



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JULY 26, 2018 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on June 28, 2018
- B. Approve Expenditures from June 20, 2018 through July 17, 2018
- C. Approve Contract for Professional Services in the total amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services, MPWD Website Management, and Printing Services

6. HEARINGS AND APPEALS

None

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

- A. Receive Quarterly Reconciliation Report on 2016 COP Financing for Period April 1, 2018 through June 30, 2018, and Quarterly Project Fund Report through June 30, 2018

8. REGULAR BUSINESS AGENDA

- A. Review Second Draft Schedule of MPWD Miscellaneous Fees and Charges, proposed to take effect on January 1, 2019

- B. Consider Ordinance No. 118 Amending Attachment “A” to the MPWD Water Service Ordinance No. 103 regarding Rates and Charges, and specifically Water Capacity Charges and Water Demand Offset Fees, effective October 1, 2018
- C. Receive Progress Report on MPWD Public Relations, Marketing, and Website Activities, Presented by John Davidson of JRocket77 Graphic Design & Marketing
- D. Receive BAWSCA Update by Director Louis Vella

9. MANAGER’S AND BOARD REPORTS

- A. General Manager’s Report
 - 1. Supplemented by Administrative Services Manager’s Report
 - 2. Supplemented by Operations Manager’s Report
 - 3. Supplemented by District Engineer’s Report
- B. Financial Reports
 - 1. Receive Financial Reports for Month Ended June 30, 2018
- C. Director Reports

10. COMMUNICATIONS

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: Thursday, August 23, 2018, at 6:30PM

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

June 28, 2018
Belmont, California

1. **OPENING**

A. **Call to Order:**

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

B. **Establishment of Quorum:**

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

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Treasurer Ira.

2. **PUBLIC COMMENTS**

General Manager Rudock received an email from Brian Schmidt wherein he requested his comments be read during public comments. She read aloud the email comments.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Hunter Crawford-Shelmadine – 2018 Graduate of Carlmont High School and Biotech Institute Program**

General Manager Rudock acknowledged the mentoring work she participated in with Hunter Crawford-Shelmadine through Carlmont High School's Biotech Institute Program. She expressed how proud she was to work with such a talented young woman like Hunter and considers the water industry fortunate to have her consider working in it after college. President Warden presented Hunter with a plaque, and she thanked MPWD for all the mentoring she received through General Manager Rudock.

B. **Hanson Bridgett LLP – 60th Anniversary**

General Manager Rudock then acknowledged Hanson Bridgett LLP's 60th Anniversary, and the 20 plus years they have served as the District Counsel. President Warden then presented District Counsel Julie Sherman with a plaque commemorating the 60th Anniversary. District Counsel Julie Sherman accepted the plaque and thanked MPWD for the acknowledgment.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of May 24, 2018**

52 **B. Approve Expenditures from May 16, 2018 through June 19, 2018**

53 Director Zucca moved to approve Minutes for the Regular Board Meeting of May 24,
54 2018 and Expenditures from May 16, 2018 through June 19, 2018. Director Stuebing
55 seconded, Director Vella abstained on Agenda Item 5.A., and it was unanimously
56 approved.

57
58 **6. HEARINGS AND APPEALS**

59 None.

60
61 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**
62 **(CERTIFICATES OF PARTICIPATION) FINANCING**

63 None.

64
65 **8. REGULAR BUSINESS AGENDA**

66 **A. Review and Discuss Preliminary Draft of Updated Schedule of MPWD**

67 **Miscellaneous Fees and Charges, proposed to take effect on January 1, 2019**

68 General Manager Rudock introduced the item and summarized the background and
69 existing Miscellaneous Fees. She further reported that the proposed fees were not
70 meant to be punitive but rather reflect cost of service and to potentially change customer
71 behavior in order to free up staff for other assignments. There would be ample
72 messaging to customers, including scripts for staff to remind customers, before the fees
73 were formally effective, proposed for January 1, 2019. She introduced Dan Bergmann of
74 IG Service, who discussed the updated and new fees being considered, and the
75 methodology for calculating them based upon cost-of-service. The fees include late
76 fees, after-hour service call fees, and costs related to customer's use of credit/debit
77 cards for water bill payment.

78
79 General Manager Rudock reported that staff proposed the elimination of a security
80 deposit since the MPWD does not experience a significant amount of bad debt or
81 accounts that are turned over for collection. Further, the \$25 fee was insignificant
82 compared to the average monthly bill and would eliminate the need for staff to manage
83 the return of the deposit to the customer after one year's service.

84
85 After discussing the credit/debit card fees, the Board directed staff to return with a
86 proposal recovering the \$3.00 fee but not recovering additional fees for taking payments
87 over the telephone.

88
89 The proposed After-Hours Service Call fee was discussed and the actual cost is \$200,
90 but General Manager Rudock proposed \$125 in keeping with what other agencies are
91 charging.

92
93 The remainder of the proposed fees were related to development and verified by cost-of-
94 service analysis. General Manager Rudock reported to the Board that the Private Fire
95 Protection fees (Residential and Non-Residential) remained under review and would be
96 brought back next month for the Board's consideration.

97
98 **B. Review and Discuss Inflationary Adjustments to MPWD Water Capacity Charges**
99 **and Water Demand Offset Fees, proposed to take effect on October 1, 2018.**

100 General Manager Rudock introduced the discussion with a brief summary of her report.
101 She advised that Bartle Wells Associates (BWA), the consultant that developed the 2015
102 Water Capacity Charges Update for the MPWD, recommended annual or at least

periodic reviews and inflationary adjustments to the fees and charges. Specifically, BWA recommended the Engineering News Record for the Water Capacity Charges and the Bureau of Labor Statistics Consumer Price Index for the San Francisco/Oakland/Hayward area for the Water Demand Offset Fees.

Staff presented four (4) options, and focused on two (2) of them—Option A, which included a one-year inflationary adjustment to the fees and charges, and Option B, which represented a two-year inflationary adjustment, both with a proposed effective date of October 1, 2018. General Manager Rudock stated that the MPWD had experienced increased construction costs for its Capital Improvement Program and these fees and charges should be representative of the current development market, since they are used for MPWD infrastructure replacement and public education and water conservation rebate programs.

After discussion, the Board supported Option B and staff reported that it would come back next month with the related resolution for the Board's consideration and approval.

Director Zucca inquired about the Water Demand Offset Fees and whether it might be prudent to consider water cost scaling factors when calculating annual adjustments, since the MPWD incurred increased wholesale water costs from SFPUC. Staff responded that it would discuss that with BWA.

General Manager Rudock reminded the Board that the MPWD would be formally reviewing its Water Capacity Charges and Water Demand Offset Fees again in 2020, in keeping with BWA's 5-year recommendation in 2015.

C. Review Draft and Consider Resolution 2018-15 Adopting MPWD Rules of the Board

General Manager Rudock and District Counsel Sherman reported that the Board's comments from last month were incorporated into the draft rules before the Board for consideration.

Director Linvill moved to approve Resolution 2018-15 Adopting MPWD Rules of the Board. Director Zucca seconded and it was unanimously approved.

D. Receive GASB 75 Valuation and OPEB Actuarial Report for MPWD as of July 1, 2017 by Dempsey Filliger & Associates

General Manager Rudock highlighted the actuarial report and the differences since the July 1, 2015 valuation that resulted in an increase in the MPWD's accrued liability of \$525,576.

General Manager Rudock reminded the Board that earlier this year it approved the OPEB (Other Post-Employment Benefits) pre-funding to the \$2.4 million liability level, and concluded that staff would determine options for funding the additional \$525,576 during next fiscal year's budgeting process.

E. Consider and Approve the San Mateo County Candidate Policy Form for Special Districts Statewide General Election on November 6, 2018

The Board directed staff that the candidate statement will be limited to 400 words, and the candidate would pay for the candidate statement, and it was unanimously approved.

154 **F. Review Candidate Information and Cast Ballot in California Special Districts**
155 **Association Election for Seat A in the Bay Area Network**

156 After discussion of the slate of candidates, it was decided that the incumbent, Robert
157 Silano, would be their choice for 2018 CSDA Board of Directors, Seat A in the Bay Area
158 Network. It was unanimously approved, and General Manager Rudock was directed to
159 cast the electronic ballot.
160

161 At 8:00PM, President Warden announced a five-minute recess because he had to leave the
162 Board meeting, and he turned over the leadership of the meeting to Vice President Vella.
163

164 The Board meeting reconvened at 8:05PM with Vice President Vella presiding over the meeting.
165

166 **G. Receive BAWSCA Update from Vice President Louis Vella**

167 Vice President Vella discussed the difficulty in voting on the proposed BAWSCA budget
168 for this coming fiscal year. He will be meeting with the CEO to discuss more about the
169 growing budget, the role of the agency, and his concerns. Director Zucca further
170 expressed concern that the scope of BAWSCA's role may be changing and he would
171 like to find out what its vision is going forward.
172

173 **9. MANAGER AND BOARD REPORTS**

174 **A. General Manager's Report**

175 General Manager Rudock highlighted the section of her report related to the San
176 Mateo Plan basin and the Department of Water Resources recent upgrade of the
177 basin to medium priority that triggers SGMA (Sustainable Groundwater
178 Management Act), and the MPWD's role in it as a water supplier along with 42
179 other agencies in the County of San Mateo.
180

181 **1. Supplemented by Administrative Services Manager's Report**

182 Nothing further than her written report.
183

184 **2. Supplemented by Operations Manager's Report**

185 Operations Manager Ramirez highlighted from his report that staff were finally
186 able to replace the last meter in Zone 1 located on Industrial Road. Ops staff
187 was able to install 73 AMI in May. Underground service alert requests totaled
188 272, which has become the norm for most months. There were no reported
189 water leaks during May, and staff has 51 development projects it is
190 processing. Board member Linvill asked if staff could segregate the number
191 of residential and multi-family projects listed in the Ops report for the future.
192

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

194 District Engineer Pakpour provided a brief update on the status of current CIP
195 projects. He discussed the Karen, Mezes, South & Folger Water Main
196 Improvements Project, stating there were change orders of 2.2% to date for
197 that project. He noted there may be minor clean up next month, and that the
198 Notice of Completion should be presented to the Board for consideration.
199
200
201

B. Financial Reports

Receive Financial Reports for Month Ended February 28, 2018

General Manager Rudock reported that the MPWD's target Year-To-Date percentage is 91.8%: Total revenues were at 101%, and total expenses were at 88.1%.

C. Director Reports

None.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

The meeting was adjourned at 8:34PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 7/19/2018 3:55 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
33627	AIRGAS	AIRGAS, LLC	06/20/2018	137.82
33628	ATT60197	AT&T 60197	06/20/2018	80.13
33629	BAUERPAU	PAUL BAUER	06/20/2018	596.30
33630	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	06/20/2018	409.00
33631	BEITCHLA	LARRY BEITCH	06/20/2018	100.00
33632	BERRIGWA	WANDA BERRIG	06/20/2018	100.00
33633	CARQUEST	CARQUEST AUTO PARTS	06/20/2018	16.23
33634	COMCAST	COMCAST	06/20/2018	318.62
33635	DELROSAR	NOEMI DEL ROSARIO	06/20/2018	596.30
33636	DHAMIJAU	UMANG DHAMIJA	06/20/2018	520.17
33637	GLASSETH	SETH GLASS	06/20/2018	50.00
33638	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	06/20/2018	21,573.28
33639	BRUGOWEI	BRUCE GOWER	06/20/2018	50.00
33640	HASSETTH	HASSETT HARDWARE	06/20/2018	14.40
33641	HOMEDPC	HOME DEPOT	06/20/2018	266.18
33642	HUBERCAR	CAROL HUBER	06/20/2018	100.00
33643	INDORAIR	INDOOR AIR DESIGN, INC.	06/20/2018	175.00
33644	SHUCHENL	SHUCHEN LI	06/20/2018	50.00
33645	M&MBACK	M&M BACKFLOW & METER MAINTEN	06/20/2018	4,960.05
33646	MATCOTLS	MATCO TOOLS	06/20/2018	332.60
33647	OFFICTEM	OFFICE TEAM	06/20/2018	976.00
33648	PARS	PARS	06/20/2018	300.00
33649	PG&E	PG&E CFM/PPC DEPT	06/20/2018	628.88
33650	PIT71896	PITNEY BOWES 371896	06/20/2018	147.49
33651	PRECISE	PRECISE, INC.	06/20/2018	4,378.37
33652	RECOLOGY	RECOLOGY SAN MATEO	06/20/2018	654.78
33653	RANDB	ROBERTS & BRUNE CO. INC.	06/20/2018	11,978.00
33654	SCHILKAY	KAY SCHILLING	06/20/2018	100.00
33655	SCOTSMAN	WILLIAMS SCOTSMAN	06/20/2018	537.91
33656	SFPUCWAT	SFPUC WATER QUALITY	06/20/2018	12,485.00
33657	SMITHLAN	LANE SMITH	06/20/2018	50.00
33658	STANDINS	STANDARD INSURANCE COMPANY	06/20/2018	969.00
33659	SZABOGAB	GABOR SZABO	06/20/2018	100.00
33660	TOWNEFOR	TOWNE FORD SALES	06/20/2018	48.62
33661	USBANKPR	U.S. BANK PARS ACCT# 6746019200	06/20/2018	375,000.00
33662	VALLEYOL	VALLEY OIL COMPANY	06/20/2018	1,507.54
Total for 6/20/2018:				440,307.67
812	CALPERS	CALPERS	06/22/2018	2,730.44
813	ICMACONT	ICMA contributions	06/22/2018	2,073.08
814	HEALTHEQ	Health Equity	06/22/2018	200.00
815	ADPPAYRL	adp	06/22/2018	18,832.65
816	ADPPAYRL	adp	06/22/2018	9,353.68
1050	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	06/22/2018	25,832.62
1051	WESTYOST	WEST YOST ASSOCIATES	06/22/2018	27,371.69
1052	HYDROSCI	HYDROSCIENCE ENGINEERS INC.	06/22/2018	4,260.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
1053	SCHAAFWF	SCHAAF & WHEELER	06/22/2018	65,357.50
Total for 6/22/2018:				156,011.66
835	ACHRETN	ACH Returns	06/25/2018	184.11
Total for 6/25/2018:				184.11
33663	AIRGAS	AIRGAS, LLC	06/27/2018	115.47
33664	ANDERSNM	MICHAEL ANDERSON	06/27/2018	1,093.16
33665	ATT60197	AT&T 60197	06/27/2018	40.89
33666	BAWSCA	BAY AREA WATER SUPPLY & CONSER	06/27/2018	720.00
33667	BLUELINE	BLUELINE RENTAL	06/27/2018	1,461.11
33668	CGUHLENB	C G UHLENBERG LLP	06/27/2018	8,000.00
33669	CINTS	CINTAS CORPORATION	06/27/2018	932.39
33670	COMCAST	COMCAST	06/27/2018	262.93
33671	CUSTOMTP	CUSTOM TOPS, INC.	06/27/2018	607.41
33672	GRANITE	GRANITE ROCK, INC.	06/27/2018	168.21
33673	KIMBALLM	KIMBALL MIDWEST, INC.	06/27/2018	381.39
33674	LINCOLNL	LINCOLN LIFE	06/27/2018	200.00
33675	MATCOTLS	MATCO TOOLS	06/27/2018	564.49
33676	MHN	MHN	06/27/2018	45.54
33677	OFFICEDE	OFFICE DEPOT, INC.	06/27/2018	80.85
33678	OFFICTEM	OFFICE TEAM	06/27/2018	1,210.24
33679	OREILLYA	OREILLY AUTO PARTS, INC.	06/27/2018	221.47
33680	PACOFFIC	PACIFIC OFFICE AUTOMATION	06/27/2018	184.88
33681	PG&E	PG&E CFM/PPC DEPT	06/27/2018	5,142.81
33682	RDWDTIRE	REDWOOD GENERAL TIRE CO INC	06/27/2018	887.47
33683	RANDB	ROBERTS & BRUNE CO. INC.	06/27/2018	6,737.24
33684	SMCEMA	SAN MATEO COUNTY EMERGENCY M	06/27/2018	200.00
33685	STEPFORD	STEPFORD BUSINESS, INC.	06/27/2018	1,400.00
33686	VALLEYOL	VALLEY OIL COMPANY	06/27/2018	1,884.22
Total for 6/27/2018:				32,542.17
834	ADPPRFEE	ADP Payroll Fees	06/29/2018	161.89
836	ADPPRFEE	ADP Payroll Fees	06/29/2018	109.84
Total for 6/29/2018:				271.73
826	CALPERS	CALPERS	06/30/2018	10,152.12
827	HEALTHAQ	Health Equity	06/30/2018	718.13
828	ICMACONT	ICMA contributions	06/30/2018	1,355.27
829	ICMACONT	ICMA contributions	06/30/2018	502.84
830	ADPPAYRL	adp	06/30/2018	40,069.72
831	ADPPAYRL	adp	06/30/2018	16,041.99
Total for 6/30/2018:				68,840.07
837	WFBUSCAR	WELLS FARGO BUSINESS CARD	07/02/2018	1,978.28
Total for 7/2/2018:				1,978.28
33687	ATT60197	AT&T 60197	07/03/2018	1,158.70
33688	CINTS	CINTAS CORPORATION	07/03/2018	465.07
33689	COMCAST	COMCAST	07/03/2018	632.47

Check No	Vendor No	Vendor Name	Check Date	Check Amount
33690	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	07/03/2018	3,780.00
33691	GRANITE	GRANITE ROCK, INC.	07/03/2018	319.89
33692	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	07/03/2018	27,421.75
33693	HANSONBR	HANSON, BRIDGETT	07/03/2018	3,327.00
33694	INTERGAS	Interstate Gas Services, Inc.	07/03/2018	6,600.00
33695	MNGWATEF	MANAGEWATER CONSULTING,INC	07/03/2018	400.00
33696	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	07/03/2018	11,941.06
33697	RUDOCK	TAMMY RUDOCK	07/03/2018	507.45
33698	SFWATER	SAN FRANCISCO WATER DEPT	07/03/2018	539,491.10
33699	SMELECTR	SAN MATEO ELECTRIC SUPPLY	07/03/2018	679.07
33700	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	07/03/2018	385.00
33701	VERIZON	VERIZON WIRELESS	07/03/2018	890.54
Total for 7/3/2018:				597,999.10
33702	accela	ACCELA, INC. #774375	07/12/2018	3,096.00
33703	ATT60197	AT&T 60197	07/12/2018	80.54
33704	BAWSCA	BAY AREA WATER SUPPLY & CONSER	07/12/2018	18,332.00
33705	BLUELINE	BLUELINE RENTAL	07/12/2018	2,321.39
33706	CGUHLNB	C G UHLENBERG LLP	07/12/2018	1,600.00
33707	CINTS	CINTAS CORPORATION	07/12/2018	932.39
33708	GRANITE	GRANITE ROCK, INC.	07/12/2018	578.34
33709	HOMEDEPC	HOME DEPOT	07/12/2018	721.75
33710	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	07/12/2018	302.40
33711	KOFFASSO	KOFF & ASSOCIATES INC	07/12/2018	1,430.00
33712	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	07/12/2018	52.74
33713	OFFICTEM	OFFICE TEAM	07/12/2018	721.94
33714	PG&E	PG&E CFM/PPC DEPT	07/12/2018	15,378.10
33715	PRECISE	PRECISE, INC.	07/12/2018	553.87
33716	PROFORMA	PROFORMA GRAPHICS, INC.	07/12/2018	3,485.09
33717	RANDB	ROBERTS & BRUNE CO. INC.	07/12/2018	1,210.57
33718	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	07/12/2018	33,500.00
Total for 7/12/2018:				84,297.12
Report Total (111 checks):				1,382,431.91



AGENDA ITEM NO. 5.C.

DATE: July 26, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE CONTRACT FOR PROFESSIONAL SERVICES IN THE TOTAL AMOUNT OF \$62,000 WITH JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING FOR PUBLIC OUTREACH/EDUCATION/RELATIONS SERVICES, MPWD WEBSITE MANAGEMENT, AND PRINTING SERVICES

RECOMMENDATION

Approve the Contract for professional services in the amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for public outreach/education/relations services and MPWD website management.

FISCAL IMPACT

\$45,000 is proposed for professional graphic design and composition services.

\$17,000 is estimated for public outreach/education printing services.

\$62,000 TOTAL (NOT-TO-EXCEED)

The total amount of \$62,000 was included within the approved FY 2018/2019 Operating Budget.

The MPWD spent a total of \$59,424 for these professional services in FY 2017/2018, including printing (\$11,905).

DISCUSSION

The attached contract is a template form developed by District Counsel and customized for the services to be provided by John Davidson d/b/a Jrocket77 Design & Marketing for MPWD public relations and outreach/education and website services to be provided within this fiscal year.

Attachments: Contract for Professional Services
Proposals for FY 2018/2019 Design/Marketing/Website Services and Estimated Printing Services

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

UNANIMOUS____ WARDEN____ VELLA____ LINVILL____ ZUCCA____ STUEBING____

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 26th day of July 2018, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional public relations and outreach and web design services for the DISTRICT which CONSULTANT is qualified to provide; and

WHEREAS, CONSULTANT has experience and familiarity with providing such services to the DISTRICT and desires to do same.

NOW, THEREFORE, the parties agree as follows:

1. RENDITION OF SERVICES. The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.

2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services for FY 2017/2018 shall consist of public relations/outreach and MPWD website professional services outlined in the attached proposal identified as Exhibit A, and the related public relations/outreach printing services estimate attached as Exhibit B.

3. TERM.

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT.

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

4. COMPENSATION.

The CONSULTANT agrees to perform all of the professional services included in Section 2's Exhibit A for the not-to-exceed amount of \$45,000. Compensation shall be based upon the time devoted to the work by CONSULTANT at the hourly rate of \$90 hour.

CONSULTANT further agrees to coordinate the printing services identified in Section 2's Exhibit B for the estimated amount of \$17,000.

The agreed upon hourly rate shall include all direct labor, taxes, overhead, insurance, employee benefits, and other costs and expenses incurred by the CONSULTANT necessary for the performance of all the services called for under this Agreement. The hourly rate shall remain firm during the entire term of this Agreement. CONSULTANT may also seek

reimbursement for direct out-of-pocket expenses, without mark-up, for long distance phone calls and travel, lodging, parking and other direct costs incurred in the performance of the services as may be approved by the DISTRICT's General Manager.

5. MANNER OF PAYMENT. CONSULTANT shall submit invoices to DISTRICT on a monthly basis. Invoices shall itemize the number of hours devoted by CONSULTANT to work under this Agreement, applicable hourly rates in accordance with the fee schedule described in Section 4, and those out-of-pocket expenses incurred in the performance of work hereunder. The DISTRICT's General Manager will review and approve invoices prior to submission for payment. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

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

The DISTRICT reserves the right to withhold payment to the CONSULTANT if the DISTRICT determines that the quantity or quality of the work performed is unacceptable. The DISTRICT shall provide written notice to the CONSULTANT within ten (10) business days of the DISTRICT's decision not to pay and the reasons for non-payment.

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that John Davidson shall serve as the primary project person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE. Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as he shall designate in writing from time to time, shall represent and act for the DISTRICT.

8. CONSULTANT'S STATUS. Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT's shall be one solely between said parties.

9. OWNERSHIP OF WORK. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

Any and all rights, title, and interest (including without limitation copyright and any other intellectual-property or proprietary right) to materials prepared under this Agreement are hereby assigned to the DISTRICT. The CONSULTANT agrees to execute any additional documents which may be necessary to evidence such assignment.

The CONSULTANT represents and warrants that all materials prepared under this Agreement are original or developed from materials in the public domain (or both) and that all materials prepared under and services provided under this Agreement do not infringe or violate any copyright, trademark, patent, trade secret, or other intellectual-property or proprietary right of any third party.

10. CHANGES. The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION. CONSULTANT shall indemnify, keep and save harmless the DISTRICT, and the DISTRICT members, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONSULTANT caused by an act or omission of the CONSULTANT or its employees, subcontractors or agents. CONSULTANT further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If any judgment be rendered against the DISTRICT or any of the other individuals enumerated above in any such action, CONSULTANT shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination of this Agreement.

12. INSURANCE.

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

B. Commercial General and Automobile Liability Insurance. CONSULTANT shall also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CONSULTANT and the DISTRICT for liability arising out of the operations and activities of CONSULTANT and any subcontractors. CONSULTANT shall also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The Commercial General Liability Insurance policy shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Automobile Liability Insurance policy shall be subject to a limit for each occurrence of One Hundred Thousand Dollars (\$100,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

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

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

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

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

13. TERMINATION. The DISTRICT shall have the right to terminate this Agreement at any time by giving written notice to the CONSULTANT. In the event of termination for any reason other than the fault of the CONSULTANT, the CONSULTANT shall be compensated in

accordance with the provisions of Sections 4 and 5 for the services performed and expenses incurred to the date of such termination, plus any reasonable costs and expenses which are reasonably and necessarily incurred by CONSULTANT to effect such termination. For termination for default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in accordance with the terms and conditions of this Agreement up to the effective date of termination.

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

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

If to the DISTRICT: Mid-Peninsula Water District
3 Dairy Lane
Post Office Box 129
Belmont, California 94002
ATTENTION: General Manager

If to the CONSULTANT: John Davidson d/b/a
Jrocket77 Design & Marketing
2564 E 2150 South Circle
St. George, UT 84790
ATTENTION: John Davidson

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

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

16. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

MID-PENINSULA WATER DISTRICT

JOHN DAVIDSON D/B/A
JROCKET77 DESIGN & MARKETING

By: _____
Tammy A. Rudock
General Manager

By: _____
John Davidson
Principal/Owner

APPROVED AS TO FORM:

By: _____
District Counsel



RE:

Proposal for 2018-19 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

7.15.18 | Page 1 of 2

SCOPE OF SERVICES

JROCKET77 DESIGN & MARKETING shall provide the following services to MPWD during FY 2018-19:

1. Ongoing Website Design Strategy and Management 180 hours

- A. Manage website for consistency and timely communications.
- B. Continue development of MPWD website and site training for MPWD staff.
- C. Maintenance of the MPWD Customer Connect program to integrate text alerts and email customer communications, and run survey campaigns.
- D. Integrate Civic Pay online billing with access to Sensus water use online tool into one Customer Portal and promote customer usage with ongoing marketing campaigns.
- E. Produce regularly scheduled *Waterline* e-newsletter campaigns.
- F. Coordinate with staff the addition of more content on the new MPWD website.
- G. Maintain operation of and access to MPWD website.
- H. Bring website into compliance with multiple transparency guidelines.
- I. Other website services as directed by staff.

2. Publications 140 hours

- A. Annual CCR by July 1st.
- B. Annual end-of-year newsletter by November 30th.
- C. Development of MPWD annual report.
- D. Create CIP brochures/reports/FAQs as identified by MPWD.
- E. Annual Water Conservation Calendar.
- F. Development of Financial Control Policy Manual.
- G. Development of O&M Manual.
- H. Other publications as directed by staff.

3. Public Relations and Outreach 100 hours

- A. Press releases: Including but not limited to: Board reorganization, calendar contest winners, CIP impact on local neighborhoods, community events and projects, disaster management.
- B. Monthly bill stuffers as identified by MPWD.
- C. Public service announcements and advertising within local news media (summer and winter campaigns).
- D. CIP messaging (print and electronic media).
- E. Assist with customer survey campaign as directed by MPWD.
- F. Promotion/advertising of MPWD workshops.
- G. Develop awareness for MPWD Education programs and outreach
- H. Other projects as directed by staff.



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com



RE:

Proposal for 2018-19 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

7.15.18 | Page 2 of 2

4. Branding and Identity Support 60 hours

- A. Continued consistent messaging and support of MPWD branding and identity within the MPWD service area and SF regional water system.
- B. Annual printing of MPWD letterhead after confirmed Board reorganization by January 31st.
- C. Business cards as needed.
- D. Business envelopes as needed.
- E. Graphic design and liaison work with 3rd-party vendors for MPWD facility signage.
- F. Ensure coordination of BAWSCA materials include MPWD branding and identity.
- G. Graphic design and liaison work with third-party vendors for promo items as identified by MPWD.
- H. Support additional promotional needs and research for community events.
- I. Other support as directed by staff.

5. Water Conservation and Marketing 20 hours

- A. Misc. water conservation messaging (print and electronic media).
- B. Copy writing services.
- C. Other items as directed by staff.

Total annual 500 hours

Average monthly hours: 42. Hourly rate: \$90. Annual: \$45,000

These services shall be ongoing through MPWD FY 2018/2019 and managed by the General Manager.

Thank you,

**SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON**

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com

DBA



RE:

Estimated Costs for Printing Fiscal Year 2018/2019

Attn: Tammy Rudock, MPWD

7.15.18

PRINTING ESTIMATE

Proposal of costs for printing/production and mailhouse delivery services for MPWD during Fiscal Year 2018/2019:

Annual CCR, *Waterline* newsletters, envelopes for mailing campaigns, staff and BOD business cards, letterheads, water conservation annual report, annual student water conservation calendars, public service announcements, rebate program applications, bill stuffer messaging, CIP collateral, emergency service alert mailers. Costs include tax and delivery.

..... Estimated: \$17,000

Thank you,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com



AGENDA ITEM NO. 7.A.

DATE: July 26, 2018

TO: Board of Directors

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

SUBJECT: RECEIVE QUARTERLY RECONCILIATION REPORT ON 2016 COP FINANCING FOR PERIOD APRIL 1, 2018 THROUGH JUNE 30, 2018, AND QUARTERLY PROJECT FUND REPORT THROUGH JUNE 30, 2018

RECOMMENDATION

Receive Quarterly Reconciliation Report on 2016 COP Financing for period April 1, 2018 through June 30, 2018, and Quarterly Project Fund Report through June 30, 2018.

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 06/30/18		
Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020.98
3/20/2017	Transfer to Project Funds	\$ 42,875.50
6/30/2018	Project Costs	\$ (2,880,981.76)
6/30/2018	Total Dividends Earned	\$ 236,051.90
6/30/2018	Balance	\$ 16,540,966.62

DISCUSSION

Staff's 2016 COP Quarterly Reconciliation Report is attached. Trustee bank statements were reconciled and the project fund balance at June 30, 2018, was \$16,540,966.62.

Dan Bergmann of IGService will present the attached quarterly report on capital project expenditures.

Attachments: 2016 COP Quarterly Reconciliation Report through June 30, 2018
2016 COP Quarterly Project Fund Report through June 30, 2018

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

MPWD 2016 COP CIP - RECONCILIATION @ 06/30/18

Date	Activity	COP Funds
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6/30/2018	Total Dividends Earned	\$ 236,051.90
6/30/2018	Balance	\$ 16,540,966.62

COST OF ISSUANCE

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

COP Project Costs YTD

Date	Activity	Project Costs
6/30/2018	Karen/Folger/Mezes/South/Arthur Water Main Replacement (WMR)	\$ 2,054,629.94
6/30/2018	Hillcrest Pressure Regulating Station	\$ 122,421.26
6/30/2018	Dekoven Tank Replacement	\$ 12,009.38
6/30/2018	Old County Road WMR	\$ 4,637.08
6/30/2018	El Camino Real/Malcolm Ave WMR	\$ 167,225.73
6/30/2018	Notre Dame/Tahoe/Cliffside	\$ 130,910.27
6/30/2018	SR 101 Crossing at PAMF Hospital	\$ 277,904.93
6/30/2018	Francis, Academy, Davey (w/Belmont)	\$ 111,243.17
	Total	\$ 2,880,981.76

Dividends Earned

Date	Activity	Interest Earned
12/31/2017	Dividends Earned (Jan - Dec 2017)	\$ 120,105.20
3/31/2018	Dividends Earned (Jan - Mar 2018)	\$ 51,173.04
4/30/2018	Dividends Earned	\$ 20,666.32
5/31/2018	Dividends Earned	\$ 21,315.01
6/30/2018	Dividends Earned	\$ 22,792.33
	Total	\$ 236,051.90

Updated 07/19/18

July 20, 2018

Tammy Rudock, General Manager
Mid-Peninsula Water District

Email: trudock@midpeninsulawater.org

Re: Certificate of Participation (COP) Spending Report as of June 30, 2018

Dear Ms. Rudock:

The following are highlights from tracking of quarterly and overall COP spending as of June 30, 2018.

Total COP funds spent are \$2,880,982. This is 14.8 percent of the total current balance of \$16,540,967. (Table 1 and Chart)

Quarterly COP spending was \$979,196. Of this total, construction payments were \$726,189, and engineering costs were \$253,007. Quarterly spending reconciles exactly to the project detail and to the Bank of New York monthly statements. (Tables 1, 2, and 3)

Quarterly Pay-Go spending was \$54,339. The total amount of Pay-Go funds to date for the projects listed is \$170,620. (Table 3)

Schedule and Cost Changes. Per Rene Ramirez, the completion date for the first five projects is postponed two months from June 2018 to August 2018. Construction bids have been received for MPWD's portion of the Francis, Academy, Davey project (15-43). The bid amount is \$1,571,634, an increase of \$149,306 or 10 percent above the current estimate of \$1,422,328. The Cost Estimate values in Table 3 are unchanged to protect measurement of the board-approved estimate values. (Table 3 and Detail Tabs in Excel Workbook)

Sincerely,



Dan Bergmann
Principal



Table 1				
Bank of New York MPWD Account 361685				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Quarterly	
Beginning Balance				\$19,143,020.82
Mar-17 ¹	\$42,875.50	0.00		\$19,185,896.32
Mar-17	12,640.32	0.00		19,198,536.64
Jun-17	26,269.49	(268,386.44)	(268,386.44)	18,956,419.69
Jul-17	11,186.97	(37,411.30)		18,930,195.36
Aug-17	13,178.04	(76,232.49)		18,867,140.91
Sep-17	13,889.47	(30,529.45)	(144,173.24)	18,850,500.93
Oct-17	13,740.78	(31,325.20)		18,832,916.51
Nov-17	14,584.55	(269,821.99)		18,577,679.07
Dec-17	14,615.74	(370,309.75) ✓	(671,456.94)	18,221,985.06
Jan-18	16,315.52	(315,748.56)		17,922,552.02
Feb-18	17,717.32	(221,300.77)		17,718,968.57
Mar-18	17,140.20	(280,719.75) ✓	(817,769.08)	17,455,389.02
Apr-18	20,666.32	(437,470.39)		17,038,584.95
May-18	21,315.01	(418,903.86)		16,640,996.10
Jun-18	22,792.33	(122,821.81) ✓	(979,196.06)	16,540,966.62
Totals	\$278,927.56	(\$2,880,981.76)	(\$2,880,981.76)	\$16,540,966.62
Beginning Funds plus				
Total Dividends	\$19,421,948.38			
Percent Spent	14.8%			
Notes				
1) Transfer to Project Funds				



MPWD Board-Approved CIP Budget vs Actual Spending

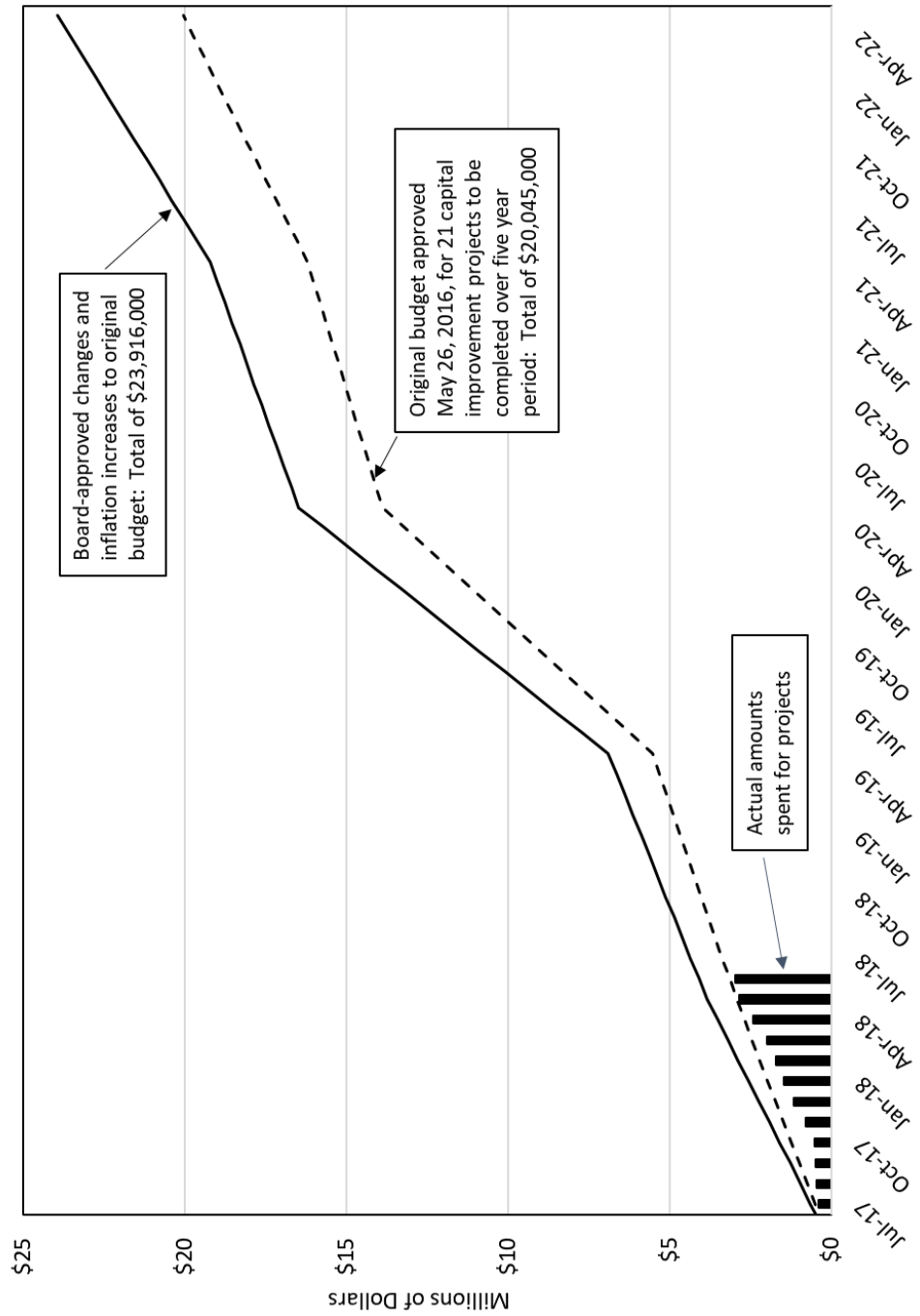




Table 2									
MPWD Projects: Through June 30, 2018				Requisitions					
Project	#			22	23	24	Subtotals	Construction	Engineering
Karen Road Improvements	15-73	\$455,600		1,438.36	205,697.22	1,102.78	208,238.36	204,532.98	3,705.38
Folger Drive Improvements	15-65	449,376		(8,432.52)	1,302.84	1,234.06	(5,895.62)	(10,042.11)	4,146.49
Mezes Avenue Improvements	15-14	187,240		575.34	465.70	441.10	1,482.14	760.00	722.14
South Road Abandonment	15-44	443,968		2,355.89	1,291.75	1,223.56	4,871.20	-	4,871.20
Arthur Avenue Improvements	15-22	509,680		362,031.13	171,857.09	1,249.81	535,138.03	530,938.62	4,199.41
Dekoven Tanks Replacement	15-89	4,009,576		-	-	-	-	-	-
Hillcrest Pressure Regulating Station	15-87	369,888		38.06	-	3,197.25	3,235.31	-	3,235.31
Old County Road Improvements	15-75	3,892,590		-	-	-	-	-	-
El Camino Real Improvements	15-76	2,489,975		10,660.97	5,156.64	4,260.00	20,077.61	-	20,077.61
Notre Dame Avenue Loop Closure	15-10	1,009,891		-	-	-	-	-	-
Notre Dame Abandonment				7,222.46	2,034.34	3,011.69	12,268.49	-	12,268.49
Tahoe Drive Area Improvements	15-28	563,692		10,177.30	2,866.62	4,243.82	17,287.74	-	17,287.74
Cliffside Court Improvements	15-38	258,998		20,572.49	5,794.60	8,578.49	34,945.58	-	34,945.58
N. Rd Cross Country / Davey Glen Rd Impr.	15-43	727,328		-	-	-	-	-	-
Zone 5 Fire Hydrant Upgrades	15-06	168,730		-	-	-	-	-	-
Civic Lane Improvements	15-78	887,405		-	-	-	-	-	-
Dekoven Tank Utilization Project	15-09	1,185,325		-	532.88	1,550.06	2,082.94	-	2,082.94
Belmont Canyon Road Improvements	15-29	480,300		-	-	-	-	-	-
North Road Improvements	15-42	258,998		-	-	-	-	-	-
SR 101 Crossing at PAMF Hospital	15-72	2,033,486		30,830.91	21,904.18	27,371.69	80,106.78	-	80,106.78
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,352,053		-	-	-	-	-	-
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,313,786		-	-	-	-	-	-
Francis, Academy, Davey (w/Belmont)		0		-	-	65,357.50	65,357.50	-	65,357.50
TOTALS				437,470.39	418,903.86	122,821.81	979,196.06	726,189.49	253,006.57
TOTALS				437,470.39	418,903.86	122,821.81	979,196.06	979,196.06	
TOTALS GROUPED TO RECONCILE WITH BNY MONTHLY				437,470.39	418,903.86	122,821.81	979,196.06	979,196.06	



Table 3

MPWD Projects: Through June 30, 2018		Cost Estimate		Amount Spent			Planned Completion
Project	#	Original ¹	Updated	COP	Pay-Go	Total	
Karen Road Improvements	15-73	\$425,000	\$455,600	(\$305,047)	(\$22,749)	(\$327,796)	Aug-18
Folger Drive Improvements	15-65	420,000	449,376	(519,648)	(41,313)	(560,961)	Aug-18
Mezes Avenue Improvements	15-14	175,000	187,240	(247,212)	(12,693)	(259,905)	Aug-18
South Road Abandonment	15-44	415,000	443,968	(390,707)	(2,678)	(393,385)	Aug-18
Arthur Avenue Improvements	15-22	475,000	509,680	(592,014)	(13,356)	(605,370)	Aug-18
Francis, Academy, Davey (w/Belmont)	15-43	680,000	\$1,422,328	(111,246)	(36,615)	(147,861)	Dec-18
Hillcrest Pressure Regulating Station	15-87	345,000	369,888	(122,421)	0	(122,421)	Jun-19
Notre Dame Abandonment	15-49	n/a	\$173,120	(24,121)	0	(24,121)	Jun-19
Notre Dame Avenue Loop Closure	15-10	910,000	1,009,891	(2,254)	0	(2,254)	Jun-19
Tahoe Drive Area Improvements	15-28	510,000	563,692	(35,249)	0	(35,249)	Jun-19
Cliffside Court Improvements	15-38	220,000	258,998	(69,287)	0	(69,287)	Jun-19
Zone 5 Fire Hydrant Upgrades	15-06	150,000	168,730				Jun-19
Civic Lane Improvements	15-78	800,000	887,405				Jun-19
Dekoven Tank Utilization Project	15-09	1,035,000	1,185,325	(2,083)			Jun-20
Dekoven Tanks Replacement	15-89	3,500,000	4,009,576	(9,926)	(40,687)	(50,613)	Jun-20
Old County Road Improvements	15-75	3,400,000	3,892,590	(4,636)	0	(4,636)	Jun-20
Belmont Canyon Road Improvements	15-29	420,000	480,300				Jun-20
North Road Improvements	15-42	220,000	258,998				Jun-21
El Camino Real Improvements	15-76	2,100,000	2,489,975	(167,225)	0	(167,225)	Jun-21
SR 101 Crossing at PAMF Hospital	15-72	1,670,000	2,033,486	(277,906)	(529)	(278,435)	Jun-22
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000	1,352,053				Jun-22
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000	1,313,786				Jun-22
TOTALS		\$20,045,000	\$23,916,005	(\$2,880,982)	(\$170,620)	(\$3,049,519)	

COP Beginning Fund Total	\$19,143,021
Dividend Totals	\$278,928
COP Remaining Balance	\$16,540,967

Notes:

- 1) Resolution No. 2016-06, May 26, 2016



AGENDA ITEM NO. 8.A.

DATE: July 26, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW SECOND DRAFT SCHEDULE OF MPWD MISCELLANEOUS FEES AND CHARGES, PROPOSED TO TAKE EFFECT ON JANUARY 1, 2019

RECOMMENDATION:

Review and discuss second draft Schedule of MPWD Miscellaneous Fees and Charges, proposed to take effect on January 1, 2019.

FISCAL IMPACT:

\$9,000 – Dan Bergmann d/b/a IGService for professional services related to the fee study.

Objectives:

1. *Revenue neutrality on credit/debit card expenses (\$140,000/year);*
2. *Late payment fees, including non-payment noticing and shut-off charges, will likely initially increase revenues, but the goal is to alter customer behavior concerning chronic late payments and related services; and*
3. *Other updated miscellaneous fees are related to costs for providing that service.*

BACKGROUND:

The MPWD's Miscellaneous Fees and Charges are included in Attachment A to the MPWD Water Service Ordinance No. 103. From staff's research, it appears that the Miscellaneous Fees and Charges have not been analyzed, reviewed, and/or considered for discussion with the Board since 2005.

DISCUSSION:

Staff continued working with consultant, Dan Bergmann of IGService on the cost-of-service study of the miscellaneous fees and charges. Attached is Mr. Bergmann's second report dated July 20, 2018 and draft fee schedule.

The draft fee schedule differentiates between an existing fee and proposed new or updated fee, as well as staff's recommendation for proposed fees. Most notable for continued discussion purposes among the proposed new fees will be the customer service fees,

including the credit/debit card fees, billing account late charge, 48-hour shut-off notice, shutoff/restoration of service, and after-hours service call.

Monthly Billing Schedule

Last month staff discussed the Board's preference for billing late fees, 48-hour shut-off noticing, and shut-off/restoration services. Currently, an MPWD customer's bill is due within 19 days after mailing date, which is in compliance with the California Government Code.

Further requirements (related to termination of services) of Government Code Section 60370 *District Utility Services*:

- The District must give notice of delinquency and impending termination, at least 10 days prior to the proposed termination, by means of a notice mailed, and the 10-day period shall not commence until five days after the mailing of the notice. [Government Code Section 60373(a)]
- "Every District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the District shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination." [Government Code Section 60373(b)]

As reported, staff is ready to coordinate all customer accounts into one billing cycle (rather than the current two billing cycles occurring on the 15th and 30th of each month) and that should be ready for implementation by January 1, 2019. Meters would be read on the 15th of each month and bills would go out on the 20th of each month. That provides for greater staff efficiency and ease when moving into the new fee structure for and application of late payments and related noticing and shut-off fees.

Based upon the Board's input, the following reflects a proposed billing schedule developed by staff:

15 th of first billing month –	Meter read
20 th of first billing month –	Bill mailed to customer
15 th of second billing month –	Payment is due
20 th of second billing month -	\$10 Late Fee is applied to account not paid in full and past-due balance is included with second billing month balance
30 th of second billing month –	Reminder bill mailed (10 days' notice prior to termination)
15 th of third billing month –	48-hour shut-off notice delivered to premises with updated first billing month balance, including \$10 Late Fee and 48-hour Shut-Off Notice Fee \$35
18 th of third billing month –	Termination of services (shut-off) and application of \$75 fee

That is a total of 63 calendar days and within the Board's direction to staff. (Note: It would be 64-65 days in 31-day months and 61 days in February because of its 28 days or 62 days in leap years.) If one of the billing action days falls on a Saturday or Sunday, that action would

go to the following Monday; if that Monday is a holiday, it would go to Tuesday. Accordingly, the policy would be that termination of service would never occur before 61 days.

Private Fire Protection Services and Fees

A discussion is necessary with the Board about its preferred philosophy for private fire protection charges for residential and commercial services. The cross connection control and backflow prevention program was implemented to protect the entire MPWD water system and applies to all customers. Fundamentally, it is a necessary service within the MPWD's operations for safety of the drinking water supply.

Each private device is subject to annual testing and reporting to the County of San Mateo Department of Environmental Health Services for compliance with the Cross Connection Control Program. (The MPWD contracts with County Environmental Health Services as program administrator and enforcement. That annual expense is calculated per MPWD service connection by the County and for FY 2018-2019 was \$33,400.)

The following table reflects the current number of customers and revenues collected:

MPWD Private Fire Protection Fee Calculations			
Revenue			
Customers	Count	Fee/Mo	Revenue/Yr
Residential	190	\$1.25	\$2,850
Commercial	156	\$6.25	\$11,700
TOTAL			\$14,550

The current monthly charges of \$1.25 for residential private fire protection and \$6.25 for commercial private fire protection were justified during our cost-of-service study when reviewing staff time and resources output. However, staff collaborated on a few other facts related to the program. The MPWD's expense for the County's services was not included and would more than triple the monthly fees if it were added. The County's annual fee is part of the MPWD FY 2018/2019 Operating Budget and, therefore, covered by water rates. Also, the MPWD has private residential irrigation backflow devices that are not charged a monthly fee even though they have similar annual testing and County cross connection control program compliance requirements as the private fire protection systems.

After much internal discussion, it is staff's position that the services for the cross connection control and backflow prevention program are an integral part of managing its water quality and system and should be absorbed into operations. The services benefit the ENTIRE system and ALL customers. One might argue that the backflow prevention devices are privately owned and, therefore, all expenses related to those devices should be borne by the customer. Each customer pays for the installation (or replacement) of the device and the MPWD's inspection services related to that installation. The private upgrades require annual testing and reporting, which is also paid 100% by the customer. The MPWD time and resources are nominal in relationship to its entire operation and should be available to all customers for safety of the system.

Yes, \$14,550 of annual revenues would be missed if the monthly private fire protection fees were eliminated and absorbed into operations, but it would be a very nominal impact to the MPWD's total FY 2018/2019 Operating Budget of \$12,992,000. It should not impact this fiscal year's operations. Staff believes it is fair that the expenses should be equitably shared among all service connections because the program exists for the protection of all customers.

Alternatively, if the Board were to decide to maintain the monthly fee, consideration should be given to changing the name of the fee to: Cross Connection Control & Backflow Prevention Charge. Staff would recommend further discussion with the Board about the private residential irrigation backflow devices and whether they should be charged.

Other water suppliers charge fire protection services and many larger agencies use the service line pipe size for the fee. Very few (if any) charge a flat fee. A few agencies that staff researched actually calculated it as part of their Proposition 218 water rates analysis because it is determined by pipe size and flow rates—more of a capacity and water availability issue.

MPWD Water Service Ordinance No. 103

The MPWD Water Service Ordinance No. 103 will need to be revised in several sections as a result of any added, deleted, or changed fee, or to better explain the fee(s) and the new billing schedule. Staff will work with District Counsel on this task after it receives direction from the Board.

Attachment: Miscellaneous Fee Study – Progress Report by Dan Bergmann of IGService dated July 20, 2018

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

July 20, 2018

Tammy Rudock, General Manager
Mid-Peninsula Water District

Email: trudock@midpeninsulawater.org

Re: Fee Study Progress Report

Dear Ms. Rudock:

This report contains an updated listing of proposed new and revised fees following comments from board members at the June board meeting. First, proposed fees for payment by phone are removed. Second, the level of fees for late payment, 48-hour notice, and termination of service have been reviewed by close comparison to other utilities.

From last meeting, the proposed fees based on cost of service for late payment and termination were:

1. New \$10 late payment fee (Admin time)
2. New \$50 for issuance of the 48-hour notice (Admin plus one trip to customer)
3. Increased \$90 (from \$40) for termination and restoration of service (Admin plus two trips to customer)

A more extensive comparison was done to other utilities, primarily PG&E, EBMUD, San Francisco Water Department, and California Water Service. Regarding noticing, all utilities are essentially the same.

- Step 1: Payment due 17 to 20 days after issuance of bill
- Step 2: If no payment, late notice mailed
- Step 3: If no payment, 48-hour notice delivered
- Step 4: If no payment, shut off

In all cases, special provisions are offered for elderly, disabled, and other special needs. Payment plans are made available to all customers.

Regarding fees, the standard from the large utilities for late payment is a 1.5 percent interest charge on the unpaid balance after 30 days. However, San Bruno charges the greater of \$10 or 10 percent of the unpaid balance.

For issuance of a 48-hour notice, EBMUD charges \$46, whereas PG&E charges a \$10 "Field Collection Charge." For smaller municipal utilities, Millbrae charges \$53, and Menlo Park \$25.

For termination of service, the average fee of seven utilities was \$72, with a range from \$35 to \$108.

In comparison to the late-related fees proposed at the June meeting based on cost of service, fees more consistent with other utilities would be lower

1. \$10 late fee when amounts are past due
2. \$35 for delivery of the 48-hour door tag
3. \$75 for termination and reconnection of service
4. \$100 for an after-hours service call



As stated in the previous report, these fees aim to change customer behavior such that administrative and operating staff can use time more effectively for the overall customer base. The intent is not to collect the additional fees. Staff is fully prepared to carefully inform customers of the changed payment policy before these new and increased fees are applied. The goal is that no customer will be surprised if they are assigned a late payment or related fee. Staff will also work to educate customers about online payment and will help them when possible. Consequently, the transition to new payment-related fees is recommended to be gradual over several billing cycles.

Analysis of the Private Fire Protection Fees is ongoing and will be provided in the next revision of the proposed fees. Preliminary results suggest these fees should be increase somewhat; however, the overall revenue impact will be insignificant. Presently, the proposed fees int the table for Private Fire Protection are marked "pending."

Sincerely,

Dan Bergmann
Principal

Attachment: Draft of Master Fee Schedule



Mid-Peninsula Water District Master Fee Schedule - DRAFT 7/26/18			
Category	Current Fee	Proposed Fee	Change or New
Application for Regular or Temporary Service	\$10.00	\$10.00	
Security Deposit	\$25.00	\$0.00	C
Payment with Credit/Debit Card	none	\$3.00	N
Late Payment Charge	none	\$10 per month	N
48 Hour Shut-Off Notice	none	\$35.00	N
Shut-Off/Restore Service	\$40.00	\$75.00	C
After-Hours Service Call	\$40.00	\$100.00	C
Returned Check	\$25.00	\$25.00	
Photocopies, per page	\$0.10	\$0.25	C
Electronic Files via USB Storage Device	none	\$10 per Service	N
Meter Test (Refundable if bad meter)	\$200.00	\$200.00	
Fire Flow Test Report (Actual Cost)	\$900.80 Deposit for Actual Cost	\$500 Deposit for Actual Cost	C
Temporary Construction Water Connection: 1" Meter	none	\$550 dep + Fixed Monthly + Vol	N
Temporary Construction Water Connection: 3" Meter	\$1,610 dep + \$144/mo + Vol	\$2,500 dep + Fixed Monthly + Vol	C
Unauthorized Connection to Fire Hydrant	\$1,000.00	\$1,000.00	
Unauthorized Hydrant Valve Operation	\$500.00	\$500.00	
Commercial Plan Check Review	\$5,000.00	\$5,000.00	
Residential Plan Check Review (3 units or larger)	\$3,000.00	\$3,000.00	
Landscape Plan Check Review	\$400.00	\$400.00	
Review, planning, and meeting time for projects not otherwise covered	none	Actual Cost	N
Private Fire Protection - Residential	\$1.25	Pending	
Private Fire Protection - Non-Residential	\$6.25	Pending	
Labor - Administration	none	\$60.00	N
Labor - Operations Personnel w/Truck (Business Hours)	none	\$76.00	N
Labor - Operations Personnel w/Truck (Off Hours)	none	\$95.00	N
Back Hoe, Dump Truck, Compressor	none	\$113.00	N
Labor - Management	none	\$121.00	N
Labor - Outside Professional Services	none	Cost + 15%	N



AGENDA ITEM NO. 8.B.

DATE: July 26, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER ORDINANCE NO. 118 AMENDING ATTACHMENT “A” TO THE MPWD WATER SERVICE ORDINANCE REGARDING RATES AND CHARGES, AND SPECIFICALLY WATER CAPACITY CHARGES AND WATER DEMAND OFFSET FEES, EFFECTIVE OCTOBER 1, 2018

RECOMMENDATION:

Adopt Ordinance No. 118 amending Attachment “A” to the MPWD Water Service Ordinance No. 103 regarding Rates and Charges, and specifically Water Capacity Charges and Water Demand Offset Fees, effective October 1, 2018.

FISCAL IMPACT:

The following table summarizes the revenues recognized by the MPWD from Water Capacity Charges and Water Demand Offset Fees since implementation in 2015 (and through June 30, 2018):

	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - June 18	Total
WATER SYSTEM CAPACITY CHARGES	90,625.00	76,875.00	283,109.00	450,609.00
WATER DEMAND OFFSET CHARGES	13,793.00	9,393.00	33,899.00	57,085.00
TOTAL REVENUES	104,418.00	86,268.00	317,008.00	507,694.00

Added revenues as a result of the proposed increases will depend upon the level of development and recognized revenues. Staff estimates approximately \$20,000 - \$25,000 based upon FY 2017/2018 actuals.

BACKGROUND:

The *Water Capacity Charges Update dated March 20, 2015* was adopted by the Board of Directors per MPWD Ordinance 112 dated April 23, 2015. The Water Capacity Charges and Water Demand Offset Fees became effective on May 23, 2015.

Not only were Water Capacity Charges updated for new development requiring a “buy-in” to the MPWD system for its added service impact, but the MPWD also created water demand offset fees to manage the new demand within its available regional water system supply from the San Francisco Public Utilities Commission (SFPUC). This is in addition to the new development requirements to comply with current building codes requiring high efficiency water fixtures. Dependent upon the economy and local

development within the MPWD service area, these revenue sources supplement funding available for capital projects and water conservation/education programs and public outreach.

DISCUSSION:

In its 2015 report, BWA recommended that the MPWD review and update its Water Capacity Charges annually or periodically by adjusting the charges by the change in the ENR (Engineering News Records) Construction Cost Index to account for future construction cost inflation. The District Engineer was kind enough as a subscriber to the ENR to provide staff with the ENR Construction Cost Index for San Francisco for the past couple of years, and it is attached for reference.

Also, BWA recommended that the MPWD review and update its Water Demand Offset Fees annually or periodically by adjusting the fees by the U.S. Department of Labor, Bureau of Labor Statistics CPI (Consumer Price Index) change for San Francisco-Oakland-Hayward area. The BLS CPI chart (through April 2018) is also attached for reference.

MPWD operational costs have increased as have construction expenses as a result of its COP CIP implementation.

Staff discussed options last month with the Board and was directed to implement the following, effective October 1, 2018:

- A. Adjust the Water Capacity Charges by the ENR Construction Cost Index for San Francisco from December 2016 through December 2017 (3.5%) **PLUS** December 2015 through December 2016 (4.1%); and
- B. Adjust the Water Demand Offset Fees by the BLS CPI for the San Francisco-Oakland-Hayward area for the 2017 Annual Average (3.2%) **PLUS** the 2016 Annual Average (3.0%).

Updated fees and charges in the attached ordinance.

Annual reviews of these charges and fees will occur next year during the revenue requirements discussion for the FY 2018/2019 budget process to get on a more timely schedule (right after calendar year end when the ENR and BLS CPI schedules should be available).

Attachments: Ordinance No. 118

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

ORDINANCE NO. 118

AN ORDINANCE AMENDING ATTACHMENT “A” REGARDING RATES AND CHARGES TO THE WATER SERVICE ORDINANCE NO. 103, AND SPECIFICALLY THE WATER CAPACITY CHARGES AND WATER DEMAND OFFSET FEES

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors of the Mid-Peninsula Water District ("District") is authorized to establish and modify, as necessary, the rates and charges imposed for the provision of water service to its customers; and

WHEREAS, these rates and charges are set forth in Attachment “A” to the Water Service Ordinance No. 103, and include Water Capacity Charges and Water Demand Offset Fees; and

WHEREAS, the Water Capacity Charges and Water Demand Offset Fees were most recently updated and adopted as Ordinance No. 112 on April 23, 2015; and

WHEREAS, since the last adjustment to Water Capacity Charges and Water Demand Offset Fees, the District continues to experience and anticipates further increases in operating and capital improvement costs, including the need to replace aged infrastructure and expand the infrastructure, as necessary, to accommodate new development and sustain operations and service to its customer base; and

WHEREAS, in order for the District to maintain its operations, address existing system deficiencies, and adequately fund a long-term capital improvement program in light of the substantial increases in the costs of doing business, the recommended increases are necessary to the Water Capacity Charges and Water Demand Offset Fees, effective October 1, 2018, which increases are compliant with the District’s methodology to reasonably and equitably recover costs from each connection based on the capacity needs of the new development, while consistent with industry-standard methodology and compliant with applicable sections of the California Government Code; and

WHEREAS, having considered the entire record, including all financial analyses and budget projections, the Board of Directors has determined that the proposed changes in the water capacity charges and demand offset fees are necessary and appropriate to recover a proportionate share of costs for existing and future water system facilities and assets for new or expanded connections to the District's water system.

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

Section 1: Attachment "A" to the Water Service Ordinance No. 103 of the Mid-Peninsula Water District is amended and restated in its entirety as set forth on Attachment "A" attached hereto.

Section 2 – Effective Date: This Ordinance shall take effect and be in full force as of the date of its enactment, with the new Water Capacity Charges and Water Demand Offset Fees effective October 1, 2018. All prior ordinances or parts of ordinances that may be inconsistent with this Ordinance No. 118 hereby are repealed.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on the 26th day of July 2018 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President of the Board of Directors
Mid-Peninsula Water District

ATTEST:

Secretary of the Board



WATER SERVICE ORDINANCE 103

ATTACHMENT A

SCHEDULE OF RATES AND FEES

I. ACCOUNT OPENING CHARGES

- A. Application for Regular or Temporary Water Service \$10

II. SERVICE CONNECTION CHARGES

Service connections to the Mid-Peninsula Water District (MPWD) system require payment of a Meter Charge, Service Line and Installation Charge, Water Capacity Charge, and Water Demand Offset Charge. Charges are based upon the size of the service connection.

- A. Meter Charge – CURRENT ACTUAL COST

- B. Service Line and Installation Charge – CURRENT ACTUAL COST

An advance deposit will be required for service connections in the amount of the MPWD's estimate of the total cost to install. Any excess of actual installed costs shall be refunded to applicant. Any shortfall between the MPWD's estimate and actual installed costs shall be paid by the applicant prior to water service being activated.

C. Water System Capacity Charge

Water System Capacity Charges		
	CURRENT	EFFECTIVE 10/01/18
RESIDENTIAL	<u>Capacity Charge</u>	<u>Capacity Charge</u>
<i>Charge applies per residential dwelling unit</i>		-
Single Family Detached Dwelling Unit	\$9,375	\$10,043
<i>Charge applies to residential dwelling units served by meters up to 1-inch</i>		
Multi-Family Dwelling Unit	\$5,625	\$6,026
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>		
OTHER CONNECTIONS		
<i>Charge applies based on meter size</i>		-
<u>Meter Size</u>	<u>Capacity Charge</u>	<u>Capacity Charge</u>
Up to 3/4-inch	\$9,375	\$10,043
1-inch	15,625	\$16,738
1-1/2-inch	31,250	\$33,476
2-inch	50,000	\$53,561
3-inch	93,750	\$100,427
4-inch	156,250	\$167,379
6-inch	312,500	\$334,758
8-inch	500,000	\$535,613
 <i>Note: Standard charges shown. The District reserves the right to calculate alternative charges on a case-by-case basis to ensure charges reflect estimated water demand and/or recover the full costs of facilities benefiting new or expanded water service connections.</i>		

D. Water Demand Offset Charge

Water Demand Offset Charges					
		UWMP Water Shortage Response Stages			
		Stage 1	Stage 2	Stage 3	Stage 4
Water Supply Reduction		Up to 11%	12% - 18%	19% - 32%	33% - 50%
Required Water Demand Offset		25%	50%	75%	100%
RESIDENTIAL					
<i>Charge applies per residential dwelling unit</i>					
Single Family Detached Dwelling Unit	CURRENT	\$633	\$1,217	\$1,800	\$2,383
	EFF 10/01/18	\$673	\$1,294	\$1,913	\$2,533
<i>Applies to residential dwelling units served by meters up to 1-inch.</i>					
Multi-Family Dwelling Unit	CURRENT	\$380	\$730	\$1,080	\$1,430
	EFF 10/01/18	\$404	\$776	\$1,148	\$1,520
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>					
OTHER CONNECTIONS - Charge based on meter size					
Meter Size			CURRENT		
Up to 3/4-inch	-	633	1,217	1,800	2,383
1-inch		1,055	2,028	3,000	3,972
1-1/2-inch		2,110	4,057	6,000	7,943
2-inch		3,376	6,491	9,600	12,709
3-inch		6,330	12,170	18,000	23,830
4-inch		10,550	20,283	30,000	39,717
6-inch		21,100	40,567	60,000	79,433
8-inch		33,760	64,907	96,000	127,093
Meter Size			EFFECTIVE 10/01/18		
Up to 3/4-inch	-	673	1,294	1,913	2,533
1-inch		1,121	2,156	3,189	4,222
1-1/2-inch		2,243	4,312	6,378	8,443
2-inch		3,589	6,900	10,204	13,509
3-inch		6,729	12,936	19,133	25,330
4-inch		11,214	21,560	31,889	42,218
6-inch		22,428	43,121	63,778	84,434
8-inch		35,886	68,994	102,044	135,095

E. Temporary Water Service Connection for Construction

\$1,610

III. MONTHLY SERVICE AND COMMODITY CHARGES

MPWD WATER RATES EFFECTIVE JULY 1, 2018			
Current Rates			Rates Effective July 1, 2018
Fixed Monthly Charges			
<i>Billed based on meter size</i>			
<u>Meter</u>	<u>Meter Ratio</u>		
5/8"	1.00	\$24.00	\$26.00
1"	1.50	36.00	39.00
1 1/2"	2.50	60.00	65.00
2"	4.00	96.00	104.00
3"	6.00	144.00	156.00
4"	10.00	240.00	260.00
6"	25.00	600.00	650.00
Water Consumption Charges			
<i>Billed based on monthly metered water use (\$/hcf)</i>			
<u>Residential Rate Tiers</u>			
Tier 1	0 - 2 hcf	\$5.62	\$5.69
Tier 2	3 - 8 hcf	8.22	8.44
Tier 3	9 - 20 hcf	9.82	10.29
Tier 4	Over 20 hcf	11.42	12.14
<u>Commercial Rate Tiers</u>			
Tier 1	0 - 5 hcf	\$7.57	\$7.57
Tier 2	Over 5 hcf	8.67	8.89
Note: 1 hcf = one hundred cubic feet or approximately 748 gallons.			

Pursuant to the Government Code, the MPWD reserves the right to increase its water consumption charges to recover any additional unanticipated SFPUC water rate increases.

IV. WATER SHORTAGE EMERGENCY RATES

Water Shortage Emergency Rates may be implemented by authorization of MPWD's Board of Directors up to the maximum levels shown on the table below, which correspond with a 50% cutback in water demand from usage in 2013.

Maximum Water Shortage Emergency Rates					
Maximum rates effective on or after:					
	July 1 2015	July 1 2016	July 1 2017	July 1 2018	July 1 2019
WATER SHORTAGE EMERGENCY RATES (CONSUMPTION CHARGES)					
<i>Billed based on monthly metered water use (\$/hcf)*</i>					
<u>Single Family Residential Rate Tiers</u>					
Tier 1	\$5.00	\$5.30	\$5.60	\$5.90	\$6.25
Tier 2	9.90	10.57	11.15	11.72	12.14
Tier 3	11.88	12.71	13.43	14.23	14.83
Tier 4	13.86	14.85	15.72	16.74	17.53
<u>All Other Rate Tiers</u>					
Tier 1	\$9.24	\$9.70	\$10.07	\$10.50	\$10.79
Tier 2	10.56	11.17	11.69	12.33	12.81

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

Based on same levels of water use per tier as shown in MPWD Water Rates table.

V. PRIVATE FIRE PROTECTION SERVICE CHARGES

A. Residential	\$1.25/Month
B. Non-Residential	\$6.25/Month

VI. MISCELLANEOUS CHARGES

A. Returned Check	\$25 per returned check
B. Reconnection/Reinstatement of Service	\$40 per reconnection
C. Unauthorized Connection to Fire Hydrant	\$1,000 per connection
D. Unauthorized Hydrant Valve Operation	\$500 per operation
E. Meter Test Deposit	\$200 per test
F. Copy Fee	\$0.10 per page
G. After-Hours Service Call	\$40 per service call



AGENDA ITEM NO. 8.C.

DATE: July 26, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

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

RECOMMENDATION:

Receive progress report on MPWD public relations, marketing, and website activities presented by John Davidson of JRocket77 Graphic Design & Marketing.

FISCAL IMPACT:

Approximately \$2,500 for Mr. Davidson's consulting time and travel expenses, which is budgeted in FY 2018/2019 operations.

DISCUSSION:

John Davidson was last before the Board on November 16, 2016. His visit to the MPWD this time was for coordination of several projects with staff and to provide a progress report to the Board.

Mr. Davidson's progress report will include a "State of the MPWD Website", highlighting the Customer Connect and News Flash functions, employee training, response to online Bill-Pay marketing campaigns, and an update on site statistics.

BOARD ACTION: A PPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____
UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: July 26, 2018

MANAGER'S REPORT

FOLLOW-UP FROM 06/28/18 REGULAR BOARD MEETING

- New MPWD Employment Application was finalized and recruitments will be advertised next month for three (3) Water Service Operators.
- FY 2018/2019 MPWD Operating and Capital Budgets will be organized into a budget document and distributed to the Board at next month's regular meeting; will be posted to the website by mid-August.
- Staff will have an update for the Board next month on the surplus real property.
- Rules of the Board will be posted to the website by mid-August.
- GASB 75 Valuation and OPEB Actuarial Report for MPWD as of July 1, 2017 by Dempsey Filliger & Associates will be posted to the website by mid-August.
- Timely submitted the San Mateo County Candidate Policy Form for Special Districts Statewide General Election on November 6, 2018.
- Timely casted MPWD electronic ballot in the CSDA Election for Seat A in the Bay Area Network.

MPWD EMPLOYEES ASSOCIATION

Labor negotiations continued between Management and the MPWD Employees Association, and a timely letter agreement within the next couple of months is anticipated for the Board's ratification.

PARS PENSION RATE STABILIZATION PROGRAM (PRSP)

The PRSP implementation documents with PARS have been finalized by staff and District Counsel and executed. Initial funding in the amount of \$400,000 (of the total \$1.6 million approved by the Board) should be in place by August 31, 2018. The three (3) remaining \$400,000 payments would be transmitted to the PRSP on October 31, 2018, December 31, 2018, and March 31, 2019.

FY 2017/2018 EMPLOYEE SAFETY INCENTIVE AND LOSS PREVENTION PROGRAM

A total of \$15,000 was budgeted for the Employee Safety Incentive and Loss Prevention last fiscal year. All 18 employees participated at some level in the program but only 14 employees received incentives totaling \$5,900 for FY 2017/2018.

Like last year, participation premiums were added to incentives for employees with full program participation for the last 4 years (\$300 premium) and 3 years (\$200 premium), which totaled \$2,500. This brought the total cost of the program to \$8,400.

The objectives of the Employee Safety Incentive and Loss Prevention Program:

- Enhance Employee safety awareness;
- Promote a safe working environment;
- Prevent lost time from work;
- Prevent loss to and/or damaged MPWD equipment and property; and
- Encourage positive employee participation.

Participation in the program is voluntary. It includes three (3) components:

1. Attend 90% of organizational safety meetings.
2. Report a minimum of two (2) safety observations each month. Four (4) safety observations reported each month earns the maximum incentive.
3. Make one safety/loss prevention presentation or demonstration per calendar year at an organizational safety meeting. The maximum incentive is earned with a presentation originally developed or created by the employee.

For minimum participation: An employee will receive one-time incentive pay up to a total of \$300 (payable by July 31st) if the minimum measurable Goals 1, 2, and 3 of the program are achieved. \$100 will be earned for each measurable goal achieved.

For maximum participation: An employee will receive one-time incentive pay up to a total of \$500 (payable by July 31st) if the maximum measurable Goals 1, 2, and 3 of the program are achieved. \$100 for 90% attendance at Safety Meetings; \$200 for four (4) reported Safety Observations each month; and \$200 for a presentation originally developed or created by the employee.

There are no program penalties for accidents or incidents, unless they are intentional or determined by the General Manager to be repeated safety violations.

Staff has ideas for upgrading the program and once developed with employees will bring it back to the Board for consideration.

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

- | | |
|------------------|-------------------|
| • Joan Cassman | March 9, 2019 |
| • Jeff Ira | December 7, 2018 |
| • Betty Linvill | December 27, 2018 |
| • Joubin Pakpour | December 7, 2018 |
| • Candy Pina | December 20, 2018 |
| • Rene Ramirez | December 15, 2018 |
| • Tammy Rudock | December 28, 2018 |
| • Julie Sherman | December 31, 2018 |
| • Al Stuebing | December 17, 2018 |
| • Louis Vella | December 26, 2018 |
| • Dave Warden | January 12, 2019 |
| • Matt Zucca | April 16, 2019 |

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>

WATER CONSERVATION SUMMARY

Water consumption for June 2018 was down 16.4% when compared to 2013.

The R-GPCD (Residential-Gallons per Capita per Day) was 105.00 (compared to 122.6 in 2013).

Cumulative water savings from July 1, 2017 through June 30, 2018 (compared to 2013) was -17.3%.

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

AUGUST 23, 2018

- Consider/Approve Schedule of MPWD Miscellaneous Fees and Charges, effective January 1, 2019.
- Consider Notice of Completion for FY 2017/2018 CIP.
- Consider professional services contract for design of Dekoven Tanks Replacement Project.
- Consider ratification of letter agreement between MPWD and MPWD Employees Association.
- Establish Appropriations Limit for FY 2018/2019.
- Receive progress report on MPWD Strategic Plan 2016-2018.
- Review Annual Report on Fiscal Year Reimbursements over \$100 to Employees.
- Annual review of Catalog of Enterprise Systems.

SEPTEMBER 27, 2018

- Review and approve Conflict of Interest Code (every even-numbered year).
- Receive annual General Manager’s progress report for FYE June 30, 2018.
- Receive BAWSCA report.

OCTOBER 25, 2018

- Receive Quarterly Reconciliation Report on 2016 COP Financing for period July 1, 2018 through September 30, 2018, and Quarterly Project Fund Report through September 30, 2018.
- Receive annual financial audit report for Fiscal Year End June 30, 2018. Post to website.
- Required Ethics training for Form 700 officers and elected officials to be completed (AB 1234).

UPCOMING MEETINGS/EVENTS

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

BAWSCA Water Management Meeting (Foster City): August 2, 2018

CSDA Annual Conference and Exhibition Showcase (Indian Wells): September 24-27, 2018

ACWA JPIA 2018 Fall Conference & Exhibition (San Diego): November 26-30, 2018

ACWA JPIA 2019 Fall Conference & Exhibition (Monterey): May 6-10, 2019



TO: Board of Directors

FROM: Candy Pina

DATE: July 26, 2018

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

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

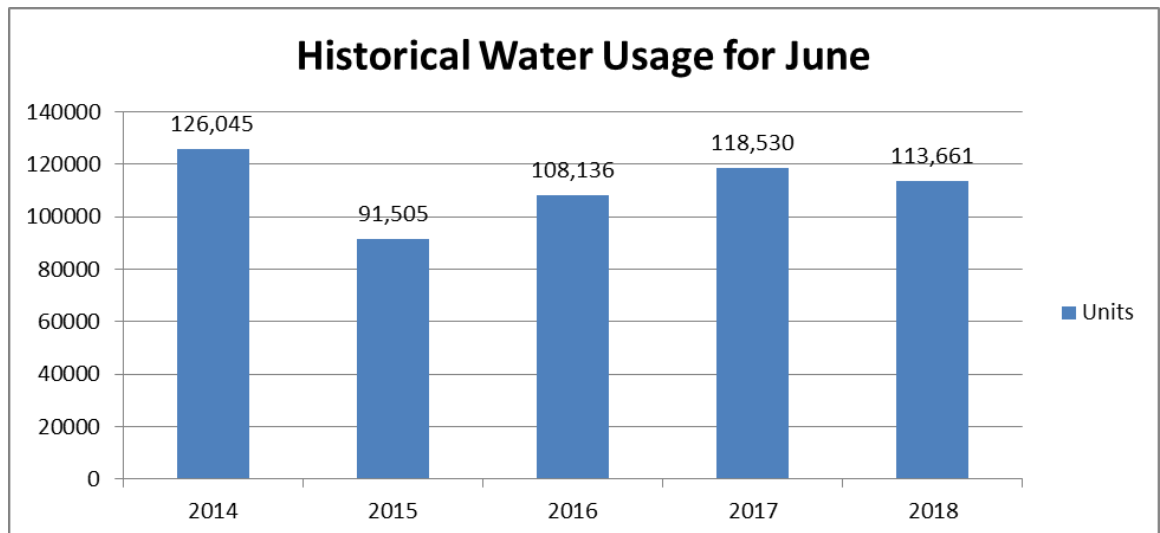
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 06/30/18	BALANCE @ 07/19/18
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$362,845	\$248,655
LAIF	\$6,547,072	\$6,247,072
BNY INSTALLMENT ACCOUNT	\$1,717	\$301,717
TOTAL	\$6,912,235	\$6,798,044

Reserve Account	Balance @ 06/30/2016	Balance @ 06/30/2017	Balance @ 06/30/2018	Budget for Reserve Policy
Capital Reserves			\$ 1,447,072	\$ 1,500,000
Working Capital Reserves			\$ 1,500,000	\$ 1,500,000
TOTAL RESERVE FUNDS	\$ 4,055,161	\$ 5,690,511	\$ 2,947,072	\$ 3,000,000
Committed Capital Pay-Go			\$ 500,000	\$ 500,000
PARS OPEB Liability			\$ 1,500,000	\$ 1,500,000
PARS PRSP Pension Liability			\$ 1,600,000	\$ 1,600,000
APPROVED RESERVE EXP			\$ 3,600,000	\$ 3,600,000
TOTAL RESERVE FUNDS	\$ 4,055,161	\$ 5,690,511	\$ 6,547,072	\$ 6,600,000

Please see attached report through June 30, 2018 on MPWD PARS (Public Agency Retirement Services) OPEB (Other Post-Employment Benefits) Trust Program, which will be provided on a quarterly basis.

2) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2017/2018					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	117,761	991,425	221,480	1,212,904	1,263
AUG	124,029	1,058,493	221,539	1,280,032	1,263
SEP	127,050	1,086,960	221,731	1,308,691	1,263
OCT	117,970	969,367	220,229	1,189,596	1,270
NOV	100,278	842,728	221,252	1,063,980	1,258
DEC	76,510	597,628	221,492	819,121	1,276
JAN	85,964	649,486	221,521	871,007	1,271
FEB	74,590	563,551	220,748	784,299	1,277
MAR	71,713	574,400	223,925	798,325	1,276
APR	69,291	551,631	220,858	772,489	1,269
MAY	91,416	733,492	220,875	954,367	1,280
JUN	113,661	960,989	221,066	1,182,055	1,283
TOTAL	1,170,233	9,580,149	2,656,717	12,236,866	15,249



CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 07/19/18 – ACWA Webinar on automated system for annual fees.
- 2) Candy Pina: 07/15-19/18 – Various meetings with Dan Bergmann regarding COP funds and Pay-Go Funds for quarterly reporting.
- 3) Candy Pina: 07/20/18 – ACWA JPIA Leadership Essentials Webinar.
- 4) Candy Pina: 07/25/18 – Building a Foundation of Future Leaders Conference.

TEAM BUILDING ACTIVITIES:

None to report.

PARS OPEB Trust Program - June 30, 2018

ACCOUNT SUMMARY						
Month	Beginning Balance	Contributions	Earnings	Expenses (Trustee/Investment Management Fee)	Ending Balance	Expenses (Administrative Fee)
2014/2015	\$ 368,264.01	\$ 56,925.00	\$ 8,693.45	\$ 965.18	\$ 432,917.28	\$ 3,600.00
2015/2016	\$ 432,917.28	\$ 181,575.00	\$ 13,043.87	\$ 1,179.47	\$ 626,356.68	\$ 3,600.00
2016/2017	\$ 626,356.68	\$ 108,702.00	\$ 45,569.47	\$ 1,829.05	\$ 778,799.10	\$ 3,600.00

INVESTMENT RETURN				
1-Month	3-Months	1-Year	3-Years Annualized Return	5-Years Annualized Return
-0.98%	-0.68%	2.18%	6.09%	
0.85%	2.09%	2.11%	4.54%	
0.29%	2.33%	6.65%	3.63%	5.39%

ACCOUNT SUMMARY						
Month	Beginning Balance	Contributions	Earnings	Expenses (Trustee/Investment Management Fee)	Ending Balance	Expenses (Administrative Fee)
Jul 2017	\$ 778,799.10	\$ 41,100.67	\$ 8,647.81	\$ 166.75	\$ 828,380.83	\$ 300.00
Aug 2017	\$ 828,380.83	\$ -	\$ 5,481.73	\$ 168.43	\$ 833,694.13	\$ 300.00
Sep 2017	\$ 833,694.13	\$ 41,100.67	\$ 4,466.65	\$ 179.43	\$ 879,082.02	\$ 300.00
Oct 2017	\$ 879,082.02	\$ -	\$ 5,330.42	\$ 180.60	\$ 884,231.84	\$ 300.00
Nov 2017	\$ 884,231.84	\$ -	\$ 4,572.29	\$ 190.57	\$ 888,613.56	\$ 300.00
Dec 2017	\$ 888,613.56	\$ 76,908.33	\$ 7,447.38	\$ 193.69	\$ 972,775.58	\$ 300.00
Jan 2018	\$ 972,775.58	\$ -	\$ 21,083.63	\$ 251.09	\$ 993,608.12	\$ 300.00
Feb 2018	\$ 993,608.12	\$ -	\$ (24,489.01)	\$ 272.19	\$ 968,846.92	\$ 300.00
Mar 2018	\$ 968,846.92	\$ -	\$ (4,794.87)	\$ 273.19	\$ 963,778.86	\$ 300.00
Apr 2018	\$ 963,778.86	\$ -	\$ (1,196.26)	\$ 273.13	\$ 962,309.47	\$ 300.00
May 2018	\$ 962,309.47	\$ 375,000.00	\$ 10,486.12	\$ 272.46	\$ 1,347,523.13	\$ 300.00
Jun 2018	\$ 1,347,523.13		\$ 2,347.49	\$ 271.82	\$ 1,349,598.80	\$ 300.00
2017/2018	\$ 778,799.10	\$ 534,109.67	\$ 39,383.38	\$ 2,693.35	\$ 1,349,598.80	\$ 2,100.00

Total Net Earnings YTD **\$ 100,023.12**

INVESTMENT RETURN				
1-Month	3-Months	1-Year	3-Years Annualized Return	5-Years Annualized Return
1.07%	2.37%	5.71%	4.29%	5.37%
0.66%	2.03%	6.18%	3.99%	5.27%
0.53%	2.28%	6.47%	4.64%	5.10%
0.61%	1.81%	8.19%	4.51%	5.25%
0.52%	1.67%	9.38%	4.35%	5.23%
0.79%	1.93%	9.56%	4.82%	5.21%
2.17%	3.51%	10.74%	5.30%	5.40%
-2.46%	0.00%	6.56%	3.97%	4.75%
-0.49%	-0.83%	5.79%	3.79%	4.45%
-0.12%	-3.05%	4.59%	3.70%	4.20%
0.96%	0.34%	4.55%	3.98%	4.51%
0.17%	1.01%	4.43%	4.38%	4.94%



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: July 26, 2018

OPERATIONS REPORT – June

Projects:

- During June staff was able to install 72 AMI meters in either Zone 2 or 3;
- Held meeting with Schaaf & Wheeler to discuss the preliminary basis of design report for the Old County Road Improvement capital project;
- Staff provided daily inspection to and participated in weekly meetings as construction progresses on the joint project with City of Belmont. As June was ending the contractor had almost their construction work on Davey Glenn, the first of three work locations;
- In mid-June held a required pre-proposal meeting for those firms interested in submitting proposals to provide on-call construction management and inspection services in support of three capital program projects, which without outside support will outstrip staff's ability to manage these major projects proactively;
- On last Thursday of month, staff interviewed three (3) firms vying for consideration of the on-call construction management/inspection services;
- During early July, staff negotiated scope of work/level of effort with three (3) firms to provide construction management, project constructability reviews and another set of eyes during the design of the three (3) largest and most complicated projects in the capital program. Professional Service Agreements were signed with the following firms in the following amounts:
 1. Tanner Pacific, Inc., from San Carlos in support of CIP: 04-1621-CP, the crossing of SR 101 at PAMF in the amount of \$18,830;
 2. 4LEAF, Inc., from Pleasanton in support of CIP: 05-1621-CP, the Old County Road Improvement project in the amount of \$17,617; &
 3. Vali Cooper & Associates, Inc., from Concord in support of CIP: 06-1621-CP, the El Camino Real/Malcolm Avenue Projects in the amount of \$18,360.
- Inspected work by contractor and relocated 1-inch service for 400 Industrial Road;
- Constructed a service upgrade to 1103 North Road;
- Completed paving work at 2504 Newlands Avenue;
- Constructed a service upgrade to 2514 Carmelita Avenue; and
- Tapped a new 6-inch fire service at 400 Industrial Road.

Maintenance:

- Responded to and completed 234 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 272 locations, which was 14% less than last month and indicative of the level of effort staff has put out regularly the past couple of years to keep up with development in the community;
- Read meters in zones without AMI;
- Replaced fire hydrant hit at 300 Harbor Blvd (District was contacted by person's auto insurance regarding investigation);
- Replaced a non-working fire hydrant on Davey Glenn;
- Relocated water meter at 1913 Lyon Avenue after replacing broken curb stop;
- Installed a new check valve on fire hydrant at 1909 Lyon Avenue;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continued to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitored for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring. One of two tanks at the following tank sites was removed from service for maintenance work and to maintain water quality: Buckland, Exbourne and Dekoven.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
6/20/18	2402 Casa Bona	Service Leak	Copper	1955	<5,000

Development:

Staff is currently working with developers on 48 development projects:

Mixed Use Commercial/Multi-Family Residential:

- o 576-600 El Camino Real – Fire and domestic backflows installed, awaiting meter manifold installation;
- o 400-490 El Camino Real – Awaiting meter manifold installation;
- o 1325 Old County Rd. – Currently reviewing plans; letter of intent provided;
- o 800 Belmont Ave. – Contacted by developer, tentative plans;
- o 815 Old County Rd. – Contacted by developer tentative plans; and
- o 1300 El Camino Real - Currently reviewing plans, letter of intent requested.

Commercial:

- o 539 Harbor Blvd. – Updated installation quote;
- o 1201 Shoreway Road – Domestic/Fire services installed awaiting hydrant relocation schedule;

- 1477 El Camino Real – Currently reviewing their plans;
- Belmont Ave Parcel APN's – (2) awaiting plans;
- 1500 Ralston Ave. – Currently reviewing plans;
- 2200 Carlmont Dr. – Installation in progress;
- 1400 Alameda de las Pulgas – Submittals approved;
- 400 Industrial Road – Installations complete, awaiting domestic backflow installation; and
- 2710 Ralston Ave. – awaiting plans.

Residential:

- 1829 Oak Knoll – Installation scheduled;
- 10 Notre Dame Place – Pre-construction meeting scheduled;
- 3828 Naughton Ave - Awaiting plans;
- 1919 Oak Knoll Dr. – Currently reviewing their plans;
- 1630 Robin Whipple – Currently reviewing their plans;
- 2720 Belmont Canyon Rd – Plans approved, awaiting payment;
- 2515 Carlmont Dr. - Currently reviewing their plans;
- 1105 Tahoe – Plans approved;
- 2856 San Juan - Plans approved, fee schedule provided;
- 2009 Mezes – Currently reviewing their plans;
- 2723 Monserrat – Currently reviewing their plans;
- 796 Miramar Terrace - Currently reviewing their plans;
- 2114 Cipriani – Currently reviewing their plans;
- Bishop Road development – Payment for install, 1 of 3;
- Talbryn Dr. parcel - Developer requesting system information;
- Ralston Parcel - Developer requesting system information;
- 2620 Ponce – Currently reviewing their plans;
- 1320 Talbryn Lane Development- Awaiting connection fees;
- 2689 Comstock – Installed, awaiting backflow installation;
- 3918 Christian Dr. – Plans approved;
- 517 Middlesex Road - Currently reviewing their plans;
- 665 South - Currently reviewing their plans;
- 713 Alameda – Awaiting payment;
- 853 Alameda – Plans approved;
- 857 Alameda – Plans approved;
- 861 Alameda – Currently reviewing their plans;
- 2723 Wemberly - Currently reviewing their plans;
- 2514 Carmelita – Installation scheduled;
- 3900 Marsten – Currently reviewing their plans;
- 3405 Hillcrest - Awaiting payment;
- 617 Mountain View - Currently reviewing their plans.
- 1121 Notre Dame – Installation scheduled; and
- 3900 Christian – Currently reviewing their plans.

Administration:

- Getting closer to a renewed uniform services agreement with CINTAS;
- Attended a City of Belmont meeting to discuss their street slurry seal program for the summer. City staff indicates 10% of streets will be receiving a slurry seal treatment under this summer's program;
- Attended the quarterly meeting with City of Belmont Management staff;
- Some staff were able to attend the SFPUC Wholesale customer meeting;
- Met with Fire Department as part of an ongoing discussion about their training needs and how important it is for the District to be provided notice well in advance of the training to mitigate water system operational abnormalities;
- Held an Operations staff meeting;
- Continued to actively managing five (5) engineering design contracts related to the CIP; and
- Continued to actively manage power use during pumping operations.

MEMO

Agency: Mid-Peninsula Water District **Date** July 19, 2018
Attn: Board of Directors
Project Name: Karen, Mezes, Arthur, South & Folger Water Main Improvements **Project No.** 10012.16
Reference: Project Update
From: Joubin Pakpour, P.E. – District Engineer

Construction Status

During June, Stoloski & Gonzalez (S&G) placed the final permanent paving, slurry sealed and striped. Work during this period also included miscellaneous concrete work and replacement of the fire service connection at Dairy Lane.

On July 16, 2018, the District deemed the project substantially complete and issued a punchlist with 20 items.

Change Order No. 6 and Balancing Change Order

Enclosed please find Change Order No.6 which included additional work associated with the fire service connection at Dairy Lane and Folger Court slurry seal in the amount of \$8,077.36.

Also enclosed please find the Balancing Change Order in the sum of \$12,780.81 for additional materials used. The balancing change order adjusts the original bid quantities to reflect the actual constructed quantities.

Total change orders for the project are \$66,428.41 (3.2% of initial contract price), well below the industry standard of 10% for underground construction projects. Three major items contributed to project change orders as seen below.

Change Order Description – Total	Total Amount	% Increase over Original Contract	% of Total Change Order
Owner requested changes (MPWD)	\$10,757.45	0.5%	16.2%
Unforeseen Site Conditions	\$35,760.15	1.7%	53.8%
Items missing from Plans & Specifications	\$0.00	0.0%	0.0%
Other / Miscellaneous	\$19,910.81	1.0%	30.0%
Total:	\$66,428.41	3.2%	100%

Request for Progress Payment No. 9 - Final

As of June 30, 2018, S&G completed 100% of the contractual work **(\$2,121,699.41)**. Enclosed please find Progress Payment No. 9 due S&G for this period for **\$92,726.17** (value of work including change order, less 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 2,055,271.00	
Approved Change Orders/Balancing Change Order	\$20,858.17	\$ 66,428.41	3.2%
Final Contract Amount		\$ 2,121,699.41	
Previous Value of Work Completed		\$ 2,024,093.24	
Previously Paid		\$ 1,922,889.24	
Current Request (Includes Change orders, Less Retention)	\$ 92,726.17	\$ 2,015,615.41	
Retention	\$ 4,880.00	\$ 106,085.00	
Total Value of Work Completed	\$ 97,606.17	\$ 2,121,699.41	100%
Total Remaining on Contract		\$ 0.00	0%

The total amount retained for this project is **\$106,085.00** which will be released 25 days after accepting the project, verification S&G has paid their vendor/subcontractors in full, and filing the Notice of Completion with the County. We anticipate project acceptance at the August 23, 2018 MPWD Board of Directors Meeting.

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	8-inch Fusible C900 PVC	LF	\$ 203	972	\$ 197,316.00	18	\$ 203	\$ 3,654.00	990	\$ 203.00	\$ 200,970.00	0	\$ -	0%	990	\$ 200,970.00	100%	990	\$ 200,970.00	100%
2	8-inch Class 350 DIP	LF	\$ 309	1,563	\$ 482,967.00	70	\$ 309	\$ 21,630.00	1,633	\$ 309.00	\$ 504,597.00	0	\$ -	0%	1633	\$ 504,597.00	100%	1633	\$ 504,597.00	100%
3	10-inch Class 350 DIP	LF	\$ 336	785	\$ 263,760.00	9	\$ 336	\$ 3,024.00	794	\$ 336.00	\$ 266,784.00	0	\$ -	0%	794	\$ 266,784.00	100%	794	\$ 266,784.00	100%
4	Dairy Lane - Fire Service Tie-in at Sta. 10+00 (Detail A)	LS	\$ 6,500	1	\$ 6,500.00	0	\$ 6,500	\$ -	1	\$ 6,500.00	\$ 6,500.00	0	\$ -	0%	1	\$ 6,500.00	100%	1	\$ 6,500.00	100%
5	Karen Road/O'Neill Avenue - Tie-in to 8" PVC at Sta. 11+79 (Detail B)	LS	\$ 8,500	1	\$ 8,500.00	0	\$ 8,500	\$ -	1	\$ 8,500.00	\$ 8,500.00	0	\$ -	0%	1	\$ 8,500.00	100%	1	\$ 8,500.00	100%
6	Karen Road/O'Neill Avenue - Tie-in to 12" ACP at Sta. 12+12 (Detail C)	LS	\$ 6,500	1	\$ 6,500.00	0	\$ 6,500	\$ -	1	\$ 6,500.00	\$ 6,500.00	0	\$ -	0%	1	\$ 6,500.00	100%	1	\$ 6,500.00	100%
7	Karen Road - Fire Service Tie-in at Sta. 13+97	LS	\$ 7,000	1	\$ 7,000.00	0	\$ 7,000	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$ 7,000.00	100%	1	\$ 7,000.00	100%
8	Karen Road/Harbor Blvd - Tie-in to 12" ACP at Sta. 19+72 (Detail D)	LS	\$ 19,000	1	\$ 19,000.00	0	\$ 19,000	\$ -	1	\$ 19,000.00	\$ 19,000.00	0	\$ -	0%	1	\$ 19,000.00	100%	1	\$ 19,000.00	100%
9	Mezes Avenue - Tie-in to 6" CIP, Sta. 10+00 to 10+15 (Detail E)	LS	\$ 12,000	1	\$ 12,000.00	0	\$ 12,000	\$ -	1	\$ 12,000.00	\$ 12,000.00	0	\$ -	0%	1	\$ 12,000.00	100%	1	\$ 12,000.00	100%
10	Mezes Avenue - Tie-in to 6" CIP, Sta. 13+45 to 13+55 (Detail F)	LS	\$ 10,500	1	\$ 10,500.00	0	\$ 10,500	\$ -	1	\$ 10,500.00	\$ 10,500.00	0	\$ -	0%	1	\$ 10,500.00	100%	1	\$ 10,500.00	100%
11	Mezes Avenue/Lyon Avenue - Tie-in to 4" PVC, Sta. 20+59 to 20+88 (Detail G)	LS	\$ 23,000	1	\$ 23,000.00	0	\$ 23,000	\$ -	1	\$ 23,000.00	\$ 23,000.00	0	\$ -	0%	1	\$ 23,000.00	100%	1	\$ 23,000.00	100%
12	Arthur Avenue - Tie-in to 8" CIP, Sta. 10+00 to 10+10 (Detail H)	LS	\$ 10,900	1	\$ 10,900.00	0	\$ 10,900	\$ -	1	\$ 10,900.00	\$ 10,900.00	0	\$ -	0%	1	\$ 10,900.00	100%	1	\$ 10,900.00	100%
13	Arthur Avenue/Coronet Blvd - Tie-in to 8" CIP at Sta. 10+54 (Detail I)	LS	\$ 15,600	1	\$ 15,600.00	0	\$ 15,600	\$ -	1	\$ 15,600.00	\$ 15,600.00	0	\$ -	0%	1	\$ 15,600.00	100%	1	\$ 15,600.00	100%
14	Arthur Avenue/Covington Road - 6" DIP Modification (Detail J)	LS	\$ 12,700	1	\$ 12,700.00	0	\$ 12,700	\$ -	1	\$ 12,700.00	\$ 12,700.00	0	\$ -	0%	1	\$ 12,700.00	100%	1	\$ 12,700.00	100%
15	Arthur Avenue/Alameda de las Pulgas - Tie-in to 8" CIP at Sta. 20+93 (Detail K)	LS	\$ 16,000	1	\$ 16,000.00	0	\$ 16,000	\$ -	1	\$ 16,000.00	\$ 16,000.00	0	\$ -	0%	1	\$ 16,000.00	100%	1	\$ 16,000.00	100%
16	Middle Road/Notre Dame Avenue - 6"/8" CIP Tie-ins (Detail L)	LS	\$ 29,000	1	\$ 29,000.00	0	\$ 29,000	\$ -	1	\$ 29,000.00	\$ 29,000.00	0	\$ -	0%	1	\$ 29,000.00	100%	1	\$ 29,000.00	100%
17	South Road/Middle Road - 6" CIP Tie-in (Detail M)	LS	\$ 32,000	1	\$ 32,000.00	0	\$ 32,000	\$ -	1	\$ 32,000.00	\$ 32,000.00	0	\$ -	0%	1	\$ 32,000.00	100%	1	\$ 32,000.00	100%
18	South Road/Debbie Lane - 6" CIP Tie-in (Detail N)	LS	\$ 35,400	1	\$ 35,400.00	0	\$ 35,400	\$ -	1	\$ 35,400.00	\$ 35,400.00	0	\$ -	0%	1	\$ 35,400.00	100%	1	\$ 35,400.00	100%
19	South Road/Hainline Drive - 4" CIP Tie-in (Detail O)	LS	\$ 21,000	1	\$ 21,000.00	0	\$ 21,000	\$ -	1	\$ 21,000.00	\$ 21,000.00	0	\$ -	0%	1	\$ 21,000.00	100%	1	\$ 21,000.00	100%
20	South Road/Korbel Way - 4" CIP Tie-in (Detail P)	LS	\$ 18,000	1	\$ 18,000.00	0	\$ 18,000	\$ -	1	\$ 18,000.00	\$ 18,000.00	0	\$ -	0%	1	\$ 18,000.00	100%	1	\$ 18,000.00	100%
21	South Road Vannier Drive - 4" CIP Tie-in (Detail Q)	LS	\$ 18,500	1	\$ 18,500.00	0	\$ 18,500	\$ -	1	\$ 18,500.00	\$ 18,500.00	0	\$ -	0%	1	\$ 18,500.00	100%	1	\$ 18,500.00	100%
22	South Road/College View Way - 8" ACP Tie-in (Detail R)	LS	\$ 22,000	1	\$ 22,000.00	0	\$ 22,000	\$ -	1	\$ 22,000.00	\$ 22,000.00	0	\$ -	0%	1	\$ 22,000.00	100%	1	\$ 22,000.00	100%
23	Folger Drive - Tie-in to 10" DIP, Sta: 10+00 to 10+10 (Detail S)	LS	\$ 6,000	1	\$ 6,000.00	0	\$ 6,000	\$ -	1	\$ 6,000.00	\$ 6,000.00	0	\$ -	0%	1	\$ 6,000.00	100%	1	\$ 6,000.00	100%
24	Folger Drive/Notre Dame Avenue - Tie-in to 6" CIP, Sta. 17+95 to 18+00 (Detail T)	LS	\$ 7,000	1	\$ 7,000.00	0	\$ 7,000	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$ 7,000.00	100%	1	\$ 7,000.00	100%
25	10" Gate Valve	EA	\$ 3,600	5	\$ 18,000.00	0	\$ 3,600	\$ -	5	\$ 3,600.00	\$ 18,000.00	0	\$ -	0%	5	\$ 18,000.00	100%	5	\$ 18,000.00	100%
26	8" Gate Valve	EA	\$ 2,500	42	\$ 105,000.00	1	\$ 2,500	\$ 2,500.00	43	\$ 2,500.00	\$ 107,500.00	0	\$ -	0%	43	\$ 107,500.00	100%	43	\$ 107,500.00	100%
27	8" Fire Service Connection (Assembly)	EA	\$ 17,500	1	\$ 17,500.00	0	\$ 17,500	\$ -	1	\$ 17,500.00	\$ 17,500.00	1	\$ 17,500.00	100%	0	\$ -	0%	1	\$ 17,500.00	100%
28	6" Fire Hydrant Assembly	EA	\$ 12,500	12	\$ 150,000.00	0	\$ 12,500	\$ -	12	\$ 12,500.00	\$ 150,000.00	0	\$ -	0%	12	\$ 150,000.00	100%	12	\$ 150,000.00	100%
29	Fire Hydrant Bollard	EA	\$ 400	20	\$ 8,000.00	(16)	\$ 400	\$ (6,400.00)	4	\$ 400.00	\$ 1,600.00	0	\$ -	0%	4	\$ 1,600.00	100%	4	\$ 1,600.00	100%
30	Fire Hydrant Retaining Wall	EA	\$ 3,900	1	\$ 3,900.00	(1)	\$ 3,900	\$ (3,900.00)	0	\$ 3,900.00	\$ -	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
31	2" Blow-Off Assembly	EA	\$ 4,200	1	\$ 4,200.00	0	\$ 4,200	\$ -	1	\$ 4,200.00	\$ 4,200.00	0	\$ -	0%	1	\$ 4,200.00	100%	1	\$ 4,200.00	100%
32	1" Combination Air Valve	EA	\$ 3,100	1	\$ 3,100.00	2	\$ 3,100	\$ 6,200.00	3	\$ 3,100.00	\$ 9,300.00	0	\$ -	0%	3	\$ 9,300.00	100%	3	\$ 9,300.00	100%
33	8" PRV Station	LS	\$ 31,000	1	\$ 31,000.00	0	\$ 31,000	\$ -	1	\$ 31,000.00	\$ 31,000.00	0	\$ -	0%	1	\$ 31,000.00	100%	1	\$ 31,000.00	100%
34	Anode Test Station	EA	\$ 1,400	11	\$ 15,400.00	1	\$ 1,400	\$ 1,400.00	12	\$ 1,400.00	\$ 16,800.00	0	\$ -	0%	12	\$ 16,800.00	100%	12	\$ 16,800.00	100%

Bid	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
Item	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
35	2" Service Connection to Existing Meter	EA	\$ 3,700	1	\$ 3,700.00	0	\$ 3,700	\$ -	1	\$ 3,700.00	\$ 3,700.00	0	\$ -	0%	1	\$ 3,700.00	100%	1	\$ 3,700.00	100%
36	1.5" Service Connection	EA	\$ 3,500	1	\$ 3,500.00	0	\$ 3,500	\$ -	1	\$ 3,500.00	\$ 3,500.00	0	\$ -	0%	1	\$ 3,500.00	100%	1	\$ 3,500.00	100%
37	1" Service Connection with 2" Service line	EA	\$ 3,200	1	\$ 3,200.00	0	\$ 3,200	\$ -	1	\$ 3,200.00	\$ 3,200.00	0	\$ -	0%	1	\$ 3,200.00	100%	1	\$ 3,200.00	100%
38	1" or 5/8" Service Connection	EA	\$ 3,100	68	\$ 210,800.00	(2)	\$ 3,100	\$ (6,200.00)	66	\$ 3,100.00	\$ 204,600.00	0	\$ -	0%	66	\$ 204,600.00	100%	66	\$ 204,600.00	100%
39	Residential PRV	EA	\$ 400	3	\$ 1,200.00	0	\$ 400	\$ -	3	\$ 400.00	\$ 1,200.00	0	\$ -	0%	3	\$ 1,200.00	100%	3	\$ 1,200.00	100%
40	Service Meter Retaining Wall	EA	\$ 1,100	5	\$ 5,500.00	0	\$ 1,100	\$ -	5	\$ 1,100.00	\$ 5,500.00	0	\$ -	0%	5	\$ 5,500.00	100%	5	\$ 5,500.00	100%
41	Abandon Existing Fire Hydrant Assembly	EA	\$ 800	7	\$ 5,600.00	(1)	\$ 800	\$ (800.00)	6	\$ 800.00	\$ 4,800.00	0	\$ -	0%	6	\$ 4,800.00	100%	6	\$ 4,800.00	100%
42	Abandon Existing Gate Valve/Blow-Off	EA	\$ 450	25	\$ 11,250.00	6	\$ 450	\$ 2,700.00	31	\$ 450.00	\$ 13,950.00	5	\$ 2,250.00	16%	26	\$ 11,700.00	84%	31	\$ 13,950.00	100%
43	Traffic Striping and Markings	LS	\$ 25,000	1	\$ 25,000.00	0	\$ 25,000	\$ -	1	\$ 25,000.00	\$ 25,000.00	1	\$ 25,000.00	100%	0	\$ -	0%	1	\$ 25,000.00	100%
44	Type II Slurry Seal	SF	\$ 0.39	120,200	\$ 46,878.00	(6921)	\$ 0.39	\$ (2,699.19)	113,279	\$ 0.39	\$ 44,178.81	113279	\$ 44,178.81	100%	0	\$ -	0%	113279	\$ 44,178.81	100%
45	4" Deeplift Pavement Repair at Karen Road	SF	\$ 12	2,900	\$ 34,800.00	506	\$ 12	\$ 6,072.00	3,406	\$ 12.00	\$ 40,872.00	0	\$ -	0%	3406	\$ 40,872.00	100%	3406	\$ 40,872.00	100%
46	Traffic Control	LS	\$ 45,000	1	\$ 45,000.00	0	\$ 45,000	\$ -	1.00	\$ 45,000.00	\$ 45,000.00	0.00	\$ -	0%	1.00	\$ 45,000.00	100%	1	\$ 45,000.00	100%
47	Street Sweeping	EA	\$ 600	36	\$ 21,600.00	(24)	\$ 600	\$ (14,400.00)	12	\$ 600.00	\$ 7,200.00	1	\$ 600.00	8%	11	\$ 6,600.00	92%	12	\$ 7,200.00	100%
	Change Order No.1 (November 1, 2017 thru December 31, 2017)					1	\$ 23,716.83	\$ 23,716.83	1	\$ 23,716.83	\$ 23,716.83	0	\$ -	0%	1	\$ 23,716.83	100%	1	\$ 23,716.83	100%
	Change Order No.2 (January 1, 2018 thru February 28, 2018)					1	\$ 10,802.11	\$ 10,802.11	1	\$ 10,802.11	\$ 10,802.11	0	\$ -	0%	1	\$ 10,802.11	100%	1	\$ 10,802.11	100%
	Change Order No.3 (March 1, 2018 thru March 31, 2018)					1	\$ -	\$ -	1	\$ -	\$ -	0	\$ -	0%	1	\$ -	0%	1	\$ -	0%
	Change Order No.4 (March 1, 2018 thru April 30, 2018)					1	\$ 4,453.60	\$ 4,453.60	1	\$ 4,453.60	\$ 4,453.60	0	\$ -	0%	1	\$ 4,453.60	100%	1	\$ 4,453.60	100%
	Change Order No.5 (May 1, 2018 thru May 31, 2018)					1	\$ 6,597.70	\$ 6,597.70	1	\$ 6,597.70	\$ 6,597.70	0	\$ -	0%	1	\$ 6,597.70	100%	1	\$ 6,597.70	100%
	Change Order No.6 (June 1, 2018 thru June 30, 2018)					1	\$ 8,077.36	\$ 8,077.36	1	\$ 8,077.36	\$ 8,077.36	1	\$ 8,077.36	100%	0	\$ -	0%	1	\$ 8,077.36	100%
	Contract Amount				\$2,055,271.00			\$66,428.41			\$2,121,699.41									
	Amount Earned												\$97,606.17	5%		\$2,024,093.24	95%		\$2,121,699.41	100%
	Retention (5%)												(\$4,880.00)			(\$101,205.00)			(\$106,085.00)	
	Progress Payment No.1																		(\$135,090.00)	
	Progress Payment No.2																		(\$220,599.00)	
	Progress Payment No.3																		(\$260,757.00)	
	Progress Payment No.4																		(\$142,355.83)	
	Progress Payment No.5																		(\$231,222.11)	
	Progress Payment No.6																		(\$361,921.00)	
	Progress Payment No.7																		(\$375,070.60)	
	Progress Payment No.8																		(\$200,113.70)	
	Amount Due												\$92,726.17						\$88,485.17	
	Amount Remaining on Contract																		\$0.00	0%

Prepared By
Joubin Pakpour, P.E.
District Engineer

Amount Remaining on Contract	\$0.00	0%
Total Retention Being Held	\$106,085.00	

Karen, Mezes, Arthur, South Folger Water Main Improvements
Progress Payment No. 09
Breakdown Summary

Karen Road	Current	Total	
Original Contract Amount		\$438,196.00	
Approved Change Orders/Ballancing Change Order	\$5,717.36	\$12,340.04	2.8%
Final Contract Amount		\$450,536.04	
Previous Value of Work Completed		\$411,798.68	
Previously Paid		\$391,208.68	
Current Request (Less Retention)	\$36,800.36	\$428,009.04	
Retention	\$1,937.00	\$22,527.00	
Total Value of Work Completed	\$38,737.36	\$450,536.04	100%
Total Remaining on Contract		\$0.00	0%

Mezes Avenue	Current	Total	
Original Contract Amount		\$235,278.00	
Approved Change Orders/Ballancing Change Order	-\$4,515.00	-\$9.76	0.0%
Final Contract Amount		\$235,268.24	
Previous Value of Work Completed		\$232,031.24	
Previously Paid		\$220,429.24	
Current Request (Less Retention)	\$3,075.00	\$223,504.24	
Retention	\$162.00	\$11,764.00	
Total Value of Work Completed	\$3,237.00	\$235,268.24	100%
Total Remaining on Contract		\$0.00	0%

Arthur Avenue	Current	Total	
Original Contract Amount		\$552,521.00	
Approved Change Orders/Ballancing Change Order	\$17,387.81	\$21,816.43	3.9%
Final Contract Amount		\$574,337.43	
Previous Value of Work Completed		\$560,528.62	
Previously Paid		\$532,502.62	
Current Request (Less Retention)	\$14,305.81	\$546,808.43	
Retention	\$753.00	\$28,779.00	
Total Value of Work Completed	\$15,058.81	\$575,587.43	100%
Total Remaining on Contract		\$0.00	0%

South Road	Current	Total	
Original Contract Amount		\$366,929.00	
Approved Change Orders/Ballancing Change Order	\$36.00	\$1,378.68	0.4%
Final Contract Amount		\$368,307.68	
Previous Value of Work Completed		\$347,018.68	
Previously Paid		\$329,667.68	
Current Request (Less Retention)	\$20,225.00	\$349,892.68	
Retention	\$1,064.00	\$18,415.00	
Total Value of Work Completed	\$21,289.00	\$368,307.68	100%
Total Remaining on Contract		\$0.00	0%

Folger Drive	Current	Total	
Original Contract Amount		\$461,097.00	
Approved Change Orders/Ballancing Change Order	\$2,232.00	\$30,903.02	6.7%
Final Contract Amount		\$492,000.02	
Previous Value of Work Completed		\$472,716.02	
Previously Paid		\$449,080.02	
Current Request (Less Retention)	\$18,320.00	\$467,400.02	
Retention	\$964.00	\$24,600.00	
Total Value of Work Completed	\$19,284.00	\$492,000.02	100%
Total Remaining on Contract		\$0.00	0%

Total (All Projects)	Current	Total	
Original Contract Amount		\$2,055,271.00	
Approved Change Orders/Ballancing Change Order	\$20,858.17	\$66,428.41	3.2%
Final Contract Amount		\$2,121,699.41	
Previous Value of Work Completed		\$2,024,093.24	
Previously Paid		\$1,922,889.24	
Current Request (Less Retention)	\$92,726.17	\$2,015,615.41	
Retention	\$4,880.00	\$106,085.00	
Total Value of Work Completed	\$97,606.17	\$2,121,699.41	100%
Total Remaining on Contract		\$0.00	0%

**Mid-Peninsula Water District Water District
Karen, Mezes, Arthur, South and Folger Water Main Improvements
Project No. 10012.16**

**Change Order No. 6
Stoloski & Gonzalez, Inc.
July 19, 2018**

Change Order No.6

Item No. 1 – New Fire Connection Valve and Tamper Switches

On June 20, 2018, the District directed S&G to replace the existing fire connection valve located on Dairy Lane and add two new tamper switches. Extra work included installation of fire service valve and two tamper switches. This work was performed on a Time and Material (Force Account) basis with the District inspector on site. The District reviewed S&G's total cost for the additional work and determined conformance with the project specifications. This extra work is per S&G's Daily Extra Work Report dated July 5, 2018.

Total Cost of Item No. 1 -	\$ 947.36
Total Increase of Working Days for Item No. 1 -	1 Days

Item No. 2 – Folger Court Slurry Seal

On June 25, 2018, the District directed S&G to slurry seal Folger Court. Folger Court slurry sealing was not included in the original contract but was added during construction as a courtesy to our customers on Folger Court. Extra work included slurry sealing Folger Court. This work was performed on a Time and Material (Force Account) basis with the District inspector on site. The District reviewed S&G's total cost for the additional work and determined conformance with the project specifications. This extra work is per S&G's Daily Extra Work Report dated July 5, 2018.

Total Cost of Item No. 2 -	\$ 7,130.00
Total Increase of Working Days for Item No. 2 -	1 Day

Total overall cost for Change Order No. 6 -	\$ 8,077.36
Overall Increase of Working Days for Change Order No. 6 -	2 Days

Other Terms Remain in Effect

This Change Order fully resolves all cost 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 Stoloski & Gonzalez, Inc. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

Signature Block

Prepared by:

Feraydoon Jahanian-Farsi
District Project Manager
Pakpour Consulting Group

Reviewed and Approved by:

Michael Anderson
District Inspector
Mid-Peninsula Water District

Reviewed and Approved by:

Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group

Reviewed and Approved by:

Tammy Rudock
General Manager
Mid-Peninsula Water District

Reviewed and Approved by:

Mark Stoloski
Project Manager
Stoloski & Gonzalez, Inc.

**Mid-Peninsula Water District Water District
Karen, Mezes, Arthur, South and Folger Water Main Improvements
Project No. 10012.16**

**Balancing Change Order
Stoloski & Gonzalez, Inc.
July 19, 2018**

Balancing Change Order

Bid Item No. 1 – 8-inch Fusible C900 PVC

An additional eighteen (18) LF of 8-inch fusible C900 PVC was installed.

The original contract amount for Bid Item No. 1 was increased by: \$3,654.00

Bid Item No. 2 – 8-inch Class 350 DIP

An additional seventeen (70) LF of 8-inch class 350 DIP was installed.

The original contract amount for Bid Item No. 2 was increased by: \$21,630.00

Bid Item No. 3 – 10-inch Class 350 DIP

An additional nine (9) LF of 10-inch class 350 DIP was installed.

The original contract amount for Bid Item No. 3 was increased by: \$3,024.00

Bid Item No. 26 – 8-inch Gate Valve

An additional one (1) 8-inch gate valve was installed.

The original contract amount for Bid Item No. 26 was increased by: \$2,500.00

Bid Item No. 29 – Fire Hydrant Bollard

A deduct of sixteen (16) fire hydrant bollards which were not installed.

The original contract amount for Bid Item No. 29 was decreased by: <\$6,400.00>

Bid Item No. 30 – Fire Hydrant Retaining Wall

A deduct of one (1) fire hydrant retaining wall which was not installed.

The original contract amount for Bid Item No. 30 was decreased by: <\$3,900.00>

Bid Item No. 32 – 1-inch Combination Air Valve

An additional two (2) 1-inch combination air valves were installed.

The original contract amount for Bid Item No. 32 was increased by: \$6,200.00

Bid Item No. 34 – Anode Test Station

An additional one (1) anode test station was installed.

The original contract amount for Bid Item No. 34 was increased by: \$1,400.00

Bid Item No. 38 – 1" or 5/8" Service Connection

A deduct of one (2) 1" or 5/8" service connection which was not installed.

The original contract amount for Bid Item No. 38 was decreased by: <\$6,200.00>

Bid Item No. 41 – Abandon Existing Fire Hydrant Assembly

A deduct of one (1) existing fire hydrant which was not abandoned.

The original contract amount for Bid Item No. 41 was decreased by: <\$800.00>

Bid Item No. 42 – Abandon Existing Gate Valve/Blow-off

An additional six (6) existing gate valves which were abandoned.

The original contract amount for Bid Item No. 42 was increased by: \$2,700.00

Bid Item No. 44 – Type II Slurry Seal

A deduct of six thousand nine hundred twenty one (6921) SF of type II slurry seal which was not placed.

The original contract amount for Bid Item No. 44 was decreased by: <\$2,699.19>

Bid Item No. 45 – 4" Deeplift Pavement Repair

An additional five hundred and six (506) SF 4" deeplift pavement was repaired.

The original contract amount for Bid Item No. 45 was *increased* by: \$6,072.00

Bid Item No. 47 – Street Sweeping

A deduct of twenty four (24) days street sweeping which were not performed.

The original contract amount for Bid Item No. 47 was decreased by: <\$14,400.00>

Balancing Change Order Total Amount:	\$12,780.81*
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*Total Contract amount was increased by \$12,780.81 primarily because of additional water main, air valves, gate valves and anode test station installations, in addition to other minor bid item adjustments as listed above.

Project Change Order Summary

Client: MPWD
 Project Description: Karen, Mezes, Arthur, South & Folger Water Main Improvements

Project Manager: Feraydoon Farsi
 Job Number: 10012.16

Change Order No.	Item No.	Date	Description	Total Approved Change Order Cost			
				Client Requested MPWD (Final)	Unforeseen Conditions (Final)	PS&E (Final)	Other (Final)
1	1	11/22/17	Unmarked Utility on South and Middle Road		\$322.70		
1	2	11/29/17	Unmarked Utility on Folger Drive		\$1,194.13		
1	3	11/30/17	Tree Stump in the Trench		\$1,492.81		
1	4	12/01/17	Unmarked Utility on Folger Drive		\$521.83		
1	5	12/04/17	Locating 1514 Folger Drive Water Service Line		\$2,249.02		
1	6	12/06/17	Unmarked Utility on Folger Drive		\$498.67		
1	7	12/17/17	Abandon ARV on South Road	\$1,019.98			
1	8	12/18/17	Tree Stump in the Trench		\$668.97		
1	9	12/13/17	Hard Rock in the Trench on Folger Road		\$3,464.03		
1	10	12/15/17	Unmarked Utility on Folger Drive		\$1,926.48		
1	11	12/19/17	Hard Rock in the Trench on Folger Court		\$10,358.21		

Project Change Order Summary

Client: MPWD
 Project Description: Karen, Mezes, Arthur, South & Folger Water Main Improvements

Project Manager: Feraydoon Farsi
 Job Number: 10012.16

Change Order No.	Item No.	Date	Description	Total Approved Change Order Cost			
				Client Requested MPWD (Final)	Unforeseen Conditions (Final)	PS&E (Final)	Other (Final)
2	1	01/25/18	Additional Potholing on Mezes Avenue		\$2,058.29		
2	2	01/29/18	4" Fire Service Line (1510 Folger Drive)	\$6,296.87			
2	3	02/01/18	Unmarked 1" Copper Pipe on Mezes Avenue		\$1,484.09		
2	4	02/05/18	Unmarked Storm Drain at the Intersection of Mezes and Lyon Avenues		\$962.86		
4	1	03/06/18	Unmarked Storm Drain Line on Arthur Avenue		\$671.17		
4	2	03/30/18	Hand Excavation to Protect the Tree Roots at Arthur Avenue		\$293.89		
4	3	04/23/18	30" Thick Asphalt Concrete at Arthur Avenue		\$3,168.56		
4	4	04/26/18	Removing Two Abandoned Water Mains At Dairy Lane		\$319.98		
5	1	05/10/18	Locating Water Main Leak At Arthur Avenue	\$295.00			
5	2	05/17/18	Fire Service Connection at Dairy Lane	\$2,198.24			
5	3	05/23/18	Concrete in the Trench		\$4,104.46		

Project Change Order Summary

Client: MPWD
 Project Description: Karen, Mezes, Arthur, South & Folger Water Main Improvements

Project Manager: Feraydoon Farsi
 Job Number: 10012.16

Change Order No.	Item No.	Date	Description	Total Approved Change Order Cost			
				Client Requested MPWD (Final)	Unforeseen Conditions (Final)	PS&E (Final)	Other (Final)
6	1	06/20/18	Fire Service Connection Tamper Switches	\$947.36			
6	2	06/25/18	Folger Court Slurry Seal				\$7,130.00
NA	-	-	Balancing Change Order				\$12,780.81

Change Order Summary: **\$10,757.45** **\$35,760.15** **\$0.00** **\$19,910.81**

Change Order 1	\$23,716.83
Change Order 2	\$10,802.11
Change Order 3	\$0.00
Change Order 4	\$4,453.60
Change Order 5	\$6,597.70
Change Order 6	\$8,077.36
Balancing Change Order	\$12,780.81
Total	\$66,428.41

Total Client Requested Change Orders (MPWD):

Total Unforeseen Conditions Change Orders:

Total PS&E Change Orders:

Total Other Change Orders:

TOTAL PROJECT CHANGE ORDERS (a):

	% Increase or Decrease of Original Contract Amount
\$10,757.45	0.5%
\$35,760.15	1.7%
\$0.00	0.0%
\$19,910.81	1.0%
\$66,428.41	3.2%

16.2%

53.8%

0.0%

30.0%

100%

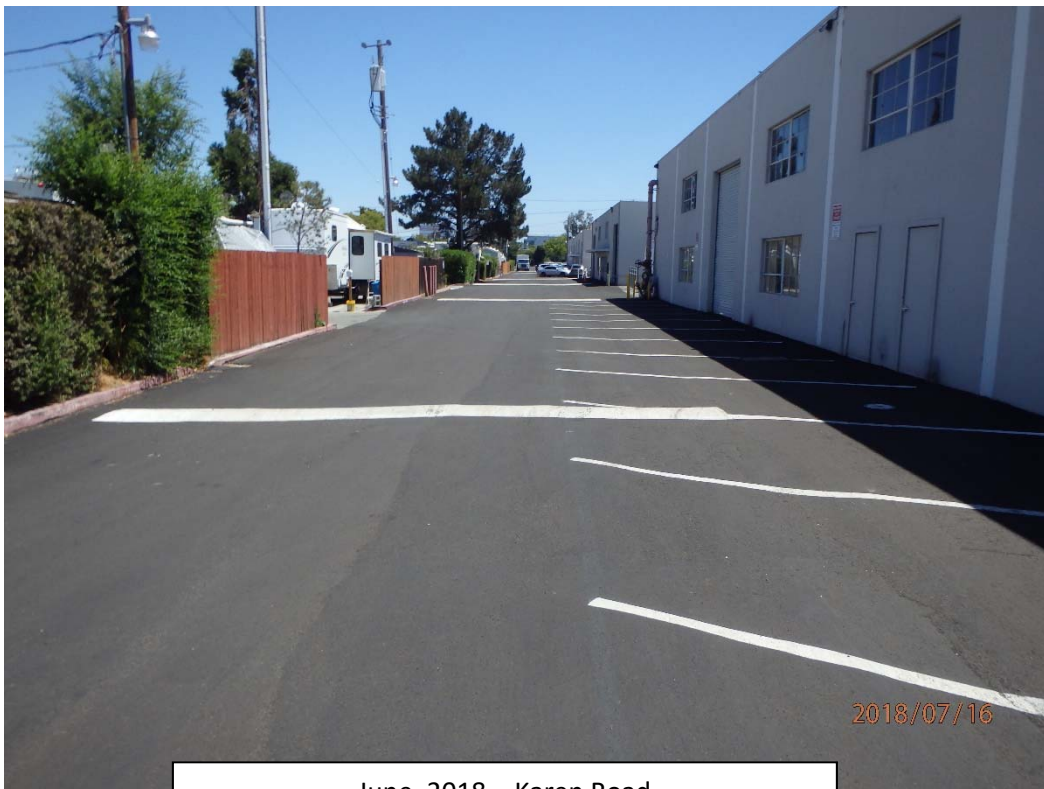
TOTAL ORIGINAL CONTRACT AMOUNT (b): **\$2,055,271.00**

TOTAL REVISED CONTRACT AMOUNT (c) = (a) + (b): **\$2,121,699.41**

**Karen, Mezes, Arthur, South & Folger Water Main Improvements
Mid-Peninsula Water District, Belmont, CA
June 1, 2018 thru June 30, 2018**



June 2018 – Fire Service Connection (Dairy Lane)



June, 2018 – Karen Road

Karen, Mezes, Arthur, South & Folger Water Main Improvements
Mid-Peninsula Water District, Belmont, CA
June 1, 2018 thru June 30, 2018



June, 2018 – Arthur Avenue



June, 2018 – Folger Drive

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2017-2018
PRELIMINARY SUMMARY**

DESCRIPTION	APPROVED MID-YEAR FY 2017-2018 BUDGET \$	PRELIMINARY ACTUALS 7/1/2017 6/30/18	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,700,000	9,580,149	(880,149)	110.1%
FIXED SYSTEM CHARGES	2,663,720	2,656,717	7,003	99.7%
FIRE SERVICE CHARGES	14,000	15,249	(1,249)	108.9%
SERVICE LINE & INSTALLATION CHARGES	10,000	76,762	(66,762)	767.6%
MISCELLANEOUS OPERATING	10,000	63,364	(53,364)	633.6%
PROPERTY TAX REVENUE	260,000	327,313	(67,313)	125.9%
TOTAL OPERATING REVENUE	11,657,720	12,719,555	(1,061,835)	109.1%
WATER SYSTEM CAPACITY CHARGES	200,000	283,109	(83,109)	141.6%
WATER DEMAND OFFSET CHARGES	10,000	33,899	(23,899)	339.0%
MISCELLANEOUS NON-OPERATING	10,000	125,342	(115,342)	1253.4%
INTEREST REVENUE - LAIF	40,000	70,898	(30,898)	177.2%
INTEREST REVENUE - COP	150,000	200,261	(50,261)	133.5%
LEASE OF PHYSICAL PROPERTY	150,000	151,714	(1,714)	101.1%
LANDSCAPE PERMIT REVENUE	11,200	17,000	(5,800)	151.8%
TOTAL NON-OPERATING REVENUE	571,200	882,222	(311,022)	154.5%
TOTAL REVENUE	12,228,920	13,601,778	(1,372,858)	111.2%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,893,566	1,738,114	155,452	91.8%
PAYROLL TAXES & BENEFITS	1,084,880	895,572	189,308	82.6%
PURCHASED WATER	5,554,624	5,579,589	(24,965)	100.4%
OUTREACH & EDUCATION	92,400	55,587	36,813	60.2%
M&R - OPS SYSTEM	486,598	562,951	(76,353)	115.7%
M&R - FACILITIES & EQUIPMENT	166,860	135,715	31,145	81.3%
MAJOR MAINTENANCE	30,000	12,376	17,624	41.3%
OFFICE SUPPLIES & EQUIPMENT	317,278	257,173	60,105	81.1%
MEMBERSHIP & GOV FEES	208,613	242,978	(34,365)	116.5%
BAD DEBT & CLAIMS	17,000	(3,800)	20,800	-22.4%
UTILITIES	306,200	252,123	54,077	82.3%
PROFESSIONAL SERVICES	406,450	415,952	(9,502)	102.3%
TRAINING/TRAVEL & RECRUITMENT	45,000	40,026	4,974	88.9%
RESTRICTED EARNINGS	216,000	271,158	(55,158)	125.5%
DEBT SERVICE TRUSTEE FEES & EXPENSES	-	1,700	(1,700)	N/A
DEBT SERVICE 2016 COPs	984,950	1,069,653	(84,703)	108.6%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	11,810,419	11,526,866	283,553	97.6%
TOTAL OP REVENUE LESS OP EXP & DEPREC	418,501	2,074,911	(1,656,410)	495.8%
DEPRECIATION	900,000	875,033	24,967	97.2%
TOTAL OP REVENUE LESS OP EXP	(481,499)	1,199,878	(1,681,377)	-249.2%
NET TRANSFERS TO CAPITAL	481,499	(1,199,878)	1,681,377	-249.2%
NET RESULTS OF OPERATIONS	69 -	-	-	

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
PRELIMINARY DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED MID-YEAR FY 2017-2018 BUDGET \$	PRELIMINARY ACTUAL 7/1/2017 6/30/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
					Y-T-D % OF BUDGET
4010	Water Commodity Charges (A)	8,700,000	9,580,149	(880,149)	110.1%
4020	Fixed System Charges	2,663,720	2,656,717	7,003	99.7%
4030	Fire Service Charges	14,000	15,249	(1,249)	108.9%
4050	Service Line & Installation Charges (B)	10,000	76,762	(66,762)	767.6%
4080	Miscellaneous Operating (C)	10,000	63,364	(53,364)	633.6%
4000	TOTAL WATER CHARGES	11,397,720	12,392,242	(994,522)	108.7%
4202	Property Tax Revenue (D)	260,000	327,313	(67,313)	125.9%
4200	OTHER OPERATING REVENUE	260,000	327,313	(67,313)	125.9%
	TOTAL OPERATING REVENUE	11,657,720	12,719,555	(1,061,835)	109.1%
4060	Water System Capacity Charges (E)	200,000	283,109	(83,109)	141.6%
4070	Water Demand Offset Charges (E)	10,000	33,899	(23,899)	339.0%
4090	Miscellaneous - Non Operating (F)	10,000	125,342	(115,342)	1253.4%
4102	Interest Revenue- LAIF (G)	40,000	70,898	(30,898)	177.2%
4103	Interest Revenue-COP Funds (G)	150,000	200,261	(50,261)	133.5%
4100	INTEREST REVENUE	190,000	271,158	(81,158)	142.7%
4201	Lease of Physical Property	150,000	151,714	(1,714)	101.1%
4208	Landscape Plan Permit Review (H)	11,200	17,000	(5,800)	151.8%
4200	OTHER NON-OPERATING REVENUE	161,200	168,714	(7,514)	104.7%
4000	TOTAL NON-OPERATING REVENUE	571,200	882,222	(311,022)	154.5%
	TOTAL OPERATING & NON-OP REVENUE	12,228,920	13,601,778	(1,372,858)	111.2%
6011	Salaries & Wages	1,822,566	1,660,920	161,646	91.1%
6012	Director Compensation	11,000	8,300	2,700	75.5%
6010	GROSS REGULAR WAGES	1,833,566	1,669,220	164,346	91.0%
6017	CAPITAL SALARY & WAGES reversed	-	-	-	
6021	Overtime Labor (I)	30,000	32,187	(2,187)	107.3%
6022	Standby Labor (I)	30,000	36,707	(6,707)	122.4%
6020	SUB-TOTAL SALARY & WAGES	1,893,566	1,738,114	155,452	91.8%
6031	FICA/Medicare PR Tax	125,000	125,930	(930)	100.7%
6038	ACWA Health Care	329,600	324,696	4,904	98.5%
6039	ACWA Dental	25,000	25,060	(60)	100.2%
6040	ACWA Vision	4,481	4,382	99	97.8%
6041	ACWA Life/AD&D	4,326	4,229	97	97.8%
6042	Standard LDL/SDL Disability	10,000	10,080	(80)	100.8%
6043	Workers' Comp Insurance	40,000	33,318	6,682	83.3%
6044	Unemployment	70 1,030	-	1,030	NA
6045	CALPERS Retirement - ER 2%@55	275,000	235,757	39,243	85.7%

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
PRELIMINARY DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED MID-YEAR FY 2017-2018 BUDGET \$	PRELIMINARY ACTUAL 7/1/2017 6/30/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
					Y-T-D % OF BUDGET
6046	Retirees' ACWA Health Care	57,680	60,788	(3,108)	105.4%
6047	Directors' ACWA Health Care	111,240	118,425	(7,185)	106.5%
6049	Medical Reimbursement	1,030	546	484	53.1%
6050	Employee Service Recognition (J)	10,000	13,729	(3,729)	137.3%
6051	Safety Incentive Program	15,000	7,577	7,423	50.5%
6052	Uniforms	25,493	26,150	(657)	102.6%
6053	PARS OPEB Expense (K)	50,000	123,848	(73,848)	247.7%
6030	TOTAL PAYROLL TAXES & BENEFITS	1,084,880	1,114,516	(29,636)	102.7%
6054	CAPITAL PAYROLL, TAXES & BENEFITS		(218,944)	218,944	N/A
6000	PERSONNEL COSTS	2,978,446	2,633,686	344,760	88.4%
6101	SFPUC Treated Water (A)	5,000,000	5,012,205	(12,205)	100.2%
6102	BAWSCA (Debt Service Surcharges)	476,000	489,120	(13,120)	102.8%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	78,624	78,264	360	N/A
6100	PURCHASED WATER	5,554,624	5,579,589	(24,965)	100.4%
6301	Water Conservation Program	7,200	4,804	2,396	66.7%
6302	School Conservation Program (L)	7,200	24,347	(17,147)	338.1%
6303	Public Outreach & Education	15,000	8,922	6,078	59.5%
6305	HET Rebates	19,750	8,682	11,068	44.0%
6306	Washing Machine Rebates	-	-	-	NA
6307	Lawn-Be-Gone Rebates	38,100	8,617	29,483	22.6%
6308	Rain Barrel Rebates	5,150	215	4,935	4.2%
6304	TOTAL WATER CONSERVATION REBATES	63,000	17,514	45,486	27.8%
6300	OUTREACH/EDUCATION	92,400	55,587	36,813	60.2%
6401	Water Quality	69,010	31,196	37,814	45.2%
6402	Pumping	65,148	21,117	44,031	32.4%
6403	Storage Tanks	10,300	940	9,360	9.1%
6404	Mains/Distribution (M)	200,000	416,851	(216,851)	208.4%
6405	Meters & Service	30,900	16,267	14,633	52.6%
6406	Fire Hydrants	31,930	30,531	1,399	95.6%
6407	Regulator Stations	6,180	5,862	318	94.9%
6408	Safety	32,960	26,713	6,247	81.0%
6409	SCADA Maintenance	15,450	11,392	4,058	73.7%
6410	Generator Maintenance	24,720	2,081	22,639	8.4%
6400	M&R - OPS SYSTEMS	486,598	562,951	(76,353)	115.7%
6501	M&R-Buildings&Grounds	95,790	74,160	21,630	77.4%
6502	M&R- Equipment&Tools	21,630	18,091	3,539	83.6%
6503	M&R- Vehicles & Large Equipment	19,570	19,950	(380)	101.9%
6504	M&R - Fuel	29,870	23,513	6,357	78.7%
6500	M&R - FACILITIES & EQUIPMENT	166,860	135,715	31,145	81.3%
6601	Cathodic Protection Survey		(1,424)	1,424	NA

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
PRELIMINARY DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED MID-YEAR FY 2017-2018 BUDGET \$	PRELIMINARY ACTUAL 7/1/2017 6/30/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
					Y-T-D % OF BUDGET
6602	Leak Detection Survey	30,000	13,800	16,200	NA
6600	MAJOR MAINTENANCE	30,000	12,376	17,624	41.3%
6701	Office Supplies	15,450	5,629	9,821	36.4%
6702	Insurance- Liability/Vehicles	80,000	72,691	7,309	90.9%
6703	Postage	8,240	2,514	5,726	30.5%
6704	Printing/Printing Supplies	10,000	8,416	1,584	84.2%
6705	Equipment Services/Maintenance	20,000	13,984	6,016	69.9%
6706	Computer Supplies & Upgrades	32,000	16,020	15,980	50.1%
6707	Security & Safety	11,073	5,622	5,451	50.8%
6708	Other Fees	515	-	515	NA
6709	Customer Credit Card Svs Fees	140,000	132,297	7,703	94.5%
6700	OFFICE SUPPLIES & EQUIP	317,278	257,173	60,105	81.1%
6801	Dues & Publications (N)	30,685	37,463	(6,778)	122.1%
6802	Gov't Fees & Licenses	29,848	26,557	3,291	89.0%
6803	BAWSCA Membership Assessments	76,000	72,604	3,396	95.5%
6804	Env Health - Cross Connection Inspection	31,930	32,700	(770)	102.4%
6805	Software License (O)	40,150	73,653	(33,503)	183.4%
6800	MEMBERSHIP & GOV FEES	208,613	242,978	(34,365)	116.5%
6901	Bad Debt (P)	7,000	(3,427)	10,427	-49.0%
6902	Claims (Q)	10,000	(373)	10,373	-3.7%
6900	BAD DEBT & CLAIMS	17,000	(3,800)	20,800	-22.4%
7001	Utilities-Internet/Cable	10,000	8,261	1,739	82.6%
7002	Utilities-Cellular Telephones	12,206	9,962	2,244	81.6%
7003	Utilities-Electric-Pumping	226,600	180,507	46,093	79.7%
7004	Utilities-Electric-Bldgs&Grounds	24,720	23,486	1,234	95.0%
7005	Utilities-Telephones	25,000	23,639	1,361	94.6%
7006	Utilities-Sewer - NPDES	7,674	6,269	1,405	81.7%
7000	UTILITIES	306,200	252,123	54,077	82.3%
7101	Prof Serv - District Counsel	75,000	63,165	11,836	84.2%
7102	Prof Serv - District Engineer (C)	65,000	75,760	(10,760)	116.6%
7103	Prof Serv - IT	19,750	19,600	150	99.2%
7104	Prof Serv- Annual Finance Audit	19,000	19,050	(50)	100.3%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,750	23,324	(1,574)	107.2%
7107	Prof Serv- Customer Billing	72,250	66,267	5,983	91.7%
7109	Prof Serv - Answering Svs	5,000	3,372	1,628	67.4%
7110	Prof Serv - Miscellaneous	125,000	141,815	(16,815)	113.5%
7111	Prof Serv - District Treasurer	3,700	3,600	100	97.3%
7100	PROFESSIONAL SERVICES	406,450	415,952	(9,502)	102.3%
7201	Director Travel	72 5,000	5,602	(602)	112.0%
7202	Director Expense	1,000	-	1,000	NA

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2017-2018
PRELIMINARY DETAILED**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED MID-YEAR FY 2017-2018 BUDGET \$	PRELIMINARY ACTUAL 7/1/2017 6/30/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
					Y-T-D % OF BUDGET
7203	Elections	-	-	-	NA
7204	Employee Travel/Training	32,000	30,211	1,789	94.4%
7205	Meetings Expense	7,000	4,213	2,787	60.2%
7200	TRAINING & TRAVEL	45,000	40,026	4,974	88.9%
7302	Restricted Earnings Expense - Interest LAIF & COP (G)	216,000	271,158	(55,158)	125.5%
7300	RESTRICTED EARNINGS EXPENSE	216,000	271,158	(55,158)	125.5%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	900,000	875,033	24,967	97.2%
9011	DEBT SERVICE TRUSTEE FEES & EXPENSES	-	1,700	(1,700)	NA
9012	DEBT SERVICE 2017-2018 COPs	984,950	1,069,653	(84,703)	108.6%
SUB-TOTAL - OPERATING EXPENSES		9,731,973	9,768,213	(36,240)	100.4%
TOTAL OPERATING EXPENSES		12,710,419	12,401,899	308,520	97.6%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		(481,499)	1,199,878	(1,681,377)	-249.2%

- (A) Water revenues are at 90.6% and water purchases are at 82.6%. Water revenues is a preliminary number. Revenue does not include the second half of the month.
- (B) Nine (9) meter upgrades & new services closed & revenue recognized accordingly.
- (C) BAWSCA Reimbursements and also Pakpour expenses related to Fire flow tests totaing \$7,308, but there is Misc Income totaling \$7,308 to balance out the expense.
- (D) Receive property tax revenue in Dec 2017 & April 2018
- (E) New Service Installations fees recognized for eight (10) projects.
- (F) Vehicle Damage Reimbursements, Fire Inspection Fees balanced by District Engineering expense, Revenue from vehicle charges on projects,
- (G) LAIF and COP funds generating more interest revenue than expected.
- (H) Plan review revenue for two (2) projects totaling \$10,000 & Landscape review revenue for five (5) projects totaling \$2,000.
- (I) Change in reporting when Comp Time is used.
- (J) Employee appreciation dinner totaling \$5,626.
- (K) PARS expense accrued for month until funding is put in place.
- (L) Water education kit purchased from BAWSCA totaling \$2,611.
- (M) More than expected main breaks occurred: Half Moon Paving & Grading costs total \$222,422.
- (N) Golden State dues totaling \$2,318 and CSDA 2017 Membership dues paid totaing \$570.
- (O) Accela (Springbrook) software license from prior year recognized this year \$15,713.92. This year's license is \$2619/month.
- (P) Reversing Bad Debt sent to collections 4 years ago.
- (Q) Insurance Reimbursement for Claim paid totaling \$6,812.

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

	Jul 17 - May 18	Jul 16 - May 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	12,834,592.10	11,691,969.66	1,142,622.44	9.77%
INTEREST INCOME	271,158.39	54,113.72	217,044.67	401.09%
OTHER INCOME	496,027.09	466,868.65	29,158.44	6.25%
Total Income	13,601,777.58	12,212,952.03	1,388,825.55	11.37%
Expense				
PERSONNEL COSTS	2,633,685.75	2,792,399.45	-158,713.70	-5.68%
PURCHASED WATER	5,579,588.90	5,192,951.43	386,637.47	7.45%
OUTREACH/EDUCATION	55,586.77	35,940.38	19,646.39	54.66%
M&4 - OPS SYSTEMS	562,950.90	306,944.97	256,005.93	83.41%
FACILITIES & EQUIPMENT	135,714.51	104,988.65	30,725.86	29.27%
MAJOR MAINTENANCE	12,376.00	9,359.74	3,016.26	32.23%
OFFICE SUPPLIES & EQUIPMENT	257,173.09	298,270.21	-41,097.12	-13.78%
MEMBERSHIP & GOV FEES	242,977.79	172,498.22	70,479.57	40.86%
BAD DEBT & CLAIMS	-3,800.46	20,936.21	-24,736.67	-118.15%
UTILITIES	252,123.15	269,238.12	-17,114.97	-6.36%
PROFESSIONAL SERVICES	415,952.08	391,817.28	24,134.80	6.16%
TRAINING & TRAVEL	40,026.40	42,017.06	-1,990.66	-4.74%
Total Expense	10,184,354.88	9,637,361.72	546,993.16	5.68%
Net Ordinary Income	3,417,422.70	2,575,590.31	841,832.39	32.69%
Other Income/Expense				
Other Expense				
DEPRECIATION	875,033.07	903,948.77	-28,915.70	-3.2%
DEBT SERVICE TRUSTEE FEES & EXPENSES	1,700.00	0.00	1,700.00	100.0%
COP Financing Costs	1,069,652.87	0.00	1,069,652.87	100.0%
Total Other Expense	1,946,385.94	903,948.77	1,042,437.17	115.3%
Net Revenue/(Expenses)	1,471,036.76	1,671,641.54	-200,604.78	-12.0%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

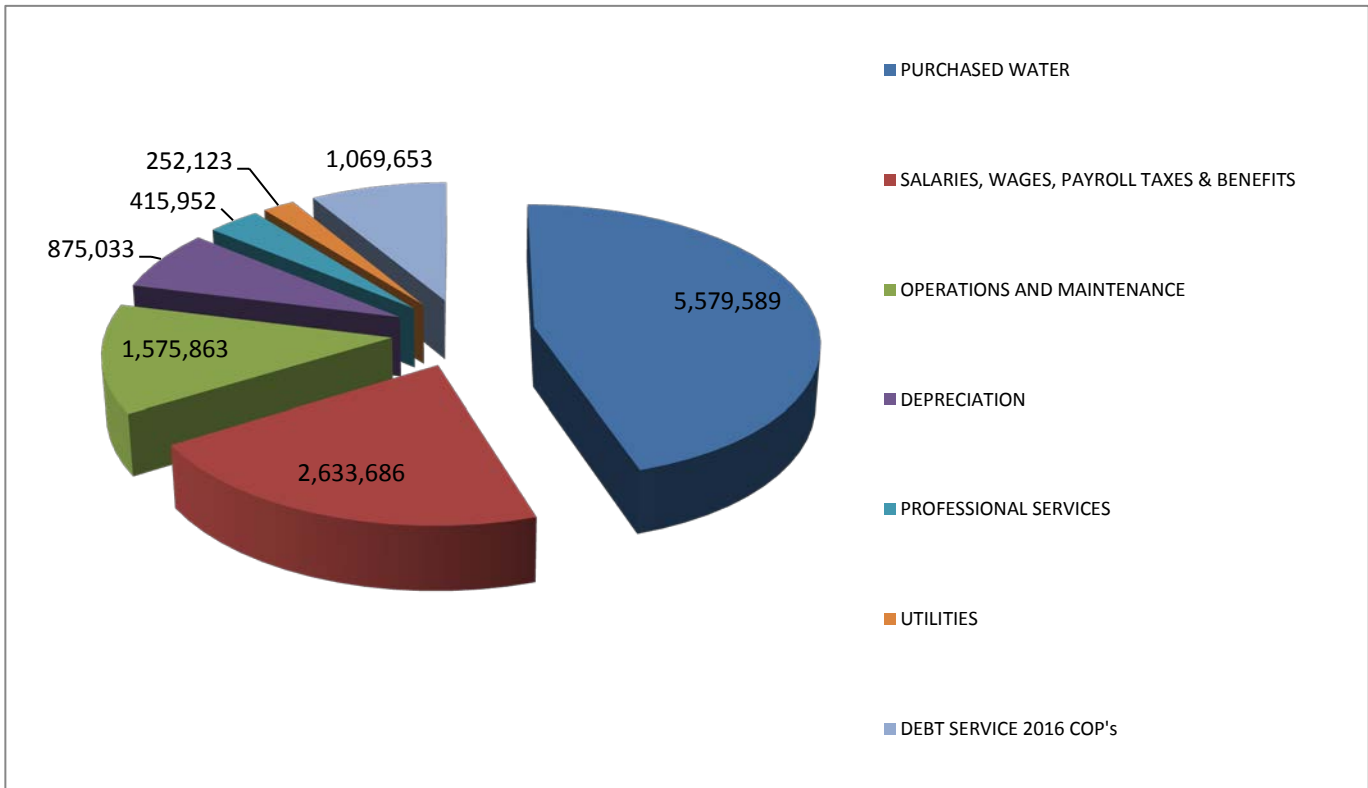
Interest Income - LAIF & COP Interest	-271,158.39
Total Adjustments to Increase Net Operating Surplus	-271,158.39
Net Revenue/(Expenses)	1,471,036.76
Net Operating Surplus/(Loss) Transfer to Capital	1,199,878.37

MID-PENINSULA WATER DISTRICT
PRELIMINARY ACTUAL OPERATING EXPENDITURES SUMMARY

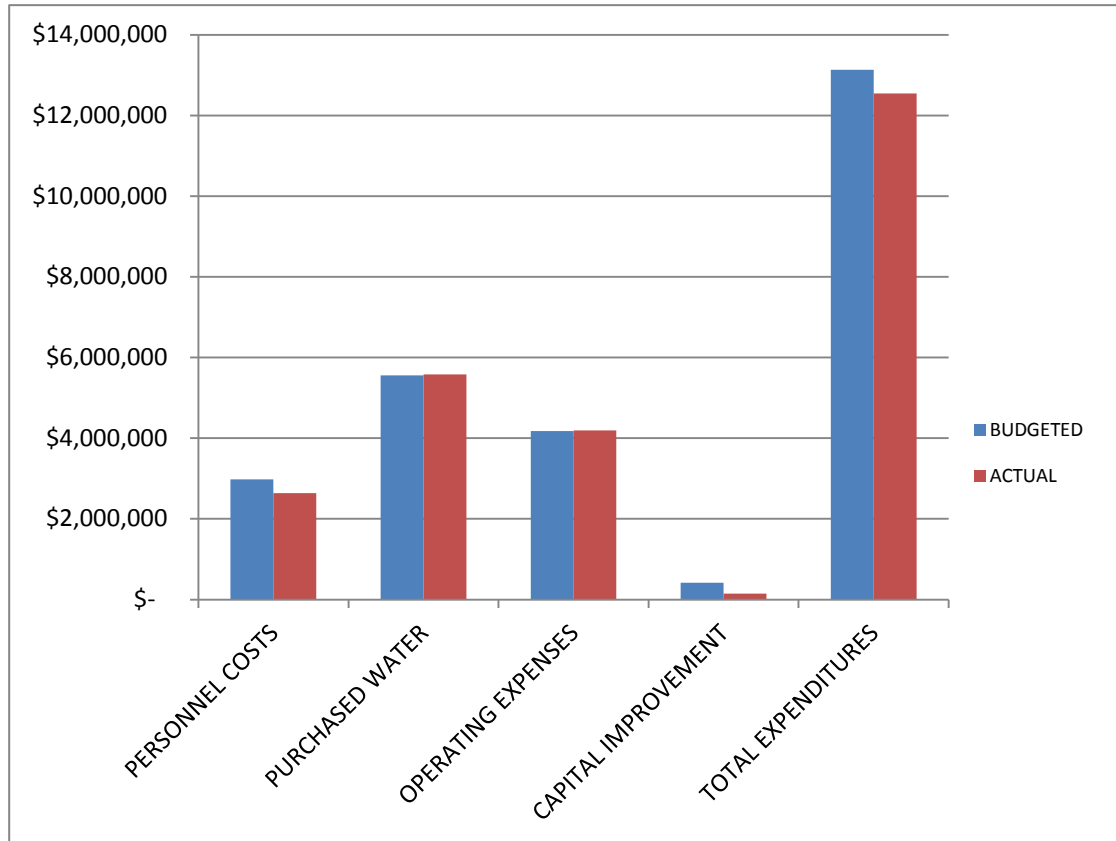
Jun-18

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	5,579,589	45.0%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	2,633,686	21.2%
OPERATIONS AND MAINTENANCE	1,575,863	12.7%
DEPRECIATION	875,033	7.1%
PROFESSIONAL SERVICES	415,952	3.4%
UTILITIES	252,123	2.0%
DEBT SERVICE 2016 COP's	1,069,653	8.6%
TOTAL OPERATING EXPENDITURES	12,401,899	100%

-



2017/2018 BUDGET vs ACTUAL TOTAL EXPENDITURES Jun-18



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,978,446	\$ 2,633,686	23%	21%
PURCHASED WATER	\$ 5,554,624	\$ 5,579,589	42%	44%
OPERATING EXPENSES	\$ 4,177,349	\$ 4,188,625	32%	33%
CAPITAL IMPROVEMENT	\$ 418,504	\$ 143,075	3%	1%
TOTAL EXPENDITURES	\$ 13,128,923	\$ 12,544,974	100%	100%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2017-2018
Capital Projects**

DESCRIPTION	APPROVED MID-YEAR FY 2017-2018 BUDGET \$	PRELIMINARY ACTUAL 7/1/2017 6/30/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
2017 Joint WMR and Belmont Sewer Rehab Project (Pay-Go Portion)	375,000	30,014	344,986	8.0%
2017 Water Main Replacement CIP (Pay-Go Portion)	-	94,557	(94,557)	N/A
AMI Meter Change Out Program	-	-	0	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	375,000	124,571	250,429	33.2%
CAPITAL OUTLAY				
Replacement Printer/Scanner/Copier	18,504	18,504	0	100.0%
Miscellaneous Capital Outlay/Projects	25,000	-	25,000	0.0%
CAPITAL OUTLAY TOTAL	43,504	18,504	25,000	42.5%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	418,504	143,075	275,429	34.2%
DEPRECIATION	900,000	875,033	24,967	97.2%
TRANSFER FROM OPS	(481,496)	1,199,878	(1,681,374)	-249.2%
TRANSFER (TO)/FROM CAPITAL RESERVES	-	(1,931,836)	1,931,836	N/A
CAPITAL OUTLAY/CAPITAL PROJECTS	(418,504)	(143,075)	(275,429)	34.2%
NET RESULTS OF CAPITAL	-	0	(0)	N/A

(A) Purchased Canon Copier to replace leased Ricoh Copier.

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

	30-Jun-18	30-Jun-17	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	6,924,234.66	24,160,159.57	-17,235,924.91	-71.34%
Total COP Funds	16,540,966.62	0.00	0.00	100.0%
Total Accounts Receivable	1,238,198.76	1,229,036.85	9,161.91	0.75%
Total Other Current Assets	927,987.47	214,550.54	713,436.93	332.53%
TOTAL CURRENT ASSETS	25,631,387.51	25,603,746.96	27,640.55	0.11%
FIXED ASSETS				
Fixed Assets	43,830,717.33	43,226,813.49	603,903.84	1.4%
Accumulated Depreciation	-27,343,349.48	-26,668,040.74	-675,308.74	-2.53%
Construction in Progress	3,994,480.13	1,478,675.15	2,515,804.98	170.14%
TOTAL FIXED ASSETS	20,481,847.98	18,037,447.90	2,444,400.08	13.55%
TOTAL OTHER ASSETS	803,133.00	803,133.00	0.00	0.0%
TOTAL ASSETS	46,916,368.49	44,444,327.86	2,472,040.63	5.56%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	718,144.71	236,936.50	481,208.21	203.1%
Total Other Current Liabilities	2,519,422.92	2,185,382.75	334,040.17	15.29%
TOTAL CURRENT LIABILITIES	3,237,567.63	2,422,319.25	815,248.38	33.66%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,910,000.00	0.00	17,910,000.00	100.0%
Total COP Premium (B)	888,918.10	0.00	888,918.10	100.0%
Total Other Long Term Liabilities (B)	1,765,634.45	20,940,834.15	-19,175,199.70	-91.57%
TOTAL LONG TERM LIABILITIES	20,564,552.55	20,940,834.15	-376,281.60	-1.8%
TOTAL LIABILITIES	23,802,120.18	23,363,153.40	438,966.78	1.88%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES *	6,547,071.80	4,978,363.47	1,568,708.33	31.51%
3940 - Fund Bal Invest in Util Plant	20,388,806.58	17,586,116.00	2,802,690.58	15.94%
Net Assets (A)	-3,821,630.07	-1,483,305.01	-2,338,325.06	-157.64%
TOTAL EQUITY	23,114,248.31	21,081,174.46	2,033,073.85	9.64%
TOTAL LIABILITIES & EQUITY	46,916,368.49	44,444,327.86	2,472,040.63	5.56%

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

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