpose of this report is defined in the Green Book as follows: “To determine if an internal control system is effective, management assesses the design, implementation, and operating effectiveness of the five components and 17 principles.” Examples in an internal control assessment include to confirm and document that all requisitions are properly approved and that payments for goods or services are made by authorized individuals. This process helps management and stakeholders have confidence in the reliability of financial reporting, compliance with laws and regulations, and the overall integrity of the organization's operations. In general, Assessment and evaluation can be used interchangeably.

Committee of Sponsoring Organizations of the Treadway Commission (COSO)
The Committee of Sponsoring Organizations of the Treadway Commission (COSO) is an organization that develops guidelines for businesses to evaluate internal controls, risk management, and fraud deterrence.

Enterprise Risk Management (ERM)
Enterprise risk management is an entity-wide strategy to identify and prepare for hazards with the entity’s finances, operations, and objectives.

Entity
An Entity for this report is San Mateo County, Cities, Special Districts, Joint Power Authorities, or Schools.

External Auditor
An external auditor is a public accountant who conducts audits, reviews, and other work for its clients. An external auditor is independent, and so is in a good position to make an impartial evaluation of the financial statements and systems of internal controls of those clients.

Green Book
Standards for internal control in the Federal Government issued by the General Accounting Office of the U.S. Government.

Internal Auditor
An internal auditor is responsible for reviewing a company's processes, identifying anomalies, and reporting any issues found to management. An internal auditor is an employee of a company, so is not independent of the company.

Internal Controls
A process effected by those charged with governance, management, and other personnel that is designed to provide reasonable assurance about the achievement of the entity's objectives with regard to the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Internal control over safeguarding of assets against unauthorized acquisition, use or disposition may include controls relating to financial reporting and operations objectives.

Management
Management consists of those individuals directly responsible for all activities of an entity, including design, implementation and operation of an internal control system.

Oversight Body
The oversight body is the group responsible for overseeing the strategic direction of the entity and obligations related to the accountability of the entity, including management's design, implementation and operation of an internal control system. The oversight body may include elected or appointed officials and employees of the Entity.

BACKGROUND

Internal controls help an entity's management achieve its objectives. Also, internal controls help an entity run its operations efficiently and effectively, report reliable information about its operations and comply with applicable laws and regulations.

The need for internal controls applies to all entities, regardless of size. Large complex entities have different risk profiles than small, less-complex entities. All entities seek to control risk appropriate for its operations, designing and implementing internal controls for its own particular risk profile. Even small, less-complex entities face risks that demand related internal controls.

Whether an internal control is followed or not is not a matter of materiality. A failure in what might seem to someone to be a trivial control is the same as a failure in what everyone might consider to be a very important control. There are no big or small controls, just controls. Failure in any contributes to public distrust of all.

The Green Book, which sets the standards for an effective internal control system for federal agencies, identifies five components of an internal control system:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring

Each of these components applies to different levels of an organizational structure, such as a Parks and Recreation Department within a City Government.

The Green Book summaries 17 Principles of Internal Control for these five components as:

Control Environment

1. The oversight body and management should demonstrate a commitment to integrity and ethical values.

2. The oversight body should oversee the entity's internal control system.

3. Management should establish an organizational structure, assign responsibility, and delegate authority to achieve the entity's objectives.

4. Management should demonstrate a commitment to recruit, develop, and retain competent individuals.

5. Management should evaluate performance and hold individuals accountable for their internal control responsibilities.

Risk Assessment

6. Management should define objectives clearly to enable the identification of risks and define risk tolerances.

7. Management should identify, analyze, and respond to risks related to achieving the defined objectives.

8. Management should consider the potential for fraud when identifying, analyzing, and responding to risks.

9. Management should identify, analyze, and respond to significant changes that could impact the internal control system.

Control Activities

10. Management should design control activities to achieve objectives and respond to risks.

11. Management should design the entity's information system and related control activities to achieve objectives and respond to risks.

12. Management should implement control activities through policies.

Information and Communication

13. Management should use quality information to achieve the entity's objectives.

14. Management should internally communicate the necessary quality information to achieve the entity's objectives.

15. Management should externally communicate the necessary quality information to achieve the entity's objectives.

Monitoring

16. Management should establish and operate monitoring activities to monitor the internal control system and evaluate the results.

17. Management should remediate identified internal control deficiencies on a timely basis.

Source: GAO. | GAO-14-704G

Each entity's oversight body is specifically responsible for oversight of internal control. Each entity's management is responsible for the design, implementation and maintenance of internal controls.

Each entity's internal controls are its own – no one would expect all entities to have the same internal controls, because all entities are different.

The Civil Grand Jury found examples of fraud and waste in government listed in the appendix. Each of these examples likely reflects a failure of internal controls to prevent or detect fraud and waste. In other words, you ordinarily can't have a problem with fraud and waste without a failure in internal controls.

Focus on the Control Environment, Information and Communication and Monitoring principles

The Civil Grand Jury focused on the control environment, information and communication and monitoring principles of internal control, seeking information about:

- *Control Environment Principle* - how governing boards oversee internal controls, such as a review of management's report on its assessment of internal controls.
- *Information and Communication Principle* - how management reports to the governing board regarding its assessment of internal control and how management's assessment of internal controls is communicated to the public, such as through an agenda item in a public meeting of the governing board.
- *Monitoring Principle* - information about how management monitors its internal control systems, such as management's assessment of internal controls.

It is of note that this investigation did not evaluate the quality of any entity's internal control or the effectiveness of an entity's internal controls.

The Civil Grand Jury sent a survey, received responses and confirmed survey responses via interviews with the 28 entities from whom it requests responses. However, common sense suggests each of the recommendations included in this report apply to all entities in the County.

The Civil Grand Jury recognizes that for a variety of reasons, management may not want to publicly report its controls and results of investigations. For example, an internal report might include details of needs for improving controls that might be considered a roadmap for fraud until the improvements are in place. Management reports available to the public through public release or materials for a public meeting could exclude such details, while the report available to the public could include an appropriate summary of information from an assessment.

METHODOLOGY

Preliminary Research

The Civil Grand Jury reviewed the websites of San Mateo County public entities and public media related to fraud and waste in government.

Preliminary Interview

To better understand, as a baseline, how the County Controller's Office oversees its internal controls, the Civil Grand Jury interviewed the Controller's Office of the County of San Mateo.

Survey and Survey Response Analysis

The Civil Grand Jury designed a survey focused on an entity's assessment of its internal controls, reporting, training and risk evaluation. See Appendix A for the survey. The Civil Grand Jury sent the survey to 75 entities.

The Civil Grand Jury reviewed and analyzed the responses.

Interviews with Entities

By rule, the Civil Grand Jury must interview an entity to use that entity's responses to a survey as a matter of fact. The Civil Grand Jury interviewed 28 entities, mostly focusing on entities that did not conduct an assessment of its internal controls in the last 18 months.

The Civil Grand Jury also interviewed a Certified Public Accountant with experience serving as external auditor of entities within San Mateo County.

DISCUSSION

Regulatory History

In 2013, our California Assembly approved Bill No. 1248, to require the state controller to establish internal controls for California local agencies. Bill No. 1248 applies to the County of San Mateo and the cities, special districts and other local government entities, except school districts. Bill No.1248 appears in the California Government Code section 12422.5.

In 2014, The General Accounting Office (GAO) of the U.S. Government issued the Green Book. The U.S. Comptroller General prescribes internal control standards in the Green Book for the federal government. The Green Book says that state, local and quasi-governmental agencies and not-for-profit organizations may adopt the Green Book as a framework for an internal control system.

In 2015, the California State Controller's Office issued "Internal Control Guidelines - California Local Agencies" to comply with California Government Code section 12422.5. The State Guidelines refer to the Green Book, among other resources.

The State Guidelines refer to the same structure of internal controls in the Green Book as well as the Committee of Sponsoring Organizations of the Treadway Commission (COSO) publications, both of which refer to the Governing Board's responsibility to ensure completion of periodic risk assessments and to oversee internal controls.

Schools in San Mateo County are governed by the California Education Code (EDC). The county superintendent of schools may review or audit internal controls of any school district in its county per the California Education Code section 1241.5. The guidance in the Green Book and the State Guidelines naturally apply.

Tone at the Top

The oversight body and management set the tone at the top and throughout the organization by its example. Tone at the top is fundamental to effective internal controls. The tone at the top helps ensure:

- the entity's risk identification is complete
- risk responses are appropriate
- control activities are appropriately designed or implemented
- information and communication are effective
- results of monitoring are understood and acted upon.

Accountability for Performance

The State Guidelines include a section on Accountability for Performance, including:

- establishing mechanisms for holding individuals accountable for internal control responsibilities, which naturally include the oversight body and management
- establishing performance measures for all levels of the organization
- performing timely evaluations and aligning incentives with the fulfillment of internal control responsibilities.

All governing bodies and its management have basic responsibilities regarding internal controls, even if the State Guidelines do not specifically refer to those basic responsibilities. Those responsibilities naturally include:

- Oversight boards must demonstrate its oversight of management's internal controls, such as clear and timely reporting on its review of internal controls
- Management's reports on internal controls should be clearly and readily available to the public
- Management must be evaluated for its assessments of internal controls and its external reporting.

Role of the External Auditor

External auditors are not considered a part of an entity's internal controls. While management may look into and use recommendations by external auditors, management owns the entity's internal controls. Management may communicate with and get quality information from its external auditors as it monitors and maintains internal controls.

Management may hire an external service provider to conduct assessments of internal controls. Data from these assessments can aid management ensuring that the entity's internal controls are appropriate for that entity. In conducting an audit, external auditors may rely on these assessments, which could result in a more efficient and less expensive external audit.

The Civil Grand Jury found through its research **that audits uncover only about 4% of fraud.**

Several entities we interviewed stated that they rely on or interact with its external auditors as part of its internal controls. Comments from respondents included:

- We have been using the external auditors and have been reviewing the internal controls with them annually.
- This is done with the regular annual audit. We do not have reasons to justify an additional assessment.
- Annually, the internal controls are updated as part of our external audit, not separately from the external audit process.

The reports from external auditors include limitations on the results of its review of internal controls they conduct in connection with an audit. These limitations include statements like "we did not identify any deficiencies in internal control that we consider to be material weaknesses" and "material weaknesses may exist that have not been identified." The external auditor reports are clear that they do not express an opinion on the effectiveness of internal controls.

The Civil Grand Jury interviewed a Certified Public Accountant who audits local governments and agencies and confirmed that management should assess its internal controls independently of the external auditor's work, noting management can separately refer to the independent auditor's work in its report to its governing board regarding internal controls.

Furthermore, the Certified Public Accountant and interviewees generally agreed that if management performed its own assessment of its internal controls, the results of that assessment can be shared with the external auditor and the auditor may use those results in designing audit work, increasing efficiency. Increases in efficiency in external audits likely at least partially offset any incremental staff work in conducting management's assessment.

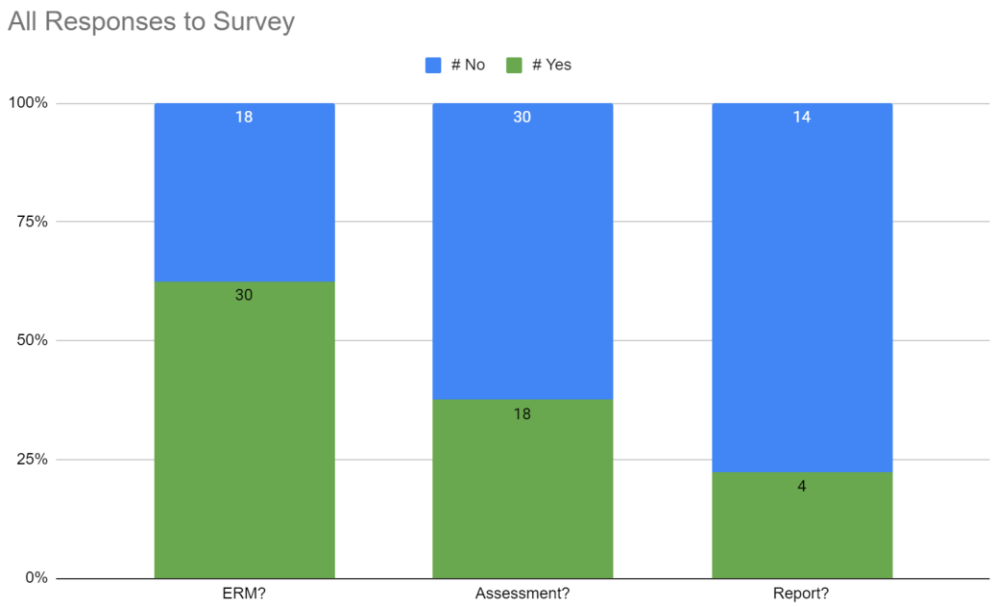
Survey Responses

Survey requests were sent to 75 entities, including municipalities, school districts, independent special districts and joint power authorities. Responses were received from 54 entities.

Given the enormity of the challenge of reviewing individual controls at any one agency, the Civil Grand Jury looked into the way government entities in San Mateo County assess its internal controls and how the results of those assessments are reported to governing boards and to the public. This assessment and reporting should follow the State of California guidelines and the underlying referenced guidelines from the Green Book and the Committee of Sponsoring Corporations. Management's assessment of its internal controls and communication, both internally within an entity and externally to the entity's constituents, are key principles of internal controls.

The Civil Grand Jury focused on responses to three questions from the survey:

1. Do you have an established process in place to identify organizational risks (also known as Enterprise Risk Management, or ERM)? The tables below refer to this question as 'ERM?'.
2. Other than outside audits of your organization's financial statements, have you or your organization performed an assessment of your organization's "internal controls" within the last 18 months? The tables below refer to this as 'Assessment?'.
3. Was a written report of the assessment produced? The tables below refer to this as 'Report?'.



Identifying risks to an entity is a critical part of effective internal controls. See Principle 7 in the Green Book Principles of Internal Controls Table above.

Eighteen entities responded that they had performed an assessment of internal controls in the prior 18 months. Each entity must assess its internal controls. State guidelines require established mechanisms to hold management responsible for internal control responsibilities and to align incentives with the fulfillment of internal control responsibilities.

Four entities responded that they prepared a report regarding assessments of internal controls. Each governing board must oversee its entity's internal controls. State guidelines require established mechanisms to hold management responsible for internal control responsibilities and to align incentives with goals and objectives. Management should both internally and externally communicate the results of its assessments of internal controls. If management does not communicate the results of its assessments of internal controls, others may see this as an opportunity to commit fraud or waste government assets. Management should communicate the results of its assessments of internal controls in writing to its governing board.

These data led the Civil Grand Jury to conduct interviews with selected entities that responded to the survey.

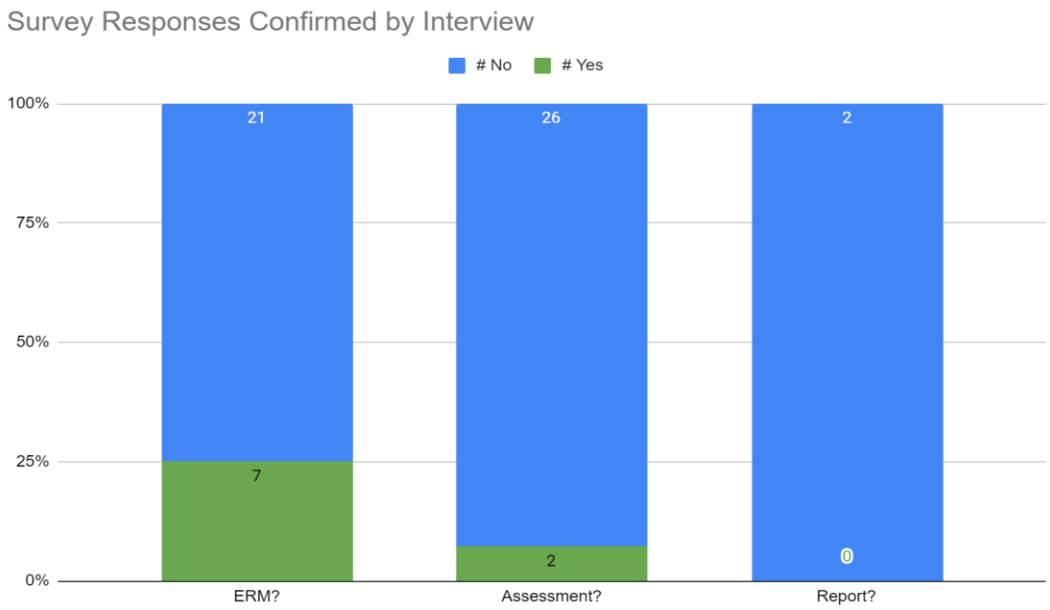
Interviews with Selected Entities

By rule of the Civil Grand Jury, the findings and recommendations included in this report can only be sent to entities that responded to the survey and participated in interviews with the Civil Grand Jury. In other words, the survey responses do not suffice to be considered a matter of fact and be used to come to a conclusion or make a recommendation.

The 28 Entities we interviewed are listed below in the section titled "Request for Responses."

Of the Entities interviewed to confirm survey responses:

- Seven Entities reported that they did not have an established process in place to identify organizational risks.
- Twenty-six entities reported that, other than outside audits, its organization had not performed an assessment of its internal controls in the last 18 months.
- Two entities that did perform an assessment of its internal controls did not produce a written report of its assessment.



Identifying risks

Identifying risks in an organization is a critical part of effective internal controls - see Principle 7 in the Green Book Principles of Internal Controls (Table above).

When an entity does not have a process to identify organizational risks, the entity does not demonstrate how its internal controls address identified risks, and the likelihood of a failure in internal controls that results in fraud or waste increases.

Assessing Internal Controls

Entities must assess its internal controls. State guidelines require established mechanisms to hold management responsible for internal control responsibilities and to align incentives with the fulfillment of internal control responsibilities.

When an entity does not periodically assess its internal controls, the entity cannot demonstrate that they are monitoring its internal controls, and the likelihood of a failure in internal controls that results in fraud or waste increases.

Reporting Results of Assessments

Each governing board must oversee its entity's internal controls. State guidelines require established mechanisms to hold management responsible for internal control responsibilities and to align incentives with goals and objectives.

Management should both internally and externally communicate the results of its assessments of internal controls. If management does not communicate the results of its assessments of internal controls, others may see this as an opportunity to commit fraud or waste government assets.

Management should communicate the results of its assessments of internal controls in writing to its governing board.

When management does not report the results of its assessments of internal controls to its governing board and the entity has not communicated externally, the likelihood that others may see this as an opportunity to commit fraud or avoid waste increases.

FINDINGS

F1. When an entity does not have a process to identify organizational risks, and the entity does not demonstrate how its internal controls address identified risks, the likelihood of a failure in internal controls that results in fraud or waste increases.

F2. When an entity does not periodically assess its internal controls and the entity cannot demonstrate that it is monitoring its internal controls, the likelihood of a failure in internal controls that results in fraud or waste increases.

F3. When management does not report the results of its assessments of internal controls to its governing board and the entity has not communicated externally, the likelihood that others see this as an opportunity to commit fraud or waste increases.

RECOMMENDATIONS

R1. Beginning by no later than December 31, 2024 and at least annually thereafter, each entity will document its organizational risks and address those risks in its annual Assessment of Internal Controls.

R2. Beginning by no later than March 31, 2025 and at least annually thereafter, each governing board will require its management to complete its annual assessments of internal controls.

R3. Beginning by no later than June 30, 2025 and annually thereafter, each governing board will require management to report the results of its annual assessment of the entity's internal controls.

REQUEST FOR RESPONSES

The following responses from governing bodies are required pursuant to Penal Code sections 933 and 933.05:

Entity	Findings	Recommendations
Belmont-Redwood Shores SD	F1, F2, F3	R1, R2, R3
Brisbane School District	F1, F2, F3	R1, R2, R3
City of Burlingame	F1, F2, F3	R1, R2, R3
City of East Palo Alto	F1, F2	R1, R2
City of Half Moon Bay	F1, F2, F3	R1, R2, R3
City of Menlo Park	F1, F2, F3	R1, R2, R3
City of Redwood City	F2, F3	R2, R3
Coastside Fire Protection District	F1, F2, F3	R1, R2, R3
Colma Fire Protection District	F1, F2, F3	R1, R2, R3
Jefferson Union High School District	F1, F2, F3	R1, R2, R3
La Honda-Pescadero USD	F1, F2, F3	R1, R2, R3
Menlo Park City School District	F2, F3	R2, R3
Menlo Park Fire Protection District	F1, F2, F3	R1, R2, R3
Mid-Peninsula Water District	F2, F3	R2, R3
North Coast County Water District	F1, F2, F3	R1, R2, R3
Pacifica School District	F1, F2, F3	R1, R2, R3
Portola Valley School District	F1, F2, F3	R1, R2, R3
Ravenswood City School District	F1, F2, F3	R1, R2, R3
Redwood City School District	F1, F2, F3	R1, R2, R3

San Mateo County Libraries	F1, F2, F3	R1, R2, R3
San Mateo Foster City School District	F1, F2, F3	R1, R2, R3
San Mateo Union High School District	F1, F2, F3	R1, R2, R3
Sequoia Healthcare District	F2	R2
Silicon Valley Clean Water	F2, F3	R2, R3
South Bayside Waste Management Authority	F1, F2, F3	R1, R2, R3
Town of Atherton	F2, F3	R2, R3
West Bay Sanitary District	F1, F2, F3	R1, R2, R3
Woodside School District	F1, F2, F3	R1, R2, R3

RESPONSE REQUIREMENTS

California Penal Code Section 933.05 provides: For purposes of subdivision of Section 933, as to each Civil Grand Jury finding, the responding person or entity shall report one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding; in which case the response shall specify the portion of the disputed finding and shall include an explanation of the reasons.

For purposes of subdivision of Section 933, as to each Civil Grand Jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has yet to be implemented but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall be at most six months from the Civil Grand Jury report's publication date.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.

APPENDIXES

Appendix A - Form of Survey

Appendix B - Examples of Fraud and Waste

Appendix A

Form of Survey

1. Please list your name, title and organization

2. Other than outside audits of your organization's financial statements, have you or your organization performed an assessment of your organization's "internal controls" within the last 18 months? (Yes/No)

3. If your organization has not performed an assessment of its internal controls or has not completed one in the last 18 months, why?

4. What was the date of your internal controls assessment?

5. What type of tool was used to assess your internal controls? If "Other", please provide a brief description of the tool. (Checklist/Guided questions/Other)

6. Was a written report of the assessment produced? (Yes/No)

7. Was this assessment report shared with your governing board? (Shared/Not shared/Written assessment report was not produced)

8. Does your governing board require or suggest that your organization periodically review its internal controls?

9. Have the personnel in your organization received training specific to building effective internal controls?

10. If your organization has received training in building effective internal controls, who provided the training?

11. Do you have an established process in place to identify organizational risks (also known as Enterprise Risk Management or "ERM")?

12. When substantial risks are identified, does your process require changes or improvements to the applicable internal controls?

13. Have you shared the organizational risk assessment findings with your governing board?

14. Internal controls assessment tool:

15. Internal controls assessment report:

16. Risk assessment report:

17. Other links, please describe and include link(s):

Appendix B

Examples of Alleged Fraud and Waste

Broadmoor Police Protection District Fraud

https://www.chronline.com/stories/outrageous-pension-double-dipping-triggers-criminal-investigation-into-california-cops,281359

San Mateo County Pay to Play Prosecution

https://www.almanacnews.com/news/2023/02/10/community-college-district-lawsuit-alleges-pay-to-play-in-construction-projects-under-former-chancellor/

Reporting of Personal Residences paid for with government funds.

https://www.nbcbayarea.com/news/local/former-caltrain-manager-secret-apartments-bay-area-train-stations/3496068/

Release Date: June 27, 2024
2023-2024 San Mateo County Civil Grand Jury

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.D.

DATE: July 25, 2024

TO: Board of Directors

FROM: Rene Ramirez, Operations Manager
Kathryn Wuelfing, General Manager

SUBJECT: CONSIDER RESOLUTION NO. 2024-16 AUTHORIZING A WATER SERVICE AGREEMENT BETWEEN THE MID-PENINSULA WATER DISTRICT AND BELMONT FAMILY APARTMENTS, LP FOR A MULTI-FAMILY RESIDENTIAL BUILDING LOCATED AT 803 BELMONT AVENUE IN BELMONT, CA

RECOMMENDATION:
Approve Resolution 2024-16.

FISCAL IMPACT:
The Water Service Agreement (WSA) details the fees, charges, deposits, and reimbursements between the District and the Belmont Family Apartments, LP (Developer) for their share of water system capacity, water demand offset (WDO), water meter and fire service installation fees, installation of two (2) public fire hydrants, water main tapping fees and District inspection fees. Their fees, charges and deposits can be found in Section 5 of the WSA and total $840,735.69. A summary of the fees, charges, and costs, which the Developer has agreed to pay the District:

Water System Capacity Charges and WDO fee	$ 860,900.00
Credit for existing 2” connection	$ -53,561.00
District Inspection Services	$ 5,138.00
Water main tapping fees	$ 19,295.00
Water meters & radio transmitter	$ 8,963.69
Net Fiscal Impact to District	$ 840,735.69

**Note: developer paid separately a fee of $5,000 used for internal/external plan reviews.*

DISCUSSION:

The project is a 125-unit multi-family 100% affordable housing project located on 1.5 acres at 803 Belmont Avenue in Belmont. The project site used to be the location of the Bel Mateo Motel off El Camino Real Avenue. Water services to the site required to meet demand per the WSA include:

- Two – 2-inch AMI metered domestic service connections;
- One – 2-inch AMI metered irrigation service connection;
- One – 6-inch private fire service connection; and
- Two – new public fire hydrants.

Per District policy, a Developer's project must "buy-in" to the system in the form of water capacity charges and water demand offset charges. These fees and charges to the Developer are listed above in the Fiscal Impact and were based on information from the Developer and include a credit for the existing service connection at the site ($807,339 after credit). Another cost to the Developer is the $8,963.69 cost for the water meters needed to provide service, a charge of $19,295.00 to tap the existing water main four (4) times by Tap Masters, the company the District uses for such jobs, and an estimated $5,138.00 cost for District staff inspection services.

The remainder of the WSA has sections focused on such things as approval of the water utility system plans, a timeframe for getting started on building the water utility system; inspection of the water utility system facilities; fees, charges and payment to the District; warranty and indemnity; the conveyance of title for improvements, and assignment.

The WSA was reviewed by District Counsel before being shared with the Developer for comment and concurrence with terms.

Attachments: Resolution No. 2024-16
Water Service Agreement – 803 Belmont Avenue, Belmont, CA

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

UNANIMOUS_____ ZUCCA_____ JORDAN____ SCHMIDT_____ WHEELER_____ VELLA_____

RESOLUTION NO. 2024-16

AUTHORIZING A WATER SERVICE AGREEMENT BETWEEN THE MID-PENINSULA WATER DISTRICT AND BELMONT FAMILY APARTMENTS, LP FOR A MULTI-FAMILY RESIDENTIAL BUILDING LOCATED AT 803 BELMONT AVENUE IN BELMONT, CA

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) normally serves water to customers through water meters located within the public right of way; and

WHEREAS, the Belmont Family Apartment, LP, (Developer) proposes a development project at 803 Belmont Avenue in Belmont, California, including a new 125-unit multi-family 100% affordable housing complex served by two (2) 2-inch Advanced Metering Infrastructure (AMI) water meters, one (1) 2-inch AMI water meter for irrigation purposes, and one (1) 6-inch private fire service connection, and constructing two (2) new public fire hydrants; and

WHEREAS, the District is requiring a Water Service Agreement to formalize the creation of a Water Utility System, timely installation of said Water Utility System, provisions for a District representative to inspect construction of said Water Utility System, to document the calculation of fees and charges due from Developer to the District at the time Water Utility System plans are to be signed by the General Manager as approved, and conveyance of title of the Water Utility System by the Developer to the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to execute the Water Service Agreement, as presented to the Board on July 25, 2024 and as approved by legal

counsel, between the District and Belmont Family Apartments, LP for the multi-family development project located at 803 Belmont Avenue in Belmont, CA.

REGULARLY passed and adopted this 25th day of July 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

_____
BOARD PRESIDENT

ATTEST:

_____
BOARD SECRETARY

WATER SERVICE AGREEMENT

803 BELMONT AVENUE, BELMONT

THIS AGREEMENT is made as of this _____ day of JULY 2024, between MID-PENINSULA WATER DISTRICT ("District") and Belmont Family Apartments, LP (“Owner”).

THE PARTIES AGREE AS FOLLOWS:

1. RECITALS

This Agreement is entered into regarding the following facts and circumstances.

A. District is a public agency organized under the provisions of the California Water Code and is engaged in the storage, transmission, and sale of water for domestic purposes within San Mateo County.

B. Owner is a Limited Partnership located at 1650 Lafayette Street, Santa Clara, CA 95050 engaged in the development of real property within the geographical limits of the District. Owner is the owner of certain real property consisting of approximately 1.5 acres, 803 Belmont Avenue, Belmont, CA 94002, APN 044-172-190 & 044-172-200 (“the Property”) , the location of which is shown on Exhibit A.

C. Owner has obtained approval from the City of Belmont for, and proposes to construct on the Property, 125-unit multi-family 100% affordable housing complex, the general layout of which is as shown on Exhibit B (the "Project").

In total, the Property will require a 4” water service consisting of two (2) two-inch (2”) metered domestic residential service connections, one (1) two-inch (2”) metered irrigation

service connection, one (1) six-inch (6”) private fire service connection, and the installation of two (2) public fire hydrants.

2. APPROVAL OF WATER UTILITY SYSTEM

The Water Utility System is shown on and described in the attached *803 Belmont Avenue Project Plans* (hereinafter, collectively, the "reviewed submittal documents"), as approved by the District. A copy of the reviewed submittal documents is on file at the office of the District and is incorporated herein by this reference as Exhibit C.

"Water Utility System" means the water mains, valves, service lines from the water mains to the meters, fittings, valves and housing thereof, fire hydrants, valve cans, and all appurtenances thereto, except water meters required to service the Project, as depicted and described in the reviewed submittal documents.

3. INSTALLATION

A. Owner shall commence installation of the Water Utility System no later than twelve (12) months, subject to extension for force majeure events not the fault of Owner, after the date of this Agreement and shall complete its installation within eighteen (18) months after the date of this Agreement. If installation is not commenced and/or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Owner.

B. Owner shall install the Water Utility System in accordance with the location and sizes shown on the reviewed submittal documents identified in Section 2, in accordance with such specifications and standards as the District may prescribe, and in accordance with the further reasonable directions of the District Engineer and District General Manager. Construction shall

include off-site facilities and connections to existing facilities and shall be performed in a manner satisfactory to the District.

4. INSPECTION; CONSTRUCTION

A. Prior to commencing construction of the Water Utility System, Owner shall furnish to the District, at Owner's expense, a report by a competent soils engineer or soils laboratory indicating that the compaction in the fills within which water facilities are to be installed is in accordance with the District's specifications and standards, or meets such other criteria as the District may prescribe.

B. Owner shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction of the Water Utility System and shall not commence construction unless the District inspector or authorized agent is at the site of the work when said construction begins. District agrees to make the District inspector or authorized agent available to be on site, provided the ten (10)-day advance notice is given by Owner or Owner's representative. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of said construction. Any work performed without notice to District may be rejected by District on that ground alone. The District inspector or authorized agent will observe and inspect facilities solely to protect the interests of the District and to determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Owner, Owner's agents or contractors. Owner is responsible for correct location of all facilities that it installs. The District inspector or authorized agent will not inspect facilities installed "downstream" of the individual meters.

C. Owner shall permit District's employees and authorized agents to inspect the Water Utility System, and the plans and materials therefor, at any reasonable time before, during, or after installation.

D. Owner shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property caused by Owner, its agents, employees, or contractors in constructing the Water Utility System.

5. PAYMENT OF FEES AND CHARGES

The Owner will pay applicable fees and charges as follows:

A. Capacity and Water Demand Offset Fees. Concurrently with the execution of this Agreement, Owner shall pay Capacity and Water Demand Offset fees in the amount of EIGHT HUNDRED SEVEN-THOUSAND THREE-HUNDRED THIRTY-NINE DOLLARS AND 00/100 ($807,339.00), calculated as follows:

Size of Connection	Number of Connections	Capacity Charges	Water Demand Offset Fees (Stage 1 as of 4/10/2023)	Total Per Connection
MFR Connection	125	$ 753,250	$ 50,500	$ 803,750
6-Inch Fire Service	1	n/a	n/a	n/a
2” Irrigation Service	1	$ 53,561	$ 3,589	$ 57,150
Credit for Existing 2’’ connection	1	-$ 53,561	n/a	$ -53,561
			TOTAL	**$ 807,339**

B. Payment of Inspection Fees, Tapping Fees and Meter costs. Concurrently with the execution of this Agreement, Owner shall deposit **$5,138.00** towards the cost of inspection of the installation of the water utility system per the approved plans. The District shall provide and

install three (3) two-inch (2") individual water meters and radio transmitters at a cost of **$8,963.69.** Owner shall pay for the cost of outside services to tap the existing 6-inch water main four (4) times at a cost of **$19,295.00**. Owner will pay the District's actual cost of inspection of Owner-installed equipment and the purchase and installation of the meters and transmitters.

C. Plan Check. Prior to the execution of this Agreement, Owner has deposited FIVE THOUSAND AND NO/100 DOLLARS ($5,000.00), which is the amount due for the District staff and Engineer's costs in reviewing plans and preparation of plan check comments and associated water service documents.

D. Total Due with Agreement. The total payment due concurrently with execution of this Agreement shall be **EIGHT HUNDRED FORTY THOUSAND SEVEN HUNDRED THIRTY-FIVE AND 69/100 DOLLARS ($840,735.69),** which represents the sum of fees listed in paragraphs 5.A. and 5.B.

6. WARRANTY/INDEMNITY

A. Owner guarantees all work done under this Agreement will be free from faulty materials and workmanship for a period of two (2) years from the date of acceptance of the Water Utility System by the District. Owner agrees to repair or replace all work through the warranty period that is not in accordance with the requirements of this Agreement, without any cost or expense to the District.

B. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) as a result of the installation of the Water Utility System.

C. Owner, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Subsections 5.A. and 5.B. above, and to indemnify the District and hold it free, safe and harmless of, from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use and including against any and all claims by subsequent purchasers of the Property or units constructed on the Property) that may arise from such events and activities. Owner further agrees to defend, with counsel reasonably acceptable to the District, all such claims, actions, or suits, and to pay all charges of attorneys and all other costs and expenses incurred by the District. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

D. The provisions of Sections 7.B. and 7.C. shall not be applicable to injury or damage, loss or liability caused by the District's sole, active negligence or willful misconduct.

7. INSURANCE

A. Owner or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Water Utility System and terminating no earlier than thirty (30) days after completion thereof and approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:

1. Bodily and personal injury liability in an amount not less than One Million Dollars ($1,000,000.00) per person and Two Million Dollars ($2,000,000.00) per occurrence; and

2. Property damage insurance in an amount not less than One Million Dollars ($1,000,000.00) per occurrence.

Such policies shall insure District as an additional insured against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Water Utility System by or on behalf of Owner and shall further insure District against any and all costs and expenses, including attorneys' fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and approved in writing by District;

2. name District, its Directors, officers, agents and employees, as additional insureds;

3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;

4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District; and

5. otherwise, be in form reasonably satisfactory to District.

C. Owner or its contractor shall always provide and maintain during the course of installation of the Water Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Water Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.

D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Water Utility System.

8. SIZING OF INTERIOR PLUMBING; WATER PRESSURE

It is Owner's responsibility to see that water pressure at all fixture units is sufficient; District shall have no responsibility to inspect the installation of interior plumbing fixtures or piping.

9. CONVEYANCE OF TITLE TO UTILITY SYSTEM

Full right, title, and interest in and to all elements of the Water Utility System installed pursuant hereto will be granted to District upon written notice of acceptance thereof by District and without the necessity for any further action by Owner. There shall be no obligation upon District to pay or reimburse to Owner any part of the cost of Water Utility System. Owner warrants that upon such passage of title to District, the title shall be free and clear from all mechanics and materialmen liens that could arise from construction of the Water Utility System, charges and encumbrances whatsoever. All water meters installed by the District are and will remain the property of District.

10. CONVEYANCE OF EASEMENTS

Owner further agrees that it will convey to District all easements necessary for access to and maintenance of the Water Utility System via the recordation of the Final Map.

11. ACCEPTANCE BY DISTRICT

District shall accept the Water Utility System when all of the following conditions have been met: (1) completion of the Water Utility System; (2) certification by the District inspector or authorized agent upon completion that the Water Utility System has been constructed in accordance with this Agreement; (3) furnishing by Owner of evidence that it has paid all costs incurred in constructing the Water Utility System; (4) performance by Owner of all of its

obligations under this Agreement, which are to be completed prior to acceptance of the Water Utility System, including payment of all sums due the District; (5) furnishing by Owner of two sets of non-ammonia type mylar reproducible drawings of the completed improvements showing "as-built" conditions.

Upon acceptance, and payment for the fees, costs, and charges owed to the District, District shall provide water service to the Project.

Upon acceptance, Owner shall be relieved of all future obligations to maintain the elements of the Subdivision Utility System that is conveyed to the District pursuant to Section 9 of this Agreement, subject to Owner's obligation to repair defects as required by this Agreement.

12. EXECUTION AND PERFORMANCE OF AGREEMENT

Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public bodies regarding the availability of water service to the area to be developed. Full performance of and compliance with each term of this Agreement by Owner is a condition precedent to water service by District.

13. DISTRICT REGULATIONS

Owner shall always abide by and faithfully observe all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules and requirements to have separate meters, or which may hereafter be enacted or amended from time to time.

14. ASSIGNMENT

Owner's rights under this Agreement may be assigned only in connection with a sale or conveyance of the Property. No such assignment shall be valid or binding on the District unless the assignee executes a written instrument, in form and substance satisfactory to District, assuming all of Owner's obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Owner from any of its obligations to District under this Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Owner or a permitted successor or assignee shall disincorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall have no further obligations under this Agreement.

15. NOTICE

Any notice required by this Agreement shall be satisfied by a notice in writing, either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

District: Mid-Peninsula Water District
1075 Old County Road, Suite A
P.O. Box 129
Belmont, CA 94002
Attention: General Manager

Owner: Belmont Family Apartments, LP
1650 Lafayette Street
Santa Clara, CA 95050
Attention: Robert Emami

16. CONSTRUCTION OF AGREEMENT

Both parties have participated in preparing this Agreement. This Agreement shall be construed reasonably and not in favor of or against either party hereto on the grounds that one party prepared the Agreement.

17. ENTIRE AGREEMENT

This Agreement, including the Exhibits which are hereby incorporated by reference, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

18. APPLICABLE LAW

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion accorded to it by the laws of California. Any lawsuit related to this Agreement shall be commenced and prosecuted in the County of San Mateo, State of California.

19. AMENDMENT

Any amendment hereof, including any oral modification allegedly supported by new consideration, shall not be effective unless reduced to a writing signed by both parties.

20. TIME

Time is of the essence of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

MID-PENINSULA WATER DISTRICT

By:_____
Kathryn L. Wuelfing, General Manager

Approved as to Form:

_____
District Counsel

By: Belmont Family Apartments, LP

Name:

_____
Robert Emami
Title: President
Address: 1650 Lafayette Street
Santa Clara, CA 95050

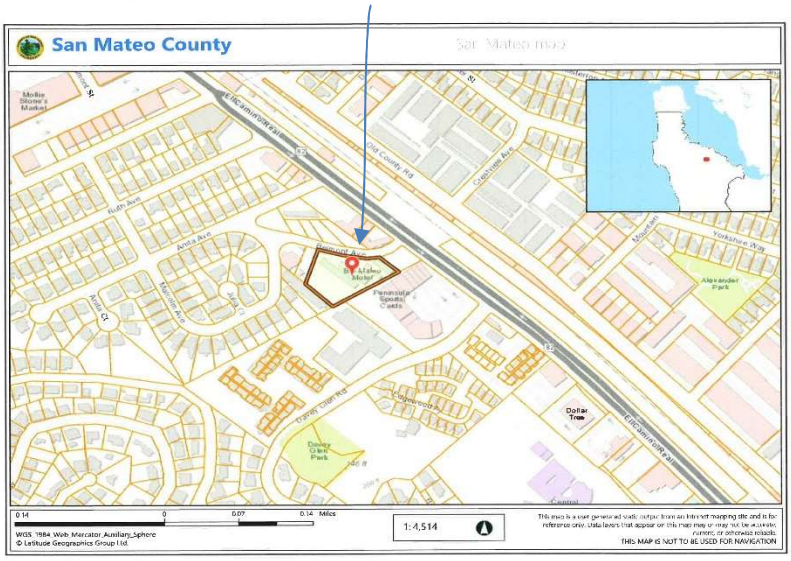
Dated: _____

EXHIBIT A

LOCATION OF SUBDIVISION

803 Belmont Avenue
Belmont, CA 94002

APN: 044-172-190



APN: 044-172-200

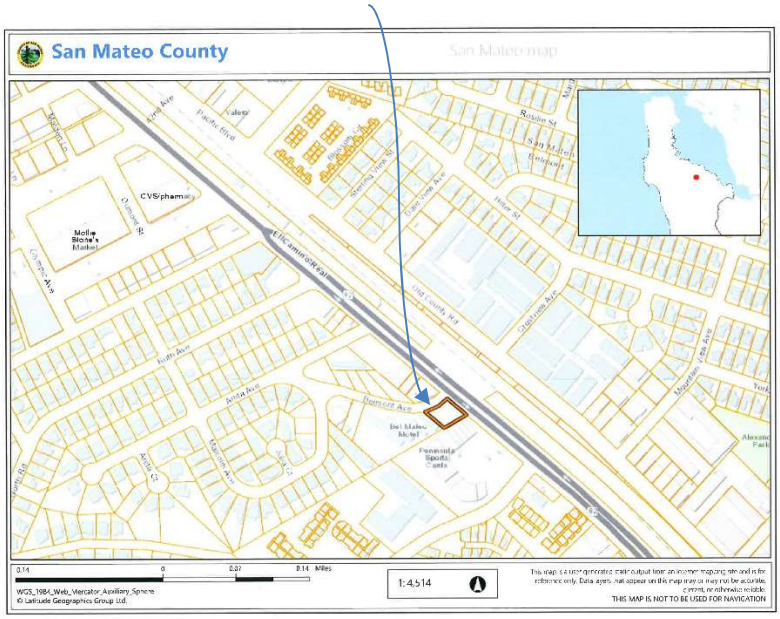


EXHIBIT B

LEGAL DECRIPTION OF LAND

BEING ALL OF PARCEL A, AS SAID PARCEL IS SHOWN ON THAT CERTAIN PARCEL MAP FILED FOR RECORD ON MAY 15, 2024 IN BOOK 87 OF PARCEL MAPS AT PAGES 97-100, RECORDS OF SAN MATEO COUNTY

EXHIBIT C

803 BELMONT AVENUE PROJECT PLANS

See attached file: 803 Belmont Ave Offsites_Mid Peninsula Submittal.pdf

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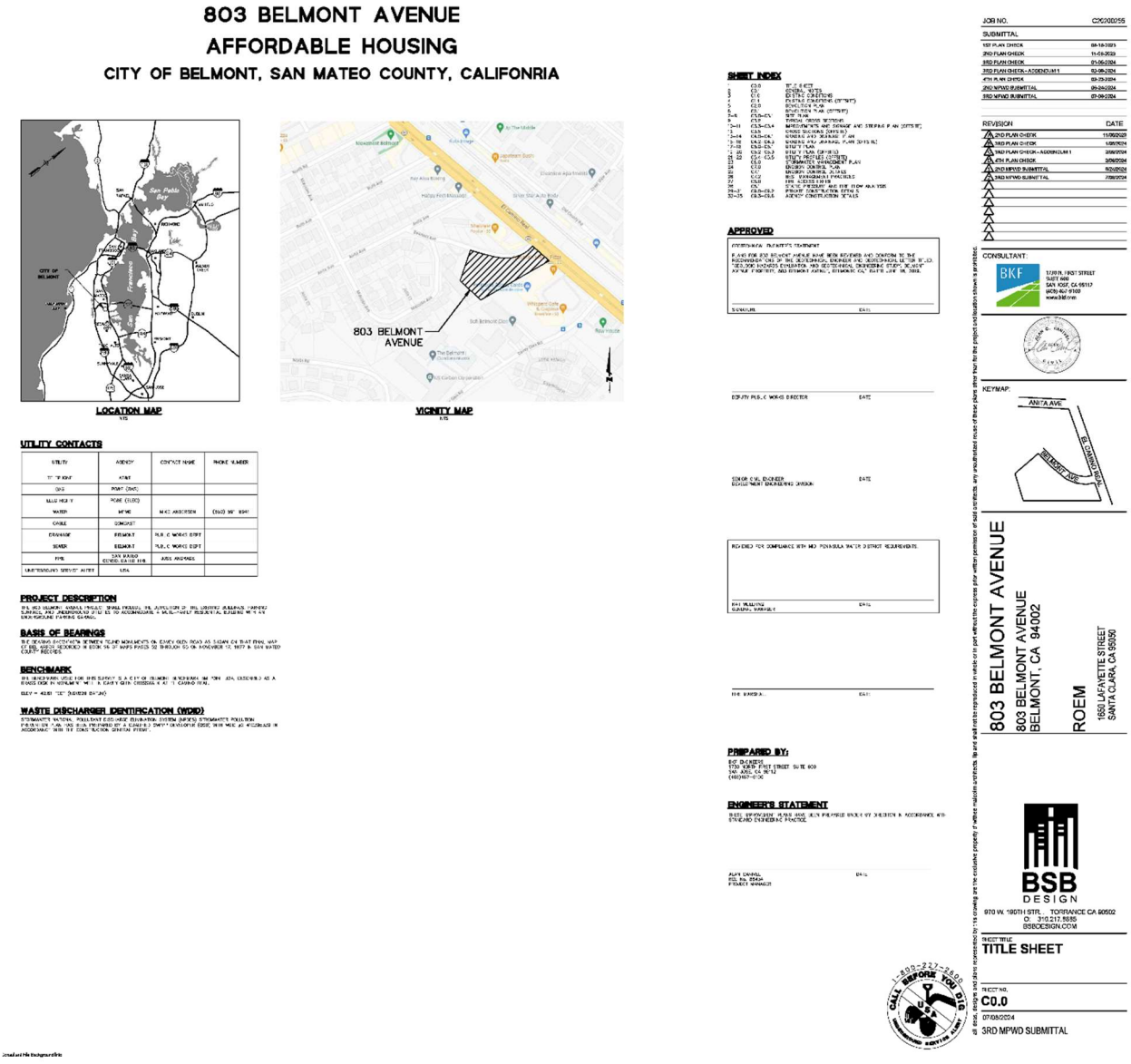


803 BELMONT AVENUE
AFFORDABLE HOUSING
CITY OF BELMONT, SAN MATEO COUNTY, CALIFONRIA

LOCATION MAP

VICINITY MAP
803 BELMONT AVENUE

UTILITY CONTACTS

PROJECT DESCRIPTION

BASIS OF BEARINGS

BENCHMARK

WASTE DISCHARGER IDENTIFICATION (WDID)

SHEET INDEX

APPROVED

PREPARED BY:

ENGINEER'S STATEMENT

JOB NO. C0620055

SUBMITTAL

1ST PLAN CHECK	04-19-2023
2ND PLAN CHECK	11-16-2023
3RD PLAN CHECK	01-05-2024
3RD PLAN CHECK – ADDENDUM 1	02-05-2024
4TH PLAN CHECK	03-29-2024
2ND MPWD SUBMITTAL	04-26-2024
3RD MPWD SUBMITTAL	07-09-2024

REVISION	DATE
2ND PLAN CHECK	11/05/2023
3RD PLAN CHECK	1/05/2024
3RD PLAN CHECK – ADDENDUM 1	2/05/2024
4TH PLAN CHECK	3/29/2024
2ND MPWD SUBMITTAL	4/26/2024
3RD MPWD SUBMITTAL	7/09/2024

CONSULTANT:

KEYMAP:

803 BELMONT AVENUE
803 BELMONT AVENUE
BELMONT, CA 94002

ROEM
1601 LAFAYETTE STREET
SANTA CLARA, CA 95050

BSB DESIGN
970 W. 190TH STR., TORRANCE CA 90502
O 310.217.1585
BSBDESIGN.COM

SHEET TITLE
TITLE SHEET

SHEET NO.
C0.0

07/09/2024
3RD MPWD SUBMITTAL

all ideas, designs and plans represented by this drawing are the exclusive property of rothke malcolm architects, llp and shall not be reproduced in whole or in part without the express prior written permission of said architects. any unauthorized reuse of these plans other than for the project indicated shown is prohibited.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.E.

DATE: July 25, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager

SUBJECT: APPOINT AN ALTERNATE TO VOTE ON BEHALF OF MPWD AND PROVIDE DIRECTION ON LAFCO BALLOT FOR SPECIAL DISTRICT ALTERNATE MEMBER

RECOMMENDATION

Appoint an alternate to vote on behalf of MPWD and provide direction to the appointed alternate regarding the attached ballot for Special District Alternate member.

FISCAL IMPACT

None.

DISCUSSION

Candidates

As described in the attached letter, LAFCo has provided a ballot for special districts within the county to vote for the Alternate Special District Member. Two candidates are provided on the ballot:

- Kathryn Slater-Carter, San Mateo County Harbor District (Nominated by Scott Boyd, President, Montara Water & Sanitary District, by James Pruett, General Manager, SMC Harbor District, and by Iris Gallagher, President, Bayshore Sanitary District)
- Dennis Zell, Peninsula Health Care District (Nominated by Lawrence W. Cappel, President, Peninsula Health Care District)

No information on the two candidates was provided by LAFCo. Therefore, information on the two candidates as posted on their respective districts' websites is also provided as an attachment.

Voting

The Board president has the authority to complete and return the ballot. It is noted that President Zucca is not able to attend the July Board meeting and will not be available until after the ballot is due. The Board may appoint an alternative member to complete the ballot. Rob Bartoli, LAFCo Executive Officer confirmed that a board motion is sufficient for appointing the alternate, and that no resolution or other action is needed for this purpose.

The Ballot was received July 5th and is due by August 1st.

Attachments:

LAFCo Special District Ballot for Alternate Member and Letter
LAFCo Candidate Information Per Respective District Websites

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

UNANIMOUS____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA____

SAN MATEO
LAFCo
LOCAL AGENCY FORMATION COMMISSION
455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

Please forward to Board President

July 2, 2024

To: Presiding Officers/Board Presidents
Independent Special Districts, San Mateo County

Subject: Special District Ballot for Alternate Member

On June 24, 2024, San Mateo LAFCo issued a ballot for the Alternate Special District Member. An error on this ballot related to the listing of candidates was noticed after the ballot was issued.

A new ballot issued on July 2, 2024 corrects this error. Voting members should use the ballot dated July 2 and disregard the ballot dated June 24.

If you have questions concerning this process, please contact me directly.

Sincerely,

Rob Bartoli

Rob Bartoli
Executive Officer

Attachment: Ballot for Special District Alternate Member Issued July 2, 2024

Distribution: Presiding Officers of Independent Special Districts in San Mateo County

COMMISSIONERS: KATI MARTIN, CHAIR, SPECIAL DISTRICT ▪ RAY MUELLER, VICE CHAIR, COUNTY ▪ VIRGINIA CHANG-KIRALY, SPECIAL DISTRICT ▪ HARVEY RARBACK, CITY▪ TYGARJAS BIGSTYCK, CITY ▪ WARREN SLOCUM, COUNTY ▪ ANN DRAPER, PUBLIC
ALTERNATES: CHRIS MICKELSEN, SPECIAL DISTRICT ▪ ANN SCHNEIDER, CITY ▪ JAMES O'NEILL, PUBLIC ▪ NOELIA CORZO, COUNTY
STAFF: ROB BARTOLI, EXECUTIVE OFFICER ▪ VACANT, MANAGEMENT ANALYST ▪ TIM FOX, LEGAL COUNSEL▪ DIANE ESTIPONA, CLERK

BALLOT – Issued July 2, 2024

For Selection of Alternate Special District Member
To San Mateo Local Agency Formation Commission (LAFCo) For Term Ending May 2028

Independent Special District Selection Committee

Candidates: **Kathryn Slater-Carter, San Mateo County Harbor District**
(Nominated by Scott Boyd, President, Montara Water & Sanitary District, by James Pruett, General Manager, SMC Harbor District, and by Iris Gallagher, President, Bayshore Sanitary District)

Dennis Zell, Peninsula Health Care District
(Nominated by Lawrence W. Cappel, President, Peninsula Health Care District)

FILL IN THE FOLLOWING TABLE. VOTE FOR ONE ONLY

Candidate Name:	**Vote Cast by:** **(Name of Voter and Name of District)**

I am either the *President of the Board* listed below **OR** *my Board appointed me as alternate to vote* on the Independent Special District Selection Committee.

Signature: _____ Date: _____

Printed Name:_____

Title:_____

Name of Special District:_____

Please return by: August 1, 2024

Return to:
Rob Bartoli, Executive Officer San Mateo LAFCo
455 County Center, 2nd Floor
Redwood City, CA 94063
Phone: 650-363-4224 FAX: 650-363-4849
rbartoli@smcgov.org

THIS ITEM APPEARS ON

HARBOR DISTRICT BOARD OF COMMISSIONERS

Commissioner Kathryn Slater-Carter

Position: Vice President
Term: 2023-2027

DISTRICT 3

At the January 18, 2023 Board Meeting, Commisioner Slater-Carter was voted in to be the Board Alternate to LAFCo. She was also voted in as Vice President of the Board. She was previously Treasurer until the end of 2023.

COMMISSIONER KATHRYN SLATER-CARTER CONTACT INFORMATION

Phone: (650) 583-4400
Email Address: kslater-carter@smharbor.com
Mailing Address: PO Box 1449, El Gradada, CA 94018

READ MORE »

THIS ITEM APPEARS ON

BOARD MEMBERS

Dennis Zell, Esq.

Position: Secretary , Peninsula Health Care District Board

Term: Term expires: December 2026

Email Address: dennis.zell@peninsulahealthcaredistrict.org

Occupation: Attorney, Hoge, Fenton, Jones & Appel, Inc.

Community Affiliations: American Business Trial Lawyers Association; San Mateo County Bar Association; Judge Pro Tempore San Mateo County Superior Court; Member and Past President, Burlingame Rotary Club; Coach, Youth Soccer and Baseball Teams; Coach of High School Mock Trial Teams; Board of Burlingame High School Alumni Association.

Education: B.A. Political Science, University of California Los Angeles; Juris Doctorate, Golden Gate University; International Law Summer Program, University of Minnesota, Uppsala, Sweden

Most Recent Ethics Training Certificate

COPYRIGHT © 2024 PENINSULA HEALTH CARE DISTRICT
1819 TROUSDALE DRIVE, BURLINGAME CA 94010
TELEPHONE (650) 697-6900

PRIVACY POLICY
DISTRICT TRANSPARENCY
POWERED BY STREAMLINE | SIGN IN

MID-PENINSULA WATER DISTRICT

TO: Board of Directors

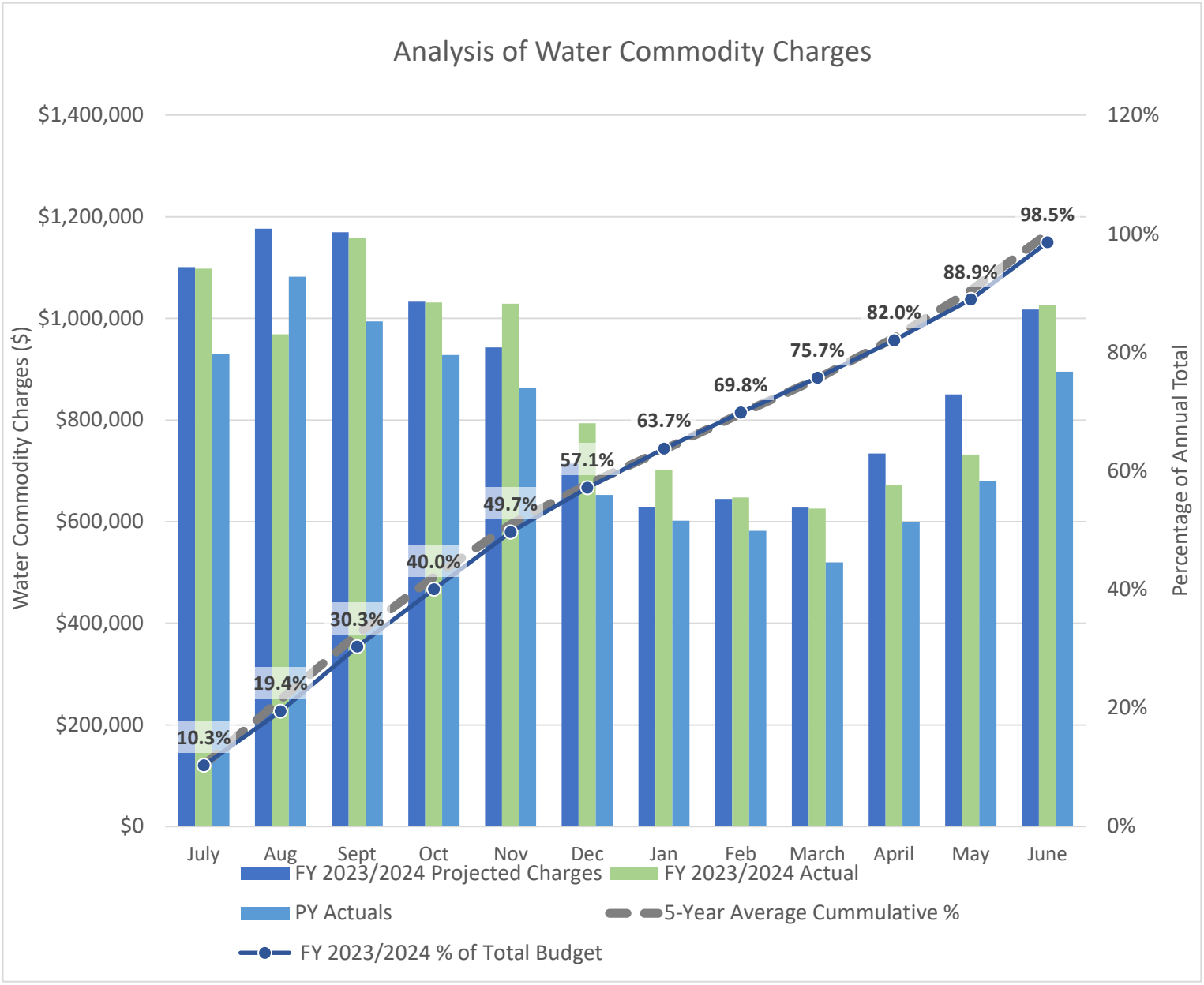
FROM: James W Ramsey, CPA, District Treasurer

DATE: July 25, 2024

Budget Performance and Financial Position Report
June 2024

Please find the enclosed fiscal year 2023/2024 (FY 23/24) unaudited monthly budget report for the period of July 1-June 30, 2024 and Statement of Financial Position as of June 30, 2024. The following highlights significant activity through and as of June 30, 2024:

- The net surplus from operations is $3,686,041, a decrease of $828,473 as compared to the same period last year. The primary changes stem from a decrease of water system capacity charges collected as of May 2024 of $1,645,297, offset by an increase of $484,157 in non-operating revenues as compared to last year. The most significant changes in expenditures for the same period are primarily from salaries and benefits, which are down $445,702 as compared to last year. Remaining changes are spread among other categories.
- Water Commodity Charges totaled $10,485,518. This is 98.5% of budget.
- Fixed System Charges were $3,213,854, which is 100.5% of budget.
- The Total Interest Revenue from all sources is $716,791, which is 105% of the amended budget.
- Total Operating Revenue is $13,914,467, which is 99.0% of budget. Total Non-Operating Revenue is $2,035,242, which is 86.6% of the amended budget. The primary driver is the receipt of insurance proceeds of $539,706 received on February 21, 2024.
- Total Revenue is $15,949,709 which is 97.2% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is $3,063,364, which is 93.95% of the amended budget.
- Purchased Water is $6,219,908 which is 102.8% of budget. Purchased Water cost for the year ended June 30, 2023 was $5,470,727.
- Total Operating Expenditures were $12,263,669, which is 88.8% of budget.
- Unrestricted Cash & Cash Equivalents is $16,345,646, which is a decrease of $33,254 from June 2023.
- Unrestricted Net Position was $19,716,261 with Total Net Position of $43,676,462.



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2023/2024 Projected Charges	FY 2023/2024 Actual	FY 2023/2024 % of Total Budget
July	10.3%	10.3%	930,097	1,100,593	1,098,097	10.3%
August	21.4%	11.1%	1,081,784	1,176,612	968,623	19.4%
September	32.4%	11.0%	994,336	1,169,744	1,159,108	30.3%
October	42.1%	9.7%	927,981	1,033,065	1,030,999	40.0%
November	51.0%	8.9%	863,636	943,154	1,028,758	49.7%
December	57.7%	6.7%	652,337	714,378	793,729	57.1%
January	63.6%	5.9%	601,942	628,095	701,568	63.7%
February	69.6%	6.1%	582,169	644,568	647,539	69.8%
March	75.5%	5.9%	520,072	627,683	625,568	75.7%
April	82.4%	6.9%	599,820	734,076	672,435	82.0%
May	90.4%	8.0%	680,227	850,508	731,935	88.9%
June	100.0%	9.6%	894,965	1,017,524	1,027,158	98.5%
TOTAL		100.0%	9,329,366	10,640,000	10,485,518	

MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
AS OF JUNE 30, 2024 AND 2023

	AS OF 6/30/2024	AS OF 6/30/2023
ASSETS		
Current Assets		
Cash and cash equivalents	$ 3,993,252	$ 7,109,168
Investments	12,352,394	9,203,224
Accounts receivable	2,712,587	2,308,229
Prepaid expenses and other assets	329,738	133,748
Total Current Assets	19,387,971	18,754,369
Restricted cash with fiscal agent	1,404,435	6,046,533
Lease receivable	1,099,275	1,214,420
Construction in progress	16,036,769	9,065,769
Capital assets, net	24,810,793	22,153,336
Net OPEB asset	135,246	169,365
TOTAL ASSETS	$ 62,874,489	$ 57,403,792
Deferred Outflows of Resources		
Pension related deferred outflows	$ 1,898,626	$ 1,917,307
OPEB related deferred outflows	291,399	-
Total Deferred Outflows	$ 2,190,025	$ 1,917,307
LIABILITIES		
Current Liabilities		
Accounts payable	$ 2,103,385	$ 691,005
Accrued expenses	89,452	152,264
COP Interest Payable	-	54,617
Customer Deposits	-	-
Current portion of long-term debt	579,419	420,000
Total Current Liabilities	2,772,256	1,317,886
Noncurrent Liabilities		
Compensated absenses	198,259	273,803
Lease liability	84,816	-
SBITA Liability	4,854	-
Long-term portion of Certificates of Participation	16,262,510	16,697,510
Net pension liability	271,173	(1,356,634)
Total Noncurrent Liabilities	16,821,612	15,614,679
TOTAL LIABILITIES	19,593,868	16,932,565
Deferred Inflows of Resources		
Pension related deferred inflows	844,115	2,888,758
Lease receivable related deferred inflows	950,069	-
Total Deferred Inflows	1,794,184	2,888,758
NET POSITION		
Net investment in capital assets	$ 23,960,201	$ 28,074,058
Unrestricted	19,716,261	11,425,718
TOTAL NET POSITION	$ 43,676,462	$ 39,499,776

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATIONS
FOR THE 12 MONTHS ENDED JUNE 2024
SUMMARY

			Target	100.00%
DESCRIPTION	**APPROVED FY 2023-24 BUDGET**	**ACTUALS 7/1/2023-6/30/2024**	**REMAINING BALANCE/ (OVER BUDGET)**	**Y-T-D % OF BUDGET**
OPERATING REVENUE				
WATER COMMODITY CHARGES	10,640,000	10,485,518	154,482	98.5%
FIXED SYSTEM CHARGES	3,197,000	3,213,854	(16,854)	100.5%
FIRE SERVICE CHARGES	18,000	17,579	421	97.7%
MISC CUSTOMER ACCOUNT FEES	109,700	93,427	16,273	85.2%
SERVICE LINE & INSTALLATION CHARGES	60,000	57,676	2,324	96.1%
MISCELLANEOUS OPERATING	30,000	46,414	(16,414)	154.7%
TOTAL OPERATING REVENUE (SOURCES)	**14,054,700**	**13,914,467**	**140,233**	**99.0%**
WATER SYSTEM CAPACITY CHARGES	60,000	-	60,000	-
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	542,478	2,522	99.5%
LEASE OF PHYSICAL PROPERTY	198,000	213,675	(15,675)	107.9%
MISCELLANEOUS NON-OPERATING	844,000	557,898	286,102	66.1%
INTEREST REVENUE - PARS	41,000	47,381	(6,381)	115.6%
INTEREST REVENUE - LAIF	200,000	166,631	33,369	83.3%
INTEREST REVENUE - COP	182,000	153,609	28,391	84.4%
INTEREST REVENUE - US TREASURIES	262,000	349,170	(87,170)	133.3%
LANDSCAPE PERMIT REVENUE	4,000	4,400	(400)	110.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	**2,351,000**	**2,035,242**	**315,758**	**86.6%**
TOTAL REVENUE (SOURCES)	**16,405,700**	**15,949,709**	**455,991**	**97.2%**
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,311,000	1,874,757	436,243	81.1%
PAYROLL TAXES & BENEFITS	949,500	1,188,607	(239,107)	125.2%
PURCHASED WATER	6,048,000	6,219,908	(171,908)	102.8%
OUTREACH & EDUCATION	80,000	47,872	32,128	59.8%
M&R - OPS SYSTEM	620,000	363,186	256,814	58.6%
M&R - FACILITIES & EQUIPMENT	235,000	258,558	(23,558)	110.0%
SYSTEM SURVEYS	-	-	-	-
ADMINISTRATION & EQUIPMENT	619,000	427,788	191,212	69.1%
MEMBERSHIP & GOV FEES	345,000	288,072	56,928	83.5%
BAD DEBT & CLAIMS	10,000	-	10,000	-
UTILITIES	474,000	476,623	(2,623)	100.6%
PROFESSIONAL SERVICES	1,034,000	804,845	229,155	77.8%
TRAINING/TRAVEL & RECRUITMENT	49,000	41,056	7,944	83.8%
DEBT SERVICE	1,040,000	272,397	767,603	26.2%
TOTAL OPERATING EXPENDITURES (USES)	**13,814,500**	**12,263,669**	**1,550,831**	**88.8%**
NET SOURCES OVER/(UNDER) USES	**2,591,200**	**3,686,041**		
TOTAL OPERATING EXPENDITURES	**13,814,500**	**12,263,669**	**1,550,831**	**88.8%**
DEPRECIATION EXPENSE	**1,100,000**	**1,100,000**	**-**	**100.0%**
TOTAL EXPENSES	**14,914,500**	**13,363,669**	**1,550,831**	**89.6%**
NET SURPLUS/LOSS	**1,491,200**	**2,586,041**	**-**	**173.4%**
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	**(1,491,200)**	**(2,586,041)**	**-**	**173.4%**
NET TRANSFERS TO CAPITAL	**-**		**-**	
DEBT SERVICE COVERAGE	**1.95**	**9.84**		

MID-PENINSULA WATER DISTRICT
INVESTMENT & RESERVES REPORT
AS OF JUNE 30, 2024

Local Agency Investment Fund (LAIF)	BALANCE @ 6/30/2024	FY 23/24 INTEREST EARNED	FY 23/24 UNREALIZED GAIN/(LOSS)	FY 23/24 AVERAGE RATE OF RETURN	June, 2024 RATE OF RETURN
Capital Reserves	$ 1,500,000				
Working Capital Reserves (Operating)	1,500,000				
Unrestricted Cash Reserves	(340,905)	$ 166,631			
TOTAL LAIF	2,659,095	166,631		3.930%	4.012%
Bank Of New York (BNY) Mellon					
Sweep Account	881,275	35,651			
Fiscal Agent Project Funding Account	-	121,636			
TOTAL BNY	881,275	157,287		5.219%	5.250%
Zions Bank					
Cash Equivalents	12,849			4.994%	5.000%
Fixed Income	9,365,069		218,344	2.208%	2.170%
TOTAL ZIONS BANK	9,377,918	98,062 #	218,344 &		
Wells Fargo Bank					
Checking	1,336,103	-			
TOTAL WELLS FARGO	1,336,103	-		N/A	N/A
Petty Cash Funds	600	-		N/A	N/A
TOTAL ALL ACCOUNTS	$ 14,254,990	$ 421,980	$ 218,344		

Reserve Funds	Minimum Target	6/30/2023 Balance	FY 2023/2024 Additions (Reductions)	FY 2023/2024 Interest	6/30/2024 Ending Balance
Capital Reserves	$ 1,500,000	$ 1,500,000	$ -	$ -	$ 1,500,000
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000
Restricted Cash Reserves	-	5,681,089	(4,957,102)	157,287	881,275
Unrestricted Cash Reserves	-	13,312,863	(14,136,805)	483,037	(340,905)
TOTAL	$ 3,000,000	$ 21,993,952	$ (19,093,907)	$ 640,324	$ 15,523,930

	June 30, 2024	June 30, 2023	June 30, 2023	
Quick Ratio*	6.87	7.22	7.22	Does not include investment in Zions Bank
Current Ratio*	6.99	15.30	15.30	

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

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-CAPITAL
FOR THE 12 MONTHS ENDED JUNE 30, 2024

		APPROVED FY 2023/24 BUDGET	ACTUALS 7/1/23-6/30/2024	REMAINING BALANCE (OVER BUDGET)	Y-T-D % OF BUDGET
FUNDING SOURCES					
COP FUNDS*		$ 4,500,000	$ 4,656,733	$ (156,733)	103.5%
TRANSFER FROM OPERATING SURPLUS		973,000	-	973,000	0.0%
CAPITAL RESERVES		1,500,000	-	1,500,000	0.0%
GENERAL RESERVES		1,503,946	-	1,503,946	0.0%
	TOTAL FUNDING SOURCES	8,476,946	4,656,733	3,820,213	54.9%
EXPENDITURES					
CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS					
PROJECT NUMBER	**PROJECT DESCRIPTION**				
15-75A	Old County Road Improvements	$ 5,641,946	$ 2,189,872	$ 3,452,074	38.8%
20-07	Harbor Bouevard Water Main Replacement	2,280,000	2,091,743	188,257	91.7%
21-01	Dekoven Tank Utilization Project (Lincoln, Newlands and Oak Knoll WMRs	210,000	168,691	41,309	80.3%
20-01	Hastings Drive Service Connection Replacements	-	197,799	(197,799)	0.0%
15-88	Vine Street (Zone 5) Improvements	-	5,082	(5,082)	0.0%
15-29	Belmont Canyon Road Water Main	-	3,477	(3,477)	0.0%
15-40	Hastings Drive Water Main Replacement	-	69	(69)	0.0%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	150,000	0.0%
	TOTAL CIP EXPENDITURES	8,281,946	4,656,733	3,625,213	56.2%
CAPITAL OUTLAY					
	Payroll Module - Springbrook	75,000	-	75,000	0.0%
	Trucks	50,000	-	50,000	0.0%
	Surveillance Equipment for Tanks	40,000	-	40,000	0.0%
	Miscellaneous Equipment	30,000	-	30,000	0.0%
	TOTAL CAPITAL OUTLAY EXPENDITURES	195,000	-	195,000	
	TOTAL EXPENDITURES	8,476,946	4,656,733	3,820,213	54.9%
NET FUNDING SOURCES LESS EXPENDITURES		$ -	$ -	$ -	

MEMO

Date : July 18, 2024

To: Mid-Peninsula Water District

Attn: Kathryn Wuelfing, Rene Ramirez, Joubin Pakpour

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

Reference: Progress Payment No. 08

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

Construction Status

Contractor completed remaining work including final slurry seal and striping within City of. Belmont. Punch list items were provided and addressed. Contractor completed demobilization. Contractor is responsible for obtaining Encroachment Permit sign-off from City of Belmont and County of San Mateo are pending before Notice of Completion can be filed..

Change Orders

Contractor submitted (3) extra work requests, and these were evaluated, scope was negotiated, and costs reduced. Cost changes were due to city of Belmont requirements for additional slurry seal limit and associated striping. In addition, City of San Carlos required additional paving width due to proximity of old telecommunication trench 'seam' and PG&E gas main to the new water piping installed.

A balancing change order is included to reconcile final bid line items . Increase in traffic loops replaced (total of 12 versus 8 projected), additional 8-inch pipe installed, minor concrete flatwork installed and reduction in curb and gutter replacement was reconciled.

The extra work requests were processed with Change Order #08 for an amount of **$ 198,187.58**

Copy of the change order is attached.

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

Remaining Costs

MPWD and C2R will negotiate the final amount for C2R's "PCO6" and resolve this prior to contract retention release.

Project Schedule and Request for Payment No. 08

Enclosed, please find C2R Progress Payment No. 08 for **$365,849.83** (value of work minus 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	**Total**	
Original Contract Amount		$ 4,417,300.00	
Approved Change Orders	$198,187.58	$526,215.42	11.91%
Final Contract Amount		$ 4,943,515.42	
Previously Paid (less retention)		$ 4,330,489.83	
Current Request (less retention)	$ 365,849.83	$ 365,849.83	
Retention	$ 19,255.25	$ 247,175.77	
Total Value of Work Completed	$ 385,105.08	$ 4,943,515.42	100.0%
Total Remaining on Contract		$ -	0.0%

Sincerely,

Gopi Chandran

Gopi Chandran
Construction Manager
4LEAF Inc.

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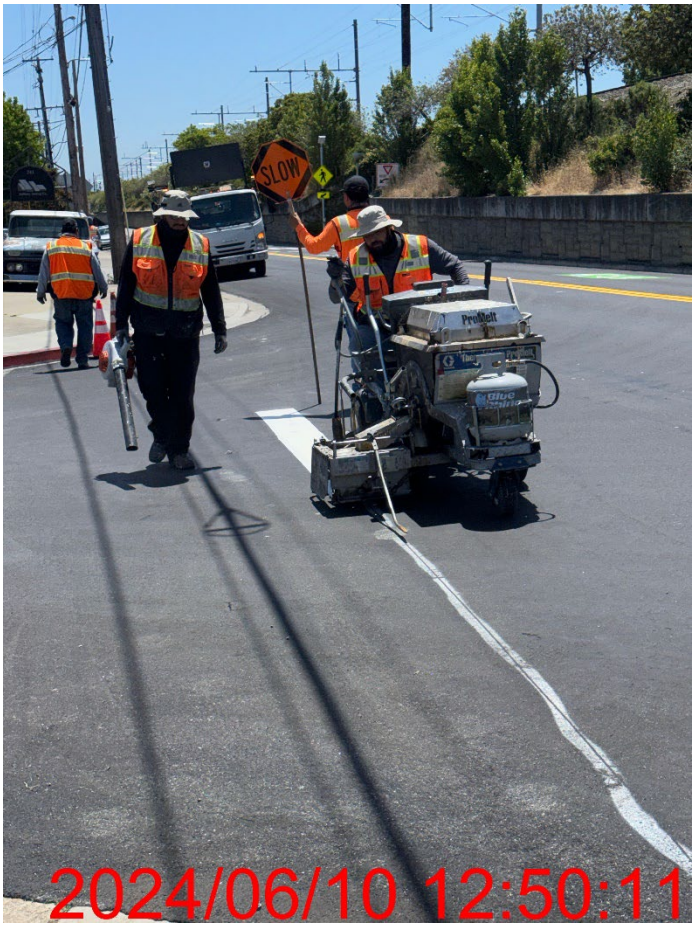

Figure 1 Striping.

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Figure 2 Testing cathodic protection anodes.

Figure 3 Thermoplastic .

Figure 4 Bike path signs.

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Invoice

C2R ENGINEERING, INC
P.O. Box 1017
Mountain View, CA 94042

Date	Invoice #
7/18/2024	C6089

Bill To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

Ship To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

P.O. Number	Terms	Via	Project
			Job 365 - Old County Rd

Quantity	Item Code	Description	Price Each	Amount
1	Sales	PP #008	365,849.83	365,849.83

Total $ 365,849.83

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

PROJECT NAME: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023
PROJECT NUMBER: 365
PROGRESS PAYMENT: 008
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE: N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: June 30, 2024
DATE: July 17, 2024

		CONTRACT				THIS PAYMENT - PP8			PROJECT TO DATE		
No.	DESCRIPTION	Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	$	% COMPLETED	QTY TO DATE	$
1.	Mobilization and Demobilization	LS	1	$210,000.00	$ 210,000.00				100%	0	$210,000.00
2.	Allowance for Encountering Groundwater in Excavation	LS	1	$100,000.00	$ 100,000.00				100%	0	$100,000.00
3.	Utility Location and Documentation	LS	1	$27,000.00	$ 27,000.00				100%	0	$27,000.00
4.	Vehicular and Pedestrian Traffic Control	LS	1	$175,000.00	$ 175,000.00				100%	0	$175,000.00
5.	Traffic Loops and Traffic Light Coordination	EA	8	$ 2,000.00	$ 16,000.00				150%	12	$24,000.00
6.	Storm Water Pollution Prevention	LS	1	$26,000.00	$ 26,000.00				100%	0	$26,000.00
7.	Shoring of Open Excavations	LS	1	$80,000.00	$ 80,000.00				100%	0	$80,000.00
8.	Abandonment of Existing Water Facilities	LS	1	$20,000.00	$ 20,000.00				100%	0	$20,000.00
9.	Temporary Water Main and Services	LS	1	$60,000.00	$ 60,000.00				100%	1	$60,000.00
10.	Cathodic Protection System	LS	1	$95,000.00	$ 95,000.00				100%	0	$95,000.00
11.	8-inch PVC Water Pipe	LF	835	$ 410.00	$ 342,350.00				108%	905	$371,050.00
12.	8-inch PVC Water Pipe + Removal of Existing	LF	430	$ 420.00	$ 180,600.00				101%	436	$183,120.00
13.	12-inch PVC Water Pipe	LF	135	$ 450.00	$ 60,750.00				99%	134	$60,300.00
14.	20-inch PVC Water Pipe + Removal of Existing	LF	1775	$ 730.00	$1,295,750.00				100%	1775	$1,295,750.00
15.	16-inch PVC Water Pipe Creek Crossing	LS	1	$100,000.00	$ 100,000.00				100%	0	$100,000.00
16.	8-inch Gate Valves	EA	10	$ 5,000.00	$ 50,000.00				100%	10	$50,000.00
17.	N.I.C.	EA	1	$ -	$ -				0%	0	$0.00
18.	20-inch Butterfly Valves	EA	9	$15,000.00	$ 135,000.00				100%	9	$135,000.00
19.	1-inch Water Service (8-inch Main)	EA	22	$ 8,000.00	$ 176,000.00				100%	22	$176,000.00
20.	Fire Hydrant Assembly (8-inch Main)	EA	1	$18,000.00	$ 18,000.00				100%	1	$18,000.00
21.	Fire Hydrant Assembly (12-inch Main)	EA	1	$20,000.00	$ 20,000.00				100%	1	$20,000.00
22.	Fire Service Connection (8-inch Main)	EA	2	$15,000.00	$ 30,000.00				100%	2	$30,000.00
23.	1-inch and 2-inch Combination Air- Release Valve	EA	4	$12,500.00	$ 50,000.00				100%	4	$50,000.00
24.	1-inch Water Service (20-inch Main)	EA	17	$ 9,500.00	$ 161,500.00				100%	17	$161,500.00
25.	1.5-inch & 2-inch Water Service (20-inch Main)	EA	3	$10,500.00	$ 31,500.00				100%	3	$31,500.00
26.	Fire Hydrant Assembly (20-inch Main)	EA	4	$22,500.00	$ 90,000.00				100%	4	$90,000.00
27.	Fire Service Connection (20-inch Main)	EA	6	$15,000.00	$ 90,000.00				100%	6	$90,000.00
28.	6-inch Blowoff Assembly	EA	1	$15,500.00	$ 15,500.00				100%	1	$15,500.00
29.	20-inch CCP Water Main Connection	LS	1	$35,000.00	$ 35,000.00				100%	1	$35,000.00
30.	Emergency Bypass Lateral Assembly	EA	1	$30,000.00	$ 30,000.00				100%	1	$30,000.00
31.	Pipe Access Vault (20-inch Main)	EA	1	$55,000.00	$ 55,000.00				100%	1	$55,000.00
32.	Concrete Driveway and Sidewalk Replacement	SF	1375	$ 30.00	$ 41,250.00				108%	1490	$44,685.00
33.	Concrete Curb and Gutter Replacement	LF	350	$ 110.00	$ 38,500.00				76%	266	$29,260.00
34.	AC Pavement Replacement	SF	16660	$ 15.00	$ 249,900.00				100%	16715	$250,717.50
35.	Slurry Seal	SF	110000	$ 0.87	$ 95,700.00	100%	110000	$95,700	100%	110000	$95,700.00
36.	Traffic Striping and Markers	LS	1	$135,000.00	$ 135,000.00	100%	1	$135,000	100%		$135,000.00
37.	Site Restoration	LS	1	$81,000.00	$ 81,000.00	0%		$0	100%	0	$81,000.00
Change Orders											
001	Change Order # 001	LS	1	$41,665.68	$ 41,665.68				100%	0	$41,665.68
002	Change Order # 002	LS	1	$29,527.93	$ 29,527.93				100%	0	$29,527.93
003	Change Order # 003	LS	1	$38,899.93	$ 38,899.93				100%	0	$38,899.93
004	Change Order # 004	LS	1	$55,430.01	$ 55,430.01				100%	0	$55,430.01
005	Change Order # 005	LS	1	$11,743.99	$ 11,743.99				100%	0	$11,743.99
006	Field Change Order - 005 San Mateo Backfill	LS	1	$10,000.00	$ 10,000.00				100%	0	$10,000.00
006.1	Change Order Credit	LS	1	$(10,000.00)	$ (10,000.00)	100%		(10,000.00)	100%	0	(10,000.00)
007	Change Order # 006	LS	1	$40,446.39	$ 40,446.39				100%	0	$40,446.39
008	Change Order # 007	LS	1	$110,313.90	$ 110,313.90				100%	0	$110,313.90
010	PCO # 007 - Additional striping	LS	1	$27,681.65	$ 27,681.65	100%		$27,682	100%	0	$27,681.65
011	PCO # 008 - Additional asphalt	LS	1	$122,925.00	$ 122,925.00	100%		$122,925	100%	0	$122,925.00
012	PCO # 009 - Additional slurry	LS	1	$13,798.43	$ 13,798.43	100%		$13,798	100%	0	$13,798.43
		TOTAL			**$ 4,909,732.92**	**TOTAL PP8**		**$ 385,105.08**	**PROJECT TO DATE**		**$ 4,943,515.42**

Retention (5%) $ (19,255.25) ***Retention (5%)*** $ (247,175.77)

TOTAL PP8	**$ 365,849.83**	**PROJECT TO DATE**	**$ 4,696,339.65**

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

MID-PENINSULA WATER DISTRICT

DRAFT -SIGNATURE PENDING

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

Change Order No. 08
C2R Engineering Inc.
July 18, 2024

CHANGE ORDER WILL NEED MPWD BOARD RATIFICATION TO INCREASE TOTAL CONTRACT LIMITS.

Item No. 1 – Additional striping work within City of Belmont (Encroachment permit)

Contractor was requested to perform additional work based on City of Belmont request along Ralston and Old County Road (due to previous trenching and piping work)
Grind/remove existing striping within the red clouded areas.
Layout/cat-track for Owner approval the new striping within the red clouded areas.
Furnish & install thermoplastic pavement striping/marking within the red clouded areas.

Contractor backup document: PCO7, 5/22/24

Total Cost of Item:	$27,681.65
Total increase of Working Days:	0 days

Item No. 2 – Additional asphalt paving on Old County Road

Additional asphalt paving on Old County Road from F street to Harbor . Additional paving section width due to shift accommodating old telecom trench and PG&E gas main along Old County Road. City of San Carlos marked and required additional paving width. Additional 8,195 SF was measured and charged as a PCO with $15/SF (bid price) , totaling $122,925..

Contractor backup document: PCO8, 6/17/24

Total Cost of Item:	$122,925
Total increase of Working Days:	0 days

Item No. 3 – Additional slurry seal, 9.860 sf and traffic control (City of Belmont)

City of Belmont extended slurry seal limits and an additional 9,860 sf was placed, with traffic control . Work was allowed in a weekend.

Contractor backup document: PCO9, 6/25/24

Total Cost of Item No:	**$13,798.43**
Total increase of Working Days:	0 days

Item No. 4 – Balancing Change Order (Base Contract)

Reconciliation of base contract quantities were calculated to account for increased 8” pipe installed, additional traffic loops replaced on Ralston/Old County Road, additional concrete flatwork , and minor reduction in concrete curb and gutter work.

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

MID-PENINSULA WATER DISTRICT

DRAFT-SIGNATURE PENDING

Total Cost of Item:	**$33,782.50**
Total increase of Working Days:	0 days

Total Cost of Change Order #8:	**$ 198,187.58**
Overall Increase of Working Days for Change Order:	**0**

Original Contract Amount		**$4,417,300.00**
Previous Change Orders (#01)	**$41,665.68**	
Previous Change Orders (#02)	**$29,527.92**	
Previous Change Order (#03)	**$38,899.93**	
Previous Change Order (#04)	**$55,430.02**	
Previous Change Order (#05)	**$11,743.99**	
Previous Change Order (#06)	**$40,446.39**	
Previous Change Order (#07)	**$110,313.91**	
Current Change Order (#08)	**$198,187.58**	
Subtotal Change Order (s)	**$526,215.42**	
Percentage (over base contract)	**11.91%**	
Revised Contract Amount (including this Change Order)		**$4,943,515.42**

Other Terms in Effect

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

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

DRAFT-SIGNATURE PENDING

MID-PENINSULA WATER DISTRICT

Prepared by:

DocuSigned by:
Gopi Chandran
D363159B6B76481...

7/18/2024

Gopi Chandran
Construction Manager
4LEAF Inc.

Reviewed/Approved by: _____

Rene Ramirez
Operations Manager
Mid-Peninsula Water District

Reviewed/Approved by: _____

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

Reviewed/Approved by: _____

Kathryn Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed/Approved by: _____

Trevor Connolly
Owner
C2R Engineering Inc.

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

C2R Engineering, Inc. ***CO # 008***

PROJECT: Old County Road Improvements and Ralston Avenue Improvements

Month: June 2024

DEWR # or PCO #	Description	Total
PCO # 007	Additional striping	$ 27,681.65
PCO # 008	Additional asphalt	$ 122,925.00
PCO # 009	Additional Slurry	$ 13,798.43
	TOTAL	**$ 164,405.08**

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

C2R ENGINEERING

PROPOSED CHANGE ORDER # 007 **Date:** May 22nd, 2024

PROJECT: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82

CONTRACT PCO NO. 007:

DESCRIPTION OF WORK

Scope of work for Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated February 2024 is changed as described herein and in the attached Supplemental Construction Change Order Request and supplemental documents.

As requested find proposal for additional work based on Drawings G.13 & G.17, including:

- Grind/remove existing striping within the red clouded areas;
- Layout/cat-track for Owner approval the new striping within the red clouded areas;
- Furnish & install thermoplastic pavement striping/marking within the red clouded areas.

Total Approximate Cost of this PCO: **$27,681.65**

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Date Accepted: 05/22/2024
Contractor: Trevor Connolly
Trevor Connolly, President

Date Approved: 5/23/24
Owner's Representative:

P.O.Box: 1017 Mountain View, CA 94042 License# 994397

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

PROPOSED CHANGE ORDER # 008 **Date:** June 17, 2024

PROJECT: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82

CONTRACT PCO NO. 007:

DESCRIPTION OF WORK

Scope of work for Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated February 2024 is changed as described herein and in the attached Supplemental Construction Change Order Request and supplemental documents.

As requested by the District, the additional asphalt of 8,195 SF should be charged as a PCO with $15/SF, totaling $122,925.

Total Approximate Cost of this PCO: **$122,925.00**

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

06/17/2024

Date Accepted: _____ Date Approved: _____

Contractor: Trevor Connolly Owner's Representative:

_____ _____

Trevor Connolly, President

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

PROPOSED CHANGE ORDER # 009 **Date:** June 25, 2024

PROJECT: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82

CONTRACT PCO NO. 009:

DESCRIPTION OF WORK

Scope of work for Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated February 2024 is changed as described herein and in the attached Supplemental Construction Change Order Request and supplemental documents.

As requested by the District, the additional slurry seal was captured under attached DEWR.

Total Approximate Cost of this PCO: **$13,798.43**

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Date Accepted: 6/25/2024
Contractor: Trevor Connolly
Trevor Connolly, President

Date Approved: _____
Owner's Representative:
_____

Docusign Envelope ID: D25AC28D-DC10-45B4-AA5A-37AF49AB0B19

PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 5/15/2024 ESTIMATE DEWR #
CONTRACTOR: C2R Engineering, Inc. Page No.: 1 OF 1

DESCRIPTION: Additional slurry seal costs per City of Belmont

A. CONTRACT WORK PERFORMED

Night work

B. EQUIPMENT

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

C. MATERIALS

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

D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
1	Slurry seal	9860.00	sqft	$ 0.87	$ 8,578.20
1	Traffic control	1	Ls	$ 2,800.00	$ 2,800.00
	COST OF SUBCONTRACTORS & WORK - D				**$ 11,378.20**

TOTAL COST & 15% MARK-UP B (Equipment)	$ -
TOTAL COST & 15% MARK-UP C (Material)	$ -
TOTAL COST & 15% MARK-UP D (Subcontractor)	$ 13,084.93
TOTAL COST A & B & C (Incl. Markup)	$ 13,084.93

E. DIARY AND REMARKS

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

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		$ 120.25	$ -
		Reg	2	$ 91.14	$ 182.28
		Reg Night		$ 94.14	$ -
2	Laborer	O.T		$ 86.40	$ -
		Reg	2	$ 67.12	$ 345.62
		Reg Night		$ 70.12	$ -
1	Operator				$ -
		O.T		$ 119.50	$ -
		Reg		$ 90.64	$ -
		Reg Night		$ 93.64	$ -
				SUBTOTAL	**$ 527.90**
				9% Labor Surcharge	$ 47.51
				TOTAL COST OF LABOR - F	$ 575.41
				24% MarkUp Labor	$ 138.10
				TOTAL COST OF LABOR (After Mark-Up)- F	$ 713.50

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

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) $ 13,798.43

TOTAL THIS REPORT **$ 13,798.43**

CERTIFIED CORRECT

_____ ee attached Sheet) DATE: 11/16/23

_____ ee attached Sheet) DATE

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO.

TO: Board of Directors

FROM: Alison Bell, Administrative Services Manager

DATE: July 25, 2024

ADMINISTRATIVE SERVICES MANAGER'S REPORT

I am thrilled to be returning to work after my vacation and wanted to extend my heartfelt gratitude to all staff for maintaining our work production seamlessly while I was gone. Their dedication and hard work have ensured that MPWD continues to thrive.

As I transition back, I look forward to re-engaging with our projects and continuing to learn and grow in my role. My current working project is reviewing the updated Personnel Manual that Tammy and Monique have been working on.

Meetings:

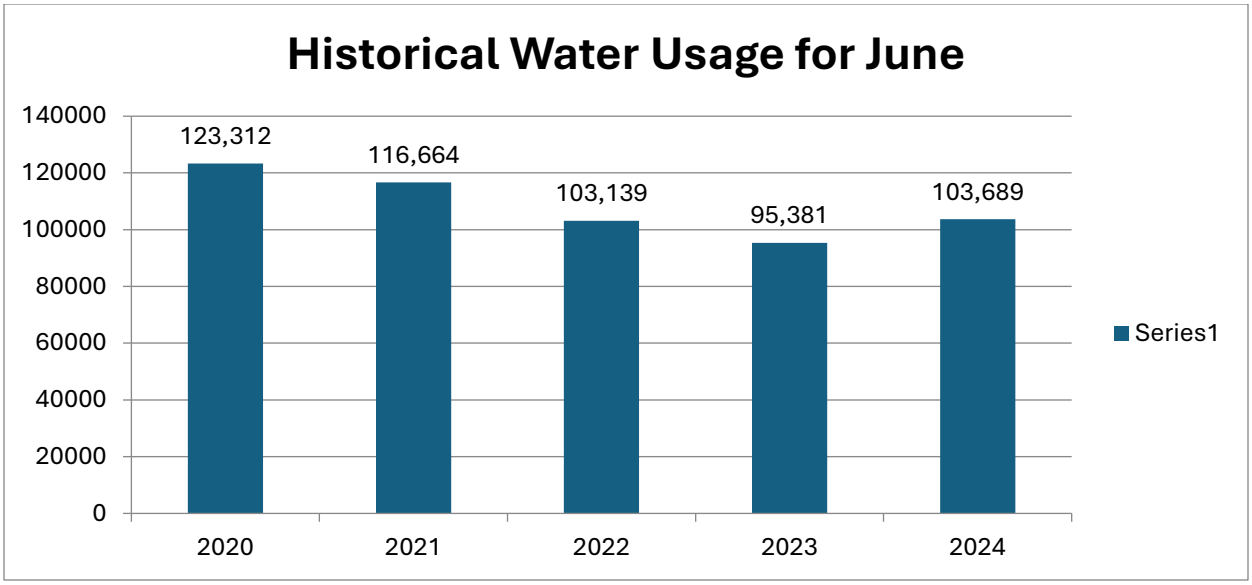
- Attend Management and Supervisor meeting
- Meeting to review Personnel Manual
- Meeting with District Treasurer
- Executive Management meeting
- BAWSCA workgroup meeting
- Lunch and Learn
- Website Content Management Training

Utility Billing:
Account information

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	416	7290	205	88	65	48	11	14	8137
February	414	7296	205	88	65	48	11	18	8145
March	415	7291	205	88	64	48	14	18	8143
April	415	7292	205	88	64	48	12	415	8124
May	416	7294	205	87	65	48	15	23	8130
June	419	7295	205	88	65	48	15	27	8135

Billing information:

2023	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	367	50	0	0	7	0	5	
February	373	29	0	0	2	18	6	
March	323	40	0	0	0	2	7	1
April	307	45	0	0	7	17	1	1
May	318	28	0	0	3	1	5	1
June	321	36	0	0	3	1	5	1



PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

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

• Cathy M. Jordan	December 12, 2024
• Monique Madrid	March 2, 2025
• Joubin Pakpour	December 9, 2024
• Rene Ramirez	December 7, 2024
• James Ramsey	October 19, 2025
• Brian Schmidt	March 30, 2025
• Julie Sherman	March 9, 2025
• Louis Vella	December 05, 2024
• Kirk Wheeler	January 30, 2025
• Kat Wuelfing	March 22, 2025
• Matt Zucca	April 10, 2025
• Alison Bell	June 12, 2026

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

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

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

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

• Cathy M. Jordan	October 28, 2024
• Monique Madrid	December 28, 2024
• Joubin Pakpour	April 6, 2025
• Rene Ramirez	December 14, 2025
• James Ramsey	October 19, 2025
• Brian Schmidt	December 19, 2025
• Julie Sherman	January 31, 2026
• Louis Vella	October 25, 2025
• Kirk Wheeler	December 10, 2025
• Kat Wuelfing	November 29, 2024
• Matt Zucca	March 23, 2025
• Alison Bell	June 10, 2026

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

Here is the link to the DFEH free online Sexual Harassment Prevention training: https://www.dfeh.ca.gov/shpt/

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Alison Bell at abell@midpeninsulawater.org.

MID-PENINSULA WATER DISTRICT

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: July 25, 2024

OPERATIONS REPORT – June

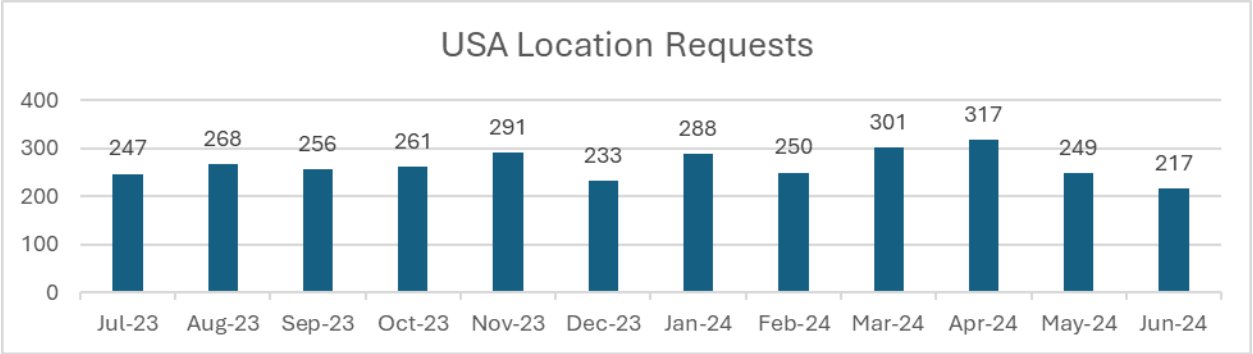
Projects:

- Contractor has completed work and working on punch-list items. Work completed several months ahead of schedule;
- Participated in continuing meetings with District Engineer's office to discuss work and updates to the District's capital improvement plan – to take to Board in July;
- Continue working with Noll and Tam, and have engaged MIG to prepare CEQA documents for the Folger property improvements as a part of the city's entitlement process;
- Met with GeoTech Engineer at the Folger property to discuss locations for potholing as a part of the site's information gathering;
- EPA required lead service line inventory throughout entire service territory mostly complete. Going back to sites where meter box access was impaired. Staff uploading field data to the EPA spreadsheet that has many data input fields;
- Staff working on a District wide tree maintenance project with focus on trees at Exbourne Tank site. Intent is to seek cost proposals for work this fall;
- Completed a service upgrade to 1" at 2514 Dekoven;
- Installed safety cables on top of all water tanks to make inspection and maintenance work on top of tanks safer for staff;
- Cal Water has approached the District with a project to replace their tanks located behind the District's Buckland tanks. They want to rebuild their two tanks at this site and construct an intertie with the District at this location; and
- Staff received three (3) cost estimates to install an 8-inch backflow device on the 18-inch line on the Notre Dame property. The District is supplying all of the parts and the contractor to supply the labor and equipment. Work is expected to be completed before school starts in fall.

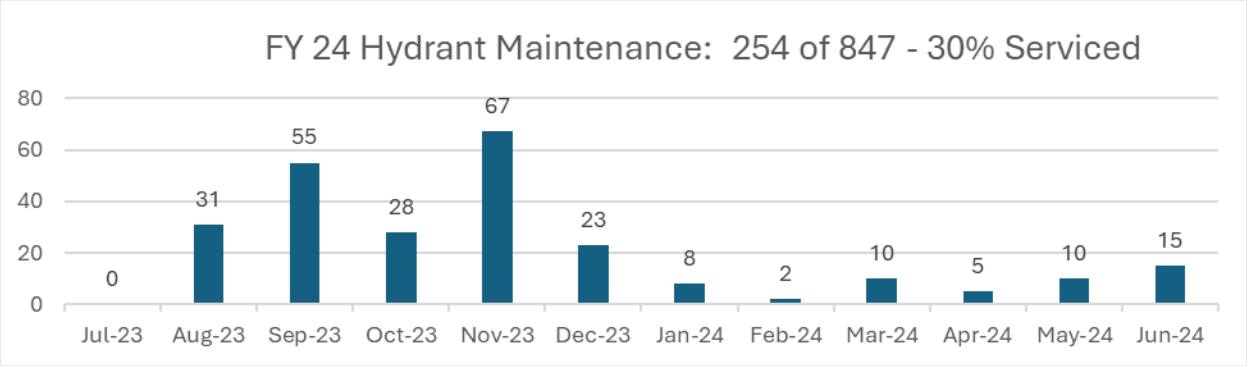
Maintenance:

- Adjusted the depth of the services at 1927 Arbor and 1709 Mills prior to city contractor installing new sidewalks;

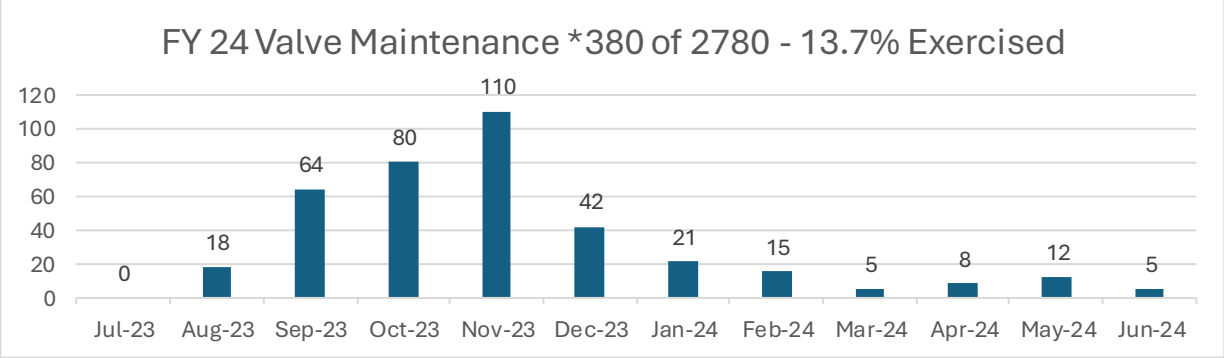
- Staff repaired fire hydrant struck by vehicle near intersection of Lake and Carlmont;
- Repaired a service leak at #10 Anita Court;
- Replaced 2 - meters that stopped working;
- Replaced 12 – meter registers with weak batteries
- Replaced 17 - meter transceivers due to weak batteries;
- Responded to and completed 217 USA (underground service alerts) location requests in June. Running 12-month location requests totals 3,178, an average of 265 per month;



- Hydrant maintenance visits: 15 in June:



- 5 valves exercised in June.



- Collected the requisite 44 water samples during the month from 11 sample station sites. None of the samples tested positive for total coliform; and
- Staff continue to closely monitor the water system's condition as part of normal operations. During June staff flushed 20 dead ends in the system; conducted two (2) flushing operations in support of the Old County Road Water Main Improvement project; and flushed two (2) segments of the system for fire flow capacity determination.

System Repairs: FY 23/24

Date	Water Main Repairs	Service Line Repairs	Other Repairs
July	4		
August		1	
September		1	1-Fire Hydrant
October	2	1	1-Fire Hydrant
November			
December			1-Fire Hydrant
January	1	2	
February		1	
March	1	1	1-Gate Valve
April		1	
May			
June			1-Fire Hydrant

Development:

Staff continues to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved;
- 2 Davis Drive; offices and research space, & fire station;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided;
- 1500 Ralston; conceptual development plan for Belmont-Standford

campus;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process;
- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); currently reviewing plans; and
- 642 Quarry Road – preliminary, information provided to developer.

Commercial: 16
- Reviewing Plans – 12
- Approvals Received – 2
- In Construction - 2

Residential: 44
- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)
- Plans Through Staff Approval Process – 10
- Project In Construction - 3

Administration:

- Working with SCADA provider, XiO, on an agreement for their service to bring to Board for consideration in July;
- Met virtually with Sonitrol to go over the new cameras installed at Dairy Lane and the need to add at least one more on the backside of the shop;
- Met virtually with Wulff-Hansen to discuss the upcoming maturity of one US Treasury investment and whether to invest or not;
- Participated in the quarterly meeting with City of Belmont Public Works staff at our Dairy Lane site – it was a lunch meeting;
- Attended an all-day Emergency Training event held by Cal-Water Services at their San Mateo office with others from District;
- Participated in Finance Committee meeting to go over preliminary FY24-25 budget and rate study findings;
- Attended staff meeting for management and supervisors;
- Participated in weekly call with District Engineer, and Operations Supervisor on District matters and projects; and
- Continue to actively manage power use for pumping operations via SCADA.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 9.A.5.

TO: Board of Directors

FROM: Kathryn Wuelfing, General Manager

DATE: July 25, 2024

GENERAL MANAGER'S REPORT

Key Activities Since June Meeting

- **BAWSCA Long-Term Reliable Water Supply Strategy 2050 (Strategy 2050) –** The BAWSCA Board approved a budget of $2,447,000 intended to fund the development of Strategy 2050. The work will commence in January 2025 and will continue through January 2027. This amount will need to be collected over 18 months, starting with bills issued in September. MPWD's share of this amount is $50,130 total, or $2,785/month. This charge was included in MPWD's FY 2024/20245 operating budget.

- **Tier 2 and Minimum Purchase Quantities –** The BAWSCA Water Managers involved in the multi-year Tier 2 negotiation effort have come to an agreement on the methodology for allocating water during a shortfall on the Regional Water System. This method is in the process of being fully documented. A proposal for amending the Minimum Purchase Quantities for 4 agencies in the Water Supply Agreement with San Francisco has been presented to the BAWSCA Water Managers at several meetings, and the Water Managers support this proposal. I would like to present the proposal in detail to the Finance Committee, so they are fully aware of the analyses conducted and various alternatives discussed. The Tier 2 and MPQ Amendment are expected to go before the SFPUC in November/December, and then each BAWSCA agency would be asked to approve the amendment in early 2025.

- **2x2 Meeting with City of Belmont** – Our 2x2 Meeting with City of Belmont is scheduled for Wednesday July 24th, and will be hosted at our 1075 Old County Road office.

- **EOC Training at Cal Water –** On July 20th, Cal Water hosted an Emergency Operations training at their San Mateo facility, and invited us and those from other agencies to participate. I was not able to attend, as it was the same day as the SFPUC Wholesale Customer meeting; however, OM Ramirez, Operations Supervisor Andreson,

Administrative Supervisor Malzcon, Lead Operator Chris Michaelis, Lead Operator Jonathan Anderson, and Water System Operator Swift,

- **2 Public Works Contracts** – We are entering into two public works contracts for $50,000 each with DACO and C2R Engineering for on-call services for miscellaneous water main, service repairs, and installations. These items were budgeted for under miscellaneous professional services in the FY 2024/20245 operating budget. In the past we have had similar on-call services contracts with DACO and have used them minimally. This year we are adding a second contract with C2R to allow additional flexibility if the need for such support arises. The contracts have been reviewed by District Counsel and are expected to be signed the week of July 22.

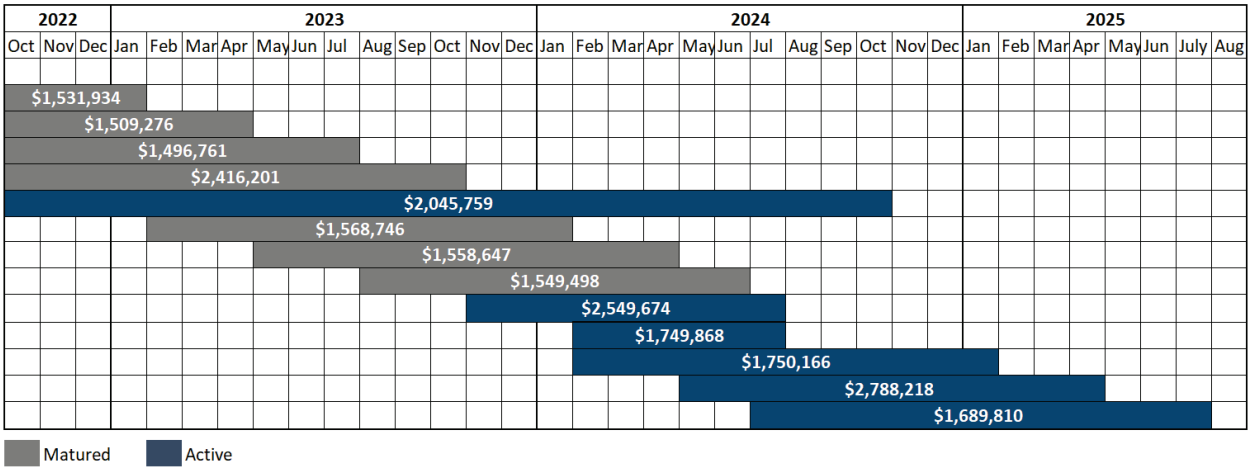
- **Climate Resilience Bond now Proposition 4 –** ACWA and others are advocating for a $5+ billion investment in water infrastructure to be included in the Climate Resilience Bond – or approximately 2/3s of the total bond amount to be dedicated for water infrastructure needs. The District signed a support letter organized by ACWA. This will be on the November ballot and has been assigned the Proposition number of Prop 4.

- **Support for AB 2257 (Wilson) Local government: property-related water and sewer fees and assessments: remedies** – In June, ACWA asked all members to support **AB 2257**, which would authorize public agencies to adopt procedures for the submittal and consideration of public comments regarding proposed water and sewer rates and assessments, and help agencies defend against Proposition 218 lawsuits. The optional process proposed in this bill would facilitate dialogue and transparency between public agencies and their ratepayers and give agencies an opportunity to resolve concerns during the ratemaking process. It is in the best interest of MPWD and urban water agencies like us to support this bill, and I have signed a support letter on behalf of the District, which is provided as an attachment.

- **Seeking Alternative Funding Sources** – I continue to work to seek an alternative funding source to support our capital projects, particularly the building projects. I reached out to iParametrics, a firm that assisted the City of Palo Alto with grant writing and was recommended by President Zucca; I have not yet received a response from them. I have also been working with Rolando Bonilla of Voler Strategic Advisors in corresponding with Senator Becker's office, providing them with information on both the Folger Drive and Dairy Lane projects. We will be looking for their assistance as we apply for various funds, including under the Proposition 4 Climate bond. Our contract with Voler ends this month, and I plan to enter into an agreement for continued services at negotiated lower rate for FY 2024/2025. Voler will also assist with communications support, including outreach for the Folger Drive project as part of their contract.

- **US Treasury Investment** – After meeting and discussing our US Treasury Program with Wulff Hansen in June, staff directed Wulff Hansen to reinvest $1.7 million into a 13-month treasury bond, maturing July 31, 2025. The highest bid for yield rates received

was 5.09%, which will result in interest earnings of $89,611 for the District. The next round of US Treasuries is maturing at the end of July. Our current and past investment portfolio is as follows:



- **MPWD Rate Study** – We continue to work with HFH to update the rate study model and develop rates with the target of a January 1, 2025 implementation. We held a special meeting rate study session on July 23rd where HFH presented the full rate study to the Board with analysis of two selected rate scenarios for consideration. Current schedule:
    - **July 23, 2024** – *Special Board Meeting:* Initial Presentation of Proposed 5-Year Water Rates Plan, including Water Shortage Contingency Rates; *[Adopt FY 2024/2025 Operating & Capital Budgets]*
    - **August 2, 2024** – Final draft of Water Rate Study Update by HF&H
    - **August 15, 2024** – *Customer Outreach:* Brochure to customer on proposed Water Rate Plan & Schedule (Not legally required, unless it serves as the 45-day Public Hearing Notice)
    - **September 26, 2024** – *Regular Board Meeting:* Second Presentation of Proposed 5-Year Water Rates Plan, including Water Shortage Contingency Rates
    - **October 1, 2024** – *Customer Outreach:* Latest Mail Date for Prop 218 Public Protest Hearing for Water Rate Increases 5-Year Plan Brochure to Parcel Owners and Tenants (45 Days Required, added 6 days given holiday)
    - **November 21, 2024** – *Regular Board Meeting:* Presentation and Prop 218 Public Protest Hearing for Water Rate Increases 5-Year Plan, including Water Shortage Contingency Rates, and Adoption of Water Services Ordinance No. 103 Exhibit "A" Revised Schedule of Rates and Charges by Board of Directors
    - *[November 5, 2024 – Election Day]*
    - **December 1, 2024** – *Customer Outreach:* Latest Mail Date for Notice to Customers of Rate Increase (30 days)
    - **January 1, 2025** – Implementation of Water Rates Increase

- **Dairy Lane Rehab** – Noll & Tam developed a detailed cost breakdown of proposed building components, and worked with staff to identify potential scope reductions and commensurate cost savings for the Dairy Lane building, which were discussed at the June Board meeting. N&T are currently developing their proposal for the full design for the Dairy Lane project, which is expected to be before the Board in September.

- **Folger Drive EOC –** We expect to be able to submit our application to the City for this project within 2-3 weeks, and are initiating public outreach for this project, including scheduling open houses for the project. As mentioned above, Voler Strategic Advisors will assist with this outreach, as well as support from John Davidson.

- **PCG Management Support** – PCG is currently supporting us with the following management-related projects: (1) preparing for training on the Records Retention Policy, (2) preparing a draft update to the Personnel Manual, including incorporating previously discussed changes and soliciting review by ACWA JPIA and District Counsel, and (3) available for conversations and support for other topics as-needed.

- **ACWA JPIA Leadership Class** – I applied for the 2024-2025 JPIA Leadership Essentials for the Water Industry Program class and was accepted. The program is over the course of 1 year, and the time commitment includes monthly 2-hour webinars, and four in-person sessions (2 days each) in Roseville. In the past, this course has been taken by four District employees, all of whom have reported that it is a very valuable course. The class kicks off in November 2024.

- **Conferences & Training** – Scheduled to attend:
    - Urban Water Institute Annual Conference – August 21-23 in San Diego
    - CSDA Annual Conference – September 9-12 in Indian Wells
    - ACWA JPIA Leadership Class – Begins November 2024

Key Meetings and Conferences Attended

- Meeting with PCG to Review Edits to Personnel Manual – 7/18/2024
- Meeting with RGS Services to understand their offerings – 7/17/2024
- Lunch w/ SMCMBVCD Finance Manager – 7/16/2024
- BAWSCA Water Managers Meeting – 7/11/2024
- Agenda review meeting – 7/10/2024
- Meeting with Fred Ponce of ArcPath Project Delivery to discuss District's Building Projects – 7/10/2024
- Xpress Bill Pay Software Demo – 7/9/2024
- Spatial Wave Training on Dashboards – 7/9/2024
- Meeting with EKI to Discuss Coordination on City of San Carlos Northeast Area Specific Plan – 7/3/2024
- Meeting with President Zucca and District Engineer Pakpour to Discuss 5-Year CIP following June Board Meeting – 7/3/2024
- Monthly meeting with John Davidson – 7/2/2024

- Meeting with President Zucca to Recap June Board Meeting – 7/1/2024
- Meeting with San Carlos on City of San Carlos General Plan Reset – 6/27/2024
- Meeting with Wulff Hansen to Discuss Proposed Rate Scenarios – 6/26/2024
- Meeting with 4LEAF on OCR Project Change Orders – 6/26/2024
- CSDA General Manager Summit – 6/23/2024-6/25/2024
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG
- Bi-Weekly Safety/Rap Session Meetings with All Staff

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

AUGUST 2024

- No regular Board meeting scheduled.

September 26, 2024 (Fourth Thursday)

- Recognize Staff Receiving SWRCB Operator Certifications Within the Last Year
- Receive Presentation by Kati Martin, Special District Representative on LAFCo
- Consider Resolution Authorizing a Five-Year Contract with XiO, Inc. for Acuity Hub Operations Management (SCADA System)
- Second Presentation of Proposed 5-Year Water Rates Plan, including Water Shortage Contingency Rates
- Approve Water Supply Assessment for City of Belmont's Harbor Industrial Area Specific Plan
- Approve Water Supply Assessment for City of San Carlos' Northeast Area Specific Plan
- Contract Amendment for Professional Services With Noll & Tam Architects, for Architectural and Engineering Services for the MPWD Dairy Lane Facility Project
- Accept as Complete the Old County Road Water Main Improvements Project (CIP 15-75), and Authorize the Recordation of a Notice of Completion for the Project
- Approve Annual Planning Schedule for Board of Directors
- MPWD Annual Reimbursements Report (pursuant to Government Code Section 53065.5)
- Consider Scheduling Special Board Meeting in January for Development of MPWD Strategic Plan
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions

October 24, 2024 (Fourth Thursday)

- Approve 2023 MPWD Catalog of Enterprise Systems per Government Code Section 6270.5
- Receive 2024 Third Quarter Water Conservation Staff Report
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions

SUPPORT

AB 2257 (Wilson): Local government: property-related water and sewer fees and assessments: remedies

June 24, 2024

The Honorable Maria Elena Durazo
Chair, Senate Committee on Local Government
State Capitol, Room 407
Sacramento, CA 95814

RE: **AB 2257 (Wilson) – Local government: property-related water and sewer fees and assessments: remedies**
Position: **SUPPORT**

Dear Chair Durazo:

The Association of California Water Agencies (ACWA) and undersigned coalition of public agencies, associations, environmental and labor groups write to express our strong support for AB 2257, which would authorize public agencies to adopt procedures for the submittal and consideration of public comments regarding proposed water and sewer rates and assessments. The optional process proposed in this bill would facilitate dialogue and transparency between public agencies and their ratepayers and give agencies an opportunity to resolve concerns during the ratemaking process.

Public water and sewer agencies provide essential government services for the benefit of communities, agriculture, industries, and the environment. These agencies are responsible for ensuring a consistent and reliable water supply, safeguarding the quality of drinking water, planning, constructing, and maintaining critical infrastructure, and much more. With climate change presenting unprecedented challenges, these agencies also must adapt and enhance aging infrastructure to mitigate the impacts of increasingly frequent and severe climate-related events. Public agencies throughout California are making generational investments to build 21st Century infrastructure for a 21st Century climate.

The revenue necessary for public agencies to fulfill their essential government functions and adapt to a changing climate predominantly comes from service rates and assessments. While these agencies require financial stability to meet ever increasing demands, a rise in Proposition 218 litigation is making it increasingly difficult to ensure agencies can pass fair and reasonable rates to cover the costs of operations and investments.

Oftentimes, these suits are filed without first having raised concerns with the public agency during the public notice-and-comment process leading up to the decision to adopt rates or assessment. When litigants avoid raising concerns with proposed rates or assessments during the ratemaking process, the public agencies cannot endeavor to resolve the dispute and avoid litigation. The financial consequences of these lawsuits can be severe, as it is not uncommon for litigants to seek tens of millions of dollars in damages. Surprise lawsuits have the potential to undermine an agency's ability to maintain stable budgets necessary to operate effectively.

AB 2257 would build upon Proposition 218's existing procedural requirements by creating an exhaustion of administrative remedies procedure, that, if a public agency elected to follow, would require the timely submittal of written objections during an agency's ratemaking process. Ratepayers would be required to state the particular Proposition 218 compliance concern, and public agencies would be required to provide to their board and the public with written responses to each comment received prior to acting on the proposed rate or assessment. Ratepayers would be required to participate in this process in order to challenge the agency's adopted rates or assessments in court.

With a greater understanding of potential concerns and the agency's responses, the agency's board would have the opportunity to abandon its ratemaking/assessment proposal, change it (reduce it), or to better explain why it complies with Proposition 218's substantive limitations, before having to defend it in litigation. Additionally, if a public agency complies with the exhaustion procedures, the bill would specify documents that would be included in the administrative record, subject to certain exceptions, in the event of litigation.

AB 2257 would bolster the financial stability of public water and sewer agencies by creating a clear and robust public process that facilitates dialogue, transparency, and the opportunity to resolve issues and avoid costly litigation. Codifying a procedure that requires issue exhaustion in Proposition 218 litigation would protect both legislative and adjudicative functions by allowing a legislative body to hear the evidence, apply its reasoned discretion and expertise, and create an administrative record to facilitate judicial review. This would also foster better-informed administrative decisions, which benefit the objector, the public agency, and members of the public within the public agency's jurisdiction. This is especially valuable in ratemaking cases in which evidence and policies are highly technical. It would also help agencies develop more defensible rates and build rapport and trust with their ratepayers.

For the reasons above, ACWA and undersigned organizations strongly support AB 2257 and respectfully request your "AYE" vote when the bill is heard in the Senate Local Government Committee. If you have any questions about our position or this bill, please contact ACWA Senior State Relations Advocate, Kristopher Anderson, at KrisA@acwa.com or (916) 441-4545.

Sincerely,

Kristopher M. Anderson, Esq.
Senior State Relations Advocate
Association of California Water Agencies

Chad Wegley
General Manager
Alta Irrigation District

Larry B. McKenney
General Manager
Amador Water Agency

David J. Coxey
General Manager
Bella Vista Water District

Tina Tyler-O'Shea
Board President
Brooktrails Township Community Services District

Michael Quigley
Executive Director
California Alliance For Jobs

Jessica Gauger
Director of Legislative Advocacy & Public Affairs
California Association of Sanitation Agencies

Danielle Blacet-Hyden
Deputy Executive Director
California Municipal Utilities Association

Karen Cowan
Executive Director
California Stormwater Quality Association

Kristine McCaffrey
General Manager
Calleguas Municipal Water District

Norman Huff
General Manager
Camrosa Water District

Katie Valenzuela
Councilmember, District 4
Chair, Law and Legislation Committee
City of Sacramento

Natalie Rogers
Mayor
City of Santa Rosa

Mary Rogren
General Manager
Coastside County Water District

Ernesto A. Avila
Board President
Contra Costa Water District

James Lee
General Manager
Crescenta Valley Water District

Jennifer A. Spindler
General Manager
Crestline-Lake Arrowhead Water Agency

John Bosler
General Manager/CEO
Cucamonga Valley Water District

Daniel Muelrath
General Manager
Diablo Water District

Jan Lee
General Manager
Dublin San Ramon Services District

Joe Mouawad, P.E.
General Manager
Eastern Municipal Water District

Dennis Cafferty
General Manager
El Toro Water District

Mike Myatt
Senior Director, Climate Resilient Water Systems
Environmental Defense Fund

Jack Bebee
General Manager
Fallbrook Public Utility District

Bruce Kamilos, P.E.
General Manager
Florin Resource Conservation District/Elk Grove Water District

Nicholas Schneider
General Manager
Georgetown Divide Public Utility District

Brian M. Olney
General Manager
Helix Water District

Hannah Davidson
Water Resources Specialist II
Hidden Valley Lake Community Services District

Paul A. Cook
General Manager
Irvine Ranch Water District

Jeremy Wolf
Legislative Program Manager
Las Virgenes Municipal Water District

Ben Horenstein
General Manager
Marin Municipal Water District

Pat Kaspari
General Manager
McKinleyville Community Services District

Matt Hurley
General Manager
McMullin Area Groundwater Sustainability Agency

Elizabeth Salomone
General Manager
Mendocino County Russian River Flood Control & Water Conservation Improvement District

Kathryn Wuelfing
General Manager
Mid-Peninsula Water District

Justin Scott-Coe
General Manager
Monte Vista Water District

Nick Turner
General Manager
Montecito Water District

Jennifer Hanson
General Manager
Nevada Irrigation District

Kimberly A. Thorner
General Manager
Olivenhain Municipal Water District

Jose Martinez
General Manger
Otay Water District

Kyle Swanson
CEO/General Manager
Padre Dam Municipal Water District

Brian Lockwood
General Manager
Pajaro Valley Water Management Agency

Anthony L. Firenzi
Director of Strategic Affairs
Placer County Water Agency

Trent Taylor
Water Resources Manager
Rosedale-Rio Bravo Water Storage District

Betsy Miller
General Manager
San Bernardino Valley Water Conservation District

Paul Helliker
General Manager
San Juan Water District

Matt Stone
General Manager
Santa Clarita Valley Water Agency

Albert C. Lau
General Manager
Santa Fe Irrigation District

Peter M. Rietkerk
General Manager
South San Joaquin Irrigation District

Justin Hopkins
General Manager
Stockton East Water District

Carlos Quintero
General Manager
Sweetwater Authority

Sean Barclay
General Manager
Tahoe City Public Utility District

Matthew Litchfield
General Manager
Three Valleys Municipal Water District

Deanna Jackson
Executive Director
Tri-County Water Authority

Don Perkins
General Manager
Tuolumne Utilities District

Jessica Self
General Manager
Union Public Utility District

Mark Tomko
General Manager
Vallejo Flood and Wastewater District

Gary Arant
General Manager
Valley Center Municipal Water District

Erik Hitchman
General Manager
Walnut Valley Water District

Craig D. Miller, P.E.
General Manager
Western Municipal Water District

cc: The Honorable Lori Wilson
Honorable Members, Senate Committee on Local Government
Jonathan Peterson, Consultant, Senate Committee on Local Government
Ryan Eisberg, Policy Consultant, Senate Republican Caucus

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MEETING MINUTES

BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

Thursday, July 25, 2024
Belmont, California

1. Meeting Information

2. OPENING

A. Call to Order

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

B. Establishment of Quorum

PRESENT: Direct Vella, Wheeler, Schmidt, and Vice President Jordan.
ABSENT: President Zucca

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Alison Bell, Management Advisor (MA) Monique Robinson, District Counsel Catherine Groves, District Treasurer James Ramsey, Consultant Tammy Rudock (Pakpour Consulting Group Inc., PCG), John Davidson (JRocket77 Design & Marketing), District Engineer Brandon Laurie, and Dan Bergmann (IGService)

C. Pledge of Allegiance

General Manager Kat Wuelfing led the Pledge of Allegiance.

3. PUBLIC COMMENT

Vice President Jordan asked for any public comment.
There were none.

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

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

5. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Recognizing Jonathan Anderson for 25 Years of Service with the District

GM Wuelfing acknowledged Jonathan Anderson for his service of 25 years with MPWD. Jonathan received many compliments and recognition for his hard work and

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dedication over the last 25 years. These included congratulations from OM Ramirez, Vice President Jordan, Operations Supervisor Michael Anderson, MA Robinson, and Director Vella. Jonathan spoke at the end and thanked the District for its support.

6. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting on June 27, 2024

B. Approve Minutes for Special Board Meeting on June 6, 2024

C. Approve Expenditures from June 1, 2024 through June 30, 2024

D. Consider Authorization of Task Order 25-07 with Pakpour Consulting Group, Inc., for As-Needed Miscellaneous Management Advisor Services in the Amount of $25,000

E. Approve Updated Salary Schedule, Which Includes a 3.0% Living Wage Adjustment to Salary Ranges for All Represented MPWD Personnel Classifications, Effective August 3, 2024, Consistent with the MPWDEA Letter Agreement Dated March 15, 2023

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

Director Vella moved to approve the Consent Agenda.

Director Schmidt seconded the motion.

Motion passed 4-0-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)

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7. HEARING AND APPEALS – None

There were none.

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

A. Receive Final Semi-Annual Reports on 2016 COP Financing through June 30, 2024:

a. Financial Reconciliation Report and
b. Capital Project Fund Report, Presented by Dan Bergmann of IGService

James Ramsey provided the Board with a semi-annual update on COP spending. The report shows that the District has spent 100% of COP funds. Dan Bergmann concluded with a report that shows all the withdrawals from the fund.

B. Consider Resolution No. 2024-14 Approving a $175,000 Increase to the Contingency on the Previously Awarded Construction Contract to C2R Engineering, Inc. for Construction of the Old County Road Phase 1 Improvements and Ralston Avenue Improvements Capital Project (05-1621-Cp), from $441,800 to $616,800, and Increasing the Total Budget from $4,859,100 to $5,034,100

OM Ramirez asking for an increase to construction contract. Money will come from District reserves.

Board discussion followed.

GM Wuelfing pointed out that the Resolution attachment was numbered incorrectly and should read “2024-14.”

Director Vella moved to adopt Resolution No. 2024-14 approving a $175,000 increase to the previously awarded construction contract to C2R Engineering.

Director Wheeler seconded the motion.

Roll call Vote: Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

C. Receive MPWD 5-Year CIP for Fiscal Years 2024/2025 through 2029/2030 and Consider Resolution 2024-15 Approving Mid-Peninsula Water District's Capital Improvement Program Summary FY 2024-2025 Update

Brandon Laurie presented the updated CIP to the Board. Board discussion followed.

Director Schmidt moved to adopt Resolution No. 2024-15 approving Mid-Peninsula Water District’s Capital Improvement Program Summary.

Director Vella seconded the motion.
Roll Call Vote: Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

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9. REGULAR BUSINESS AGENDA

A. Receive FY 2023/2024 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities and Brief Overview of MPWD Website Updates, Presented by John Davidson of JRocket77 Graphic Design and Marketing and Tammy Rudock of Pakpour Consulting Group

John Davidson presented the Board with an update on the MPWD's website. John also provided the Board with their 95th anniversary pins.

Tammy Rudock commented on the amount of clean up the team completed, and that content has not been deleted from the website, but rather out of date content was moved to archived sections on the website.

B. Receive Report on Records Destruction Completed July 10, 2024, Consistent with MPWD Records Retention Policy

Tammy Rudock and Monique Robinson presented on the completion of the Records Retention Policy and provided an update on completion of phase two of the policy which included destroying 272 boxes of obsolete records.

Vice President Jordan called for a rest break at 8:28 pm.

C. Review and Approve the MPWD's Response to the San Mateo County Grand Jury's Report issued June 27, 2024, Regarding Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts

James Ramsey spoke about the requirement on responding to the San Mateo Grand Jury report asking about our internal controls. The letter answers high level questions about how we communicate risk assessments to the Board and our framework to internal controls and how we communicate it to the Board.

Board discussion followed.

Director Vella moved to approve the Grand Jury response Letter.

Director Wheeler seconded the motion.

Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

D. Consider Resolution 2024-16 Authorizing a Water Service Agreement between the Mid-Peninsula Water District and Belmont Family Apartments, LP for a Multi-Family Residential Building Located at 803 Belmont Avenue in Belmont, CA

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OM Ramirez presented on the construction of a 125-unit apartment building requiring water service connection.

Board discussion followed.

Director Vella moved to adopt Resolution No. 2024-16 authorizing a Water Service Agreement between Mid-Peninsula Water District and Belmont Family Apartments.

Director Wheeler seconded the motion.

Roll Call Vote: Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

E. Appoint an Alternate to Vote on Behalf of MPWD and Provide Direction on LAFCo Ballot for Special District Alternate Member

Board appointed an alternate voter for the Local Agency Formation Commission for the Alternative Special District Member.

Director Vella moved to assign Vice President Jordan as the alternate voter. Director Schmidt seconded the motion. By voice vote, all present Board members agreed to appoint Vice President Jordan as the alternate voter.

Board agreed to vote for Kathryn Slater-Carter.

F. Receive BAWSCA Update

Director Vella updated the Board on the last BAWSCA meeting. Meeting occurred in Foster City. SFPUC spoke about the alternative water supply plan for the majority of the meeting.
GM Wuelfing reported that the District will be responsible for paying for a portion of the BAWSCA Long-Term Reliability Water Supply Strategy 2050 development and gave an update on the BAWSCA Water Managers' discussions regarding Tier 2 and Minimum Purchase Quantities.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

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1. **Financial Reports for the Month Ending June 30, 2024**
   District Treasurer James Ramsey provided a review of the June 2024 financial report.

2. **District Engineer**
   District Engineer Brandon Laurie provided an update on Capital Projects.

3. **Administrative Services Manager**
   AMS Bell provided a review of her report.

4. **Operations Manager**
   OM Ramirez provided a review of his report.

5. **General Manager**
   GM Wuelfing provided a review of her report.

B. Director Reports

Director Vella reported information from the BAWSCA meeting.

Director Wheeler has nothing to report.

Director Schmidt reported that he may be moving out of the District in the future.

Vice President Jordan has nothing to report.

11. COMMUNICATIONS

There were none.

12. CLOSED SESSION

The Board adjourned to closed session at 9:54 pm.

A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code §54956.9 - Nationwide Mutual Insurance Company v. Mid-Peninsula Water District

No reportable action.

13. RECONVENE TO OPEN SESSION

Vice President Jordan reconvened the meeting to open session at 10:05 pm.

14. ADJOURNMENT

Vice President Jordan adjourned the meeting at 10:05 pm.

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Signed by:
Alison Bell
5558314A021146D...
DISTRICT SECRETARY

APPROVED:

Signed by:
Matt Zucca
79E67E7DD6B4461...
BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, SEPTEMBER 26, 2024, AT 6:30PM