



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, AUGUST 23, 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 July 26, 2018
- B. Approve Expenditures from July 18, 2018 through August 14, 2018
- C. Consider Resolution 2018-16 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2018/2019
- D. Ratify Extension of Letter Agreement Term between the MPWD and MPWD Employees Association through September 30, 2018

6. HEARINGS AND APPEALS

None

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

- A. Consider Resolution 2018-17 Accepting as Complete the FY 2017/2018 Water Main Replacement Capital Project and Authorizing the Recordation of a Notice of Completion for the Project

8. REGULAR BUSINESS AGENDA

- A. Receive Summary Presentation on MPWD 2018 Total Compensation Study by KOFF & Associates, and Approve Management's Recommendations for MPWD Salary Ranges effective October 1, 2018
- B. Receive Final Report on MPWD User Fee Study and Consider Ordinance No. 119 Amending Attachment "A" to the MPWD Water Service Ordinance No. 103 regarding Rates and Charges, and specifically Miscellaneous Fees and Charges, effective January 1, 2019
- C. Consider Resolution 2018-18 Authorizing the Bay Area Water Supply and Conservation Agency (BAWSCA) to Negotiate with the City and County of San Francisco to Amend the Water Supply Agreement
- D. Review MPWD Annual Reimbursements Report for Fiscal Year 2017/2018 pursuant to Government Code Section 53065.5
- E. Annual Review of MPWD Catalog of Enterprise Systems per Senate Bill 272

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 July 31, 2018
- C. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

- A. Conference with Labor Negotiators pursuant to Government Code § 54957.6
Agency Designated Representative: General Manager Tammy Rudock
Employee Organization: MPWD Employees Association

12. 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, September 27, 2018, at 6:30PM

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

July 26, 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 Joan Cassman, District Engineer Joubin Pakpour and District Treasurer Jeff Ira.

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Counsel Cassman.

2. **PUBLIC COMMENTS**

Brian Schmidt announced that he will be running for the Board of the Mid-Peninsula Water District in the upcoming election this November 2018.

Andrew Pollack asked the Board to consider preserving and restoring the fire hydrants painted in 1976 and recently replaced within the city of Belmont. President Warden suggested and Directors agreed that an official policy on preservation or restoration of the hydrants be drafted by staff for the Board's consideration.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of 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**

Director Zucca moved to approve the Consent Agenda. Vice President Vella seconded, and it was unanimously approved.

6. **HEARINGS AND APPEALS**

None

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

54 **A. Receive Quarterly Reconciliation Report on 2016 COP Financing for Period April 1,**
55 **2018 through June 30, 2018, and Quarterly Project Fund Report through June 30,**
56 **2018**

57 General Manager Rudock reported that staff's reconciliation summary was provided,
58 which aligned with the quarterly project report presented by Dan Bergmann of IGService.
59 Mr. Bergmann reported that expenditures to date are within projected targets.
60

61 **8. REGULAR BUSINESS AGENDA**

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

64 General Manager Rudock introduced this item and President Warden organized the
65 discussion to deal with the fees first, then Late Notices, followed by Fire Protection Fees.
66 General Manager Rudock explained that related fees were aligned together within the
67 chart for ease in discussion and administration. The Board agreed that the fees
68 presented were fair and consistent with charges by other agencies like the MPWD.
69 General Manager Rudock presented a 63-day calendar for administration of late fees. It
70 was responsive to the Board's request and in alignment with policies of other similar-
71 sized water suppliers within the Bay Area area. General Manager Rudock explained that
72 staff researched other water suppliers in the Bay Area and discussed at length the
73 MPWD's existing Private Fire Protection fees. After installation, the private fire
74 protection systems are managed within the MPWD's backflow and cross connection
75 program, which is administered by the San Mateo County Department of Environmental
76 Health. The MPWD paid \$33,400 for the services in FY 2018/2019. There is
77 approximately \$15,000 worth of MPWD staff time involved in the administration of the
78 program. While the existing fees are justifiable, staff opted to discuss whether the
79 MPWD wanted to continue to charge customers or include it within its service levels.
80 After discussion, and because the services provided were justified by the fees charges,
81 the Board favored retention of the existing fee structure for private fire protection
82 systems.
83

84 Staff was directed to bring back the appropriate action item next month for the Board's
85 consideration.
86

87 **B. Consider Ordinance No. 118 Amending Attachment "A" to the MPWD Water**
88 **Service Ordinance No. 103 regarding Rates and Charges, and specifically Water**
89 **Capacity Charges and Water Demand Offset Fees, effective October 1, 2018**

90 General Manager Rudock provided a brief summary of her written report.
91

92 Director Zucca moved to approve Ordinance No. 118 Amending Attachment "A" to the
93 MPWD Water Service Ordinance No. 103 regarding Rates and Charges, and specifically
94 Water Capacity Charges and Water Demand Offset Fees, effective October 1, 2018, and
95 Director Vella seconded. Roll call was taken and it was unanimously approved.
96

97 **C. Receive Progress Report on MPWD Public Relations, Marketing, and Website**
98 **Activities, Presented by John Davidson of JRocket77 Graphic Design & Marketing**

99 General Manager Rudock welcomed back John Davidson of JRocket77 Graphic Design
100 & Marketing, who presented his progress report on the MPWD's website and digital
101 marketing results. He also shared the MPWD annual advertising report for FY
102 2016/2017 prepared for the annual BAWSCA survey.

At 8:10 p.m., President Warden called for a recess, and turned the meeting over to Vice President Vella, who reconvened the meeting at 8:12 p.m.

D. Receive BAWSCA Update by Director Louis Vella

Vice President Vella shared the following items discussed at the BAWSCA meeting:

1. The Restore Hetch Hetchy litigation status;
2. The Closed Session performance evaluation of the BAWSCA General Manager;
3. The speakers at the meeting were to comment on the Bay Delta Plan and the State Water Resources Control Board's (SWRCB) open comment period, and specifically that the BAWSCA Board should support the SWRCB's recommendations. Senator Jerry Hill was in attendance and offered to facilitate discussions. He also offered congratulations for the good work BAWSCA and Bay Area water suppliers are doing.

9. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock referred to her written report on page 45, highlighting the Ethics Training Educational requirement for all Board members and appointees, along with the Executive Staff, and the individual deadlines for compliance.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina pointed out an expanded PARS OPEB Trust Program report format, which will be presented on a quarterly basis. It is a historical report starting in FY 2014/2015 to present.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez highlighted from his report the three Construction Management and Inspection firms that proposed for the MPWD's three larger capital projects: SR101 @ Palo Alto Medical Foundation Water Main Replacement, Old County Road Water Main Replacement, and El Camino Real Water Main Replacement.

He also noted that 72 AMI meters were installed in June.

3. Supplemented by District Engineer's Report

District Engineer Pakpour provided a final report on the Karen, Mezes, South & Folger Water Main Improvement Project, noting the project is complete. He also discussed the final change orders.

B. Financial Reports

Receive Financial Reports for Month Ended February 28, 2018

General Manager Rudock reported that the financial report is preliminary because it is at the end of the fiscal year, and will be updated when the audit is complete. Total preliminary revenues were 111.2%, and total expenses were 97.6%.

151 **C. Director Reports**

152 Director Stuebing noted that Joshua Cosgrove, the candidate nominated by the
153 MPWD was elected to represent special districts on the San Mateo LAFCo.
154
155
156

157 **10. COMMUNICATIONS**

158 None.
159

160 **11. ADJOURNMENT**

161 The meeting was adjourned at 8:42PM.
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165 _____
166 DISTRICT SECRETARY

167 APPROVED:
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170 _____
171 BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 8/16/2018 12:01 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
33719	AIRGAS	AIRGAS, LLC	07/18/2018	133.62
33720	BAWSCA	BAY AREA WATER SUPPLY & CONSER	07/18/2018	19,045.00
33721	CUEMAMEI	CUEMA	07/18/2018	475.00
33722	HACHCOMI	HACH COMPANY INC	07/18/2018	1,648.63
33723	HOMEDPC	HOME DEPOT	07/18/2018	229.50
33724	LINCOLNL	LINCOLN LIFE	07/18/2018	200.00
33725	OFFICTEM	OFFICE TEAM	07/18/2018	2,310.00
33726	PARS	PARS	07/18/2018	300.00
33727	PG&E	PG&E CFM/PPC DEPT	07/18/2018	6,968.00
33728	PROFORMA	PROFORMA GRAPHICS, INC.	07/18/2018	556.37
33729	JOANNAR	JOANNA REAMS	07/18/2018	16.64
33730	RECOLOGY	RECOLOGY SAN MATEO	07/18/2018	654.78
33731	RANDB	ROBERTS & BRUNE CO. INC.	07/18/2018	273.94
33732	ROYALWHC	ROYAL WHOLESALE ELECTRIC	07/18/2018	261.00
33733	SCOTSMAN	WILLIAMS SCOTSMAN	07/18/2018	537.91
33734	TIMBERLI	TIMBERLINE TREE SERVICE, INC.	07/18/2018	5,100.00
Total for 7/18/2018:				38,710.39
849	calpers	CALPERS	07/20/2018	2,814.38
850	ICMACONT	ICMA contributions	07/20/2018	2,073.08
851	HEALTHAQ	Health Equity	07/20/2018	200.00
852	ADPPAYRL	adp	07/20/2018	10,286.54
853	ADPPAYRL	adp	07/20/2018	4,991.08
Total for 7/20/2018:				20,365.08
878	ACHRETN	ACH Returns	07/24/2018	51.68
879	ACHRETN	ACH Returns	07/24/2018	257.98
1058	STOLOSKI	STOLOSKI & GONZALEZ, Inc.	07/24/2018	92,726.17
1059	HYDROENC	HYDROSCIENCE ENGINEERS INC.	07/24/2018	27,047.50
Total for 7/24/2018:				120,083.33
880	DEPOSITE	DEPOSITED ITEM RETN UNPAID	07/26/2018	427.71
33735	ANDERSNJ	JONATHAN ANDERSON	07/26/2018	1,711.60
33736	ATT60197	AT&T 60197	07/26/2018	120.87
33737	BLUELINE	BLUELINE RENTAL	07/26/2018	2,321.39
33738	COMCAST	COMCAST	07/26/2018	581.56
33739	CUSTOMTP	CUSTOM TOPS, INC.	07/26/2018	607.41
33740	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	07/26/2018	254.96
33741	GRANITE	GRANITE ROCK, INC.	07/26/2018	992.89
33742	HOMEDPC	HOME DEPOT	07/26/2018	110.80
33743	M&MBACK	M&M BACKFLOW & METER MAINTEN	07/26/2018	786.75
33744	NORTHSAF	NORTHERN SAFETY CO. INC.	07/26/2018	616.26
33745	OFFICEDE	OFFICE DEPOT, INC.	07/26/2018	266.28
33746	OFFICTEM	OFFICE TEAM	07/26/2018	1,056.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
33747	PACESUPL	PACE SUPPLY CORP	07/26/2018	633.84
33748	PACOFFIC	PACIFIC OFFICE AUTOMATION	07/26/2018	250.17
33749	PAPEMACH	PAPE MACHINERY, INC.	07/26/2018	45,998.00
33750	PETCAT	PETERSON CAT	07/26/2018	636.01
33751	PG&E	PG&E CFM/PPC DEPT	07/26/2018	12,654.89
33752	PINA	CANDY PINA	07/26/2018	50.00
33753	precise	PRECISE, INC.	07/26/2018	8,052.88
33754	RANDB	ROBERTS & BRUNE CO. INC.	07/26/2018	170.09
33755	ROYALWHC	ROYAL WHOLESALE ELECTRIC	07/26/2018	261.00
33756	SFWATER	SAN FRANCISCO WATER DEPT	07/26/2018	603,385.40
33757	STANDINS	STANDARD INSURANCE COMPANY	07/26/2018	969.00
33758	STEPFORD	STEPFORD BUSINESS, INC.	07/26/2018	1,400.00
33759	TRAILERS	TRAILERS PLUS SANTA ROSA	07/26/2018	6,642.16
33760	VALLEYOL	VALLEY OIL COMPANY	07/26/2018	2,277.14
33761	YOUNG	HENRY YOUNG	07/26/2018	25.49
33762	UB*00191	JEFFREY BALSAMO	07/26/2018	5.00
33763	UB*00189	JANINE BULLIS	07/26/2018	21.80
33764	UB*00190	JAMES BUSSEY	07/26/2018	29.62
33765	UB*00200	BRENDAN CHAN	07/26/2018	12.20
33766	UB*00193	MENLO FUNDING CORP	07/26/2018	45.60
33767	UB*00152	DAVID DANG	07/26/2018	188.76
33768	UB*00206	ALLISON DE LOS REYES	07/26/2018	12.20
33769	UB*00180	DUKES ROOT CONTROL	07/26/2018	1,397.72
33770	UB*00197	DARIN & MICHELLE ELLINGSON	07/26/2018	52.58
33771	UB*00202	EMBARK TRUCKS	07/26/2018	49.00
33772	UB*00192	CLEMENT FABER	07/26/2018	76.34
33773	UB*00195	THOMAS FINIGAN	07/26/2018	75.74
33774	UB*00082	DENAE HALL	07/26/2018	200.00
33775	UB*00205	J & S BINDERY	07/26/2018	5.55
33776	UB*00207	FRED & JUDITH KARLSEN	07/26/2018	436.88
33777	UB*00198	JOSEPH KEENAN	07/26/2018	19.40
33778	UB*00194	MICHAEL KENNEDY	07/26/2018	5.78
33779	UB*00181	PEICHI LO	07/26/2018	29.62
33780	UB*00185	KAM MA	07/26/2018	24.00
33781	UB*00115	NANDITA MANTENA	07/26/2018	50.00
33782	UB*00177	DOUG MAYEUX	07/26/2018	70.68
33783	MENACHE	NICOLE MENACHE	07/26/2018	200.00
33784	UB*00176	LISA MESCHI	07/26/2018	15.94
33785	UB*00186	SESHADHRI RAJAN	07/26/2018	10.58
33786	UB*00196	TENNYSON ELECTRIC INC.	07/26/2018	1,461.75
33787	UB*00203	OMAR TORRES	07/26/2018	19.40
33788	UB*00188	ROBIN TRAN	07/26/2018	9.78
33789	UB*00182	HEATHER VARGAS	07/26/2018	10.56
33790	UB*00184	WEST VALLEY CONSTRUCTION	07/26/2018	1,497.72
33791	UB*00201	WEST VALLEY CONSTRUCTION	07/26/2018	1,898.00
33792	UB*00187	WILBUR PROPERTIES	07/26/2018	55.00
33793	UB*00183	JUNE WONG	07/26/2018	44.60
33794	UB*00178	YOSSO GROUP	07/26/2018	108.53
33795	UB*00175	BAULIN YUEH	07/26/2018	9.00
33796	UB*00204	ALLEN ZAMAN	07/26/2018	25.78
33797	UB*00199	LIN ZHOU	07/26/2018	11.38
33799	CHOWGRAI	GRACE CHOW	07/26/2018	11,499.14
33800	SYNERGY1	CONSERVICE SYNERGY	07/26/2018	5,400.00
33801	STANTECA	STANTEC ARCHITECTURE INC.	07/26/2018	596.30
33802	THORPEDE	THORPE DESIGN, iNC.	07/26/2018	596.30
33803	TRUONGEL	ELIZABETH TRUONG	07/26/2018	1,695.55
33804	WENGE	GE WEN	07/26/2018	1,957.02

Check No	Vendor No	Vendor Name	Check Date	Check Amount
33805	YOUNG	HENRY YOUNG	07/26/2018	113.94
Total for 7/26/2018:				723,305.29
854	CALPERS	CALPERS	07/31/2018	8,046.57
855	CALPERS	CALPERS	07/31/2018	136,604.00
856	HEALTH EQ	Health Equity	07/31/2018	2,556.96
857	ICMA CONT	ICMA contributions	07/31/2018	1,916.24
858	ADPPAYRL	adp	07/31/2018	39,635.73
859	ADPPAYRL	adp	07/31/2018	15,131.91
Total for 7/31/2018:				203,891.41
865	WFBUSCAR	WELLS FARGO BUSINESS CARD	08/01/2018	2,823.21
33806	ACWA5661	ACWA JPIA	08/01/2018	8,600.96
33807	ATT60197	AT&T 60197	08/01/2018	1,199.26
33808	BAWSCA	BAY AREA WATER SUPPLY & CONSER	08/01/2018	1,015.00
33809	CINTS	CINTAS CORPORATION	08/01/2018	937.68
33810	COMCASTB	COMCAST BUSINESS	08/01/2018	629.92
33811	EUROFINS	EUROFINS EATON ANALYTICAL, LLC	08/01/2018	350.00
33812	HACHCOMI	HACH COMPANY INC	08/01/2018	1,266.00
33813	LINCOLNL	LINCOLN LIFE	08/01/2018	200.00
33814	mhn	MHN	08/01/2018	45.54
33815	OFFICTEM	OFFICE TEAM	08/01/2018	1,320.00
33816	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/01/2018	500.00
33817	PG&E	PG&E CFM/PPC DEPT	08/01/2018	2,956.76
33818	HCHARLES	H. CHARLES SISKRON	08/01/2018	50.00
33819	VERIZON	VERIZON WIRELESS	08/01/2018	889.74
Total for 8/1/2018:				22,784.07
860	CALPERS	CALPERS	08/03/2018	2,814.38
861	HEALTH EQ	Health Equity	08/03/2018	880.28
862	ICMA CONT	ICMA contributions	08/03/2018	2,073.08
863	ADPPAYRL	adp	08/03/2018	11,479.77
864	ADPPAYRL	adp	08/03/2018	5,541.47
Total for 8/3/2018:				22,788.98
33820	ACWA5661	ACWA JPIA	08/09/2018	86,439.14
33821	AFPCORP.	ALLIED FLUID PRODUCTS CORP	08/09/2018	351.15
33822	ATT60197	AT&T 60197	08/09/2018	20.31
33823	CARQUEST	CARQUEST AUTO PARTS	08/09/2018	130.55
33824	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	08/09/2018	4,325.00
33825	EEAPSAFE	EEAP THE SAFETY PEOPLE, INC.	08/09/2018	555.00
33826	GRANITE	GRANITE ROCK, INC.	08/09/2018	1,283.41
33827	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	08/09/2018	4,636.49
33828	HANSONBR	HANSON, BRIDGETT	08/09/2018	4,585.00
33829	HOMEDPC	HOME DEPOT	08/09/2018	24.04
33830	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	08/09/2018	81.59
33831	KELLYMOR	KELLY-MOORE PAINT CO	08/09/2018	37.78
33832	M&MBACK	M&M BACKFLOW & METER MAINTEN	08/09/2018	168.93
33833	MATCOTLS	MATCO TOOLS	08/09/2018	764.79
33834	OFFICTEM	OFFICE TEAM	08/09/2018	1,320.00
33835	OLSEN	STAN OLSEN	08/09/2018	28.19
33836	OREILLYA	OREILLY AUTO PARTS, INC.	08/09/2018	46.12

Check No	Vendor No	Vendor Name	Check Date	Check Amount
33837	PACFIRE	PACIFIC FIRE SAFE	08/09/2018	773.19
33838	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/09/2018	10,280.82
33839	PENBLDG	PENINSULA BUILDING MATERIALS	08/09/2018	817.20
33840	PG&E	PG&E CFM/PPC DEPT	08/09/2018	8.11
33841	RECOLOGY	RECOLOGY SAN MATEO	08/09/2018	1,309.56
33842	RANDB	ROBERTS & BRUNE CO. INC.	08/09/2018	7,124.68
33843	SFPUCWAT	SFPUC WATER QUALITY	08/09/2018	9,305.00
33844	STEPFORD	STEPFORD BUSINESS, INC.	08/09/2018	1,333.46
33845	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	08/09/2018	385.00
Total for 8/9/2018:				136,134.51
Report Total (148 checks):				1,288,063.06



AGENDA ITEM NO. 6.C.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2018-16 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MPWD DURING FISCAL YEAR 2018/2019

RECOMMENDATION

Approve Resolution 2018-16, as required by State law, establishing the Appropriations Limit in the amount of \$3,304,717 that will be applicable during Fiscal Year (FY) 2018/2019.

FISCAL IMPACT

None. The MPWD receives little revenue from property taxes (approximately \$250,000) or other sources that constitute the "proceeds of taxes" that would be subject to this limit. Thus, this Appropriations Limit has no real effect on the MPWD.

BACKGROUND

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

DISCUSSION

In 1978 Proposition 13 was passed, which was a property tax reform measure sponsored by the Howard Jarvis Association. The purpose of Proposition 13 was to limit the rate at which property taxes can increase on an annual basis. In 1981, this same group decided to put a similar lid on the expenditures a public agency may incur from "proceeds of taxes" and got Proposition 4 passed, now known as the Gann Limitation. A formula was derived by which to calculate an appropriations limit and applied to all public agencies in the state. Each year the agency is allowed to adjust this limit based on changes in population as well as per capita personal income. The change in the California per capita personal income for the prior year was 3.67%, and the applicable change in population from January 1, 2017 to January 1, 2018 for the District was .50%.

The MPWD's adjusted limit for Fiscal Year 2018/2019 will be \$3,304,717.

As required by law, notice of the FY 2018/2019 limit and how it was calculated was posted at the MPWD on August 6, 2018.

Attachments: Resolution 2018-16
MPWD's Notice of Determination of Appropriations Limit for FY 2018/2019

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

UNANIMOUS____ WARDEN____ VELLA____ LINVILL____ ZUCCA____ STUEBING____

RESOLUTION NO. 2018-16

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE
MID-PENINSULA WATER DISTRICT
DURING FISCAL YEAR 2018/2019**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors of the Mid-Peninsula Water District (MPWD) established the appropriations limit applicable to the MPWD during the Fiscal Year 2017/2018 as \$3,171,868; and

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

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

WHEREAS, the applicable factors for Fiscal Year 2018/2019 are as follows:
(1) the change in the California per capita personal income was 3.67%; and (2) the applicable change in population from January 2017 to January 2018 was .50%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2018/2019 is established as \$3,304,717.

REGULARLY PASSED AND ADOPTED this 23rd day of August 2018, by the following vote of the Board.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

President, Board of Directors

ATTEST:

District Secretary



NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018 - 2019

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

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2018-2019 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on August 23, 2018.

1. Appropriations Limit for Fiscal Year 2017 – 2018	\$3,171,868
2. Population Change (January 1, 2017 - January 1, 2018)	.50%
3. Change in California per Capita Personal Income Fiscal Year 2017 – 2018	3.67%
4. Fiscal Year 2018 - 2019 Adjustment Factor (1.0005 x 1.0367)	1.0042
5. Fiscal year 2018 - 2019 Appropriations Limit (\$3,171,868 x 1.0042)	\$3,304,717

Dated: August 6, 2018



AGENDA ITEM NO. 6.D.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RATIFY EXTENSION OF LETTER AGREEMENT BETWEEN THE MPWD AND MPWD EMPLOYEES ASSOCIATION THROUGH SEPTEMBER 30, 2018

RECOMMENDATION

Ratify extension of the letter agreement between the MPWD and MWPD Employees Association through September 30, 2018.

FISCAL IMPACT

None.

DISCUSSION

The letter agreement between the MPWD and MPWD Employees Association expires on September 25, 2018. For the past few months, the MPWD and MPWD Employees Association have been engaged in bargaining and are near agreement.

Both parties agreed that a term extension until September 30, 2017, would be necessary so that a new letter agreement could be finalized, reviewed by District Counsel, and presented to the Board for ratification at its September 27th regular meeting.

The term of the new negotiated letter agreement would begin October 1, 2018.

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

UNANIMOUS____ WARDEN____ VELLA____ LINVILL____ ZUCCA____ STUEBING____



AGENDA ITEM NO. 7.A.

DATE: August 23, 2018

TO: Board of Directors

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

SUBJECT: CONSIDER RESOLUTION 2018-17 ACCEPTING AS COMPLETE THE 2017 WATER MAIN REPLACEMENT PROJECT (KAREN, MEZES, ARTHUR, SOUTH AND FOLGER) AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PROJECT

RECOMMENDATION

Approve Resolution 2018-17 accepting as complete the 2017 Water Main Replacement Project, which made water system improvements on Karen and South Roads, Mezes and Arthur Avenues, and Folger and authorizing the recordation of a Notice of Completion for the project.

FISCAL IMPACT

Original Contract Amount	\$2,055,271.00
<u>Approved Change Orders</u>	<u>\$70,892.41</u>
Total Value of Work Completed	\$2,126,163.41

DISCUSSION

Last month, the District Engineer provided a final report and accounting on this project. (For reference, that report is included again this month as Agenda Item 9.A.3.) The punch list items have been resolved, and record drawings were submitted to the MPWD by the contractor.

Once accepted by the Board, the attached Notice of Completion for the project will be signed and filed with San Mateo County.

Attachments: Resolution 2018-17
Notice of Completion

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

RESOLUTION NO. 2018-17

**ACCEPTING AS COMPLETE THE 2017 KAREN, MEZES, ARTHUR, SOUTH & FOLGER
WATER MAIN IMPROVEMENTS PROJECT AND
AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION
FOR THE PROJECT**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on July 27, 2017, the Mid-Peninsula Water District ("District") entered into a construction contract with Stoloski & Gonzalez, Inc. in the amount of \$2,055,271.00 for the Karen, Mezes, Arthur, South & Folger Water Main Improvements Project; and

WHEREAS, six change orders were issued during the course of the Project, increasing the contract price by \$70,892.41 for a total contract amount of \$2,126,163.41; and

WHEREAS, the Project Manager has determined that the work required under this contract has been completed in accordance with the contract plans and specifications and the contractor has submitted record drawings to the District; and

WHEREAS, a recommendation has been presented to the Board of Directors of the District to accept the project as complete and to authorize the recordation of a Notice of Completion with the County Recorder.

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

1. The 2017 Karen, Mezes, Arthur, South & Folger Water Main Improvements Project is hereby accepted as complete; and
2. The General Manager is hereby authorized and directed to record a Notice of Completion with the County of San Mateo evidencing acceptance and completion of this project.

REGULARLY PASSED AND ADOPTED this 23rd day of August 2018.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name Mid-Peninsula Water District

Street Address 3 Dairy Lane
City & State Belmont, CA 94002

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is an authorized agent of the owner of the hereinafter described property.
2. The full name of the undersigned owner is:

NAME

ADDRESS

CITY AND STATE

Mid-Peninsula Water District

3 Dairy Lane

Belmont, CA 94002

3. On August 23, 2018, there was completed on the hereinafter described real properties located in the City of Belmont, California, the Contract for the construction of the Karen, Mezes, Arthur, South & Folger Water Main Improvements Project.

The work generally consisted of replacing of 972 L.F. of existing 8-inch cast iron water pipe to 8-inch PVC water pipe, 1,563 L.F. of existing 8-inch cast iron water pipe to 8-inch ductile iron pipe, and 785 L.F. of existing 8-inch cast iron water pipe to 10-inch ductile iron pipe eliminating old leaking water pipe.

4. The name of the prime contractor for the work is:

NAME

ADDRESS

CITY AND STATE

Stoloski & Gonzalez, Inc.

727 Main Street

Half Moon Bay, CA 94019

The real property herein referred to is located in the City of Belmont, County of San Mateo, California.

VERIFICATION

I, Candy Piña, declare that I am the Secretary of the Mid-Peninsula Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct to my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2018, at _____, California
(date) (place where signed)

By: _____
Candy Piña, Secretary of the District



AGENDA ITEM NO. 8.A.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE PRESENTATION ON 2018 TOTAL COMPENSATION STUDY BY KOFF & ASSOCIATES, AND APPROVE MANAGEMENT'S RECOMMENDATIONS FOR MPWD SALARY RANGES EFFECTIVE 10/01/18

RECOMMENDATION:

Receive presentation on the 2018 Total Compensation Study by Koff & Associates, and approve Management's recommendations for MPWD salary ranges effective 10/01/18.

FISCAL IMPACT:

\$14,950 total professional services contract with Koff & Associates. \$13,910 has been expended to date.

An MPWD spreadsheet entitled "Recommendations Comparison Summary" is attached for a side-by-side review of the current MPWD salary ranges for each classification, the Koff & Associates recommendations, and Management's salary range recommendations. The approval of the salary ranges proposed by Management does not have an immediate fiscal impact. However, any proposed equity adjustments for personnel in the MPWD classifications would have a fiscal impact, which are presently under consideration as part of the current labor negotiations with the MPWD Employees Association, and yet to be determined.

DISCUSSION:

On April 18, 2018, the MPWD contracted with Koff & Associates to conduct a comprehensive compensation study. The last study was conducted in 2014 by Koff & Associates.

Before work commenced on the project, staff requested input from the Board of Directors and MPWD Employees Association about the comparator agencies. Thirteen (13) agencies were previously used in the 2014 and 2010 studies. Koff & Associates suggested consideration of narrowing the comparisons down to the industry standard of ten (10) agencies. The Board consented to the ten (10) comparator agencies recommended by the General Manager and directed staff to verify with employees. After meeting with the MPWD Employees Association, they, too, agreed with the General Manager's recommended comparator agencies for the study.

Staff met with the Board's financial ad hoc committee, including President Warden, Director Linvill, and District Treasurer Ira for an advance review of the market comparison results, report narrative, and the Koff & Associates and Management recommendations.

The Final Report of the 2018 MPWD Total Compensation Study is attached. Alyssa Thompson of Koff & Associates will present a summary of the study objectives and review the market compensation findings, and their salary range recommendations (Appendix IV of the report).

Management's recommendations for proposed salary ranges vary nominally from the Koff & Associates recommendations (no more than 2.5%) and that was to ensure that the total compensation for each classification was at or slightly above the market median, which in the past has been the Board's direction, and meets the objectives of MPWD policy that compensation be "fair and comparable...and competitive."

Staff recommends approval of the following salary ranges proposed by Management, effective 10/01/18. Bargaining with the MPWD Employees Association is near final agreement and these recommendations have been shared and discussed with them in detail. (October 1st is the proposed start date of the new letter agreement.)

Classification	Management Salary Range Recommendations		
	Proposed Salary Range	Minimum Monthly Salary	Maximum Monthly Salary
Accountant	24	\$ 6,496	\$ 8,444
Administrative Assistant	11	\$ 4,712	\$ 6,126
Administrative Services Manager	40	\$ 9,643	\$12,536
Administrative Specialist	17	\$ 5,465	\$ 7,104
General Manager	53	\$13,293	\$17,280
Lead Operator	20	\$ 5,885	\$ 7,650
Maintenance Technician	10	\$ 4,597	\$ 5,976
Operations Manager	40	\$ 9,643	\$12,536
Operations Supervisor	31	\$ 7,721	\$10,038
Water System Operator	15	\$ 5,201	\$ 6,762

Attachments: Final Koff & Associates Report of the MPWD Total Compensation Study (August 8, 2018)
MPWD spreadsheet entitled "Recommendations Comparison Summary" dated July 2018

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

Mid-Peninsula Water District
Recommendations Comparison Summary
August 8, 2018

Classification	MPWD Current Compensation				K&A Salary Range Recommendations						Management Salary Range Recommendations					
	Minimum Monthly Salary	Maximum Monthly Salary	Benefit Cost Monthly	Total Maximum Monthly Compensation	Proposed Salary Range	Minimum Monthly Salary	Maximum Monthly Salary	Benefit Cost Monthly	Total Maximum Monthly Compensation	% Variance from Current Total Monthly Compensation	Proposed Salary Range	Minimum Monthly Salary	Maximum Monthly Salary	Benefit Cost Monthly	Total Maximum Monthly Compensation	% Variance from Current Total Monthly Compensation
Accountant	N/A	N/A	N/A	Proposed	24	\$ 6,496	\$ 8,444	N/A	Proposed	N/A	24	\$ 6,496	\$ 8,444	N/A	Proposed	N/A
Administrative Assistant	\$ 3,848	\$ 5,414	\$ 3,445	\$ 8,859	10	\$ 4,597	\$ 5,976	\$ 3,567	\$ 9,543	7.7%	11	\$ 4,712	\$ 6,126	\$ 3,599	\$ 9,724	9.8%
Administrative Services Manager	\$ 9,080	\$ 11,460	\$ 4,937	\$ 16,397	39	\$ 9,408	\$ 12,230	\$ 5,067	\$ 17,297	5.5%	40	\$ 9,643	\$ 12,536	\$ 5,119	\$ 17,655	7.7%
Administrative Specialist	\$ 4,526	\$ 6,369	\$ 3,651	\$ 10,020	16	\$ 5,331	\$ 6,931	\$ 3,772	\$ 10,703	6.8%	17	\$ 5,465	\$ 7,104	\$ 3,810	\$ 10,914	8.9%
General Manager	N/A	\$ 15,451	\$ 6,419	\$ 21,870	52	\$ 12,968	\$ 16,859	\$ 6,690	\$ 23,549	7.7%	53	\$ 13,293	\$ 17,280	\$ 6,771	\$ 24,052	10.0%
Lead Operator	\$ 5,350	\$ 7,528	\$ 3,934	\$ 11,462	21	\$ 6,032	\$ 7,841	\$ 4,000	\$ 11,841	3.3%	20	\$ 5,885	\$ 7,650	\$ 3,960	\$ 11,610	1.3%
Maintenance Technician	\$ 3,859	\$ 5,432	\$ 3,483	\$ 8,915	9	\$ 4,485	\$ 5,830	\$ 3,569	\$ 9,399	5.4%	10	\$ 4,597	\$ 5,976	\$ 3,600	\$ 9,576	7.4%
Operations Manager	\$ 9,080	\$ 11,460	\$ 5,387	\$ 16,847	39	\$ 9,408	\$ 12,230	\$ 5,517	\$ 17,747	5.3%	40	\$ 9,643	\$ 12,536	\$ 5,569	\$ 18,105	7.5%
Operations Supervisor	\$ 5,858	\$ 8,243	\$ 4,083	\$ 12,326	29	\$ 7,349	\$ 9,554	\$ 4,356	\$ 13,910	12.8%	31	\$ 7,721	\$ 10,038	\$ 4,498	\$ 14,536	17.9%
Water System Operator	\$ 4,650	\$ 6,544	\$ 3,722	\$ 10,266	15	\$ 5,201	\$ 6,762	\$ 3,769	\$ 10,531	2.6%	15	\$ 5,201	\$ 6,762	\$ 3,769	\$ 10,531	2.6%



Date: 08/08/18

Total Compensation Study Report

Mid-Peninsula Water District

KOFF & ASSOCIATES

ALYSSA THOMPSON

Senior Project Manager

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

athompson@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633

August 8, 2018

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

Dear Ms. Rudock:

Koff & Associates is pleased to present the Total Compensation Study Final Report to Mid-Peninsula Water District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you and Candy Piña for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with Mid-Peninsula Water District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,



Alyssa Thompson
Senior Project Manager



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EXECUTIVE SUMMARY

Background

In April 2018, Koff & Associates (“K&A”) contracted with Mid-Peninsula Water District (District) to conduct a comprehensive Total Compensation Study for. All compensation findings and recommendations are presented in this report.

This compensation review process was precipitated by:

- The concern of the Board of Directors and management that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the District to recruit and retain a high-quality staff;
- The desire to have a compensation plan that can meet the needs of the District; and
- The desire to ensure that internal relationships of salaries are based upon objective, non-quantitative evaluation factors, resulting in equity across the District.

The goals of the compensation study are to assist the District in developing a competitive pay and benefit plan, which is based upon market data, and to ensure that the plan is fiscally responsible and meets the needs of the District with regards to recruitment and retention of qualified staff.

Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings. The results of the total compensation study showed:

- The District’s ***entry monthly base salaries, overall, in comparison to the market median is 24.0% below the market.***
- The District’s ***top monthly base salaries, overall, in comparison to the market median is 9.4% below the market.***
- The District’s ***total compensation, overall, in comparison to the market median is 6.0% below the market.***
- K&A considers a classification falling within 5% of the median to be competitive.

STUDY PROCESS

Classifications

The study included ten classifications and all were compared to the defined labor market. The classifications are listed in Table 1.



Table 1. Benchmark Classification

Classification Title
1. Accountant
2. Administrative Assistant
3. Administrative Services Manager
4. Administrative Specialist
5. General Manager
6. Lead Operator
7. Maintenance Technician
8. Operations Manager
9. Operations Supervisor
10. Water System Operator

Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. In developing the list of potential comparator agencies, K&A first started with the agencies that the District has used historically when conducting market compensation studies. Additional agencies were added to the analysis based on the following factors:

1. **Organizational type and structure** – It is generally recommended that agencies of a similar size and providing similar services to that of the District be used as comparators.

When it comes to technical classes, the size of an organization is not as critical, as these classes perform fairly similar work. The difference in size of an organization becomes more important when comparing classes at the management level. The scope of work and responsibility for management becomes much larger as an organization grows. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility all grow with larger organizations. When it is difficult to find agencies that are similarly sized, it is important to get a good balance of smaller and larger agencies.

2. **Similarity of population, staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
3. **Scope of services provided** – For the majority of classifications, it is important to select agencies providing similar services. Organizations providing the same services are ideal



for comparators and the comparator agencies surveyed provide similar services to the District.

- 4. Labor market and geographic location** – In the reality that is today’s labor market, many agencies are in competition for the same pool of qualified employees. The geographic labor market area, where the District may be recruiting from or losing employees to, was taken into consideration when selecting comparator organizations. Furthermore, by selecting employers within a geographic proximity to the District, the resulting labor market data generally reflects the region’s cost of living, housing costs, growth rate, and other demographic characteristics to the same extent as competing employers to the District.

All factors mentioned were considered in selecting the group of comparator agencies. The District agreed to a list of ten agencies.

Table 2. Comparator Agencies

Agency
1. Alameda County Water District
2. City of Burlingame
3. City of Foster City
4. City of Millbrae
5. City of Redwood City
6. City of San Bruno
7. Coastside County Water District
8. Menlo Park Municipal Water District (City of Menlo Park)
9. North Coast County Water District
10. Westborough Water District

Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).



1. Monthly Base Salary

The entry and top (and/or control point) salary of the salary range. All figures are presented on a monthly basis.

2. Employee Retirement

- **PERS Formula:** The service retirement formula for each agency's Classic plan. The Classic plan is the plan offered prior to the implementation of the Public Employees' Pension Reform Act (PEPRA) effective January 1, 2013. For agencies with retirement systems established under the County Employees Retirement Law of 1937 ("37 Act"), retirement formulas were converted to the equivalent PERS formula for purposes of comparison.
- **Enhanced Formula Cost:** The baseline PERS formula is 2%@62. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
 - 2%@60: midpoint of range = 1.5%
 - 2%@55: midpoint of range = 2.7%
 - 2.5%@55: midpoint of range = 4.9%
 - 2.7%@55: midpoint of range = 6.4%
 - 3%@60: midpoint of range = 7.4%
- **Employer Paid Member Contribution:** The amount of the employee's contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
- **Single Highest Year:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months' highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A multiplied the percentage by the top monthly salary to calculate the cost of the final compensation benefit.
- **Employee Cost Sharing:** The amount of the employer's contribution to PERS that is paid by the employee. The amount is reported as a deduction to total compensation.
- **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of \$663.40 per month was reported.
- **Other:** Any other retirement contributions made by the employer.



3. Deferred Compensation

Deferred compensation contributions provided to all employees of a classification with or without requiring the employee to make a contribution is reported.

4. Insurances

The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:

- Cafeteria/Flexible Benefit Plan
- Medical
- Dental
- Vision
- Life and Accidental Death and Dismemberment (“AD&D”) Insurances
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Other

5. Leaves

Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs.

- **Vacation:** The number of paid time off (or vacation) hours available to all employees who have completed five years of employment.
- **Holidays:** The number of holiday hours (including floating hours) available to employees.
- **Administrative:** Administrative (or management) leave is normally the number of paid leave hours available to Fair Labor Standards Act (“FLSA”) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). This leave category may also include personal leave which may be available to augment vacation or other time off.

6. Auto Allowance

This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.

7. Uniform Allowance

This category includes either the provision of a uniform or safety clothing/shoe allowance. Uniform/shoe reimbursement or the provision of uniforms/shoes are not included.

8. Other



This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

Data Collection

Data was collected during the months of June and July 2018, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District's classification descriptions as the foundation for comparison.

When K&A researches and collects data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that comparable matches may not be made that are 100% equivalent to the classifications at the District. Therefore, K&A does not match based upon job titles, which can often be misleading, but rather analyze class descriptions before a comparable match is determined.

K&A's methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;
- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.



In order for a match to be included, K&A requires that a classification’s “likeness” be at approximately 70% of the matched classification.

When an appropriate match is not identified for one classification, K&A often uses “hybrid matches” (or brackets) which can be functional or represent a span in scope of responsibility. A functional bracket means that the job of one classification at the District is performed by two or more classifications at a comparator agency. A “bracket” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one class that is “smaller,” where the District’s class falls in the middle.

If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

Data Spreadsheets

For each benchmark classification, there are three information pages:

- Entry Monthly and Top Monthly Base Salary
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

The average (mean) and median (midpoint) of the comparator agencies are reported on the top monthly salary and total compensation data spreadsheets. The % above or below that the District is compared to the average and median is also reported.

The mean is the sum of the comparator agencies’ salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for all ten benchmark classifications.

When using survey data to make salary range recommendations and adjustments, K&A recommends using the median, rather than the mean, because the median is not skewed by extremely high or low salary values.

MARKET COMPENSATION FINDINGS

The following table represents a summary of the market entry monthly (base) salary, top monthly (base) salary, and total compensation (top monthly base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a comparable position) and percent above or below the market median is listed. The table is sorted by total monthly compensation in descending order from the most positive percentile (above market) to the most negative (below market).



Total Compensation Study – Final Report

Mid-Peninsula Water District

Table 3. Market Compensation Results Summary

Classification Title	# of Matches	Entry Monthly % Above or Below	Top Monthly % Above or Below	Total Compensation % Above or Below
Lead Operator	7	-16.7%	-0.8%	3.8%
Water System Operator	10	-21.7%	-4.5%	0.5%
Operations Manager	9	-12.8%	-4.6%	-0.4%
Administrative Services Manager	6	-7.0%	-4.6%	-5.3%
Maintenance Technician	9	-26.3%	-9.4%	-6.0%
General Manager	10	N/A	-13.7%	-7.5%
Administrative Assistant	9	-33.9%	-17.7%	-7.8%
Administrative Specialist	6	-34.3%	-16.0%	-8.0%
Operations Supervisor	9	-38.6%	-15.4%	-15.8%
Accountant	10	N/A	N/A	N/A

Entry Monthly Base Salary

Entry monthly salary market results show that eight classifications are paid below the market median:

- The Administrative Services Manager is paid below the market median by more than 5% and less than 10%;
- The Operations Manager is paid below the market median by more than 10% and less than 15%;
- The Lead Operator is paid below the market median by more than 15% and less than 20%;
- The Maintenance Technician and Water System Operator are paid below the market median by more than 20% and less than 30%;
- The Administrative Assistant, Administrative Specialist, and Operations Supervisor are paid below the market median by more than 30%.

As a note, the % difference to the entry monthly market median could not be calculated for the General Manager as there were three agencies that did not have an established salary range for the comparable classification.



Top Monthly Base Salary

Top monthly salary market results show that nine classifications are paid below the market median:

- The Administrative Services Manager, Lead Operator, Operations Manager, and Water System Operator are paid below the market median by less than 5%;
- The Maintenance Technician paid below the market median by more than 5% and less than 10%;
- The General Manager is paid below the market median by more than 10% and less than 15%; and
- The Administrative Assistant, Administrative Specialist, and Operations Supervisor are paid below the market median by more than 15%.

Total Compensation

Total compensation market results show that the Lead Operator and Water System Operator are paid above the market median by less than 5%.

Total compensation market results show that seven classifications are paid below the market median:

- The Operations Manager is paid below the market median by less than 5%;
- The Administrative Assistant, Administrative Services Manager, Administrative Specialist, General Manager, and Maintenance Technician are paid below the market median by more than 5% and less than 10%; and
- The Operations Supervisor is paid below the market median by more than 15%.

One classification does not have a current top step salary and the percent difference to the market could not be calculated.

Generally, a classification falling within 5% of the median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation policy, actual scope of work, and position requirements. However, the District can adopt a different standard.

Overall, the differences between market base salaries and total compensation indicate that the District's benefits package puts the District at a slightly more competitive advantage. Further analysis indicates that, overall, classifications are 9.0% below the market median for base salaries, while that figure changes to 6.4% below the market median for total compensation, which is a 2.6% difference (i.e., the District "gains" a 2.6% competitive advantage when taking benefits into consideration).

Benefits

The market benefits data reveals the major factors contributing toward the District gaining a competitive advantage include:



- Social Security: Seven of the comparator agencies do not participate in Social Security; whereas the District participates in Social Security.
- Insurances: The District contributes a higher \$ amount toward insurances as compared to six agencies.

Although the benefits package puts the District in a more competitive position compared to base salaries, it should be noted that there are some benefits offered that the District is less competitive, including:

- Retirement
 - Enhanced Formula Cost: Five of the comparator agencies offer a “Classic” retirement benefit with a richer benefit formula.
 - Single Highest Year: Six of the comparator agencies calculate final compensation based on 12 months of highest salary; whereas the District calculates final compensation based on 36 months of highest salary.

Additional Benefits

In addition to the benefits collected and reported as total compensation, K&A also collected policy and benefit information on “additional benefits,” including:

- Certification and Education Incentive Pay;
- Tuition Reimbursement;
- Longevity Pay;
- On-Call and Standby Pay; and
- Retiree Health Insurance.

Detailed information on the Additional Benefits is included in Appendix V.

INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships should be developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the District may need to utilize internal alignment practices if the number of staff grows and additional classifications are added or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the District’s classifications to the labor market are used when making internal salary alignment recommendations.

In addition, the following are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered to be competitive in the labor market for salary survey purposes because of the differences in compensation



policy and actual scope of the position and its requirements. However, the District can adopt a closer standard.

- Certain internal percentages are often applied. Those that are the most common are:
 - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
 - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
 - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, K&A utilized market data to develop the salary recommendations for all of the benchmarked classifications, and used internal equity principles to make the salary recommendations for two classifications that were not benchmarked. For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the District. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for District management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments as necessary, based on the needs of the organization.

The District may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the District to determine market indexing and salary determination.

RECOMMENDATIONS

Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on the District’s pay philosophy, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.



Proposed Salary Structure

Currently, District has a salary structure with ranges that have a minimum and maximum salaries that are approximately 41% apart for represented classifications and approximately 21% apart for management exempt classifications. Each classification is assigned to a specific salary range; however, the salary ranges are not tied to one another.

It is recommended that the District implement a new salary range structure with 55 salary ranges that are set 2.5% apart from one another. Each salary range has a minimum and maximum set 30% apart.

The differential between the entry (minimum) and top (maximum) steps of the current salary ranges is approximately 41% for represented classifications and 21% for management exempt classifications. Typically, the differential between minimum and maximum salaries is approximately 20% to 35%. Based on the market results, it appears that overall, the District's minimum salaries are 21% below the market. Additionally, in looking at the % differential between the entry and top step salaries at the comparator agencies, on average the % differential is approximately 25%. Thus, we recommend that the District adjust the minimum to be 30% below the maximum to be more in alignment with market and industry best practices.

Appendix III contains the current salary range structure.

Salary Structure Administration and Maintenance

An employee compensation program is designed to attract, retain, motivate, and reward the best possible workforce in an equitable manner. As a public agency, budgetary determinations, approved by the Board of Directors, impact the District's determinations regarding employee compensation.

We recommend that the employee compensation program be designed to fairly compensate each employee at a salary that is determined by individual performance, funding, the competitive job market, job responsibilities, and the required level of expertise. The District should maintain a program ingrained with clearly defined standards and guidelines. Doing this provides several advantages such as ease of administration, greater ability to assess the progress toward goals throughout the year, and an enhanced ability to maintain objectivity and sense of fairness throughout the process.

The determination of salary increases should be based on individual performance. At the same time, it is important that the salary ranges remain competitive to the market. Periodic market studies and/or annual structure adjustments should be applied to the ranges, if appropriate, not to the individual salary. Typically, adjustments to individual salaries based on range movement should not be automatic. The reviewer may recommend an upward adjustment in an individual's salary or may recommend that an individual's salary be maintained at its current level, despite any adjustment in the salary range.

During the study, there were five comparator agencies that implemented adjustments effective July 2018. Of the five agencies, four implemented adjustments to the salary ranges, as opposed to employees' salaries. As a note, the fifth agency that implemented adjustments did so to the



employees' salaries as this agency does not have salary ranges by classification. The average adjustment for all five agencies implemented July 2018 was approximately 3.4%.

Finally, it is important to note that the salary range structure connects all salary ranges, and their steps, by formula, thereby allowing for adjustments to be applied to only one-dollar figure in the table/matrix, which then automatically updates the entire table. Due to the formula that connects each range to the next (with 2.5% differentials between each range), there is a compounding effect when drawing relationships that span several ranges. For example, with 2.5% differentials between ranges, four ranges should represent a 10% differential. However, because the compounding effect of 2.5%, on top of 2.5%, on top of 2.5%, and so on, the differential between Range 1 and Range 5 is not exactly 10%, but it is slightly greater.

Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. The recommendations are based on total compensation market results. The following calculation was used:

1. Multiplied the District's current top monthly salary by the percentage difference between District's total compensation and the total compensation market median to calculate the Market Placement Salary.
2. The classification was then placed within the proposed salary range with a maximum salary closest to and above the Market Placement Salary.

K&A also modified the current internal alignment in certain instances where it seemed warranted based on market-supported groupings and/or compaction issues.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the District decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

Options for Implementation

While the District may be interested in bringing all salaries to the market median, in some cases this goal may not be reached with a single adjustment. In this case, one option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within 5% of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% below the market median, a higher percentage change may be initially warranted to reduce the disparity.



If employees' current salaries are significantly below market so that their current compensation falls below the bottom of the newly recommended range, then larger adjustments would be needed to move those employees at least to the bottom of the new salary range.

The District may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the District may want to consider adjusting those classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance meets the District's level of expectation.

When classifications are over market, K&A typically recommends Y-rating employees whose current pay exceeds the maximum of the recommended range until the market numbers "catch up" with their current salary. To Y-rate an employee means to keep the employee's salary frozen and to provide no salary increases (including no cost of living adjustments) until the employee's current salary is within the recommended salary range. This will result in no immediate loss of income, but will delay any future increases until the incumbent's salary is within the salary range.

Other options to "freezing" a classification's salary in place until the market catches up are:

- **"Grandfathering" of salary ranges:** This means that the salary range for the classification is adjusted down to what the market numbers are. However, current incumbents would continue being paid at the current rate of pay (which would put them outside of the new and adjusted salary range for the class) until they separate from employment with the District. Any new-hires would be paid within the newly established salary range.
- **Single-incumbent classes:** If a class only has one incumbent, an option would be to wait until the person separates from employment with the District and then adjust the salary range for the class according to the market.
- **Recent hires:** Some employees who have recently been hired may still be at one of the lower steps within their current salary range. So, even if the top of their current salary range is above market, the incumbents are currently still paid below the market maximum because they are not at the top of their current salary range. In this case, an immediate salary range adjustment could be made to bring the salary range in alignment with the market. This would bring the affected incumbents either to the top of the market range or very close to it, but they would not technically be Y-rated or lose any pay.

Another option, of course, is to actually reduce salaries down to the market. However, from an employee relations perspective this may not be a viable option.



USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

It has been a pleasure working with Mid-Peninsula Water District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully submitted by,
Koff & Associates

A handwritten signature in cursive script that reads "Alyssa Thompson".

Alyssa Thompson
Senior Project Manager



Appendix I

Results Summary



Appendix I

Results Summary

Appendix I
Mid-Peninsula Water District
Results Summary
July 2018

Classification	# of Matches	Entry Monthly Salary Data					Top Monthly Salary Data					Total Monthly Compensation Data							
		Entry Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Top Monthly Salary	Average of Comparators	% above or below	Median of Comparators	% above or below	Total Monthly Comp	Average of Comparators	% above or below	Median of Comparators	% above or below			
Accountant	10	Proposed	\$ 6,968	N/A	\$ 6,877	N/A	Proposed	\$ 8,490	N/A	\$ 8,360	N/A	Proposed	\$ 12,340	N/A	\$ 11,986	N/A			
Administrative Assistant	9	\$ 3,848	\$ 5,097	-32.5%	\$ 5,152	-33.9%	\$ 5,414	\$ 6,301	-16.4%	\$ 6,373	-17.7%	\$ 8,859	\$ 9,752	-10.1%	\$ 9,550	-7.8%			
Administrative Services Manager	6	\$ 9,080	\$ 9,638	-6.1%	\$ 9,713	-7.0%	\$ 11,460	\$ 11,900	-3.8%	\$ 11,983	-4.6%	\$ 16,397	\$ 17,238	-5.1%	\$ 17,271	-5.3%			
Administrative Specialist	6	\$ 4,526	\$ 6,222	-37.5%	\$ 6,076	-34.3%	\$ 6,369	\$ 7,577	-19.0%	\$ 7,385	-16.0%	\$ 10,020	\$ 11,312	-12.9%	\$ 10,822	-8.0%			
General Manager	10	N/A	\$ 13,985	N/A	\$ 13,722	N/A	\$ 15,451	\$ 17,552	-13.6%	\$ 17,574	-13.7%	\$ 21,870	\$ 24,346	-11.3%	\$ 23,507	-7.5%			
Lead Operator	7	\$ 5,350	\$ 6,619	-23.7%	\$ 6,241	-16.7%	\$ 7,528	\$ 8,061	-7.1%	\$ 7,586	-0.8%	\$ 11,462	\$ 11,583	-1.1%	\$ 11,024	3.8%			
Maintenance Technician	9	\$ 3,859	\$ 4,966	-28.7%	\$ 4,875	-26.3%	\$ 5,432	\$ 5,975	-10.0%	\$ 5,941	-9.4%	\$ 8,915	\$ 9,234	-3.6%	\$ 9,447	-6.0%			
Operations Manager	9	\$ 9,080	\$ 10,078	-11.0%	\$ 10,242	-12.8%	\$ 11,460	\$ 12,244	-6.8%	\$ 11,985	-4.6%	\$ 16,847	\$ 17,204	-2.1%	\$ 16,940	-0.6%			
Operations Supervisor	9	\$ 5,858	\$ 8,162	-39.3%	\$ 8,121	-38.6%	\$ 8,243	\$ 9,862	-19.6%	\$ 9,510	-15.4%	\$ 12,326	\$ 14,039	-13.9%	\$ 14,274	-15.8%			
Water System Operator	10	\$ 4,650	\$ 5,522	-18.8%	\$ 5,658	-21.7%	\$ 6,544	\$ 6,885	-5.2%	\$ 6,837	-4.5%	\$ 10,266	\$ 10,386	-1.2%	\$ 10,218	0.5%			
		AVERAGE:		-24.7%	AVERAGE:		-23.9%	AVERAGE:		-11.3%	AVERAGE:		-9.6%	AVERAGE:		-6.8%	AVERAGE:		-5.2%
		MEDIAN:		-26.2%	MEDIAN:		-24.0%	MEDIAN:		-10.0%	MEDIAN:		-9.4%	MEDIAN:		-5.1%	MEDIAN:		-6.0%



Appendix II

Market Compensation Findings

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Accountant									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Mid-Peninsula Water District	Accountant	Proposed	Proposed	N/A	N/A	N/A	N/A	N/A
2	City of Redwood City	Senior Accountant	\$ 9,264	\$ 11,114	\$ 2,918	\$ 14,032	10/2/2017	unknown	unknown
3	Alameda County Water District	Accountant II	\$ 7,852	\$ 9,545	\$ 5,042	\$ 14,586	6/18/2017	unknown	unknown
4	Menlo Park Municipal Water District	Accountant II	\$ 7,298	\$ 8,789	\$ 3,197	\$ 11,986	7/1/2018	7/1/2019	2.5%
5	Coastside County Water District	Office Manager	\$ 7,048	\$ 8,592	\$ 4,102	\$ 12,694	7/1/2018	7/1/2019	unknown
6	City of Foster City	Accountant II	\$ 6,877	\$ 8,360	\$ 4,090	\$ 12,450	7/1/2018	unknown	unknown
7	City of Burlingame	Accountant	\$ 6,447	\$ 7,832	\$ 3,450	\$ 11,282	6/25/2018	unknown	unknown
8	City of San Bruno	Accountant	\$ 6,371	\$ 7,817	\$ 3,846	\$ 11,663	1/1/2018	unknown	unknown
9	City of Millbrae	Accountant	\$ 6,330	\$ 7,694	\$ 3,558	\$ 11,252	7/1/2017	unknown	unknown
10	North Coast County Water District	Accountant	\$ 5,228	\$ 6,672	\$ 4,440	\$ 11,111	7/1/2018	unknown	unknown
11	Westborough Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$6,968	\$8,490	\$ 12,340
% Mid-Peninsula Water District Above/Below				
Median of Comparators		\$6,877	\$ 8,360	\$ 11,986
% Mid-Peninsula Water District Above/Below				
Number of Matches			9	9

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Accountant	Accountant II	Accountant	Accountant II	Accountant	Senior Accountant	Accountant	Office Manager	Accountant II	Accountant	N/C
	Top Monthly Salary	Proposed	\$ 9,545	\$ 7,832	\$ 8,360	\$ 7,694	\$ 11,114	\$ 7,817	\$ 8,592	\$ 8,789	\$ 6,672	
Retirement	Classic		2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60	2%@60	2%@55	
	Enhanced Formula Cost		\$ 468	\$ 384	\$ 535	\$ 492	\$ 167	\$ 500	\$ 129	\$ 132	\$ 180	
	ER Paid Member Contrib		\$ 239									
	Calc Classic EPMC as Spec Comp		\$ 6									
	Single Highest Year		\$ 57	\$ 47		\$ 46		\$ 47	\$ 43		\$33	
	Social Security								\$ 533		\$414	
	Deferred Compensation		\$ 42	\$ 98	\$ 334		\$ 222	\$ 39				
	EE Cost Sharing			\$ -117		\$ -423	\$ -778			\$ -312		
Insurance	Cafeteria		\$ 2,762		\$ 2,001	\$ 2,014		\$ 2,027		\$ 2,184		
	Health			\$ 2,138			\$ 1,838		\$ 2,187		\$ 2,769	
	Dental						\$ 100		\$ 164	\$ 2	\$ 147	
	Vision				\$ 17		\$ 11		\$ 21	\$ 35	\$ 19	
	Life		\$ 28	\$ 10	\$ 16	\$ 55	\$ 1	\$ 11	\$ 46	\$ 31	\$ 24	
	LTD		\$ 45	\$ 18	\$ 62	\$ 71	\$ 32	\$ 34	\$ 29	\$ 35	\$ 76	
	STD/SDI		\$ 37								\$ 33	
	Other Ins.											
Leaves	Vacation		\$ 624	\$452	\$514	\$ 710	\$641	\$ 451	\$496	\$575	\$385	
	Holidays		\$ 404	\$422	\$386	\$ 444	\$598	\$ 436	\$430	\$516	\$359	
	Admin Leave		\$ 330		\$225	\$ 148	\$85	\$ 301				
Allow	Auto											
	Uniform								\$ 25			
Benefit Package Total		\$ 0	\$ 5,042	\$ 3,450	\$ 4,090	\$ 3,558	\$ 2,918	\$ 3,846	\$ 4,102	\$ 3,197	\$ 4,440	\$ 0

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Accountant									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Mid-Peninsula Water District	Accountant	Proposed	Proposed	N/A	N/A	N/A	N/A	N/A
2	Alameda County Water District	Accountant II	\$ 7,852	\$ 9,545	\$ 5,042	\$ 14,586	6/18/2017	unknown	unknown
3	City of Redwood City	Senior Accountant	\$ 9,264	\$ 11,114	\$ 2,918	\$ 14,032	10/2/2017	unknown	unknown
4	Coastside County Water District	Office Manager	\$ 7,048	\$ 8,592	\$ 4,102	\$ 12,694	7/1/2018	7/1/2019	unknown
5	City of Foster City	Accountant II	\$ 6,877	\$ 8,360	\$ 4,090	\$ 12,450	7/1/2018	unknown	unknown
6	Menlo Park Municipal Water District	Accountant II	\$ 7,298	\$ 8,789	\$ 3,197	\$ 11,986	7/1/2018	7/1/2019	2.5%
7	City of San Bruno	Accountant	\$ 6,371	\$ 7,817	\$ 3,846	\$ 11,663	1/1/2018	unknown	unknown
8	City of Burlingame	Accountant	\$ 6,447	\$ 7,832	\$ 3,450	\$ 11,282	6/25/2018	unknown	unknown
9	City of Millbrae	Accountant	\$ 6,330	\$ 7,694	\$ 3,558	\$ 11,252	7/1/2017	unknown	unknown
10	North Coast County Water District	Accountant	\$ 5,228	\$ 6,672	\$ 4,440	\$ 11,111	7/1/2018	unknown	unknown
11	Westborough Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$6,968	\$8,490	\$ 12,340
% Mid-Peninsula Water District Above/Below				
Median of Comparators		\$6,877	\$ 8,360	\$ 11,986
% Mid-Peninsula Water District Above/Below				
Number of Matches			9	9

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Administrative Assistant									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Westborough Water District	Operations Assistant	N/A	\$ 6,827	\$ 4,256	\$ 11,083	7/1/2018	7/1/2019	Up to 5%
2	City of Burlingame	Accounting Assistant III	\$ 5,585	\$ 6,779	\$ 3,290	\$ 10,069	6/25/2018	unknown	unknown
3	Alameda County Water District	Customer Account Representative II	\$ 5,419	\$ 6,587	\$ 4,005	\$ 10,592	6/18/2017	unknown	unknown
4	Coastside County Water District	Customer Service Specialist II	\$ 5,380	\$ 6,554	\$ 3,709	\$ 10,262	7/1/2018	7/1/2019	unknown
5	City of Foster City	Accounting Specialist	\$ 5,243	\$ 6,373	\$ 3,177	\$ 9,550	7/1/2018	unknown	unknown
6	City of Millbrae	Accounting Technician	\$ 5,060	\$ 6,151	\$ 2,707	\$ 8,858	7/1/2017	unknown	unknown
7	City of Redwood City	Account Clerk II	\$ 5,022	\$ 6,107	\$ 2,582	\$ 8,689	2/5/2018	unknown	unknown
8	City of San Bruno	Accounting & Customer Service Representative II	\$ 4,854	\$ 5,956	\$ 3,179	\$ 9,135	1/1/2018	unknown	unknown
9	Mid-Peninsula Water District	Administrative Assistant	\$ 3,848	\$ 5,414	\$ 3,445	\$ 8,859	8/1/2017	unknown	unknown
10	North Coast County Water District	Customer Service Representative II	\$ 4,215	\$ 5,379	\$ 4,153	\$ 9,531	7/1/2018	unknown	unknown
11	Menlo Park Municipal Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$5,097	\$6,301	\$ 9,752
% Mid-Peninsula Water District Above/Below		-32.5%	-16.4%	-10.1%
Median of Comparators		\$5,152	\$ 6,373	\$ 9,550
% Mid-Peninsula Water District Above/Below		-33.9%	-17.7%	-7.8%
Number of Matches			9	9

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Administrative Assistant	Customer Account Representative	Accounting Assistant III	Accounting Specialist	Accounting Technician	Account Clerk II	Accounting & Customer Service	Customer Service Specialist II	N/C	Customer Service Representative	Operations Assistant
	Top Monthly Salary	\$ 5,414	\$ 6,587	\$ 6,779	\$ 6,373	\$ 6,151	\$ 6,107	\$ 5,956	\$ 6,554		\$ 5,379	\$ 6,827
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 146	\$ 323	\$ 332	\$ 408	\$ 394	\$ 92	\$ 381	\$ 98		\$ 145	\$ 184
	ER Paid Member Contrib											\$ 68
	Calc Classic EPMC as Spec Comp											
	Single Highest Year		\$ 40	\$ 41		\$ 37		\$ 36	\$ 33		\$27	
	Social Security	\$ 336						\$ 406			\$333	\$ 423
	Deferred Compensation			\$ 98				\$ 25				
	EE Cost Sharing			\$ -102		\$ -338	\$ -305					
Insurance	Cafeteria		\$ 2,762		\$ 1,909	\$ 1,935		\$ 2,027				
	Health	\$ 2,073		\$ 2,138			\$ 1,932		\$ 2,187		\$ 2,769	\$ 2,601
	Dental	\$ 164					\$ 105		\$ 164		\$ 147	\$ 164
	Vision	\$ 21			\$ 17		\$ 11		\$ 21		\$ 19	\$ 19
	Life	\$ 20	\$ 13	\$ 10	\$ 12	\$ 18	\$ 1	\$ 9	\$ 46		\$ 24	\$ 35
	LTD	\$ 30	\$ 31	\$ 18	\$ 47		\$ 18	\$ 26	\$ 22		\$ 61	
	STD/SDI	\$ 10	\$ 26								\$ 26	
	Other Ins.											
Leaves	Vacation	\$ 312	\$ 431	\$391	\$392	\$ 355	\$352	\$ 344	\$378		\$310	\$394
	Holidays	\$ 271	\$ 380	\$365	\$294	\$ 308	\$329	\$ 332	\$328		\$290	\$368
	Admin Leave	\$ 62			\$98		\$47					
Allow	Auto											
	Uniform								\$ 25			
Benefit Package Total		\$ 3,445	\$ 4,005	\$ 3,290	\$ 3,177	\$ 2,707	\$ 2,582	\$ 3,179	\$ 3,709	\$ 0	\$ 4,153	\$ 4,256

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Administrative Assistant									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Westborough Water District	Operations Assistant	N/A	\$ 6,827	\$ 4,256	\$ 11,083	7/1/2018	7/1/2019	Up to 5%
2	Alameda County Water District	Customer Account Representative II	\$ 5,419	\$ 6,587	\$ 4,005	\$ 10,592	6/18/2017	unknown	unknown
3	Coastside County Water District	Customer Service Specialist II	\$ 5,380	\$ 6,554	\$ 3,709	\$ 10,262	7/1/2018	7/1/2019	unknown
4	City of Burlingame	Accounting Assistant III	\$ 5,585	\$ 6,779	\$ 3,290	\$ 10,069	6/25/2018	unknown	unknown
5	City of Foster City	Accounting Specialist	\$ 5,243	\$ 6,373	\$ 3,177	\$ 9,550	7/1/2018	unknown	unknown
6	North Coast County Water District	Customer Service Representative II	\$ 4,215	\$ 5,379	\$ 4,153	\$ 9,531	7/1/2018	unknown	unknown
7	City of San Bruno	Accounting & Customer Service Representative II	\$ 4,854	\$ 5,956	\$ 3,179	\$ 9,135	1/1/2018	unknown	unknown
8	Mid-Peninsula Water District	Administrative Assistant	\$ 3,848	\$ 5,414	\$ 3,445	\$ 8,859	8/1/2017	unknown	unknown
9	City of Millbrae	Accounting Technician	\$ 5,060	\$ 6,151	\$ 2,707	\$ 8,858	7/1/2017	unknown	unknown
10	City of Redwood City	Account Clerk II	\$ 5,022	\$ 6,107	\$ 2,582	\$ 8,689	2/5/2018	unknown	unknown
11	Menlo Park Municipal Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$5,097	\$6,301	\$ 9,752
% Mid-Peninsula Water District Above/Below		-32.5%	-16.4%	-10.1%
Median of Comparators		\$5,152	\$ 6,373	\$ 9,550
% Mid-Peninsula Water District Above/Below		-33.9%	-17.7%	-7.8%
Number of Matches			9	9

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Administrative Services Manager									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Human Resources/Risk Manager / Customer Services and Systems Manager / Human Resources Analyst III]	\$ 10,785	\$ 13,110	\$ 5,967	\$ 19,077	6/18/2017	unknown	unknown
2	City of Burlingame ³	[Human Resources Director / Human Resources Analyst II / City Clerk]	\$ 10,160	\$ 12,366	\$ 4,842	\$ 17,208	12/25/2017	unknown	unknown
3	City of Foster City ⁴	[Human Resources Director / Human Resources Analyst / Deputy City Clerk]	\$ 9,981	\$ 12,132	\$ 5,202	\$ 17,334	7/1/2018	unknown	unknown
4	City of Redwood City ²	[Human Resources Manager / Human Resources Analyst II / Assistant City Clerk]	\$ 9,446	\$ 11,834	\$ 4,100	\$ 15,933	7/10/2017	unknown	unknown
5	Menlo Park Municipal Water District ⁶	[Human Resources Manager / Management Analyst II]	\$ 9,139	\$ 11,749	\$ 7,517	\$ 19,266	7/1/2018	7/1/2019	2.5%
6	Mid-Peninsula Water District	Administrative Services Manager	\$ 9,080	\$ 11,460	\$ 4,937	\$ 16,397	8/1/2017	unknown	unknown
7	City of San Bruno ⁵	[Human Resources Manager / Management Analyst]	\$ 8,318	\$ 10,208	\$ 4,402	\$ 14,610	1/1/2018	unknown	unknown
8	City of Millbrae	N/C							
9	Coastside County Water District	N/C							
10	North Coast County Water District	N/C							
11	Westborough Water District	N/C							

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$9,638	\$11,900	\$ 17,238
% Mid-Peninsula Water District Above/Below	-6.1%	-3.8%	-5.1%
Median of Comparators	\$9,713	\$ 11,983	\$ 17,271
% Mid-Peninsula Water District Above/Below	-7.0%	-4.6%	-5.3%
Number of Matches		6	6

N/C - Non Comparator

1 - Alameda County Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Redwood City: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

3 - City of Burlingame: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

4 - City of Foster City: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

5 - City of San Bruno: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

6 - Menlo Park Municipal Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Administrative Services Manager	[HR/Risk Mgr / Customer Services and Systems Mgr / HR Analyst III]	[Human Resources Director / Human Resources Analyst II / City Clerk]	[HR Director / HR Analyst / Deputy City Clerk]	N/C	[HR Manager / HR Analyst II / Assistant City Clerk]	[Human Resources Manager / Management Analyst II]	N/C	[Human Resources Manager / Management Analyst II]	N/C	N/C
	Top Monthly Salary	\$ 11,460	\$ 13,110	\$ 12,366	\$ 12,132		\$ 11,834	\$ 10,208		\$ 11,749		
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55		2%@60	2.7%@55		2%@60		
	Enhanced Formula Cost	\$ 309	\$ 642	\$ 606	\$ 776		\$ 178	\$ 653		\$ 176		
	ER Paid Member Contrib		\$ 328									
	Calc Classic EPMC as Spec Comp		\$ 8									
	Single Highest Year		\$ 79	\$ 74				\$ 61				
	Social Security	\$ 663										
	Deferred Compensation		\$ 42	\$ 98	\$ 485		\$ 237	\$ 51		\$470		
	EE Cost Sharing			\$ -186			\$ -828			\$ -344		
Insurance	Cafeteria		\$ 2,762		\$ 2,001			\$ 2,027		\$ 3,567		
	Health	\$ 2,073		\$ 2,138			\$ 1,838					
	Dental	\$ 164					\$ 100			\$ 2		
	Vision	\$ 21			\$ 17		\$ 11			\$ 35		
	Life	\$ 20	\$ 38	\$ 19	\$ 23		\$ 1	\$ 15		\$ 41		
	LTD	\$ 41	\$ 62	\$ 37	\$ 67		\$ 34	\$ 44		\$ 47		
	STD/SDI	\$ 14	\$ 40									
	Other Ins.									\$208		
Leaves	Vacation ^{1,2}	\$ 661	\$ 857	\$ 713	\$747		\$683	\$ 589		\$1,909		
	Holidays	\$ 573	\$ 555	\$ 666	\$560		\$637	\$ 569		\$497		
	Admin Leave	\$ 397	\$ 555	\$ 476	\$327		\$910	\$ 393		\$452		
Allow	Auto			\$ 200	\$ 200		\$ 300			\$ 455		
	Uniform											
Benefit Package Total		\$ 4,937	\$ 5,967	\$ 4,842	\$ 5,202	\$ 0	\$ 4,100	\$ 4,402	\$ 0	\$ 7,517	\$ 0	\$ 0

N/C - Non Comparator

1 - City of Belmont: PTO-includes vacation and sick leaves.

2 - Menlo Park WD: General Leave-includes vacation and sick leaves.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Administrative Services Manager									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Menlo Park Municipal Water District ⁶	[Human Resources Manager / Management Analyst II]	\$ 9,139	\$ 11,749	\$ 7,517	\$ 19,266	7/1/2018	7/1/2019	2.5%
2	Alameda County Water District ¹	[Human Resources/Risk Manager / Customer Services and Systems Manager / Human Resources Analyst III]	\$ 10,785	\$ 13,110	\$ 5,967	\$ 19,077	6/18/2017	unknown	unknown
3	City of Foster City ⁴	[Human Resources Director / Human Resources Analyst / Deputy City Clerk]	\$ 9,981	\$ 12,132	\$ 5,202	\$ 17,334	7/1/2018	unknown	unknown
4	City of Burlingame ³	[Human Resources Director / Human Resources Analyst II / City Clerk]	\$ 10,160	\$ 12,366	\$ 4,842	\$ 17,208	12/25/2017	unknown	unknown
5	Mid-Peninsula Water District	Administrative Services Manager	\$ 9,080	\$ 11,460	\$ 4,937	\$ 16,397	8/1/2017	unknown	unknown
6	City of Redwood City ²	[Human Resources Manager / Human Resources Analyst II / Assistant City Clerk]	\$ 9,446	\$ 11,834	\$ 4,100	\$ 15,933	7/10/2017	unknown	unknown
7	City of San Bruno ⁵	[Human Resources Manager / Management Analyst II]	\$ 8,318	\$ 10,208	\$ 4,402	\$ 14,610	1/1/2018	unknown	unknown
8	City of Millbrae	N/C							
9	Coastside County Water District	N/C							
10	North Coast County Water District	N/C							
11	Westborough Water District	N/C							

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$9,638	\$11,900	\$ 17,238
% Mid-Peninsula Water District Above/Below	-6.1%	-3.8%	-5.1%
Median of Comparators	\$9,713	\$ 11,983	\$ 17,271
% Mid-Peninsula Water District Above/Below	-7.0%	-4.6%	-5.3%
Number of Matches		6	6

N/C - Non Comparator

1 - Alameda County Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

2 - City of Redwood City: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

3 - City of Burlingame: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

4 - City of Foster City: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

5 - City of San Bruno: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

6 - Menlo Park Municipal Water District: Span of Responsibility Match: This hybrid match represents that the duties are bridged by a higher and lower level classification at the comparator agency. The salary displayed is an average of the matches.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Administrative Specialist									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Customer Account Representative III / Water Conservation Specialist II]	\$ 7,852	\$ 9,545	\$ 5,042	\$ 14,586	6/18/2017	unknown	unknown
2	Coastside County Water District ³	[Utility Billing Specialist / Water Efficiency Specialist]	\$ 6,238	\$ 7,600	\$ 3,911	\$ 11,511	7/1/2018	7/1/2019	unknown
3	City of Burlingame	Accounting Technician	\$ 6,160	\$ 7,486	\$ 3,397	\$ 10,883	6/25/2018	unknown	unknown
4	City of Millbrae ²	[Senior Accounting Technician / Environmental Program Coordinator]	\$ 5,993	\$ 7,285	\$ 3,476	\$ 10,761	7/1/2017	unknown	unknown
5	City of San Bruno	Accounting & Customer Service Representative III	\$ 5,583	\$ 6,852	\$ 3,349	\$ 10,201	1/1/2018	unknown	unknown
6	City of Foster City	Senior Accounting Specialist	\$ 5,506	\$ 6,692	\$ 3,239	\$ 9,931	7/1/2018	unknown	unknown
7	Mid-Peninsula Water District	Administrative Specialist	\$ 4,526	\$ 6,369	\$ 3,651	\$ 10,020	8/1/2017	unknown	unknown
8	Westborough Water District	N/C							
9	City of Redwood City	N/C							
10	North Coast County Water District	N/C							
11	Menlo Park Municipal Water District	N/C							

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$6,222	\$7,577	\$ 11,312
% Mid-Peninsula Water District Above/Below	-37.5%	-19.0%	-12.9%
Median of Comparators	\$6,076	\$ 7,385	\$ 10,822
% Mid-Peninsula Water District Above/Below	-34.3%	-16.0%	-8.0%
Number of Matches		6	6

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Millbrae: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - Coastside County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Administrative Specialist	[Customer Account Representative	Accounting Technician	Senior Accounting Specialist	[Senior Accounting Technician /	N/C	Accounting & Customer Service	[Utility Billing Specialist / Water Efficiency	N/C	N/C	N/C
	Top Monthly Salary	\$ 6,369	\$ 9,545	\$ 7,486	\$ 6,692	\$ 7,285		\$ 6,852	\$ 7,600			
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55		2.7%@55	2%@60			
	Enhanced Formula Cost	\$ 172	\$ 468	\$ 367	\$ 428	\$ 466		\$ 439	\$ 114			
	ER Paid Member Contrib		\$ 239									
	Calc Classic EPMC as Spec Comp		\$ 6									
	Single Highest Year		\$ 57	\$ 45		\$ 44		\$ 41	\$ 38			
	Social Security	\$ 395							\$ 471			
	Deferred Compensation		\$ 42	\$ 98				\$ 25				
	EE Cost Sharing			\$ -112		\$ -401						
Insurance	Cafeteria		\$ 2,762		\$ 1,909	\$ 2,014		\$ 2,027				
	Health	\$ 2,073		\$ 2,138					\$ 2,187			
	Dental	\$ 164							\$ 164			
	Vision	\$ 21			\$ 17				\$ 21			
	Life	\$ 20	\$ 28	\$ 10	\$ 12	\$ 52		\$ 10	\$ 46			
	LTD	\$ 35	\$ 45	\$ 18	\$ 50	\$ 67		\$ 29	\$ 26			
	STD/SDI	\$ 12	\$ 37									
	Other Ins.											
Leaves	Vacation	\$ 367	\$ 624	\$432	\$412	\$ 672		\$ 395	\$438			
	Holidays	\$ 318	\$ 404	\$403	\$309	\$ 420		\$ 382	\$380			
	Admin Leave	\$ 73	\$ 330		\$103	\$ 140						
Allow	Auto											
	Uniform								\$ 25			
Benefit Package Total		\$ 3,651	\$ 5,042	\$ 3,397	\$ 3,239	\$ 3,476	\$ 0	\$ 3,349	\$ 3,911	\$ 0	\$ 0	\$ 0

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Administrative Specialist									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Customer Account Representative III / Water Conservation Specialist II]	\$ 7,852	\$ 9,545	\$ 5,042	\$ 14,586	6/18/2017	unknown	unknown
2	Coastside County Water District ³	[Utility Billing Specialist / Water Efficiency Specialist]	\$ 6,238	\$ 7,600	\$ 3,911	\$ 11,511	7/1/2018	7/1/2019	unknown
3	City of Burlingame	Accounting Technician	\$ 6,160	\$ 7,486	\$ 3,397	\$ 10,883	6/25/2018	unknown	unknown
4	City of Millbrae ²	[Senior Accounting Technician / Environmental Program Coordinator]	\$ 5,993	\$ 7,285	\$ 3,476	\$ 10,761	7/1/2017	unknown	unknown
5	City of San Bruno	Accounting & Customer Service Representative III	\$ 5,583	\$ 6,852	\$ 3,349	\$ 10,201	1/1/2018	unknown	unknown
6	Mid-Peninsula Water District	Administrative Specialist	\$ 4,526	\$ 6,369	\$ 3,651	\$ 10,020	8/1/2017	unknown	unknown
7	City of Foster City	Senior Accounting Specialist	\$ 5,506	\$ 6,692	\$ 3,239	\$ 9,931	7/1/2018	unknown	unknown
8	City of Redwood City	N/C							
9	Menlo Park Municipal Water District	N/C							
10	North Coast County Water District	N/C							
11	Westborough Water District	N/C							

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$6,222	\$7,577	\$ 11,312
% Mid-Peninsula Water District Above/Below	-37.5%	-19.0%	-12.9%
Median of Comparators	\$6,076	\$ 7,385	\$ 10,822
% Mid-Peninsula Water District Above/Below	-34.3%	-16.0%	-8.0%
Number of Matches		6	6

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Millbrae: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

3 - Coastside County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

General Manager									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District	General Manager	N/A	\$ 19,510	\$ 7,212	\$ 26,722	7/1/2018	7/1/2019	unknown
2	Alameda County Water District	Manager of Operations & Maintenance	\$ 15,863	\$ 19,283	\$ 7,902	\$ 27,184	6/18/2017	unknown	unknown
3	Menlo Park Municipal Water District	Public Works Director	\$ 13,388	\$ 18,491	\$ 9,367	\$ 27,857	7/1/2018	7/1/2019	2.5%
4	City of Redwood City	Public Works Services Director	\$ 13,666	\$ 18,449	\$ 5,234	\$ 23,683	7/10/2017	unknown	unknown
5	Westborough Water District	General Manager	N/A	\$ 18,301	\$ 7,355	\$ 25,656	7/1/2018	7/1/2019	unknown
6	City of Burlingame ¹	Director of Public Works	\$ 13,859	\$ 16,848	\$ 5,853	\$ 22,701	12/25/2017	unknown	unknown
7	City of San Bruno	Public Services Director	\$ 13,722	\$ 16,839	\$ 6,491	\$ 23,330	1/1/2018	unknown	unknown
8	City of Millbrae	Public Works Director	\$ 13,811	\$ 16,787	\$ 5,599	\$ 22,386	7/1/2017	unknown	unknown
9	City of Foster City	Director of Public Works	\$ 13,585	\$ 16,513	\$ 6,256	\$ 22,769	7/1/2018	unknown	unknown
10	Mid-Peninsula Water District	General Manager	N/A	\$ 15,451	\$ 6,419	\$ 21,870	1/1/2018	1/1/2019	unknown
11	North Coast County Water District	General Manager	N/A	\$ 14,500	\$ 6,669	\$ 21,169	5/1/2018	unknown	unknown

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$13,985	\$17,552	\$ 24,346
% Mid-Peninsula Water District Above/Below			-13.6%	-11.3%
Median of Comparators		\$13,722	\$ 17,574	\$ 23,507
% Mid-Peninsula Water District Above/Below			-13.7%	-7.5%
Number of Matches			10	10

N/C - Non Comparator

1 - City of Burlingame: Director of Public Works requires PE registration.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		General Manager	Manager of Operations & Maintenance	Director of Public Works	Director of Public Works	Public Works Director	Public Works Services Director	Public Services Director	General Manager	Public Works Director	General Manager	General Manager
	Top Monthly Salary	\$ 15,451	\$ 19,283	\$ 16,848	\$ 16,513	\$ 16,787	\$ 18,449	\$ 16,839	\$ 19,510	\$ 18,491	\$ 14,500	\$ 18,301
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60	2%@60	2%@55	2%@55
	Enhanced Formula Cost	\$ 417	\$ 945	\$ 826	\$ 1,057	\$ 1,074	\$ 277	\$ 1,078	\$ 293	\$ 277	\$ 392	\$ 494
	ER Paid Member Contrib		\$ 482									\$ 183
	Calc Classic EPMC as Spec Comp		\$ 12									
	Single Highest Year		\$ 116	\$ 101		\$ 101		\$ 101	\$ 98		\$ 73	
	Social Security	\$ 663							\$ 663		\$ 663	\$ 663
	Deferred Compensation		\$ 42	\$ 98	\$ 661		\$ 369	\$ 168		\$ 740		
	EE Cost Sharing			\$ -253		\$ -923	\$ -1,291			\$ -541		
Insurance	Cafeteria		\$ 2,762		\$ 2,001	\$ 2,014		\$ 2,027		\$ 3,567		
	Health	\$ 2,073		\$ 2,138			\$ 1,838		\$ 2,187		\$ 2,769	\$ 2,601
	Dental	\$ 164					\$ 100		\$ 164	\$ 2	\$ 147	\$ 164
	Vision	\$ 21			\$ 17		\$ 11		\$ 21	\$ 35	\$ 19	\$ 19
	Life	\$ 20	\$ 41	\$ 26	\$ 31	\$ 95	\$ 1	\$ 24	\$ 46	\$ 65	\$ 24	\$ 35
	LTD	\$ 41	\$ 91	\$ 40	\$ 67	\$ 74	\$ 54	\$ 72	\$ 38	\$ 60	\$ 165	
	STD/SDI	\$ 14	\$ 40								\$ 71	
	Other Ins.									\$ 208		
Leaves	Vacation ^{1,2}	\$ 1,189	\$ 1,261	\$ 972	\$ 1,016	\$ 1,550	\$ 1,064	\$ 971	\$ 1,126	\$ 3,005	\$ 837	\$ 1,056
	Holidays	\$ 773	\$ 816	\$ 907	\$ 762	\$ 968	\$ 993	\$ 939	\$ 976	\$ 782	\$ 781	\$ 985
	Admin Leave	\$ 594	\$ 816	\$ 648	\$ 445	\$ 646	\$ 1,419	\$ 810	\$ 1,126	\$ 711	\$ 279	\$ 704
Allow	Auto	\$ 450	\$ 480	\$ 350	\$ 200		\$ 400	\$ 300	\$ 450	\$ 455	\$ 450	\$ 450
	Uniform								\$ 25			
Benefit Package Total		\$ 6,419	\$ 7,902	\$ 5,853	\$ 6,256	\$ 5,599	\$ 5,234	\$ 6,491	\$ 7,212	\$ 9,367	\$ 6,669	\$ 7,355

N/C - Non Comparator

1 - City of Belmont: PTO-includes vacation and sick leaves.

2 - Menlo Park WD: General Leave-includes vacation and sick leaves.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

General Manager									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Menlo Park Municipal Water District	Public Works Director	\$ 13,388	\$ 18,491	\$ 9,367	\$ 27,857	7/1/2018	7/1/2019	2.5%
2	Alameda County Water District	Manager of Operations & Maintenance	\$ 15,863	\$ 19,283	\$ 7,902	\$ 27,184	6/18/2017	unknown	unknown
3	Coastside County Water District	General Manager	N/A	\$ 19,510	\$ 7,212	\$ 26,722	7/1/2018	7/1/2019	unknown
4	Westborough Water District	General Manager	N/A	\$ 18,301	\$ 7,355	\$ 25,656	7/1/2018	7/1/2019	unknown
5	City of Redwood City	Public Works Services Director	\$ 13,666	\$ 18,449	\$ 5,234	\$ 23,683	7/10/2017	unknown	unknown
6	City of San Bruno	Public Services Director	\$ 13,722	\$ 16,839	\$ 6,491	\$ 23,330	1/1/2018	unknown	unknown
7	City of Foster City	Director of Public Works	\$ 13,585	\$ 16,513	\$ 6,256	\$ 22,769	7/1/2018	unknown	unknown
8	City of Burlingame ¹	Director of Public Works	\$ 13,859	\$ 16,848	\$ 5,853	\$ 22,701	12/25/2017	unknown	unknown
9	City of Millbrae	Public Works Director	\$ 13,811	\$ 16,787	\$ 5,599	\$ 22,386	7/1/2017	unknown	unknown
10	Mid-Peninsula Water District	General Manager	N/A	\$ 15,451	\$ 6,419	\$ 21,870	1/1/2018	1/1/2019	unknown
11	North Coast County Water District	General Manager	N/A	\$ 14,500	\$ 6,669	\$ 21,169	5/1/2018	unknown	unknown

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$13,985	\$17,552	\$ 24,346
% Mid-Peninsula Water District Above/Below		-13.6%	-11.3%
Median of Comparators	\$13,722	\$ 17,574	\$ 23,507
% Mid-Peninsula Water District Above/Below		-13.7%	-7.5%
Number of Matches		10	10

N/C - Non Comparator

1 - City of Burlingame: Director of Public Works requires PE registration.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Lead Operator									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District ⁶	Senior Treatment/Distribution Operator	\$ 7,984	\$ 9,729	\$ 4,322	\$ 14,051	7/1/2018	7/1/2019	unknown
2	Alameda County Water District ¹	[Utility Worker Leader / Treatment Facilities Operator]	\$ 7,696	\$ 9,355	\$ 4,519	\$ 13,874	6/18/2017	unknown	unknown
3	City of Redwood City ²	[Utilities Specialist / Water Quality Specialist]	\$ 7,284	\$ 8,856	\$ 2,821	\$ 11,677	2/5/2018	unknown	unknown
4	City of Foster City ⁴	Public Works Lead Maintenance Worker	\$ 6,241	\$ 7,586	\$ 3,438	\$ 11,024	7/1/2018	unknown	unknown
5	Mid-Peninsula Water District	Lead Operator	\$ 5,350	\$ 7,528	\$ 3,934	\$ 11,462	8/1/2017	unknown	unknown
6	City of Burlingame ³	[Water Maintenance Leadworker / Water Quality and Meter Lead Worker / Water Service and Operations Technician]	\$ 5,956	\$ 7,252	\$ 3,387	\$ 10,639	6/25/2018	unknown	unknown
7	City of San Bruno ⁵	[Lead Maintenance Worker / Water Quality Technician II]	\$ 5,694	\$ 6,988	\$ 3,375	\$ 10,363	1/1/2018	unknown	unknown
8	City of Millbrae	Public Works Lead Worker	\$ 5,477	\$ 6,658	\$ 2,797	\$ 9,455	7/1/2017	unknown	unknown
9	Westborough Water District	N/C							
10	North Coast County Water District	N/C							
11	Menlo Park Municipal Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$6,619	\$8,061	\$ 11,583
% Mid-Peninsula Water District Above/Below		-23.7%	-7.1%	-1.1%
Median of Comparators		\$6,241	\$ 7,586	\$ 11,024
% Mid-Peninsula Water District Above/Below		-16.7%	-0.8%	3.8%
Number of Matches			7	7

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Redwood City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Utilities Specialist requires D3 Water Distribution Operator certificate only. Water Quality Specialist requires D3 Water Distribution Operator certificate within 18 months of appointment.

3 - City of Burlingame: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Water Quality and Meter Lead Worker requires D3 Water Distribution Operator and T1 Water Treatment Operator certificates within 12 months of appointment and a Backflow Prevention Assembly General Tester certificate within 24 months of appointment. Water Maintenance Leadworker requires D3 Water Distribution Operator certificate.

4 - City of Foster City: Public Works Lead Maintenance Worker requires Grade III CWEA and Grade III AWWA certificates.

5 - City of San Bruno: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Both classifications require a D3 Water Distribution Operator certificate.

6 - Coastside County Water District: Senior Treatment/Distribution Operator requires T3 Water Treatment Operator certificate within 24 months of appointment.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Lead Operator	[Utility Worker Leader / Treatment Facilities Operator]	[Water Maint Leadworker / Water Quality and Meter Lead Worker / Water Service and Ops Tech]	Public Works Lead Maintenance Worker	Public Works Lead Worker	[Utilities Specialist / Water Quality Specialist]	[Lead Maintenance Worker / Water Quality Technician II]	Senior Treatment/Distribution Operator	N/C	N/C	N/C
	Top Monthly Salary	\$ 7,528	\$ 9,355	\$ 7,252	\$ 7,586	\$ 6,658	\$ 8,856	\$ 6,988	\$ 9,729			
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60			
	Enhanced Formula Cost	\$ 203	\$ 458	\$ 355	\$ 486	\$ 426	\$ 133	\$ 447	\$ 146			
	ER Paid Member Contrib											
	Calc Classic EPMC as Spec Comp											
	Single Highest Year		\$ 56	\$ 44		\$ 40		\$ 42	\$ 49			
	Social Security	\$ 467							\$ 603			
	Deferred Compensation			\$ 98				\$ 25				
	EE Cost Sharing			\$ -109		\$ -366	\$ -443					
Insurance	Cafeteria		\$ 2,762		\$ 1,909	\$ 1,935		\$ 2,027				
	Health	\$ 2,073		\$ 2,138			\$ 1,932		\$ 2,187			
	Dental	\$ 164					\$ 105		\$ 164			
	Vision	\$ 21			\$ 17		\$ 11		\$ 21			
	Life	\$ 20	\$ 19	\$ 10	\$ 12	\$ 19	\$ 1	\$ 10	\$ 46			
	LTD	\$ 41	\$ 44	\$ 18	\$ 57		\$ 26	\$ 30	\$ 33			
	STD/SDI	\$ 14	\$ 28									
	Other Ins.											
Leaves	Vacation	\$ 434	\$ 612	\$ 418	\$ 467	\$ 384	\$ 511	\$ 403	\$ 561			
	Holidays	\$ 376	\$ 540	\$ 391	\$ 350	\$ 333	\$ 477	\$ 390	\$ 486			
	Admin Leave	\$ 87			\$ 117		\$ 68					
Allow	Auto											
	Uniform	\$ 33		\$ 25	\$ 25	\$ 27			\$ 25			
Benefit Package Total		\$ 3,934	\$ 4,519	\$ 3,387	\$ 3,438	\$ 2,797	\$ 2,821	\$ 3,375	\$ 4,322	\$ 0	\$ 0	\$ 0

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Lead Operator									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Coastside County Water District ⁶	Senior Treatment/Distribution Operator	\$ 7,984	\$ 9,729	\$ 4,322	\$ 14,051	7/1/2018	7/1/2019	unknown
2	Alameda County Water District ¹	[Utility Worker Leader / Treatment Facilities Operator]	\$ 7,696	\$ 9,355	\$ 4,519	\$ 13,874	6/18/2017	unknown	unknown
3	City of Redwood City ²	[Utilities Specialist / Water Quality Specialist]	\$ 7,284	\$ 8,856	\$ 2,821	\$ 11,677	2/5/2018	unknown	unknown
4	Mid-Peninsula Water District	Lead Operator	\$ 5,350	\$ 7,528	\$ 3,934	\$ 11,462	8/1/2017	unknown	unknown
5	City of Foster City ⁴	Public Works Lead Maintenance Worker	\$ 6,241	\$ 7,586	\$ 3,438	\$ 11,024	7/1/2018	unknown	unknown
6	City of Burlingame ³	[Water Maintenance Leadworker / Water Quality and Meter Lead Worker / Water Service and Operations Technician]	\$ 5,956	\$ 7,252	\$ 3,387	\$ 10,639	6/25/2018	unknown	unknown
7	City of San Bruno ⁵	[Lead Maintenance Worker / Water Quality Technician II]	\$ 5,694	\$ 6,988	\$ 3,375	\$ 10,363	1/1/2018	unknown	unknown
8	City of Millbrae	Public Works Lead Worker	\$ 5,477	\$ 6,658	\$ 2,797	\$ 9,455	7/1/2017	unknown	unknown
9	Menlo Park Municipal Water District	N/C							
10	North Coast County Water District	N/C							
11	Westborough Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$6,619	\$8,061	\$ 11,583
% Mid-Peninsula Water District Above/Below		-23.7%	-7.1%	-1.1%
Median of Comparators		\$6,241	\$ 7,586	\$ 11,024
% Mid-Peninsula Water District Above/Below		-16.7%	-0.8%	3.8%
Number of Matches			7	7

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Redwood City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Utilities Specialist requires D3 Water Distribution Operator certificate only. Water Quality Specialist requires D3 Water Distribution Operator certificate within 18 months of appointment.

3 - City of Burlingame: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Water Quality and Meter Lead Worker requires D3 Water Distribution Operator and T1 Water Treatment Operator certificates within 12 months of appointment and a Backflow Prevention Assembly General Tester certificate within 24 months of appointment. Water Maintenance Leadworker requires D3 Water Distribution Operator certificate.

4 - City of Foster City: Public Works Lead Maintenance Worker requires Grade III CWEA and Grade III AWWA certificates.

5 - City of San Bruno: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Both classifications require a D3 Water Distribution Operator certificate.

6 - Coastside County Water District: Senior Treatment/Distribution Operator requires T3 Water Treatment Operator certificate within 24 months of appointment.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Maintenance Technician									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Meter Reader / Customer Service Field Representative / Utility Worker I]	\$ 6,362	\$ 7,733	\$ 4,219	\$ 11,952	6/18/2017	unknown	unknown
2	City of Redwood City ⁶	[Consumer Services Technician / Public Works Maintenance Worker I]	\$ 5,721	\$ 6,951	\$ 2,655	\$ 9,606	2/5/2018	unknown	unknown
3	Menlo Park Municipal Water District ⁵	[Water System Operator I / Maintenance Worker II]	\$ 5,280	\$ 6,354	\$ 2,927	\$ 9,281	7/1/2018	7/1/2019	2.5%
4	City of Burlingame ²	Water Meter Repairer	\$ 5,142	\$ 6,223	\$ 3,231	\$ 9,454	6/25/2018	unknown	unknown
5	Coastside County Water District ⁴	Maintenance Worker	\$ 4,875	\$ 5,941	\$ 3,590	\$ 9,531	7/1/2018	7/1/2019	unknown
6	Mid-Peninsula Water District	Maintenance Technician	\$ 3,859	\$ 5,432	\$ 3,483	\$ 8,915	8/1/2017	unknown	unknown
7	North Coast County Water District	Utility Maintenance Worker I	\$ 4,161	\$ 5,310	\$ 4,137	\$ 9,447	7/1/2018	unknown	unknown
8	City of San Bruno	Public Works Maintenance Worker I	\$ 4,305	\$ 5,283	\$ 3,052	\$ 8,335	1/1/2018	unknown	unknown
9	City of Millbrae	Public Works Maintenance Worker	\$ 4,190	\$ 5,094	\$ 2,601	\$ 7,695	7/1/2017	unknown	unknown
10	City of Foster City ³	Public Works Maintenance Worker	\$ 4,657	\$ 4,890	\$ 2,914	\$ 7,804	7/1/2018	unknown	unknown
11	Westborough Water District	N/C							

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$4,966	\$5,975	\$ 9,234
% Mid-Peninsula Water District Above/Below	-28.7%	-10.0%	-3.6%
Median of Comparators	\$4,875	\$ 5,941	\$ 9,447
% Mid-Peninsula Water District Above/Below	-26.3%	-9.4%	-6.0%
Number of Matches		9	9

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Burlingame: Certifications are not required.

3 - City of Foster City: Certifications are not required.

4 - Coastside County Water District: Maintenance Worker requires D2 Water Distribution Operator and T2 Water Treatment Operator certificates within 24 months of employment.

5 - Menlo Park Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

6 - City of Redwood City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Maintenance Technician	[Meter Reader / Customer Service Field Representative / Utility Worker I]	Water Meter Repairer	Public Works Maintenance Worker	Public Works Maintenance Worker	[Consumer Services Technician / Public Works Maintenance Worker I]	Public Works Maintenance Worker I	Maintenance Worker	[Water System Operator I / Maintenance Worker II]	Utility Maintenance Worker I	N/C
	Top Monthly Salary	\$ 5,432	\$ 7,733	\$ 6,223	\$ 4,890	\$ 5,094	\$ 6,951	\$ 5,283	\$ 5,941	\$ 6,354	\$ 5,310	
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60	2%@60	2%@55	
	Enhanced Formula Cost	\$ 147	\$ 379	\$ 305	\$ 313	\$ 326	\$ 104	\$ 338	\$ 89	\$ 95	\$ 143	
	ER Paid Member Contrib											
	Calc Classic EPMC as Spec Comp											
	Single Highest Year		\$ 46	\$ 37		\$ 31		\$ 32	\$ 30		\$27	
	Social Security	\$ 337							\$ 368		\$329	
	Deferred Compensation			\$ 98				\$ 25				
	EE Cost Sharing			\$ -93		\$ -280	\$ -348			\$ -226		
Insurance	Cafeteria		\$ 2,762		\$ 1,909	\$ 1,935		\$ 2,027		\$ 2,184		
	Health	\$ 2,073		\$ 2,138			\$ 1,932		\$ 2,187		\$ 2,769	
	Dental	\$ 164					\$ 105		\$ 164	\$ 2	\$ 147	
	Vision	\$ 21			\$ 17		\$ 11		\$ 21	\$ 35	\$ 19	
	Life	\$ 20	\$ 16	\$ 10	\$ 12	\$ 15	\$ 1	\$ 8	\$ 46	\$ 22	\$ 24	
	LTD	\$ 30	\$ 36	\$ 18	\$ 36		\$ 20	\$ 23	\$ 20	\$ 25	\$ 61	
	STD/SDI	\$ 10	\$ 28								\$ 26	
	Other Ins.											
Leaves	Vacation	\$ 313	\$ 506	\$359	\$301	\$ 294	\$401	\$ 305	\$343	\$415	\$306	
	Holidays	\$ 272	\$ 446	\$335	\$226	\$ 255	\$374	\$ 295	\$297	\$373	\$286	
	Admin Leave	\$ 63			\$75		\$53					
Allow	Auto											
	Uniform	\$ 33		\$ 25	\$ 25	\$ 27			\$ 25			
Benefit Package Total		\$ 3,483	\$ 4,219	\$ 3,231	\$ 2,914	\$ 2,601	\$ 2,655	\$ 3,052	\$ 3,590	\$ 2,927	\$ 4,137	\$ 0

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Maintenance Technician									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Meter Reader / Customer Service Field Representative / Utility Worker I]	\$ 6,362	\$ 7,733	\$ 4,219	\$ 11,952	6/18/2017	unknown	unknown
2	City of Redwood City ⁶	[Consumer Services Technician / Public Works Maintenance Worker I]	\$ 5,721	\$ 6,951	\$ 2,655	\$ 9,606	2/5/2018	unknown	unknown
3	Coastside County Water District ⁴	Maintenance Worker	\$ 4,875	\$ 5,941	\$ 3,590	\$ 9,531	7/1/2018	7/1/2019	unknown
4	City of Burlingame ²	Water Meter Repairer	\$ 5,142	\$ 6,223	\$ 3,231	\$ 9,454	6/25/2018	unknown	unknown
5	North Coast County Water District	Utility Maintenance Worker I	\$ 4,161	\$ 5,310	\$ 4,137	\$ 9,447	7/1/2018	unknown	unknown
6	Menlo Park Municipal Water District ⁵	[Water System Operator I / Maintenance Worker II]	\$ 5,280	\$ 6,354	\$ 2,927	\$ 9,281	7/1/2018	7/1/2019	2.5%
7	Mid-Peninsula Water District	Maintenance Technician	\$ 3,859	\$ 5,432	\$ 3,483	\$ 8,915	8/1/2017	unknown	unknown
8	City of San Bruno	Public Works Maintenance Worker I	\$ 4,305	\$ 5,283	\$ 3,052	\$ 8,335	1/1/2018	unknown	unknown
9	City of Foster City ³	Public Works Maintenance Worker	\$ 4,657	\$ 4,890	\$ 2,914	\$ 7,804	7/1/2018	unknown	unknown
10	City of Millbrae	Public Works Maintenance Worker	\$ 4,190	\$ 5,094	\$ 2,601	\$ 7,695	7/1/2017	unknown	unknown
11	Westborough Water District	N/C							

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$4,966	\$5,975	\$ 9,234
% Mid-Peninsula Water District Above/Below	-28.7%	-10.0%	-3.6%
Median of Comparators	\$4,875	\$ 5,941	\$ 9,447
% Mid-Peninsula Water District Above/Below	-26.3%	-9.4%	-6.0%
Number of Matches		9	9

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

2 - City of Burlingame: Certifications are not required.

3 - City of Foster City: Certifications are not required.

4 - Coastside County Water District: Maintenance Worker requires D2 Water Distribution Operator and T2 Water Treatment Operator certificates within 24 months of employment.

5 - Menlo Park Municipal Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

6 - City of Redwood City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the higher of the matches.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Operations Manager									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	Distribution Maintenance Manager	\$ 12,445	\$ 15,128	\$ 6,444	\$ 21,572	6/18/2017	unknown	unknown
2	City of Redwood City ⁵	Public Works Superintendent	\$ 11,345	\$ 13,617	\$ 3,136	\$ 16,753	10/2/2017	unknown	unknown
3	Coastside County Water District ⁴	Superintendent of Operations	\$ 11,007	\$ 13,412	\$ 6,081	\$ 19,493	7/1/2018	7/1/2019	unknown
4	City of Millbrae	Public Works Superintendent	\$ 10,623	\$ 12,913	\$ 4,559	\$ 17,472	7/1/2017	unknown	unknown
5	City of Foster City	Public Works Maintenance Manager	\$ 9,860	\$ 11,985	\$ 4,967	\$ 16,952	7/1/2018	unknown	unknown
6	Westborough Water District	Assistant General Manager	N/A	\$ 11,717	\$ 5,223	\$ 16,940	7/1/2018	7/1/2019	Up to 5%
7	Mid-Peninsula Water District	Operations Manager	\$ 9,080	\$ 11,460	\$ 5,387	\$ 16,847	8/1/2017	unknown	unknown
8	North Coast County Water District	Superintendent	\$ 8,543	\$ 10,903	\$ 5,575	\$ 16,478	7/1/2018	unknown	unknown
9	City of San Bruno ³	Maintenance Services Manager	\$ 8,362	\$ 10,261	\$ 4,415	\$ 14,676	1/1/2018	unknown	unknown
10	City of Burlingame ²	Water Division Manager	\$ 8,441	\$ 10,260	\$ 4,240	\$ 14,500	12/25/2017	12/24/2018	3.0%
11	Menlo Park Municipal Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$10,078	\$12,244	\$ 17,204
% Mid-Peninsula Water District Above/Below		-11.0%	-6.8%	-2.1%
Median of Comparators		\$10,242	\$ 11,985	\$ 16,940
% Mid-Peninsula Water District Above/Below		-12.8%	-4.6%	-0.6%
Number of Matches			9	9

N/C - Non Comparator

1 - Alameda County Water District: Distribution Maintenance Manager requires D3 Water Distribution Operator certificate within 18 months of employment.

2 - City of Burlingame: Water Division Manager requires D3 Water Distribution Operator certificate only.

3 - City of San Bruno: Certifications are not required.

4 - Coastside County Water District: Superintendent of Operations requires T3 Water Treatment Operator and D2 Water Distribution Operator certificates.

5 - City of Redwood City: Public Works Superintendent requires D4 Water Distribution Operator certificate within 18 months of employment.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Operations Manager	Distribution Maintenance Manager	Water Division Manager	Public Works Maintenance Manager	Public Works Supt	Public Works Supt	Maintenance Services Manager	Supt of Operations	N/C	Supt	Assistant General Manager
	Top Monthly Salary	\$ 11,460	\$ 15,128	\$ 10,260	\$ 11,985	\$ 12,913	\$ 13,617	\$ 10,261	\$ 13,412		\$ 10,903	\$ 11,717
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60		2%@55	2%@55
	Enhanced Formula Cost	\$ 309	\$ 741	\$ 503	\$ 767	\$ 826	\$ 204	\$ 657	\$ 201		\$ 294	\$ 316
	ER Paid Member Contrib		\$ 378									\$ 117
	Calc Classic EPMC as Spec Comp		\$ 9									
	Single Highest Year		\$ 91	\$ 62		\$ 77		\$ 62	\$ 67		\$55	
	Social Security	\$ 663						\$ 663			\$663	\$ 663
	Deferred Compensation		\$ 42	\$ 98	\$ 479		\$ 272	\$ 51				
	EE Cost Sharing			\$ -154		\$ -710	\$ -953					
Insurance	Cafeteria		\$ 2,762		\$ 2,001	\$ 2,014		\$ 2,027				
	Health	\$ 2,073		\$ 2,138			\$ 1,838		\$ 2,187		\$ 2,769	\$ 2,601
	Dental	\$ 164					\$ 100		\$ 164		\$ 147	\$ 164
	Vision	\$ 21			\$ 17		\$ 11		\$ 21		\$ 19	\$ 19
	Life	\$ 20	\$ 41	\$ 13	\$ 22	\$ 92	\$ 1	\$ 15	\$ 46		\$ 24	\$ 35
	LTD	\$ 41	\$ 71	\$ 18	\$ 67	\$ 74	\$ 39	\$ 44	\$ 38		\$ 124	
	STD/SDI	\$ 14	\$ 40								\$ 53	
	Other Ins.											
Leaves	Vacation	\$ 661	\$ 989	\$ 592	\$738	\$ 1,192	\$786	\$ 592	\$774		\$629	\$676
	Holidays	\$ 573	\$ 640	\$ 552	\$553	\$ 745	\$733	\$ 572	\$671		\$587	\$631
	Admin Leave	\$ 397	\$ 640	\$ 395	\$323	\$ 248	\$105	\$ 395	\$774		\$210	
Allow	Auto	\$ 450							\$ 450			
	Uniform			\$ 25					\$ 25			
Benefit Package Total		\$ 5,387	\$ 6,444	\$ 4,240	\$ 4,967	\$ 4,559	\$ 3,136	\$ 4,415	\$ 6,081	\$ 0	\$ 5,575	\$ 5,223

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Operations Manager									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	Distribution Maintenance Manager	\$ 12,445	\$ 15,128	\$ 6,444	\$ 21,572	6/18/2017	unknown	unknown
2	Coastside County Water District ⁴	Superintendent of Operations	\$ 11,007	\$ 13,412	\$ 6,081	\$ 19,493	7/1/2018	7/1/2019	unknown
3	City of Millbrae	Public Works Superintendent	\$ 10,623	\$ 12,913	\$ 4,559	\$ 17,472	7/1/2017	unknown	unknown
4	City of Foster City	Public Works Maintenance Manager	\$ 9,860	\$ 11,985	\$ 4,967	\$ 16,952	7/1/2018	unknown	unknown
5	Westborough Water District	Assistant General Manager	N/A	\$ 11,717	\$ 5,223	\$ 16,940	7/1/2018	7/1/2019	Up to 5%
6	Mid-Peninsula Water District	Operations Manager	\$ 9,080	\$ 11,460	\$ 5,387	\$ 16,847	8/1/2017	unknown	unknown
7	City of Redwood City ⁵	Public Works Superintendent	\$ 11,345	\$ 13,617	\$ 3,136	\$ 16,753	10/2/2017	unknown	unknown
8	North Coast County Water District	Superintendent	\$ 8,543	\$ 10,903	\$ 5,575	\$ 16,478	7/1/2018	unknown	unknown
9	City of San Bruno ³	Maintenance Services Manager	\$ 8,362	\$ 10,261	\$ 4,415	\$ 14,676	1/1/2018	unknown	unknown
10	City of Burlingame ²	Water Division Manager	\$ 8,441	\$ 10,260	\$ 4,240	\$ 14,500	12/25/2017	12/24/2018	3.0%
11	Menlo Park Municipal Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$10,078	\$12,244	\$ 17,204
% Mid-Peninsula Water District Above/Below		-11.0%	-6.8%	-2.1%
Median of Comparators		\$10,242	\$ 11,985	\$ 16,940
% Mid-Peninsula Water District Above/Below		-12.8%	-4.6%	-0.6%
Number of Matches			9	9

N/C - Non Comparator

1 - Alameda County Water District: Distribution Maintenance Manager requires D3 Water Distribution Operator certificate within 18 months of employment.

2 - City of Burlingame: Water Division Manager requires D3 Water Distribution Operator certificate only.

3 - City of San Bruno: Certifications are not required.

4 - Coastside County Water District: Superintendent of Operations requires T3 Water Treatment Operator and D2 Water Distribution Operator certificates.

5 - City of Redwood City: Public Works Superintendent requires D4 Water Distribution Operator certificate within 18 months of employment.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Operations Supervisor									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Distribution Maintenance Supervisor I / Treatment and Distribution Supervisor I]	\$ 9,594	\$ 11,663	\$ 5,622	\$ 17,285	6/18/2017	unknown	unknown
2	City of Redwood City ²	Utilities Field Supervisor	\$ 9,449	\$ 11,337	\$ 2,937	\$ 14,274	10/2/2017	unknown	unknown
3	Coastside County Water District ⁶	Distribution Supervisor	\$ 8,600	\$ 10,477	\$ 4,466	\$ 14,943	7/1/2018	7/1/2019	unknown
4	City of Foster City ⁴	Public Works Maintenance Superintendent	\$ 8,497	\$ 10,328	\$ 4,568	\$ 14,896	7/1/2018	unknown	unknown
5	Westborough Water District	Field Supervisor	N/A	\$ 9,510	\$ 5,271	\$ 14,781	7/1/2018	7/1/2019	Up to 5%
6	Menlo Park Municipal Water District ⁷	Water System Supervisor	\$ 7,745	\$ 9,336	\$ 3,344	\$ 12,680	7/1/2018	7/1/2019	2.5%
7	City of Burlingame ³	Water Operations Supervisor	\$ 7,468	\$ 9,078	\$ 3,663	\$ 12,741	6/25/2018	unknown	unknown
8	City of Millbrae	Public Works Supervisor I	\$ 7,396	\$ 8,990	\$ 3,823	\$ 12,813	7/1/2017	unknown	unknown
9	Mid-Peninsula Water District	Operations Supervisor	\$ 5,858	\$ 8,243	\$ 4,083	\$ 12,326	8/1/2017	unknown	unknown
10	City of San Bruno ⁵	Field Supervisor, Public Works	\$ 6,549	\$ 8,037	\$ 3,897	\$ 11,934	1/1/2018	unknown	unknown
11	North Coast County Water District	N/C							

Summary Results			Entry Monthly	Top Monthly	Total Monthly
Average of Comparators			\$8,162	\$9,862	\$ 14,039
% Mid-Peninsula Water District Above/Below			-39.3%	-19.6%	-13.9%
Median of Comparators			\$8,121	\$ 9,510	\$ 14,274
% Mid-Peninsula Water District Above/Below			-38.6%	-15.4%	-15.8%
Number of Matches				9	9

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - City of Redwood City: Utilities Field Supervisor requires D4 Water Distribution Operator certificate within 12 months of appointment.

3 - City of Burlingame: Water Operations Supervisor requires D4 Water Distribution Operator certificate within one year of appointment.

4 - City of Foster City: Certificate grade required is not specified in class description.

5 - City of San Bruno: Certification requirements are not stated in class description.

6 - Coastside County Water District: Distribution Supervisor requires T2 Water Treatment Operator and D4 Water Distribution Operator certificates.

7 - Menlo Park Municipal Water District: Water System Supervisor requires D3 Water Distribution Operator certificate; when assigned to water treatment, also requires T2 Water Treatment Operator certificate.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Operations Supervisor	[Distribution Maintenance Supervisor I /	Water Operations Supervisor	Public Works Maintenance Superintendent	Public Works Supervisor I	Utilities Field Supervisor	Field Supervisor, Public Works	Distribution Supervisor	Water System Supervisor	N/C	Field Supervisor
	Top Monthly Salary	\$ 8,243	\$ 11,663	\$ 9,078	\$ 10,328	\$ 8,990	\$ 11,337	\$ 8,037	\$ 10,477	\$ 9,336		\$ 9,510
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60	2%@60		2%@55
	Enhanced Formula Cost	\$ 223	\$ 571	\$ 445	\$ 661	\$ 575	\$ 170	\$ 514	\$ 157	\$ 140		\$ 257
	ER Paid Member Contrib		\$ 292									\$ 95
	Calc Classic EPMC as Spec Comp		\$ 7									
	Single Highest Year		\$ 70	\$ 54		\$ 54		\$ 48	\$ 52			
	Social Security	\$ 511							\$ 650			\$ 590
	Deferred Compensation		\$ 42	\$ 98	\$ 413		\$ 227	\$ 40				
	EE Cost Sharing			\$ -136		\$ -494	\$ -794			\$ -273		
Insurance	Cafeteria		\$ 2,762		\$ 2,001	\$ 2,014		\$ 2,027		\$ 2,212		
	Health	\$ 2,073		\$ 2,138			\$ 1,838		\$ 2,187			\$ 2,601
	Dental	\$ 164					\$ 100		\$ 164	\$ 2		\$ 164
	Vision	\$ 21			\$ 17		\$ 11		\$ 21	\$ 35		\$ 19
	Life	\$ 20	\$ 34	\$ 10	\$ 19	\$ 64	\$ 1	\$ 12	\$ 46	\$ 33		\$ 35
	LTD	\$ 41	\$ 55	\$ 18	\$ 67	\$ 74	\$ 33	\$ 35	\$ 35	\$ 37		
	STD/SDI	\$ 14	\$ 40									
	Other Ins.											
Leaves	Vacation	\$ 476	\$ 763	\$524	\$636	\$ 830	\$654	\$ 464	\$604	\$610		\$549
	Holidays	\$ 412	\$ 493	\$489	\$477	\$ 519	\$610	\$ 448	\$524	\$548		\$512
	Admin Leave	\$ 95	\$ 493		\$278	\$ 173	\$87	\$ 309				
Allow	Auto											\$ 450
	Uniform	\$ 33		\$ 25		\$ 14			\$ 25			
Benefit Package Total		\$ 4,083	\$ 5,622	\$ 3,663	\$ 4,568	\$ 3,823	\$ 2,937	\$ 3,897	\$ 4,466	\$ 3,344	\$ 0	\$ 5,271

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Operations Supervisor									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Alameda County Water District ¹	[Distribution Maintenance Supervisor I / Treatment and Distribution Supervisor I]	\$ 9,594	\$ 11,663	\$ 5,622	\$ 17,285	6/18/2017	unknown	unknown
2	Coastside County Water District ⁶	Distribution Supervisor	\$ 8,600	\$ 10,477	\$ 4,466	\$ 14,943	7/1/2018	7/1/2019	unknown
3	City of Foster City ⁴	Public Works Maintenance Superintendent	\$ 8,497	\$ 10,328	\$ 4,568	\$ 14,896	7/1/2018	unknown	unknown
4	Westborough Water District	Field Supervisor	N/A	\$ 9,510	\$ 5,271	\$ 14,781	7/1/2018	7/1/2019	Up to 5%
5	City of Redwood City ²	Utilities Field Supervisor	\$ 9,449	\$ 11,337	\$ 2,937	\$ 14,274	10/2/2017	unknown	unknown
6	City of Millbrae	Public Works Supervisor I	\$ 7,396	\$ 8,990	\$ 3,823	\$ 12,813	7/1/2017	unknown	unknown
7	City of Burlingame ³	Water Operations Supervisor	\$ 7,468	\$ 9,078	\$ 3,663	\$ 12,741	6/25/2018	unknown	unknown
8	Menlo Park Municipal Water District ⁷	Water System Supervisor	\$ 7,745	\$ 9,336	\$ 3,344	\$ 12,680	7/1/2018	7/1/2019	2.5%
9	Mid-Peninsula Water District	Operations Supervisor	\$ 5,858	\$ 8,243	\$ 4,083	\$ 12,326	8/1/2017	unknown	unknown
10	City of San Bruno ⁵	Field Supervisor, Public Works	\$ 6,549	\$ 8,037	\$ 3,897	\$ 11,934	1/1/2018	unknown	unknown
11	North Coast County Water District	N/C							

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$8,162	\$9,862	\$ 14,039
% Mid-Peninsula Water District Above/Below		-39.3%	-19.6%	-13.9%
Median of Comparators		\$8,121	\$ 9,510	\$ 14,274
% Mid-Peninsula Water District Above/Below		-38.6%	-15.4%	-15.8%
Number of Matches			9	9

N/C - Non Comparator

1 - Alameda County Water District: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches.

2 - City of Redwood City: Utilities Field Supervisor requires D4 Water Distribution Operator certificate within 12 months of appointment.

3 - City of Burlingame: Water Operations Supervisor requires D4 Water Distribution Operator certificate within one year of appointment.

4 - City of Foster City: Certificate grade required is not specified in class description.

5 - City of San Bruno: Certification requirements are not stated in class description.

6 - Coastside County Water District: Distribution Supervisor requires T2 Water Treatment Operator and D4 Water Distribution Operator certificates.

7 - Menlo Park Municipal Water District: Water System Supervisor requires D3 Water Distribution Operator certificate; when assigned to water treatment, also requires T2 Water Treatment Operator certificate.

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Top Monthly Salary
July 2018

Water System Operator									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Westborough Water District	Senior Field Maintenance Worker	N/A	\$ 8,161	\$ 4,537	\$ 12,699	6/8/2017	7/1/2019	Up to 5%
2	City of Redwood City ¹	[Utilities Worker / Public Works Maintenance Worker II]	\$ 6,621	\$ 8,050	\$ 2,751	\$ 10,801	2/5/2018	unknown	unknown
3	Alameda County Water District	Utility Worker II	\$ 6,426	\$ 7,811	\$ 4,233	\$ 12,044	6/18/2017	unknown	unknown
4	Coastside County Water District ³	Treatment/Distribution Operator	\$ 5,792	\$ 7,058	\$ 3,806	\$ 10,864	7/1/2018	7/1/2019	unknown
5	City of Foster City	Public Works Maintenance Worker II	\$ 5,661	\$ 6,881	\$ 3,301	\$ 10,182	7/1/2018	unknown	unknown
6	Menlo Park Municipal Water District ⁴	Water System Operator II	\$ 5,658	\$ 6,792	\$ 2,975	\$ 9,767	7/1/2018	7/1/2019	2.5%
7	Mid-Peninsula Water District	Water System Operator	\$ 4,650	\$ 6,544	\$ 3,722	\$ 10,266	8/1/2017	unknown	unknown
8	City of Burlingame	Water Maintenance Worker	\$ 5,093	\$ 6,189	\$ 3,226	\$ 9,415	6/25/2018	unknown	unknown
9	City of San Bruno ²	Public Works Maintenance Worker II	\$ 4,951	\$ 6,076	\$ 3,202	\$ 9,278	1/1/2018	unknown	unknown
10	North Coast County Water District	Utility Maintenance Worker II	\$ 4,678	\$ 5,970	\$ 4,284	\$ 10,254	7/1/2018	unknown	unknown
11	City of Millbrae	Public Works Senior Maintenance Worker	\$ 4,819	\$ 5,858	\$ 2,697	\$ 8,555	7/1/2017	unknown	unknown

Summary Results	Entry Monthly	Top Monthly	Total Monthly
Average of Comparators	\$5,522	\$6,885	\$ 10,386
% Mid-Peninsula Water District Above/Below	-18.8%	-5.2%	-1.2%
Median of Comparators	\$5,658	\$ 6,837	\$ 10,218
% Mid-Peninsula Water District Above/Below	-21.7%	-4.5%	0.5%
Number of Matches		10	10

N/C - Non Comparator

1 - City of Redwood City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Utilities Worker requires D3 Water Distribution Operator certificate. Public Works Maintenance Worker II requires D1 Water Distribution Operator certificate.

2 - City of San Bruno: Certifications are not required.

3 - Coastside County Water District: Treatment/Distribution Operator requires D2 Water Distribution Operator and T2 Water Treatment Operator certificates.

4 - Menlo Park Municipal Water District: Water System Supervisor requires D3 Water Distribution Operator certificate; when assigned to water treatment, also requires T2 Water Treatment Operator certificate.

**Appendix II
Mid-Peninsula Water District
Benefit Detail
July 2018**

Agency		Mid-Peninsula Water District	Alameda County Water District	City of Burlingame	City of Foster City	City of Millbrae	City of Redwood City	City of San Bruno	Coastside County Water District	Menlo Park Municipal Water District	North Coast County Water District	Westborough Water District
Benchmark/ Comparator Agency Match		Water System Operator	Utility Worker II	Water Maintenance Worker	Public Works Maintenance Worker II	Public Works Senior Maintenance Worker	[Utilities Worker / Public Works Maintenance Worker II]	Public Works Maintenance Worker II	Treatment/ Distribution Operator	Water System Operator II	Utility Maintenance Worker II	Senior Field Maintenance Worker
	Top Monthly Salary	\$ 6,544	\$ 7,811	\$ 6,189	\$ 6,881	\$ 5,858	\$ 8,050	\$ 6,076	\$ 7,058	\$ 6,792	\$ 5,970	\$ 8,161
Retirement	Classic	2%@55	2.5%@55	2.5%@55	2.7%@55	2.7%@55	2%@60	2.7%@55	2%@60	2%@60	2%@55	2%@55
	Enhanced Formula Cost	\$ 177	\$ 383	\$ 303	\$ 440	\$ 375	\$ 121	\$ 389	\$ 106	\$ 102	\$ 161	\$ 220
	ER Paid Member Contrib											\$ 82
	Calc Classic EPMC as Spec Comp											
	Single Highest Year		\$ 47	\$ 37		\$ 35		\$ 36	\$ 35		\$30	
	Social Security	\$ 406						\$ 438			\$370	\$ 506
	Deferred Compensation			\$ 98				\$ 25				
	EE Cost Sharing			\$ -93		\$ -322	\$ -403			\$ -241		
Insurance	Cafeteria		\$ 2,762		\$ 1,909	\$ 1,935		\$ 2,027		\$ 2,184		
	Health	\$ 2,073		\$ 2,138			\$ 1,932		\$ 2,187		\$ 2,769	\$ 2,601
	Dental	\$ 164					\$ 105		\$ 164	\$ 2	\$ 147	\$ 164
	Vision	\$ 21			\$ 17		\$ 11		\$ 21	\$ 35	\$ 19	\$ 19
	Life	\$ 20	\$ 16	\$ 10	\$ 12	\$ 17	\$ 1	\$ 9	\$ 46	\$ 24	\$ 24	\$ 35
	LTD	\$ 36	\$ 37	\$ 18	\$ 51		\$ 23	\$ 26	\$ 24	\$ 27	\$ 68	
	STD/SDI	\$ 12	\$ 28								\$ 29	
	Other Ins.											
Leaves	Vacation	\$ 378	\$ 511	\$357	\$423	\$ 338	\$464	\$ 351	\$407	\$444	\$344	\$ 471
	Holidays	\$ 327	\$ 451	\$333	\$318	\$ 293	\$433	\$ 339	\$353	\$398	\$321	\$ 439
	Admin Leave	\$ 76			\$106		\$62					
Allow	Auto											
	Uniform	\$ 33		\$ 25	\$ 25	\$ 27			\$ 25			
Benefit Package Total		\$ 3,722	\$ 4,233	\$ 3,226	\$ 3,301	\$ 2,697	\$ 2,751	\$ 3,202	\$ 3,806	\$ 2,975	\$ 4,284	\$ 4,537

N/C - Non Comparator

Appendix II
Mid-Peninsula Water District
Market Compensation Data - Sorted by Total Monthly Compensation
July 2018

Water System Operator									
Rank	Comparator Agency	Classification Title	Entry Monthly Salary	Top Monthly Salary	Benefits Package	Total Monthly Comp	Salary Effective Date	Next Salary Increase	Next Percentage Increase
1	Westborough Water District	Senior Field Maintenance Worker	N/A	\$ 8,161	\$ 4,537	\$ 12,699	6/8/2017	7/1/2019	Up to 5%
2	North Coast County Water District	Utility Maintenance Worker II	\$ 4,678	\$ 5,970	\$ 4,284	\$ 10,254	7/1/2018	unknown	unknown
3	Alameda County Water District	Utility Worker II	\$ 6,426	\$ 7,811	\$ 4,233	\$ 12,044	6/18/2017	unknown	unknown
4	Coastside County Water District ³	Treatment/Distribution Operator	\$ 5,792	\$ 7,058	\$ 3,806	\$ 10,864	7/1/2018	7/1/2019	unknown
5	Mid-Peninsula Water District	Water System Operator	\$ 4,650	\$ 6,544	\$ 3,722	\$ 10,266	8/1/2017	unknown	unknown
6	City of Foster City	Public Works Maintenance Worker II	\$ 5,661	\$ 6,881	\$ 3,301	\$ 10,182	7/1/2018	unknown	unknown
7	City of Burlingame	Water Maintenance Worker	\$ 5,093	\$ 6,189	\$ 3,226	\$ 9,415	6/25/2018	unknown	unknown
8	City of San Bruno ²	Public Works Maintenance Worker II	\$ 4,951	\$ 6,076	\$ 3,202	\$ 9,278	1/1/2018	unknown	unknown
9	Menlo Park Municipal Water District ⁴	Water System Operator II	\$ 5,658	\$ 6,792	\$ 2,975	\$ 9,767	7/1/2018	7/1/2019	2.5%
10	City of Redwood City ¹	[Utilities Worker / Public Works Maintenance Worker II]	\$ 6,621	\$ 8,050	\$ 2,751	\$ 10,801	2/5/2018	unknown	unknown
11	City of Millbrae	Public Works Senior Maintenance Worker	\$ 4,819	\$ 5,858	\$ 2,697	\$ 8,555	7/1/2017	unknown	unknown

Summary Results		Entry Monthly	Top Monthly	Total Monthly
Average of Comparators		\$5,522	\$6,885	\$ 10,386
% Mid-Peninsula Water District Above/Below		-18.8%	-5.2%	-1.2%
Median of Comparators		\$5,658	\$ 6,837	\$ 10,218
% Mid-Peninsula Water District Above/Below		-21.7%	-4.5%	0.5%
Number of Matches			10	10

N/C - Non Comparator

1 - City of Redwood City: Functional Match: This hybrid match represents that the duties of the class are performed by more than one class at the comparator agency. The salary displayed is the same for both matches. Utilities Worker requires D3 Water Distribution Operator certificate. Public Works Maintenance Worker II requires D1 Water Distribution Operator certificate.

2 - City of San Bruno: Certifications are not required.

3 - Coastside County Water District: Treatment/Distribution Operator requires D2 Water Distribution Operator and T2 Water Treatment Operator certificates.

4 - Menlo Park Municipal Water District: Water System Supervisor requires D3 Water Distribution Operator certificate; when assigned to water treatment, also requires T2 Water Treatment Operator certificate.



Appendix III

Proposed Salary Range Schedule

Appendix III
Mid-Peninsula Water District
Salary Schedule
July 2018

Salary Range	Annual		Monthly		Bimonthly		Biweekly		Hourly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1	44,172	57,424	3,681	4,785	1,840.51	2,392.67	1,698.94	2,208.62	21.237	27.608
2	45,277	58,860	3,773	4,905	1,886.53	2,452.48	1,741.41	2,263.83	21.768	28.298
3	46,409	60,331	3,867	5,028	1,933.69	2,513.80	1,784.94	2,320.43	22.312	29.005
4	47,569	61,839	3,964	5,153	1,982.03	2,576.64	1,829.57	2,378.44	22.870	29.730
5	48,758	63,385	4,063	5,282	2,031.58	2,641.06	1,875.31	2,437.90	23.441	30.474
6	49,977	64,970	4,165	5,414	2,082.37	2,707.08	1,922.19	2,498.85	24.027	31.236
7	51,226	66,594	4,269	5,550	2,134.43	2,774.76	1,970.24	2,561.32	24.628	32.016
8	52,507	68,259	4,376	5,688	2,187.79	2,844.13	2,019.50	2,625.35	25.244	32.817
9	53,820	69,966	4,485	5,830	2,242.49	2,915.23	2,069.99	2,690.98	25.875	33.637
10	55,165	71,715	4,597	5,976	2,298.55	2,988.11	2,121.74	2,758.26	26.522	34.478
11	56,544	73,508	4,712	6,126	2,356.01	3,062.82	2,174.78	2,827.22	27.185	35.340
12	57,958	75,345	4,830	6,279	2,414.91	3,139.39	2,229.15	2,897.90	27.864	36.224
13	59,407	77,229	4,951	6,436	2,475.29	3,217.87	2,284.88	2,970.34	28.561	37.129
14	60,892	79,160	5,074	6,597	2,537.17	3,298.32	2,342.00	3,044.60	29.275	38.058
15	62,414	81,139	5,201	6,762	2,600.60	3,380.78	2,400.55	3,120.72	30.007	39.009
16	63,975	83,167	5,331	6,931	2,665.61	3,465.30	2,460.56	3,198.73	30.757	39.984
17	65,574	85,246	5,465	7,104	2,732.25	3,551.93	2,522.08	3,278.70	31.526	40.984
18	67,213	87,377	5,601	7,281	2,800.56	3,640.73	2,585.13	3,360.67	32.314	42.008
19	68,894	89,562	5,741	7,463	2,870.57	3,731.74	2,649.76	3,444.69	33.122	43.059
20	70,616	91,801	5,885	7,650	2,942.34	3,825.04	2,716.00	3,530.80	33.950	44.135
21	72,381	94,096	6,032	7,841	3,015.90	3,920.66	2,783.90	3,619.07	34.799	45.238
22	74,191	96,448	6,183	8,037	3,091.29	4,018.68	2,853.50	3,709.55	35.669	46.369
23	76,046	98,860	6,337	8,238	3,168.57	4,119.15	2,924.84	3,802.29	36.560	47.529
24	77,947	101,331	6,496	8,444	3,247.79	4,222.13	2,997.96	3,897.35	37.474	48.717
25	79,896	103,864	6,658	8,655	3,328.98	4,327.68	3,072.91	3,994.78	38.411	49.935
26	81,893	106,461	6,824	8,872	3,412.21	4,435.87	3,149.73	4,094.65	39.372	51.183
27	83,940	109,122	6,995	9,094	3,497.51	4,546.77	3,228.47	4,197.02	40.356	52.463
28	86,039	111,850	7,170	9,321	3,584.95	4,660.44	3,309.19	4,301.94	41.365	53.774
29	88,190	114,647	7,349	9,554	3,674.58	4,776.95	3,391.92	4,409.49	42.399	55.119
30	90,395	117,513	7,533	9,793	3,766.44	4,896.37	3,476.71	4,519.73	43.459	56.497
31	92,654	120,451	7,721	10,038	3,860.60	5,018.78	3,563.63	4,632.72	44.545	57.909
32	94,971	123,462	7,914	10,289	3,957.12	5,144.25	3,652.72	4,748.54	45.659	59.357
33	97,345	126,549	8,112	10,546	4,056.04	5,272.86	3,744.04	4,867.25	46.801	60.841
34	99,779	129,712	8,315	10,809	4,157.44	5,404.68	3,837.64	4,988.93	47.971	62.362
35	102,273	132,955	8,523	11,080	4,261.38	5,539.80	3,933.58	5,113.66	49.170	63.921

Appendix III
Mid-Peninsula Water District
Salary Schedule
July 2018

Salary Range	Annual		Monthly		Bimonthly		Biweekly		Hourly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
36	104,830	136,279	8,736	11,357	4,367.92	5,678.29	4,031.92	5,241.50	50.399	65.519
37	107,451	139,686	8,954	11,640	4,477.11	5,820.25	4,132.72	5,372.54	51.659	67.157
38	110,137	143,178	9,178	11,932	4,589.04	5,965.75	4,236.04	5,506.85	52.950	68.836
39	112,890	146,758	9,408	12,230	4,703.77	6,114.90	4,341.94	5,644.52	54.274	70.557
40	115,713	150,426	9,643	12,536	4,821.36	6,267.77	4,450.49	5,785.63	55.631	72.320
41	118,605	154,187	9,884	12,849	4,941.90	6,424.46	4,561.75	5,930.27	57.022	74.128
42	121,571	158,042	10,131	13,170	5,065.44	6,585.08	4,675.79	6,078.53	58.447	75.982
43	124,610	161,993	10,384	13,499	5,192.08	6,749.70	4,792.69	6,230.49	59.909	77.881
44	127,725	166,043	10,644	13,837	5,321.88	6,918.45	4,912.51	6,386.26	61.406	79.828
45	130,918	170,194	10,910	14,183	5,454.93	7,091.41	5,035.32	6,545.91	62.941	81.824
46	134,191	174,449	11,183	14,537	5,591.30	7,268.69	5,161.20	6,709.56	64.515	83.870
47	137,546	178,810	11,462	14,901	5,731.08	7,450.41	5,290.23	6,877.30	66.128	85.966
48	140,985	183,280	11,749	15,273	5,874.36	7,636.67	5,422.49	7,049.23	67.781	88.115
49	144,509	187,862	12,042	15,655	6,021.22	7,827.59	5,558.05	7,225.46	69.476	90.318
50	148,122	192,559	12,344	16,047	6,171.75	8,023.28	5,697.00	7,406.10	71.213	92.576
51	151,825	197,373	12,652	16,448	6,326.04	8,223.86	5,839.43	7,591.25	72.993	94.891
52	155,621	202,307	12,968	16,859	6,484.20	8,429.45	5,985.41	7,781.03	74.818	97.263
53	159,511	207,365	13,293	17,280	6,646.30	8,640.19	6,135.05	7,975.56	76.688	99.695
54	163,499	212,549	13,625	17,712	6,812.46	8,856.19	6,288.42	8,174.95	78.605	102.187
55	167,586	217,862	13,966	18,155	6,982.77	9,077.60	6,445.63	8,379.32	80.570	104.742



Appendix IV

Salary Range Placement Recommendations

Appendix IV
Mid-Peninsula Water District
Salary Range Placement Recommendations
July 2018

Classification Title	Current Maximum Monthly Salary	Market Placement	Proposed Salary Range	Proposed Minimum Monthly Salary	Proposed Maximum Monthly Salary	Percent Difference	Rationale
Accountant	Proposed	\$8,360	24	\$6,496	\$8,444	N/A	Market and range placement.
Administrative Assistant	\$5,414	\$5,836	10	\$4,597	\$5,976	10.38%	Market and range placement.
Administrative Services Manager	\$11,460	\$12,071	39	\$9,408	\$12,230	6.72%	Market and range placement.
Administrative Specialist	\$6,369	\$6,878	16	\$5,331	\$6,931	8.82%	Market and range placement. Internal alignment: 15% above Administrative Assistant.
General Manager	\$15,451	\$16,607	52	\$12,968	\$16,859	9.11%	Market and range placement.
Lead Operator	\$7,528	\$7,240	21	\$6,032	\$7,841	4.16%	Market and range placement. Internal alignment: 15% above Water System Operator.
Maintenance Technician	\$5,432	\$5,756	9	\$4,485	\$5,830	7.34%	Market and range placement.
Operations Manager	\$11,460	\$11,523	39	\$9,408	\$12,230	6.72%	Market and internal alignment: anchor to Administrative Services Manager.
Operations Supervisor	\$8,243	\$9,546	29	\$7,349	\$9,554	15.90%	Market and range placement. Internal alignment: 20% above Lead Operator.
Water System Operator	\$6,544	\$6,513	15	\$5,201	\$6,762	3.32%	Market and range placement. Internal alignment: 15% above Maintenance Technician.

Legend for columns:

Column 1 - Classification Title.

Column 2 - Mid-Peninsula Water District's current monthly maximum salaries.

Column 3 - Market placement shows the monthly market values derived from the total compensation survey results.

Column 4 - Salary range number of the consultant's newly proposed salary range schedule.

Column 5 - Monthly minimum salary of the consultant's newly proposed salary ranges.

Column 6 - Monthly maximum salary of the consultant's newly proposed salary ranges.

Column 7 - This percentage expresses the difference between Mid-Peninsula Water District's current salaries and the consultant's proposed salaries.

Column 8 - The rationale expresses how the consultant arrived at each proposed range placement within the newly proposed salary range schedule.



Appendix V

Additional Benefits

Appendix V
Mid-Peninsula Water District
Additional Benefits
July 2018

Certification and Incentive Pay	
Alameda County Water District	
Bargaining Unit	Benefit
All except Operators' Association (OA)	None
Operators' Association (OA)	<ul style="list-style-type: none"> • Up to 3 Utility Worker III's in Distribution Maintenance receive \$300 per month when certified to operate the District's crane; employees who are not in Distribution Maintenance who are crane certified receive \$200 per month; employees who are not crane certified as of 05/01/13 shall not be eligible for the crane differential • Employees who possess a tanker endorsement and are assigned to operate Vacuum Excavation Truck receive 2.5% differential for each shift worked. • Water Treatment Plant Operators and Treatment Facilities Operators: Water Treatment T5 certification = 2.5%. Employees who receive this premium pay shall be required to participate in the T-5 standby pool and will act as a supervisor in accordance with the District's T- 5 Standby Policy. Employees who possess a Water Treatment T-5 Certificate may select not to participate in the T-5 standby pool. If an employee selects not to participate in the T-5 standby pool they are ineligible for the 2.5% premium. This water certificate premium shall be limited to 5 employees. Water Treatment T4 certification = 1.0%. This water certificate premium is not available to those employees who are in classifications that require a T-4 Certificate as part of the Classification Minimum Qualifications. For Classifications which require a T-4 Certificate as a Minimum Qualification they are eligible for the following premium pay: D2 = 1.0%. Employees may receive only one certification pay premium. • Water Treatment T4 certification = 1.0%
City of Burlingame	
Bargaining Unit	Benefit
American Federation State, County, and Municipal Employees (AFSCME) - Burlingame Association of Middle Managers (BAMM)	None
American Federation State, County, and Municipal Employees (AFSCME) - Administration	In the event of changes to any state or federal requirements which require licenses or certificates for an employee to continue work in their current job classification, the City agrees to pay the cost of training necessary to meet the new requirements. This shall include training costs and reasonable paid work time for taking examinations. Engineering Registration - Employees in the Assistant or Associate Engineer Classification who achieve and maintain State registration as an Engineer shall receive 10% premium pay. Building Inspection Certification and Pay: \$107 per month each for Building Inspector Certification, Combination Inspector Certification, Plans Examiner Certification. The maximum combined certification compensation for the building inspection certifications shall not exceed \$321 per month.
American Federation State, County, and Municipal Employees (AFSCME) - Maintenance	\$53.50 per month for Water Distribution Operator, Grade 4; \$103.50 per month for the following: Class B Driver's License, Water Distribution Operator, Grade 2 & 3, Mechanic Auto Service Certification, Water Treatment T1 Certification, Collection System Grade II & III, HVAC Certification Type I & II, Qualified Applicator Certification, Line Clearance Certification, Boiler Operations Certificate, and Building Operations Cert. both Level I & II; \$107 per month for Bilingual Service Certification; 5% premium pay for the following: Agricultural Pest Control Advisor Certification, Playground Inspector Certification, Backflow Prevention Device Certification.
Department Head	None

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City of Foster City	
Bargaining Unit	Benefit
American Federation State, County, and Municipal Employees (AFSCME)	For employees in the maintenance classifications and the Senior Engineering Technician, the total maximum annual certificate pay for multiple earned or renewed certificates shall not exceed \$500. An employee can only receive certificate pay for the highest certificate obtained in the series. Dept of Health Services (DOHS), California Water Environment Association (CWEA) and California Water Pollution Control Association (CWPCA): Grade 1 = \$200, Grade 2 = \$300, Grade = \$400, Grade 4 = \$500, Grade = \$600. Qualified Applicator Certificate (QAC) = \$250. Pesticide Control Advisor Certificate (PCA) = \$300. Backflow Prevention License = \$300. Certified Arborist = \$300. Certified Playground Safety Inspector = \$300. Building Operator Certification (BOC) = \$300. Master Gardener = \$200. First Aid/CPR Instructor = \$200. Employees in the building inspection classifications are eligible to earn the following certification pay: a) Building, Plumbing, Electrical and Mechanical Inspector = \$100/month. b) Either Building Plans Examiner or Certified Access Specialist issued by the State of California; or Build it Green New Home or a Lead Accredited Professional = Additional \$100/month. c) Any one certificate listed in b) that has not been previously earned or a combination of two (2) of the following = Additional \$100/month: Pre-stressed Concrete Special Inspector, Reinforced Concrete Special Inspector, Structural Masonry Special Inspector, Structural Steel/Welding Special Inspector, Spray-Applied Fireproofing Special Inspector, Electrical Plans Examiner, Plumbing Plans Examiner, Mechanic Plans Examiner, Green Building Plans Examiner, Fire Plans Examiner, Certified Building Official, Certified Fire Marshal, Fire Inspector I or II, Green Building Inspector, CalEMA-SAP Disaster Response Inspector. Building Inspectors with a Residential Fire Protection Systems Inspector certificate = \$200/month. Maximum certificate pay is \$500 per month.
Management & Executive Management	None
City of Millbrae	
Bargaining Unit	Benefit
Teamster Local 856 Miscellaneous	Water Certificate pay per month: Grade 1 and Grade 2 Distribution = \$150, Grade 3 Distribution = \$200, Grade 1 and Grade 2 Collection = \$150, Grade 3 Collection = \$300. An employee who has obtained both a Distribution and Collection Certification shall receive certification pay for each certification, with a maximum of \$350 per month.
Management	None

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City of Redwood City	
Bargaining Unit	Benefit
Service Employees International Union (SEIU)	<p>Pest Control Advisors (PCA) license = 2.5 %. Qualified Applicators Certification or License (QAC/QAL) = 2.5%. Building Maintenance Classes: Universal Certificate in HVAC/R and RSI course or Sequoia Institute Course, Certification of completion of the Building Operator Certification (BOC) program, Certification in Pool and Spa Operations, Certification in Playground Safety Inspections. Incentives - 1st certification = 1%, 2nd Certification = 2.5% (total of 3.5%), 3rd Certification = 2.5% (total of 6%). The City will reimburse employees for successful completion of Management approved courses to attain qualifying certification through the City-Wide Educational Reimbursement Program or Department training budget within budgeted limits. Building Inspection Certification Pay: For ICC Commercial Plumbing Inspection Certificate or IAPMO Plumbing Inspection Certificate, ICC Commercial Electrical Inspection Certificate, ICC Commercial Mechanical Inspection Certificate or IAPMO Mechanical Inspection Certificate. Incentive: a one-time bonus of \$600 for each certification, up to \$1,200. Employees in the classification of Building Inspector who obtain the recognized Certifications in Building, Electrical, Plumbing, and Mechanical shall be eligible for 5% differential for as long as they remain in that classification and continue to possess all four valid certifications. The City will pay for the cost of successful completion of certification exams and re-certification exams. Certified Access Specialist Program (GASP) Certification Pay : The Plan Checker classification shall be eligible for two hundred dollars (\$200) per month of certification pay.</p> <p>Classifications of Equipment Service Worker, Equipment Mechanic I-II, and Lead Equipment Mechanic: a) ASE Certifications = 1% of base salary for every two certifications, up to 6 certifications (3%); b) ASE Master Auto Technician, or ASE Master Heavy Duty Technician, or California State Fire Mechanic I, or EVT LO Fire Apparatus Level I, or EVT HD Fire Apparatus Level II = 5% of base salary; c) California State Fire Mechanic II, or EVT LO Fire Apparatus Level II, or EVT HD Fire Apparatus Level II, or Any two (2) certifications listed in part b = 7% of base salary. Workers may qualify for only one category (a, b, or c) at any given time. Water Employees: Certification Recognition Payment (CRP) of two percent (2%) for possession of job-related certifications above the certifications requirements for the worker's job classification as follows: PWMW-1 (Water), Recycled Water Specialist, Water Conservation Specialist - AWWA Water Distribution Operator Grade II; Consumer Services Technician, Customer Support Services Specialist - AWWA Water Distribution Operator Grade II (D2) Or AWWA Backflow Prevention Assembly Tester Certification (in the event the employee has both certificates, the CRP will not exceed two percent (2%); PWMW III (Water), Lead PWMW (Water), Utilities Locator - AWWA Water Distribution Operator Grade III (D3); Utilities Worker (Water), Utilities Specialist (Water) - AWWA Water Distribution Operator Grade IV (D4). The City will reimburse for successful completion of Management approved courses to attain qualifying certification through the City-Wide Educational Reimbursement Program or Department training budget within budgeted limits. The City will pay for the cost of successful completion of certification exams and re-certification exams. Wastewater Employees: PWMW I-II (Wastewater) - Wastewater Collection System Grade I; PWMW III (Wastewater- Sewer Assignment Only), Lead PWMW (Wastewater), Utilities Worker (Wastewater), Utilities Specialist (Wastewater) - Wastewater Collection System Grade II. Workers in these classes receive 2% in recognition of the ongoing certification requirements.</p>
Redwood City Management Employees Association (RCMEA)	Parks, Recreation and Community Services Managers who hold a current State of California Qualified Applicator Certification and are assigned by the Parks, Recreation and Community Services Director to perform qualified applicator duties, shall receive certification pay of 2.5% of base salary.
Executive Management	None

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City of San Bruno	
Bargaining Unit	Benefit
Miscellaneous	Water Division: 1% per grade, 6% max with Water Treatment Operator's Certificate and/or Waster Distribution Certificate Wastewater Division: All WW employees - \$40/month first certificate and \$35/month second certificate. When required by job description - 1% per grade, 4% max with Wastewater Collection Maintenance Certificate Applicator Spray Certification: \$50/month for employees assigned to spraying duties Cable ACSR I/II: 2.5% cable technology premium
Mid-Management	None
Management	None
Coastside County Water District	
Bargaining Unit	Benefit
All	Sate of California Water Treatment Plant Operator: T1 = \$100, T2 = \$200, T3 = \$300, T4 = \$400, T5 = \$500; Sate of California Distribution License Classification: D1 = \$100, D2 = \$200, D3 = \$300, D4 = \$400, D5 = \$500; Backflow/Cross Connection Control Program Specialist (maximum of 2 employees) = \$100 per month
Menlo Park Municipal Water District	
Bargaining Unit	Benefit
All	None
North Coast County Water District	
Bargaining Unit	Benefit
All	<ul style="list-style-type: none"> • Certification above what is required by position = 2% of monthly salary (paid as lump sum in December); the employee shall receive the bonus for each year that the employee maintains the certification • When the position requires the certification, employees are not eligible for the bonus • NCCWD will reimburse employees for application fee for required certification and license examinations and will pay the certification and license fee once; NCCWD will pay for renewal fees for certifications and licenses required by the position
Westborough Water District	
Bargaining Unit	Benefit
All	Employees who obtain a certification in water distribution or water treatment shall receive a 3% salary increase.

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Longevity Pay	
Alameda County Water District	
Bargaining Unit	Benefit
All	None
City of Burlingame	
Bargaining Unit	Benefit
All	None
City of Foster City	
Bargaining Unit	Benefit
American Federation State, County, and Municipal Employees (AFSCME)	Service Recognition Leave: 15 YOS = 24 hours, 20 YOS = 32 hours, 25 YOS = 40 hours, 30 YOS = 48 hours. No employees shall receive pay in lieu of time off.
Management & Executive Management	Employees who subsequently complete 10, 20 and 30 years of service with the City/District shall receive 40 hours of paid leave on their 10th, 20th and 30th anniversary of employment with the City/District on their anniversary date. No employees shall receive pay in lieu of time off.
City of Millbrae	
Bargaining Unit	Benefit
All	None
City of Redwood City	
Bargaining Unit	Benefit
All	None
City of San Bruno	
Bargaining Unit	Benefit
All	None
Coastside County Water District	
Bargaining Unit	Benefit
All	None
Menlo Park Municipal Water District	
Bargaining Unit	Benefit
All	None
North Coast County Water District	
Bargaining Unit	Benefit
All	In order to recognize and reward long-term employees, each employee whose most recent evaluations are satisfactory will receive a salary increase separate from the salary step increases. The salary increase is computed as follows: 10 YOS = 1%, 15 YOS = 2%, 20 YOS = 3%, 25+ YOS = 4%. (YOS = Years of Service)
Westborough Water District	
Bargaining Unit	Benefit
All	None

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On-Call and Standby Pay	
Alameda County Water District	
Bargaining Unit	Benefit
Management, Confidential, & Professional	Treatment and Distribution Supervisor I/II (TDS) and Distribution Maintenance Supervisor I/II (DMS): The per diem rate for FY 2017/18 is \$76.12 per weekday and \$97.87 per weekend day and holidays. Assignments rotate among supervisors, with one TDS and one DMS on standby per week.
International Union of Operating Engineers Local 3 (OE3)	Standby personnel shall be entitled to receive standby pay of \$ 80.00 per day for each regularly scheduled workday s/he is required to be on standby, and \$ 100.00 for each holiday, Saturday or Sunday, which is not a regularly scheduled workday that s/he is required to be on standby. Standby personnel will be provided vehicles consistent with the administrative procedure on standby and call out. Standby personnel who are not eligible or who opt not to take home a District vehicle, shall be entitled to receive an additional \$10.00 per day for each days/he is required to be on standby.
Operators' Association (OA)	Standby personnel shall be entitled to receive standby pay of \$100.00 for each 24 hour standby shift that s/he is required to cover. Standby personnel will be provided vehicles consistent with the administrative procedure on standby and call out. Standby personnel who are not eligible or who opt not to take home a District vehicle, shall be entitled to receive an additional \$10.00 per day for each days/he is required to be on standby. When employees who are designated Emergency Operations Plan (EOP) First Responders must leave home to inspect sites in response to an EOP event, they shall be provided a minimum of two hours work, or pay in lieu thereof. All call-out time shall be paid at the time and one-half rate, provided that if the call-out time work assignment and the employee's regular shift overlap, the employee shall be paid at the overtime rate only until the start of his/her regularly scheduled shift. The employee shall be paid for the balance of the regular shift at the straight-time rate. Employees on standby called back to work shall be provided with a minimum of two hours work, or pay in lieu thereof.
City of Burlingame	
Bargaining Unit	Benefit
All except AFSCME - Maintenance	None
AFSCME - Maintenance	An employee assigned to be on standby shall receive two (2) hours pay at the straight time rate for each weeknight of standby time. Standby on Saturday or Sunday shall be compensated at eight (8) hours pay at one and one half (1 ½) times the employee's regular rate of pay for each day of standby worked. Night standby on weekends or holidays will be compensated by two (2) hours at the straight time rate. Standby on any holiday shall be compensated by eight (8) hours at one and one half (1 ½) times the employee's regular rate of pay in addition to holiday pay. Standby on Saturdays, Sundays or Holidays, for which eight (8) hours pay at one and one half (1 ½) times regular pay is received, is understood to be time spent on duty at the Corporation Yard. An employee on standby should be able to respond to the Corporation Yard within thirty (30) minutes of the call.
City of Foster City	
Bargaining Unit	Benefit
American Federation State, County, and Municipal Employees (AFSCME)	Standby pay for a regularly scheduled workday(Monday through Friday) = \$75 per day, for a non-regularly scheduled workday = \$100 per day. In addition, employee called for service shall be paid for hours worked and shall exclude any travel time. Pay or compensatory leave shall not be less than three (3) hours at the rate of time and one half.
Management & Executive Management	None

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City of Millbrae	
Bargaining Unit	Benefit
Teamster Local 856 Miscellaneous	Maintenance workers only - Standby shall be compensated at the rate of \$38.56 per day on weekdays; \$49.01 per day on weekends; and \$51.64 per day on holidays.
Management	Standby shall be compensated at the rate of \$38.56 per day on weekdays; \$49.01 per day on weekends; and \$51.64 per day on holidays.
City of Redwood City	
Bargaining Unit	Benefit
SEIU	Paid three (3) hours straight-time pay or receive three (3) hours of straight-time compensatory time for each day on standby duty.
Redwood City Management Employees Association (RCMEA)	None
Executive Management	None
City of San Bruno	
Bargaining Unit	Benefit
Miscellaneous	An employee assigned to be on standby to answer calls outside of regularly scheduled hours shall receive two hours' pay at the regular straight-time rate of pay for each 16 hours of standby time. In addition to one straight time hour for each eight hours of standby duty, an employee assigned to such stand-by for not less than 16 hours on a holiday shall be entitled to eight straight time hours of pay or compensatory time off, employees may be assigned vehicles for their use subject to policies set by the City Council.
Mid-Management	An employee assigned to be on standby to answer calls outside of regularly scheduled hours shall receive two hours' pay at the regular straight-time rate of pay or, at the employee's option, two hours of compensatory time off at the regular straight-time rate, for each 16 hours of standby time. In addition to one straight time hour for each eight hours of standby duty, an employee assigned to such stand-by for not less than 16 hours on a holiday shall be entitled to eight straight time hours of pay or compensatory time off.
Management	None
Coastside County Water District	
Bargaining Unit	Benefit
All	An employee who is on standby for emergency calls shall be compensated at a rate of 1/8 the regularly hourly rate during such standby period.
Menlo Park Municipal Water District	
Bargaining Unit	Benefit
Service Employees International Union (SEIU)	Call Back Pay: Minimum two hours of compensation at flat rate of \$25.35 per hour or 1.5x regular rate of pay, whichever is greater. Standby Pay: \$3.25 per hour for each hour work is assigned to standby duty.
American Federation State, County, and Municipal Employees (AFSCME)	Call Back Pay: Minimum two hours of compensation at 1.5x regular rate. Standby Pay: \$3.75 per hour for each hour EE is assigned to standby duty. The City will maintain a \$0.50 differential with the SEIU standby rate.
Executive Management	Call Back Pay: Minimum two hours of compensation at 1.5x regular rate. Standby Pay: \$3.75 per hour for each hour EE is assigned to standby duty. The City will maintain a \$0.50 differential with the SEIU standby rate.
North Coast County Water District	
Bargaining Unit	Benefit
All	Standby Pay: Weekday = 4 hours of straight time for each 15.5-hour period. Weekend = 4 hours of straight time. Holiday = 8 hours of straight time for the holiday.
Westborough Water District	
Bargaining Unit	Benefit

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All	Standby Pay: Equivalent of 2 hours at normal hourly rate for serving Monday through Friday nights and 3 hours for serving on weekends and holidays. If an employee reports to the District office, the employee shall be paid 1.5x regular hourly rate for actual work performed with a minimum of 2 hours for each response.
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Mid-Peninsula Water District
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Retiree Health	
Alameda County Water District	
Bargaining Unit	Benefit
All	<p>Retiree Health Care (HRA) Trust: For employees hired before 08/01/02, who retire from ACWD and enroll in the retiree healthcare plan, ACWD shall contribute to the Trust the difference between the Minimum Employer Contribution (MEC) and the greater of the full cost of enrollment in the highest cost HMO medical plan with a traditional network or PERS Choice plan (if the retiree and/or surviving spouse or state registered domestic partner are 65 and/or entitled to Medicare, ACWD's contribution shall be equal to the grater of the difference between the MEC and the full cost of enrollment in the highest cost Medicare HMO with traditional network or PERS Choice plan). For employees hired on/after 08/01/02, ACWD's contribution to the Trust shall be a % of the premium cost calculated based on years of service; the maximum contribution will be equal to the MEC or the difference between MEC and full cost of enrollment in the greater of the highest cost HMO medical plan with traditional network or PERS Choice plan. Contributions based on years of service: 1-9 years = MEC; 10 years = 50% and increasing 5% per year of service until at 20+ years = 100%. For employees hired on/after 01/01/09, ACWD's contribution to the Trust shall be a % of the premium cost calculated based on years of service; the maximum contribution will be equal to the MEC or the difference between MEC and full cost of enrollment in the lesser of the highest cost HMO medical plan with traditional network or PERS Choice plan. Contributions based on years of service: 0-9 years = MEC; 10-14 years = 25%; 15-19 years = 50%; 20-24 years = 75%; 25+ years = 100%. Dental: OE3 and OA employees hired after 04/01/84 must have 10 years of service and be at least 50 and employees hired after 04/01/88 must have 15 years of service and be at least 50 to receive the same dental benefits as active employees (no cost). OE3 and OA employees hired on/after 01/01/09 are not eligible for this benefit. All Other employees hired on/after 04/01/02 must have 15 years of service and be at least 50 to receive retiree dental benefits (no cost). All other employees hired on/after 04/01/09 are not eligible for retiree dental benefits. Life Insurance: Upon retirement, ACWD pays the full cost of insurance coverage equal to \$2,000 for OE3 and OA and \$4,000 for all others. Employees hired on/after 04/01/09 are not eligible for this benefit.</p> <p>Vision: OE3 and OA employees hired after 04/02/84 must have 10 years of service and be at least 50 and employees hired after 04/01/88 must have 15 years of service and be at least 50 to receive the same vision benefits as active employees (no cost). OE3 and OA employees hired on/after 01/01/09 are not eligible for this benefit. All Other employees hired on/after 04/01/02 must have 15 years of service and be at least 50 to receive retiree vision benefits (no cost). All other employees hired on/after 04/01/09 are not eligible for retiree vision benefits.</p>

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City of Burlingame	
Bargaining Unit	Benefit
All except AFSCME - Admin and AFSCME - Maintenance	<p>Retiree Medical for Employees Hired Prior to March 31, 2008 and retire on or after January 1, 2015: Effective January 1, 2015, employees hired prior to March 31, 2008 and who retire on or after January 1, 2015 with 5 years of City service, will receive retiree medical benefit as follows: For eligible retirees who are under 65 years of age, City will contribute up to the Bay Area Region premiums for Blue Shield Access HMO for single retirees and Blue Shield Two-Party for retiree + one. For eligible retirees who are under age 65, City will contribute up to the Kaiser Family premium for retiree + two or more. Eligible retirees who are 65 years of age or older must enroll in Medicare. City will contribute up to the Medicare supplement plan premium for the Bay Area Region for Blue Shield Access HMO Single for single retirees; Blue Shield Two-Party for retiree + one; or Kaiser Family for retiree + two or more. If Blue Shield Access HMO is not available, third highest CalPERS Medical Plan will be used to determine the City's contribution.</p> <p>Retiree Medical for Employees Hired On or After March 31, 2008: Employees hired on or after March 31, 2008 and prior to November 1, 2011 will receive retiree medical benefit based on years of service with City. All contributions listed include the PERS required Minimum Employer Contribution (MEC). 0 - 9 YOS = Minimum monthly amount as governed by the CalPERS Health System; 10 - 14 YOS = 100% of the lowest medical premium provided through CalPERS approved medical providers for employee only; 15 - 19 YOS = 75% of the lowest medical premium provided through CalPERS approved medical providers for employee +1 dependent; 20+ YOS = 100% of the lowest medical premium provided through CalPERS approved medical providers for employee +1 dependent.</p> <p>Retiree Medical for Employees Hired On or After November 1, 2011: Employees will receive contributions to Retirement Health Savings Account, based on years of service with City. 0 - 5 YOS = 0%; 6 - 19 YOS = 2.0% of base pay; 20+ YOS = 2.5% of base pay.</p>
AFSCME - Admin	<p>Retiree Medical for Employees Hired Prior to March 31, 2008 and Retire Prior to January 1, 2015: Employees with a minimum of five (5) years of service with the City will receive a retiree medical benefit up to the actual enrollment in single, two-party, or family up to the Kaiser family rate.</p> <p>Retiree Medical for Employees Hired prior to March 31, 2008, and Retire on or after August 1, 2012: Effective Jan. 1, 2012, employees hired prior to March 31, 2008, who retire from the City with 5 years of City service, will receive a retiree medical benefit in accordance with the following: For eligible retirees who are under the age of 65, the City contribution will be equivalent to the medical premium for the CalPERS Bay Area Region for:</p> <ul style="list-style-type: none"> • Single Coverage: Blue Shield Access HMO • 2-Party Coverage: Blue Shield Access HMO • Family Coverage: Kaiser <p>For eligible retirees who are 65 years of age or older and enrolled in Medicare, the City contribution will be equivalent to the medical premium for the CalPERS Bay Area Region for:</p> <ul style="list-style-type: none"> • Single Coverage: Blue Shield Access HMO • 2-Party Coverage: Blue Shield Access HMO • Family Coverage: Kaiser <p>If Blue Shield Access HMO or Kaiser is no longer offered by CalPERS medical, the employee will receive the contribution equal to the third highest cost plan offered by CalPERS medical.</p> <p>Employees hired on or alter the March 31, 2008 but before January 1, 2012 will receive a retiree medical benefit based on years of service with the City as follows: 10 years of service = an amount equal to 100% of employee only lowest cost premium, less PERS required MEC; 15 years of service = an amount equal to 75% of employee + 1 lowest cost premium, less PERS required MEC; 20 years of service = an amount equal to 100% of employee + 1 lowest cost premium, less PERS required MEC.</p> <p>Employees hired on or after January 1, 2012 shall receive the following contributions to a Retirement Health Savings Account based on years of service with the City, in lieu of the Retiree Medical Benefits above: 0-5 YOS = 0.0%, 6-19 YOS = 2.0% of Step E of the Police Officer Classification, and 20+ YOS = 2.5% of Step E of the Police Officer Classification</p>

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City of Burlingame	
AFSCME - Maintenance	<p>Retiree Medical for Employees Hired Prior to March 31, 2008 and Retire Prior to January 1, 2015: Employees with a minimum of five (5) years of service with the City will receive a retiree medical benefit up to the actual enrollment in single, two-party, or family up to the Kaiser family rate.</p> <p>Retiree Medical for Employees Hired prior to March 31, 2008, and Retire on or after August 1, 2012: Effective Jan. 1, 2012, employees hired prior to March 31, 2008, who retire from the City with 5 years of City service, will receive a retiree medical benefit in accordance with the following: For eligible retirees who are under the age of 65, the City contribution will be equivalent to the active medical premium for the CalPERS Bay Area Region for:</p> <ul style="list-style-type: none"> • Single Coverage: Blue Shield Access HMO • 2-Party Coverage: Blue Shield Access HMO • Family Coverage: Kaiser <p>For eligible retirees who are 65 years of age or older and enrolled in Medicare, the City contribution will be equivalent to the Medicare Supplemental premium for the third highest cost plan in CalPERS Bay Area Region for:</p> <ul style="list-style-type: none"> • Single Coverage • 2-Party Coverage • Family Coverage <p>Employees hired on or after the March 31, 2008 but before January 1, 2012 will receive a retiree medical benefit based on years of service with the City as follows: 10 years of service = an amount equal to 100% of employee only lowest cost premium, less PERS required MEC; 15 years of service = an amount equal to 75% of employee + 1 lowest cost premium, less PERS required MEC; 20 years of service = an amount equal to 100% of employee + 1 lowest cost premium, less PERS required MEC</p> <p>Employees hired on or after January 1, 2012 shall receive the following contributions to a Retirement Health Savings Account based on years of service with the City, in lieu of the Retiree Medical Benefits above: 0-5 YOS = 0.0%; 6-19 YOS = 2.0% of Step E of the Police Officer Classification; 20+ YOS = 2.5% of Step E of the Police Officer Classification.</p>
City of Foster City	
Bargaining Unit	Benefit
All	Employee Service Recognition Plan - for employees who retired prior to October 1, 2007. Years of Service (YOS) 10-14 = \$125/month, YOS 15-19 = \$200 per month, YOS 20-24 = \$275/month, YOS 25+ = \$350/month.
City of Millbrae	
Bargaining Unit	Benefit
Teamster Local 856 Miscellaneous	\$60 per month to the TEAMSTERS Health and Welfare Trust
Management	Hired before 6/1/13: \$1,385.62 (including PEMHCA) to EE's Health Reimbursement Account. Hired on or after 6/1/13: PEMHCA only

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City of Redwood City	
Bargaining Unit	Benefit
SEIU	For workers who have ten (10) years of service and retire under the retirement plan provided by Redwood City, the City shall contribute on behalf of the retiree only (no dependents), a maximum amount toward the health plans equal to the premium paid for an active worker, for the same plan. The City will pay the PEMHCA minimum employer contribution to CalPERS and reimburse the retiree for the remaining difference in premium amount. In accordance with CalPERS regulations, Medicare-eligible retirees shall enroll in Medicare.
Redwood City Management Employees Association (RCMEA)	For workers who have ten {10} years of service and retire under the City's retirement, the maximum City contribution toward health plan coverage shall be equal to the CalPERS Bay Area Kaiser family premium for employee only. The City will pay the PEMHCA minimum employer contribution to Cal PERS and reimburse the retiree for the remaining amount.
Executive Management	For Executive Management employees hired before January 1, 2013 who have five (5) years of service and retire under the City's retirement, the maximum City contribution toward health plan coverage shall be equal to the premium paid for an active employee. For Executive Management employees hired on or after January 1, 2013 who have ten (10) years of service and retire under the City's retirement, the maximum City contribution toward health plan coverage shall be equal to the premium paid for an active employee.
City of San Bruno	
Bargaining Unit	Benefit
Miscellaneous	All employees are required to participate in VEBA. All participants in this VEBA plan are required to contribute at retirement the following: Payout of fifty percent (50%) of unused sick leave or six-hundred (600) hours, whichever is less for those employees who have completed twenty (20) or more years or City service as a full-time employee, or payout of fifty percent 50% of unused sick leave or four-hundred and eighty (480) hours, whichever is less, to all other employees. Participants will pay participant fees (current \$7.50/month) and one-tenth percent (.1%) of the individual account balance annually, paid quarterly.
Mid-Management	All employees are required to participate in VEBA. All participants in this VEBA plan are required to contribute at retirement the following: Payout of fifty percent (50%) of unused sick leave or eight-hundred (800) hours, whichever is less for those employees who have completed twenty (20) or more years or City service as a full-time employee, or payout of fifty percent 50% of unused sick leave or six hundred (600) hours, whichever is less, to all other employees. Participants will pay participant fees (current \$7.50/month) and one-tenth percent (.1%) of the individual account balance annually, paid quarterly.
Management	Retain Teamsters Health and Welfare retiree benefits provided by the Teamsters Health and Welfare Trust Fund to retirees, in an amount and at whatever levels set by the Trust for as long as provided by the Trust to the retirees. Retirees must meet the following: (a) have at least 10 years service with the City of San Bruno; (b) retire at age 50 or older if they are public safety employees, or at age 55 or older if they are other than public safety employees; (c) such retired employees have not received a disability retirement; (d) such employees retire from service and are qualified for retirement benefits under PERS; and (e) such employees were members of this bargaining unit on or before February 1, 1990, or employees of the City of San Bruno on or before February 1, 1990, and were promoted into this bargaining unit after February 1, 1990. Such qualified retirees and qualified dependents will be entitled to reimbursement for Teamsters Health and Welfare retiree benefit "co-payments" from the City, and related dental costs, prescription drug costs and vision care costs, to be paid back to the retiree semi-annually after such payments have been made by the retiree. The City's co-payment and/or reimbursement offer shall terminate upon each and any of the following events: (a) the retiree's death; (b) the retiree returning to employment with the City of San Bruno and qualifying for employee health and welfare benefits; (c) the retiree reaching age 65; and (d) the retiree earning in excess of \$30,000 in any calendar year, as verified on employee's Federal income tax form (excluding spouse's income).

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Coastside County Water District	
Bargaining Unit	Benefit
All	Medical Plan and Vision Plan Coverage: Employees hired before 11/15/2006: District pays 100% of retiree only premium; employees hired after 11/2006 but before 11/1/2008: 50% of Retiree only premium. Spouse and dependents may participate at own expense in both cases. Dental Plan Coverage: Employees hired before 11/15/2006: Before age 65, District pays 100% of retiree only premium, after age 65, retiree, spouse, and dependents may be eligible for COBRA coverage at own expense; employees hired after 11/2006 but before 11/1/2008: before age 65, District pays 50% of Retiree only premium, after age 65, retiree, spouse, and dependents may be eligible for COBRA coverage at own expense. No Retiree Health Benefits are available for employees hired after 11/1/2008.
Menlo Park Municipal Water District	
Bargaining Unit	Benefit
All	City contributes \$133 per month towards retiree health insurances. Employees (EE) hired prior to 05/04/10 who have at least 10 years of continuous years of service with the City and who retire under PERS shall be reimbursed \$100 per month toward retiree's worker only health care premium once EE has exhausted sick leave conversion to retiree health credits.
North Coast County Water District	
Bargaining Unit	Benefit
All	For employees hired on/before 08/18/05, NCCWD will pay a portion or all of the premiums for medical, vision, and dental plans as follows: if employee retires at/after age 55 and has at least 12 years of service, NCCWD will pay 100% of premiums; if employee retires at/after age 50 with at least 15 years of service, NCCWD will pay the premium based on years of service: 15-19 years = 50%, 20-24 years = 75%, 25+ years = 100%. For employees hired on/after 08/19/05 and before 05/16/13, NCCWD will pay some or all of the premiums for medical, dental, and vision insurances as follows: if employee retires at/after age 50 with 15 years of service, NCCWD will pay premiums based on years of service: 15-19 years = 50%, 20-24 years = 75%, 25+ years = 100%. For employees hired on/after 05/16/13, NCCWD will not provide medical, dental, and vision benefits.
Westborough Water District	
Bargaining Unit	Benefit
All	<p>Eligibility:</p> <ul style="list-style-type: none"> • Employees who retire from the District after attainment of age 60 (55 or older if employed by 01/01/13) and with 15 years of service. <p>Benefit:</p> <ul style="list-style-type: none"> • Employees who retire from the District with 20 years of service, the District will pay 100% of the retiree's premiums and coverage provided will include coverage of a person who is the retiree's spouse or registered domestic partner • Employees who retire from the District with 15 but less than 20 years of service, the District will pay 75% of the retiree's premiums and coverage provided will include coverage of a person who is the retiree's spouse or registered domestic partner

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Tuition Reimbursement	
Alameda County Water District	
Bargaining Unit	Benefit
All	Up to \$1,000 per year. In addition, Department Heads receive \$500 per year professional development reimbursement.
City of Burlingame	
Bargaining Unit	Benefit
AFSCME - BAMM	None
AFSCME - Admin and AFSCME - Maintenance	An employee shall be reimbursed for the cost of books, supplies and tuition, and shall not lose pay for time attending class if: 1) the course is required by the City, and/or 2) the Department Head provides written approval prior to the taking of the course.
Department Head	\$2,500 per year for professional development.
City of Foster City	
Bargaining Unit	Benefit
All	\$1,000 per year.
City of Millbrae	
Bargaining Unit	Benefit
Teamster Local 856 Miscellaneous	Up to \$500 per year for job-related courses at accredited institution of learning.
Management	The City will reimburse management employees for tuition while in pursuit of a degree or attending an accredited college or university. This course work or degree must be related to the performance of the management employee's duties. The limit to the amount of reimbursement provided each fiscal year will be no more than the equivalent of two semesters of undergraduate tuition at a California State College. Amount also subject to availability of budgetary funding.
City of Redwood City	
Bargaining Unit	Benefit
All	\$1,500 per year. Executive Management also receives Professional Development Reimbursement up to \$750 per year.
City of San Bruno	
Bargaining Unit	Benefit
All	100% up to San Francisco State University part-time tuition rate
Coastside County Water District	
Bargaining Unit	Benefit
All	None
Menlo Park Municipal Water District	
Bargaining Unit	Benefit
Service Employees International Union (SEIU)	City contributes \$11,200 per year each July to an educational leave and tuition reimbursement fund. City reimburses expenses for tuition, books, lab fees and equipment, and curriculum fees up to a max of \$1,000 per fiscal year.
American Federation State, County, and Municipal Employees (AFSCME)	City contributes \$4,000 per year each July to an educational leave and tuition reimbursement fund. City reimburses expenses for tuition, books, lab fees and equipment, and curriculum fees up to max of \$700 per year.
Executive Management	City contributes \$4,000 per year each July to an educational leave and tuition reimbursement fund. City reimburses expenses for tuition, books, lab fees and equipment, and curriculum fees up to max of \$700 per year.

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North Coast County Water District	
Bargaining Unit	Benefit
All	Up to \$1,000 per year for job-related and preapproved for education expense.
Westborough Water District	
Bargaining Unit	Benefit
All	None



AGENDA ITEM NO. 8.B.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE FINAL REPORT ON MPWD USER FEE STUDY AND CONSIDER ORDINANCE NO. 119 AMENDING ATTACHMENT "A" TO THE MPWD WATER SERVICE ORDINANCE NO. 103 REGARDING RATES AND CHARGES, AND SPECIFICALLY MISCELLANEOUS FEES AND CHARGES, EFFECTIVE JANUARY 1, 2019

RECOMMENDATION:

Receive the final report on the MPWD User Fee Study by Dan Bergmann of IGService, and adopt Ordinance No. 119 amending Attachment "A" to the MPWD Water Service Ordinance No. 103 regarding Rates and Charges, and specifically Miscellaneous Fees and Charges, effective January 1, 2019.

FISCAL IMPACT:

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

Objectives of the study:

- 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.*

Effective January 1, 2019:

Since the fees go into effect for the last half of the fiscal year, and part of the noticing implementation will allow staff to waive fees once after the advance noticing, it is estimated that \$50,000 could be recovered in fees from customers utilizing their credit/debit cards for account payments, which would cover a portion of that expense in the MPWD budget. Alternatively, a customer could convert to the MPWD online bill-pay and then there would be a corresponding decrease in that estimated revenue and related expense to the MPWD.

Added revenues as a result of the new fees for delinquent accounts will likely level off after a few months. Staff estimates approximately \$15,000 might be collected for late account fees for the final six months in FY 2018/2019.

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:

Attached are Mr. Bergmann's final report dated August 15, 2018, and Ordinance 119, including the new Miscellaneous Fees schedule.

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 the adopted new fees and billing schedule discussed last month. Staff will work with District Counsel on this task and bring it back for the Board's consideration within the next couple of months.

Attachments:

Ordinance No. 119

User Fee Study for MPWD by Dan Bergmann of IGService dated August 15, 2018

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

ORDINANCE NO. 119

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

* * *

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 Miscellaneous Fees and Charges; and

WHEREAS, based upon available research, the Miscellaneous Fees were adopted at various times and the last amendments are estimated to have been made in 2005; and

WHEREAS, since the last adjustment to Miscellaneous Fees and Charges, the District continues to experience and anticipates further service level increases in its costs to sustain operations and services to its customer base and accommodate new development; and

WHEREAS, in order for the District to maintain its operations and address existing service level deficiencies, the recommended increases are necessary to the Miscellaneous Fees and Charges, effective January 1, 2019, which increases are compliant with the District’s methodology to reasonably and equitably recover costs from each ratepayer based on the service provided, 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 Miscellaneous Fees and Charges are necessary and appropriate to recover a proportionate share of costs for providing the identified services.

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 Miscellaneous Fees and Charges effective January 1, 2019. All prior ordinances or parts of ordinances that may be inconsistent with this Ordinance No. 119 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 23rd day of August 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. 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		
RESIDENTIAL	CURRENT	EFFECTIVE 10/01/18
<i>Charge applies per residential dwelling unit</i>	<u>Capacity Charge</u>	<u>Capacity Charge</u>
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					
<u>Meter Size</u>	-	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
<u>Meter Size</u>	-	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

II. 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.

III. 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.

IV. PRIVATE FIRE PROTECTION SERVICE CHARGES

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

V. MISCELLANEOUS CHARGES

User Fee Item	Fee
Application for Regular or Temporary Service	\$10.00
Security Deposit	\$0.00
Payment with Credit/Debit Card	\$3.00
Late Payment Charge	\$10 per Month
48-Hour Notice	\$35.00
Shut-off/Restore Service	\$75.00
After-Hours Service Call	\$100.00
Returned Check	\$25.00
Photocopies, per page	\$0.25
Electronic Files via USB Storage Device	\$10 per service
Meter Test (Refundable if bad meter)	\$200.00
Fire Flow Test Report (Actual Cost)	\$500 Deposit for Actual Cost
Temporary Construction Water Connection: 1" Meter	\$550 dep + Fixed Monthly + Volume
Temporary Construction Water Connection: 3" Meter	\$2,500 dep + Fixed Monthly + Volume
Unauthorized Connection to Fire Hydrant	\$1,000.00
Unauthorized Hydrant Valve Operation	\$500.00
Commercial Plan Check Review	\$5,000.00
Residential Plan Check Review (3 units or larger)	\$3,000.00
Landscape Plan Check Review	\$400.00
Review, planning, and meeting time for projects not otherwise covered	Actual Cost
Labor - Administration	\$60.00
Labor - Operations Personnel w/Truck (Business Hours)	\$76.00
Labor - Operations Personnel w/Truck (Off Hours)	\$95.00
Equipment - Back Hoe, Dump Truck, Compressor	\$113.00
Labor - Executive Staff	\$121.00
Labor - Outside Principal Engineer	\$212.00
Labor - Outside Supporting Engineer	\$159.00
Labor - Outside Professional Services	Cost + 15%

User Fee Study for Mid-Peninsula Water District

August 15, 2018

Prepared by:

**Dan Bergmann, Principal
IGService
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Walnut Creek, CA 94597
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Office: 925-946-9090**



User Fee Study for Mid-Peninsula Water District

Purpose

The purpose of this study is to review the existing user fees of Mid-Peninsula Water District, evaluate cost recovery under the existing fees, and define new fees relevant to services provided.

Executive Summary

Existing and proposed user fees are shown in Attachment 1. Most existing fees have been increased to cover the cost of service to provide them, and several new fee items have been added. The most significant change from a revenue standpoint is the proposed \$3.00 processing fee for customer payments with credit or debit cards. This fee will provide full recovery of payments by the District to banks that in fiscal year 2017 totaled \$133,000. Also significant is the introduction of fees for late payments and 48-hour notices. These two new fees are not intended to increase revenue, but rather to change customer behavior to make payments timely. The benefit to the District will then be that less administrative and field personnel effort is needed to track delinquent accounts, and create and deliver late notices. Proposed changes will require modifications to MPWD Water Service Ordinance #103. Proposed fees are based primarily on hourly labor costs to perform services. Specific hourly rates are now included in the fee schedule, both to support the basis for the fees charged, and for services not otherwise covered in a fee category. For some fee items, the proposed fee is set lower than the calculated cost of service to be more reasonable for customers yet still recover a portion of the District's service cost.

Approach

The objective of this fee study is to determine the actual cost to provide services that primarily benefit individual customers (as compared to services that benefit all ratepayers). This approach is important to be fair to customers receiving specific services, and to prevent other customers from subsidizing customer-specific services. Consistent with California State law, the intent is that fees imposed are no higher than the cost to provide specific services.¹

Whereas fees collected cannot be higher than the cost to provide services, fees may be lower than the cost to provide services. When fees are lower, general District revenue subsidizes the cost of the service. One important justification for setting fees lower is to allow more people to afford a service without burdensome costs, which can also result in more customers requesting a service to have an indirect benefit to the overall system. Where proposed fees have been discounted in this study, the full calculated cost of service is also stated.

Hourly Costs for Service

The primary basis for determination of most fees is the hourly cost of the personnel conducting the work. Included are direct labor (salary or hourly pay), indirect labor (benefits such as healthcare and related employee benefits), a component for District vehicles used to provide services, and a component for District overhead associated with employees providing services. The summary table is shown below. More detail is shown in Attachment 2.

¹ California Proposition 26 (2010).



Calculation of Hourly Rates	Direct Labor	Indirect Labor	Vehicle	Subtotal	District Overhead	Total (rounded)
Administrative Staff	\$33.58	\$22.85	NA	\$56.43	\$3.40	\$60
Operations Staff (Business Hours)	\$38.16	\$27.20	\$6.32	\$71.68	\$4.32	\$76
Operations Staff (Off Hours)	\$57.24	\$27.20	\$6.32	\$90.76	\$4.32	\$95
Executive Staff	\$73.79	\$35.76	\$4.51	\$114.06	\$6.88	\$121
Outside Principal Engineer	→	→	→	\$200.00	\$12.06	\$212
Outside Supporting Engineer	→	→	→	\$150.00	\$9.05	\$159

Hourly rates are also added to the bottom of the proposed fee schedule in Attachment 1, such that they can be applied to requested work beyond the defined items in the fee schedule. The stated rate for a back hoe, dump truck, and compressor is based on current rental rates for the equipment. Direct and Indirect Labor rates for personnel were provided by the District for use in this study.

Fee Items

Security Deposit. The existing security deposit applied to all customers is \$25, a relatively small amount compared to a typical residential water bill that averages roughly \$100 per month. After discussions with staff, the security deposit requirement is proposed to be removed entirely, whereas the alternative would have been to increase it substantially to make it meaningful. The reason for removing it is the level of defaulting customers is very low for the District, less than \$6,000 per year², and the proposed implementation of late fees will reduce the number of late payments, and likely further reduce bad debt losses.

Payment with Credit/Debit Card. Customers are increasingly using credit/debit cards to pay water bills. The table below shows the trend over the past five years, as measured by processing fees paid by the District to card agencies.

MPWD Card Processing Fee History		
Fiscal Year	MPWD Fees Paid	Yr/Yr Change
2012/13	\$94,000	
2013/14	\$106,000	13%
2014/15	\$104,000	-2%
2015/16	\$116,000	12%
2016/17	\$133,000	15%

The District does not charge a processing fee to customers for use of credit/debit cards; however, the use of the credit cards brings value to customers because of the additional time allowed for payment, plus any card benefits received by customers. The proposed processing fee is \$3.00 per transaction, based on the average three percent processing fee assigned to a typical \$100 monthly residential payment. As proposed, customers will compensate the District for the service received to cover 100 percent of the processing fees paid by the District. As a convenient, zero-cost alternative to using credit/debit cards, customers can be encouraged to convert to automatic bank account payment each month through the District website.

² Accounts Receivable, page 13, Fiscal Year 2017 Audit, and Administrative Service Manager.



Late Payment and 48-hour Notice Fees. The District presently does not charge a late payment fee, nor does it charge for delivery of 48-hour notices. Consequently, a group of customers are chronically late with monthly payments causing office staff to track delinquent accounts, spend time issuing late notices, and subsequent 48-hour notices. In the event a customer's service is terminated, the present cost to reconnect is \$40. The proposed new fees are determined to both motivate customers to pay on time and to cover costs in the event they do not pay on time.

The proposed new \$10 late fee is based on ten minutes of office staff time to track delinquent accounts, manually prepare the late notices, including report generation, processing, and follow up. This is also consistent with other utilities.³

The proposed new \$35 fee for delivery of 48-hour notices is reduced from the calculated cost-of-service amount of \$48, which is based on ten minutes of administrative staff time to create, plus 30 minutes of operations time to deliver. The amount is reduced to \$35 to be consistent with other utilities and to be reasonable with customers.⁴ Presently, approximately 120 of the 48-hour notices are delivered each month. Certainly, the introduction of the \$10 late fee will decrease the number of late payments prior to need for 48-hour notices to be issued. The intent is that the number of 48-hour notices will move to a minimum that is much less than 120 per month.

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 bill payment and will help them when possible. Consequently, the transition to new payment-related fees is recommended to be gradual over several billing cycles.

Shut-off/Restore Service. The present fee to restore service after shut-off is \$40. This service includes both the termination of the service and reinstatement. The proposed fee is increased to \$75, reduced slightly from the calculated cost-of-service amount of \$86, which is based on ten minutes of administrative staff time to create, plus two 30-minute trips by operations staff to turn off, then turn back on. As with the 48-hour notice, the amount is reduced to be consistent with other utilities and reasonable with customers.⁵

After-Hours Service Call. The present fee for an after-hours service call is \$40. The proposed fee is increased to \$100, reduced from the calculated cost-of-service amount of \$200, which is based on ten minutes of administrative staff time plus the minimum two-hour cost for one operations employee to be called in after hours. This is reduced to be consistent with other utilities -- not to be in the high range,⁶ and to be reasonable with customers. In some cases, operations employees may also be able to visit two or more customers when called in after hours to use time more efficiently and therefore recover the cost for working overtime.

³ Comparative fees for late notices: San Bruno and City of Vernon (SoCal), greater of \$10 or ten percent of unpaid balance; Coastside (Half Moon Bay), ten percent; Westborough (SSF), greater of \$5 or 5 percent.

⁴ Comparative fees for 48-hour notices: EBMUD, \$46; Millbrae, \$53; Menlo Park, \$25; Coastside (Half Moon Bay), \$15; Westborough (SSF), \$30; North Coast (Pacifica), \$24.

⁵ Comparative fees for Turn on / Turn off: Burlingame, \$35; San Bruno, \$90; Millbrae, \$53; Menlo Park, \$108; Coastside (Half Moon Bay), \$50; Westborough (SSF), \$50/\$115; Purissima Hills (Los Altos), \$50; North Coast (Pacifica), \$64/\$120.

⁶ Comparative fee for after-hours calls: Burlingame, \$60; San Bruno, \$60; Millbrae, "3 hours OT"; Menlo Park, \$270; Coastside (Half Moon Bay), \$150.



Fire Flow Test Report. The fee for a fire flow test report is the actual cost incurred by the District; however, the deposit amount has been lowered from \$900.80 to \$500.00. The reason is most of these reports require only a couple hours of outside supporting engineer time to complete. The proposed lower deposit is adequate to cover the cost of the work.

Temporary Construction Water. The present fee for a three-inch hydrant meter is a deposit of \$1,610, plus the standard cost per month for a three-inch meter, plus the standard volumetric charge. However, the cost of replacement for a three-inch meter with backflow protection is approximately \$3,600, much higher than the existing deposit. Consequently, the deposit for a three-inch meter is proposed to be increased to \$2,500, based on 70 percent of the value of the meter assembly.

For smaller projects, a new fee item is proposed for a temporary one-inch meter. The proposed fee is a \$550 deposit plus the standard cost per month for a one-inch meter, plus the standard volumetric charge. As with the 3-inch meter, the deposit is based on 70 percent of the value of the \$775 one-inch meter with backflow protection.

Plan Check Review. The present costs for the three plan check items approximate the existing fees, based on the table below, although the cost incurred for some is less and others greater. For simplicity, the existing fees will remain fixed rather than moving to fees based on actual costs.

Plan Check Review Cost Calculation												
	Outside Principal Engineer		Outside Supporting Engineer		Executive		Operations		Administrative			
Total Hourly Cost to MPWD →	\$212		\$159		\$121		\$76		\$60			
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Total Cost	
Commercial Plan Check Review	1	\$212	16	\$2,545	17	\$2,057	0	\$0	3	\$180	\$4,994	
Residential Plan Check Review (3 units or larger)	1	\$212	12	\$1,909	6	\$726	0	\$0	2	\$120	\$2,967	
Landscape Plan Check Review	0	\$0	0	\$0	0	\$0	0.5	\$38	6	\$360	\$398	

Project Work Not Covered. On occasion, significant staff time is required to respond to developer and other counterparty requests for information associated with District assets such as real estate. This new category has been added to enable the District to recover the labor cost of providing responses. Fees will not be charged for preliminary meetings or general inquiries, but rather when repeated requests for data and meetings occur that require significant time. Counterparties should be made aware beforehand of estimated costs for work.

Private Fire Protection Fees. Presently, a fee structure is in place for private fire protection. The fees and associated revenue are shown in the following table.

Present Revenue from Private Fire Protection Service Fee				
Customer Class	Fee \$/mo	Count	\$/mo	\$/yr
Commercial (CFS)	\$6.25	156	\$975	\$11,700
Residential (RFS)	\$1.25	190	\$238	\$2,850
			\$1,213	\$14,550



From a simplified viewpoint, the cost to the District for private fire service protection is the cost of annual inspections of installed backflow devices associated with the service. Based on 14 hours per month of District labor effort, the cost is \$12,768 per year.⁷ In addition, the District incurs costs of approximately \$33,000 per year to the San Mateo County Environmental Health Department associated with backflow devices (a portion of which is for irrigation backflow). When the labor and county components are combined, the cost of service will easily exceed the fees collected.

A more comprehensive fire protection study is suggested for the future. For example, the District's water rate structure contains private fire protection fees but does not contain consideration for public fire protection. The rate study done in 2015 references that 20 percent of water system facilities are designed to meet peak demands, including fire flow requirements, but does not evaluate the allocation of fire flow requirements to customer classes.⁸ The fire protection fee structure could also be expanded based on the size of commercial service provided. Further, the costs paid to the county are not separated between fire protection backflow and irrigation backflow, and no fees exists for annual inspection for irrigation backflow. One approach is to remove the fees for private fire protection completely, especially considering the revenue contribution is a fractional percentage of overall revenue to the District. Feedback from the Board of Directors suggested leaving the existing fees as is, mainly because the fees are reasonable for services provided until a more comprehensive study may be performed in the future.

Conclusion

This work has been completed over several months of effort through extensive communication with various staff members, several in-person meetings with the General Manager, and two visits to Board meetings (June 28 and July 26) to gain input from directors. The result of thorough research, comparison, computation, and feedback is revised and new fees that are fair to customers while reasonably compensating the District for services provided.

⁷ Annual District labor to associated with private fire backflow devices: 14 hrs x \$76 / hr x 12 mo = \$12,768

⁸ Water Financial Plan & Rate Study, May 26, 2015, page 30, Bartle Wells Associates. Though a specific fire flow evaluation was not done, for a smaller water system such as MPWD, the result of a fire flow cost allocation may be similar overall costs to customers consent with the monthly and volumetric rates in place.

ATTACHMENT 1 – EXISTING AND PROPOSED USER FEE SCHEDULE

Mid-Peninsula Water District User Fee Schedule - PROPOSED 8/23/18			
User Fee Item	Existing 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 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 per month	\$1.25 per month	
Private Fire Protection - Non-Residential	\$6.25 per month	\$6.25 per month	
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
Equipment - Back Hoe, Dump Truck, Compressor	none	\$113.00	N
Labor - Executive Staff	none	\$121.00	N
Labor - Outside Principal Engineer	none	\$212.00	N
Labor - Outside Supporting Engineer	none	\$159.00	N
Labor - Outside Professional Services	none	Cost + 15%	N

ATTACHMENT 2 – CALCULATION OF HOURLY RATES

Calculation of Hourly Rates	Direct Labor	Indirect Labor	Vehicle	Subtotal	District Overhead	Total (rounded)
Administrative Staff	\$33.58	\$22.85	NA	\$56.43	\$3.40	\$60
Operations Staff (Business Hours)	\$38.16	\$27.20	\$6.32	\$71.68	\$4.32	\$76
Operations Staff (Off Hours)	\$57.24	\$27.20	\$6.32	\$90.76	\$4.32	\$95
Executive Staff	\$73.79	\$35.76	\$4.51	\$114.06	\$6.88	\$121
Outside Principal Engineer	→	→	→	\$200.00	\$12.06	\$212
Outside Supporting Engineer	→	→	→	\$150.00	\$9.05	\$159

District Overhead Cost per Dollar of District Revenue (%)		
(A) "Total Operating Revenues"	\$11,453,911	(FY17 Audit)
(B) "Administration and other"	<u>\$690,950</u>	(FY17 Audit)
Result of B/A:	6%	
Note: Subtotal in Calculation of Hourly Rates is multiplied by Result of B/A to obtain District Overhead.		

Truck and Tools (10 years)						
Truck	\$40,000					\$/Yr
Tools	<u>\$10,000</u>			Divide by 10 years		
Total	\$50,000					\$5,000
Fuel	Miles/day	d/yr	Miles/yr	Mpg	\$/g	
	25	240	6,000	10	\$4.00	\$2,400
Maintenance and Repair						\$500
Insurance						<u>\$1,200</u>
Total Truck per year						\$9,100

Executive Vehicles (10 years)						
Automobile	\$40,000			Divide by 10 years		\$/Yr
						\$4,000
Fuel	Miles/day	d/yr	Miles/yr	Mpg	\$/g	
	25	240	6,000	30	\$4.00	\$800
Maintenance and Repair						\$500
Insurance						<u>\$1,200</u>
Total Vehicle per year						\$6,500

Vehicle Allocation Based on:	Hrs/d	d/wk	wk/yr	d/yr	Hrs/yr
	6	5	48	240	1,440
Note: Truck/Vehicle cost per year is divided by Hrs/yr to obtain Vehicle cost Hourly Rate					

AGENDA ITEM NO. 8.C.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2018-18 AUTHORIZING THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA) TO NEGOTIATE WITH THE CITY AND COUNTY OF SAN FRANCISCO TO AMEND THE WATER SUPPLY AGREEMENT

RECOMMENDATION

Approve Resolution 2018-18 authorizing BAWSCA to negotiate with the City and County of San Francisco to amend the Water Supply Agreement.

FISCAL IMPACT

None.

BACKGROUND

The MPWD purchases water from the San Francisco Regional Water System (RWS) and is one of the 26 members of BAWSCA. In 2006, the BAWSCA member agencies delegated authority to BAWSCA to negotiate the Water Supply Agreement (WSA) between San Francisco and the Wholesale Customers. The WSA was subsequently approved by the MPWD. The MPWD also approved Amendment No. 1 to the WSA in 2013, which prohibited changes to the Hetch Hetchy Reservoir unless there is an amendment to the WSA. In 2014, the MPWD delegated authority to BAWSCA to initiate, defend, and settle arbitration related to the WSA.

Regarding delegation of authority, Section 8.04(B) of the WSA provides:

A majority of Wholesale Customers may, without amending this Agreement, delegate additional administrative functions to BAWSCA. To be effective, such expanded delegation must be evidenced by resolutions adopted by the governing bodies of a majority of the Wholesale Customers.

DISCUSSION

There are presently some sections of the WSA requiring amendment to address substantive and important issues that have arisen during implementation of the WSA. The amendments do not diverge from the existing policies and spirit of the WSA. BAWSCA is requesting each member agency's delegation of authority to negotiate with San Francisco to amend the WSA, and for that authority to be in place by October 1, 2018.

Scope of Authority to Negotiate

The requested delegation of authority will allow BAWSCA to negotiate amendments related to discrete but important items. The following items are of interest to San Francisco:

1. Process for reviewing the Wholesale Capital Fund;
2. Wholesale debt coverage ratio for the rate-setting process;
3. Extension of the WSIP (Water System Improvement Program) completion date; and
4. Description of the Regional Groundwater Storage and Recovery Project that is being constructed as part of the WSIP.

The following items are of interest to BAWSCA and its member agencies:

1. BAWSCA's oversight role over the SFPUC (San Francisco Public Utilities Commission) 10-year Capital Improvement Program;
2. The procedure to divide available water between the SFPUC and its Wholesale Customers during droughts;
3. Extension of the deadline for a decision by the SFPUC to make San Jose and Santa Clara permanent customers of the RWS and extend increased water supply to the other permanent Wholesale Customers; and
4. Resolution of disputed SFPUC RWS asset classifications.

Contract Administration Already Delegated to BAWSCA

When the prior agreement, the 1984 Master Contract and Settlement Agreement (1984 Agreement) was negotiated, there was no durable, representative organization that could be delegated the responsibility to act as the agent for contract administration on behalf of the Wholesale Customers. BAWSCA's predecessor, the Bay Area Water Users Association (BAWUA) was, at that point, simply an unincorporated association governed entirely by city and water agency staff. For that reason, the 1984 Agreement provided for initiation of arbitration as well as a variety of administrative decisions.

With BAWSCA's formation in 2002 and the adoption of the new WSA in 2009, the Wholesale Customers now have an agency in place that can attend to the many technical matters related to the contract administration, which continue to require oversight and decision each year. The WSA specifically assigned a number of administrative tasks to BAWSCA.

Many of the contemplated amendments fall within the authority delegated to BAWSCA in the WSA. One potential amendment addresses the allocation of water during a drought and another for the extension of the decision related to San Jose and Santa Clara, and BAWSCA determined that it would be prudent to obtain authorization to negotiate from its member agencies.

All WSA amendments would require approval by each member agency and the SFPUC. That action is anticipated to occur in December 2018 for the SFPUC and beginning in January 2019 for the BAWSCA member agencies.

Attachment: Resolution 2018-18

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

RESOLUTION NO. 2018-18

**AUTHORIZING THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY
TO NEGOTIATE WITH THE CITY AND COUNTY OF SAN FRANCISCO
TO AMEND THE WATER SUPPLY AGREEMENT**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, in April 2003, the MID-PENINSULA WATER DISTRICT and other water suppliers in Alameda, San Mateo and Santa Clara counties established the Bay Area Water Supply and Conservation Agency (BAWSCA), as authorized by Water Code Section 81300 *et seq.* pursuant to State legislation enacted in 2002 (AB 2058); and

WHEREAS, the MID-PENINSULA WATER DISTRICT is represented on the BAWSCA Board of Directors; and

WHEREAS, the MID-PENINSULA WATER DISTRICT Board of Directors has previously approved the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers in Alameda County, San Mateo County, and Santa Clara County (Agreement); and

WHEREAS, BAWSCA has proposed to serve as the representative of its members in discussions and negotiations with San Francisco leading toward the resolution of a number of discrete, but important amendments to address substantive issues that have arisen during implementation of the Agreement; and

WHEREAS, BAWSCA has the capabilities required to serve in this capacity by virtue of Agency staff and consultants in relevant disciplines including civil engineering, water supply planning, finance, economics, accounting, and law; and

WHEREAS, BAWSCA's CEO/General Manager has met with the MID-PENINSULA WATER DISTRICT representatives to update them on the matters at issue in this negotiation.

NOW THEREFORE BE IT RESOLVED:

1. MID-PENINSULA WATER DISTRICT appoints BAWSCA as its authorized representative in discussions and negotiations with San Francisco to amend the Agreement to address issues arising from implementation of the Agreement.
2. BAWSCA, through its CEO/General Manager, shall confer with and keep the MID-PENINSULA WATER informed on the status of these discussions and negotiations.
3. This appointment shall continue unless and until revoked by the MID-PENINSULA WATER DISTRICT Board of Directors.
4. This resolution confers no authority on BAWSCA to enter into a contract with San Francisco or to make any commitments legally binding on the MID-PENINSULA WATER DISTRICT. The authority to enter into any contracts is expressly reserved to the MID-PENINSULA WATER DISTRICT Board of Directors.

PASSED AND ADOPTED this 23rd day of August 2018 by the following votes:

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

President, Board of Directors
MID-PENINSULA WATER DISTRICT

ATTEST:

Board Secretary



AGENDA ITEM NO. 8.D.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW MPWD ANNUAL REIMBURSEMENTS REPORT FOR FISCAL YEAR 2017/2018 PURSUANT TO GOVERNMENT CODE SECTION 53065.5

RECOMMENDATION

Review MPWD Annual Reimbursements Report for FY 2017/2018 pursuant to Government Code Section 53065.5.

FISCAL IMPACT

None.

DISCUSSION

The attached report was prepared pursuant to Government Code Section 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement, information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

All of the reimbursements were expenses identified within monthly expenditure reports for regular Board meetings in FY 2017/2018.

The report will be posted to the MPWD website.

Attachment: MPWD Annual Reimbursements Report for FY 2017/2018

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____



ANNUAL REIMBURSEMENTS REPORT

FOR THE 2017/2018 FISCAL YEAR

Prepared pursuant to Government Code Section 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement, information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.



ANNUAL REIMBURSEMENTS

Fiscal Year Ended June 30, 2018

PAYEE	CHECK DATE	AMOUNT	REIMBURSEMENT DESCRIPTION
Bisio, Rick	05/24/18	\$ 522.04	AWWA Backflow Tester Course, Examination & Certification
Chester, Brent	01/04/18	\$ 256.41	Reimbursement for after-hours service on MPWD fuel pump
	05/09/18	\$ 925.00	Travel advance for AWWA Backflow Tester Certification (Actual expenses claimed totaled \$1,481.58, and \$556.58 was reimbursed on 05/24/18)
	05/24/18	<u>\$ 556.58</u> <u>\$1,737.99</u> TOTAL	
Michaelis, Chris	04/20/18	\$ 500.00	California Rural Water Association Water Operator D2 continuing education hours and Water Operator D3 Preparation (Actual expenses claimed totaled \$450.96 and MPWD was reimbursed \$49.04)
	05/09/18	\$ 850.00	Travel advance for AWWA Annual Conference & Backflow Tester Certification (Actual expenses claimed totaled \$966.00, and \$116.00 was reimbursed on 05/24/18)
	05/24/18	<u>\$ 116.00</u> <u>\$1,466.00</u> TOTAL	
Olsen, Stan	03/21/18	\$ 280.00	AWWA Backflow Tester Examination & Certification and Water Operator D2 Certification Renewal
Piccolotti, Robby	02/07/18	\$ 649.94	California Rural Water Association Water Operator D2 continuing education hours and Water Operator D3 Preparation
	04/20/18	<u>\$ 480.88</u> <u>\$1,130.82</u> TOTAL	AWWA Workshop for Water Operator D3 Preparation

PAYEE	CHECK DATE	AMOUNT	REIMBURSEMENT DESCRIPTION
Pina, Candy	08/16/17	\$1,027.16	Accela/Springbrook Annual Users Conference
	09/27/17	\$ 213.75	Supplies and food for employee service recognition luncheon
	02/07/18	\$ 283.37	ACWA JPIA Leadership Essentials Program
	03/21/18	\$ 209.00	Meeting expense – Administration staff dinner re: FY 2018/2019 goals
	05/31/18	\$ 536.00	Gift cards for Employee Wellness Program and supplies/food for employee service recognition luncheon
	06/13/18	<u>\$ 100.00</u> <u>\$2,369.28</u> TOTAL	Gift cards for Employee Wellness Program
Ramirez, Rene	09/27/17	\$ 206.00	Gift cards for employee service recognitions
Rudock, Tammy	07/13/17	\$ 155.25	Annual CSDA GM Leadership Summit
	08/29/17	\$ 108.00	CSDA Workshop: HR Bootcamp & Financial Management for Special Districts
	12/20/17	\$ 239.00	ACWA JPIA 2017 Fall Conference
	03/08/18	<u>\$ 158.16</u> <u>\$ 660.41</u> TOTAL	Meeting expense – Employee lunch & learn session
Young, Henry	07/27/17	\$ 155.00	T1 Water Operator Certification Renewal
	09/08/17	\$ 481.83	AWWA Workshop: Writing Standard Operating Procedures and Industry Vendor Updates on Main Breaks
	05/31/18	<u>\$ 773.81</u> <u>\$ 1,410.64</u> TOTAL	AWWA Annual Conference 2018
Zucca, Matthew	12/05/17	\$1,335.41	ACWA JPIA 2017 Fall Conference



AGENDA ITEM NO. 8.E.

DATE: August 23, 2018
TO: Board of Directors
FROM: Tammy Rudock, General Manager

**SUBJECT: ANNUAL REVIEW OF MPWD CATALOG OF ENTERPRISE SYSTEMS PER
SENATE BILL 272**

RECOMMENDATION

Review MPWD Catalog of Enterprise Systems per SB 272.

FISCAL IMPACT

None.

DISCUSSION

The MPWD's Catalog of Enterprise Systems was developed in 2016 and posted to the website. It was reviewed by staff and there were no revisions needed for 2018. The attached report will be posted to the MPWD website.

Attachment: MPWD Catalog of Enterprise Systems dated August 23, 2018

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

UNANIMOUS_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____ STUEBING_____

CATALOG OF ENTERPRISE SYSTEMS

CA Senate Bill 272 Compliance

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise System by July 1, 2016, with annual updates.

Enterprise System

As defined by SB 272, an Enterprise System is a software application or computer system that collects, stores, exchanges, and analyzes information an agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas, or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Government Code Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges, or analyzes.

Requirements

1. Create a catalog of enterprise systems, containing:
 - Current vendor
 - Current system product
 - System's purpose
 - A description of categories or types of data
 - The department that is the prime custodian of the data
 - The frequency that system data is collected
 - The frequency that system data is updated
2. To make the catalog publicly available upon request
3. To post the catalog in a prominent location on the agency's website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

VENDOR	PRODUCT	SYSTEM PURPOSE	DATA CATEGORY	CUSTODIAN	COLLECTION FREQUENCY	UPDATE FREQUENCY
Microsoft, Inc.	Exchange 2010	Email communications, scheduling/calendar	Unified messaging	MPWD/IT*	Daily	Daily
Microsoft, Inc.	Microsoft Office	Creation and organization of digital work product and running of applications	Interdepartmental database of forms and documents	MPWD/IT	Daily	Daily
CUSI**	Water Billing System	Water billing	Utility billing	MPWD	Daily	Daily
Adobe	Adobe Professional	PDF document production and editing	Other	MPWD	Daily	Daily
Comcast	Business Voice Edge	Integrated voice of IP telephone and voicemail systems	Other	MPWD/IT	As needed	As needed
ESRI	ArcGIS	Geographic Information System (GIS)	Land records; water system database	MPWD	Daily	Daily
Intuit	QuickBooks	Financial management system	Financial system	MPWD	Daily	Daily
ADP	ADP Payroll	Employee time entry system and payroll	Financial system	MPWD/ADP***	Daily	Daily
Accela	Springbrook	Financial management system	Financial system	MPWD	Daily	Daily

*IT = Information Technology

**CUSI = Continental Utility Solutions, Inc.

***ADP = Automatic Data Processing, Inc.



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: August 23, 2018

MANAGER'S REPORT

FOLLOW-UP FROM 06/28/18 and 07/26/18 REGULAR BOARD MEETINGS

- 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.
- Staff will have an update for the Board next month on the surplus real property.
- 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, was posted to the website.

MPWD EMPLOYEES ASSOCIATION

Labor negotiations continued between Management and the MPWD Employees Association, and a negotiated letter agreement is expected next month for the Board's ratification.

PARS PENSION RATE STABILIZATION PROGRAM (PRSP)

The PRSP implementation documents were executed and transmitted to PARS. The assets were transferred from the MPWD Public Agencies Post-Retirement Health Care Plan (2011) to the MPWD Public Agencies Post-Employment Benefits Trust (2018). A total of \$1.6 million was approved by the Board for PRSP funding. PRSP funding is scheduled as follows:

- August 31, 2018 - \$400,000
- October 31, 2018 - \$400,000
- December 31, 2018 - \$400,000
- March 31, 2019 - \$400,000

WATER CONSERVATION SUMMARY

Water consumption for July 2018 was down 15.6% when compared to 2013.

The R-GPCD (Residential-Gallons per Capita per Day) was 106.3 (compared to 122.9 in 2013).

Cumulative water savings from July 1, 2018 through July 31, 2018 (compared to 2013) was -15.6%.

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>

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

SEPTEMBER 27, 2018

- Ratify letter agreement between MPWD and MPWD Employees Association.
- Consider professional services contract for structural engineering design of Dekoven Tanks Replacement Project.
- Review and approve Conflict of Interest Code (every even-numbered year).
- Receive annual General Manager’s progress report for FYE June 30, 2018.
- Receive progress report on MPWD Strategic Plan 2016-2018.
- 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.

NOVEMBER 14, 2018

- Retiring Director Service Appreciation Resolution and Reception for Betty Linvill - 11 Years (2007-2018)
- Consider approval of annual Board meeting schedule for 2019. Post to website.
- Receive annual PARS performance review and report on investment strategy for the MPWD Public Agencies Post-Employment Benefits Trust.

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): September 6, 2018

BAWSCA Water Management Meeting (Foster City): September 6, 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: August 23, 2018

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

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

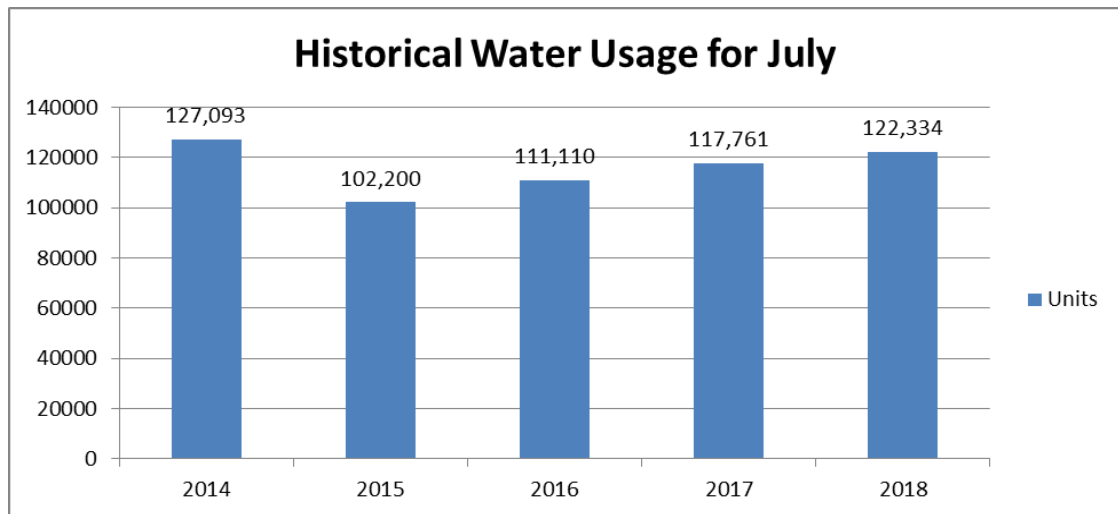
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 07/31/18	BALANCE @ 08/14/18
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$34,107	\$230,741
LAIF	\$6,178,999	\$6,178,999
BNY INSTALLMENT ACCOUNT	\$201,720	\$301,720
TOTAL	\$6,415,426	\$6,712,059

Reserve Account	Balance @ 07/31/2016	Balance @ 07/31/2017	Balance @ 07/31/2018	Budget for Reserve Policy
Capital Reserves			\$ 1,453,999	\$ 1,500,000
Working Capital Reserves			\$ 1,500,000	\$ 1,500,000
TOTAL RESERVE FUNDS	\$ 4,055,161	\$ 4,990,511	\$ 2,953,999	\$ 3,000,000
Committed Capital Pay-Go			\$ 500,000	\$ 500,000
PARS OPEB Liability*			\$ 1,125,000	\$ 1,500,000
PARS PRSP Pension Liability			\$ 1,600,000	\$ 1,600,000
APPROVED RESERVE EXP			\$ 3,225,000	\$ 3,600,000
TOTAL RESERVE FUNDS	\$ 4,055,161	\$ 4,990,511	\$ 6,178,999	\$ 6,600,000

* Paid \$375,000 in June 2018 so reduced PARS OPEB Liability by that amount.

2) **Water Revenue Report:**

WATER REVENUES for FISCAL YEAR 2018/2019					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	122,334	1,020,243	221,322	1,241,565	1,309
TOTAL	122,334	1,020,243	221,322	1,241,565	1,309



CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 08/07/18 – National Night Out in Belmont.
- 2) Candy Pina: 08/10/18 – ACWA JPIA Leadership Essentials Webinar.
- 3) Candy Pina: 08/16/18 – Met with Jen Derron from C.G.Uhlenberg for monthly financial review and reconciliation.
- 4) Misty Malczon/Laura Ravella/Candy Pina: 08/20-21/18 – Audit field work preparation.
- 5) Candy Pina: 08/22/18 – Met with Board Financial Review Committee.

TEAM BUILDING ACTIVITIES:

We continued to celebrate birthdays and participated in trivia and Wellness Program activities.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: August 23, 2018

OPERATIONS REPORT – July

Projects:

- During July staff was able to install 35 AMI meters in either Zone 2 or 3. The percentage of the AMI meter installations in Zone 2 are at 42% and Zone 3 is at 11%. Overall, the District-wide AMI installation is at 61% of completion;
- 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. Through July, the contractor was wrapping up work on Davey Glenn and had made a lot of progress on the water line work on Francis;
- Held a pre-proposal meeting for those structural engineering firms interested in providing structural engineering services for the Dekoven Tanks Replacement Project (CIP: 08-1621-CP);
- Held separate meetings with engineering consultants and the recently hired and assigned construction management team as a meet and greet, and an engineering review for work to date on the SR101 Crossing, El Camino Real and Old County Road capital projects;
- Several Field staff met with XiO at the Exbourne Tank site to integrate their field components and test their operations; and
- Completed work on a 1-inch service upgrade at 1121 Notre Dame Avenue.

Maintenance:

- Responded to and completed 267 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 234 locations, which was 14% more than June;
- Read meters in zones without AMI;
- Repair a service leak at 907 Chevy Lane;
- Replaced a valve can near Alameda de las Pulgas and Belle Monti that was rattling when traffic drove over it following complaints from nearby home owner;
- Replaced service line at 2280 Hastings Drive;
- Paving trench following completion of new service at 2013 Bishop Road;

- Inspected and repaired water main struck by City of Belmont contractor during their sewer rehab project. The water line was untraceable and staff tried twice to locate the water main;
- Repair leaking service line at 2321 Buena Vista;
- Raised fire hydrant, installed new meter box and reset meter at 2113 Lyon Ave;
- 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.)
7/5/18	2208 Hastings	Service Leak	Plastic	1975	<5,000
7/9/18	390 Davey Glen	Main Break	CIP	1961	<5,000
7/11/18	907 Chevy	Service Leak	Plastic	1970	<5,000
7/30/18	2321 Buena Vista	Service Leak	Copper	1971	<5,000

Development:

Staff is currently working with developers on 55 development projects:

Mixed Use Commercial/Multi-Family Residential:

- o 576-600 El Camino Real – Fire and domestic backflows installed, met with general contractor regarding meter manifold installation;
- o 400-490 El Camino Real – Awaiting AMI conduit installation;
- o 1325 Old County Rd. – Project application put on hold, re-submitting larger project; letter of intent provided;
- o 800 Belmont Ave. – Contacted by developer, tentative plans;
- o 815 Old County Rd. – Contacted by developer tentative plans;
- o 1300 El Camino Real - Currently reviewing plans, letter of intent provided; and
- o 803-815 Belmont Ave – Contacted by developer regarding existing facilities and available fire flows.

Commercial:

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

- 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;
- 1306-1308 Old County Rd– Submittals approved;
- 1888 Ralston – Currently reviewing plans;
- 1 Twin Pines Lane- Currently reviewing plans;
- 617 Mountain View – Installation complete;
- 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 – Installed 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 – Installation scheduled;
- 1121 Notre Dame – Installation completed; and
- 3900 Christian – Currently reviewing their plans;

- 1136 North Ct – Installation completed, awaiting backflow install;
- 1234 North Rd – Awaiting plans; and
- 3105 Marburger – Awaiting plans.

Administration:

- The General Manager, two of the Field Operations Supervisor and I traveled to San Rafael to meet with XiO, see their new facilities, and meet their growing team of experts;
- One of the Field Operations Supervisors and I met with the owner/operator of the newly completed Union 76/7-11 store at Ralston and Old County Road to discuss a potential relationship to provide car wash services for District vehicles;
- Several of us, including Water System Operator Jonathan Anderson attended the local APWA Chapter Meeting luncheon to see Mr. Anderson recognized for his 2nd Place in the local Equipment Rodeo, which earned him a place in the national competition in August in Kansas City during a national APWA meeting;
- Attended a presentation from Koff and Associates on the Total Compensation Survey conducted by the firm for the District;
- 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*

*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%

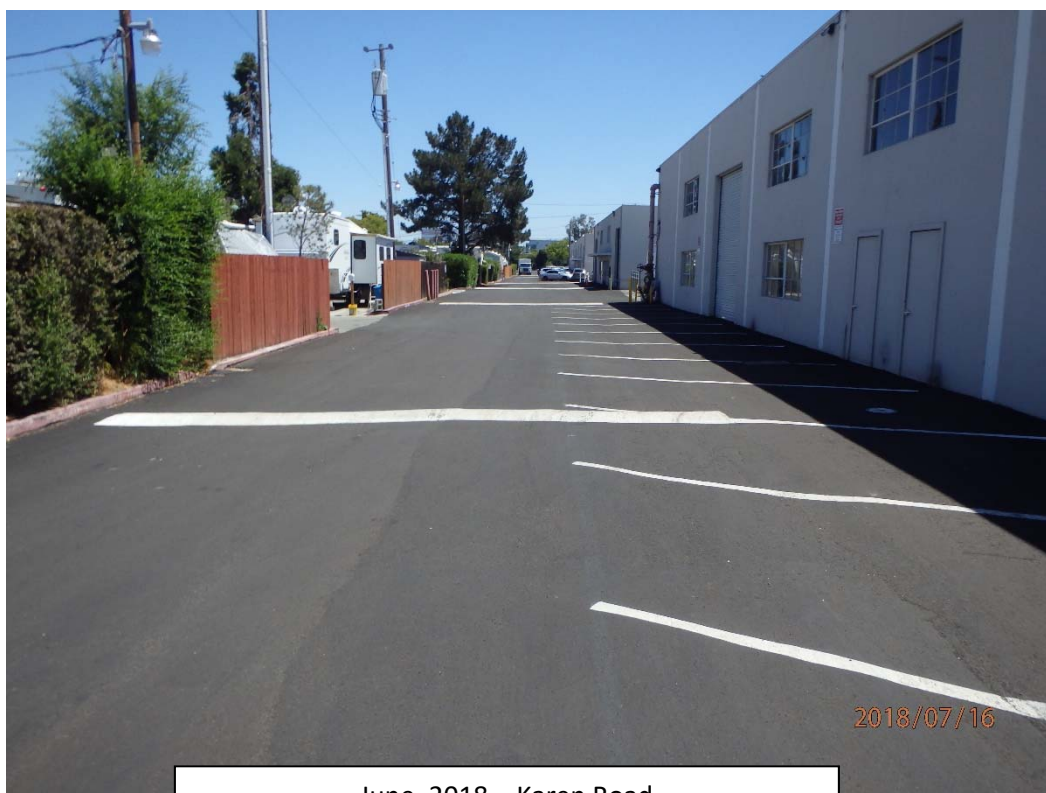
TOTAL ORIGINAL CONTRACT AMOUNT (b): **\$2,055,271.00**

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
SUMMARY**

DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUALS 7/1/2018 7/31/18	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 8.5%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,200,000	1,019,342	8,180,658	11.1%
FIXED SYSTEM CHARGES	2,880,000	221,322	2,658,678	7.7%
FIRE SERVICE CHARGES	14,000	1,309	12,691	9.4%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS OPERATING	10,000	-	10,000	NA
PROPERTY TAX REVENUE	268,000	747	267,253	0.3%
TOTAL OPERATING REVENUE	12,382,000	1,242,719	11,139,281	10.0%
WATER SYSTEM CAPACITY CHARGES	250,000	-	250,000	NA
WATER DEMAND OFFSET CHARGES	65,000	-	65,000	NA
MISCELLANEOUS NON-OPERATING	10,000	976	9,024	9.8%
INTEREST REVENUE - LAIF	25,000	19,927	5,073	79.7%
INTEREST REVENUE - COP	150,000	22,574	127,426	15.0%
LEASE OF PHYSICAL PROPERTY	155,000	14,166	140,834	9.1%
LANDSCAPE PERMIT REVENUE	11,200	-	11,200	NA
TOTAL NON-OPERATING REVENUE	666,200	57,643	608,557	8.7%
TOTAL REVENUE	13,048,200	1,300,363	11,747,837	10.0%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,096,385	104,842	1,991,543	5.0%
PAYROLL TAXES & BENEFITS	1,034,131	65,021	969,110	6.3%
PURCHASED WATER	5,654,624	603,385	5,051,239	10.7%
OUTREACH & EDUCATION	95,634	(623)	96,257	-0.7%
M&R - OPS SYSTEM	474,777	18,537	456,240	3.9%
M&R - FACILITIES & EQUIPMENT	172,700	14,026	158,674	8.1%
MAJOR MAINTENANCE	31,050	-	31,050	NA
OFFICE SUPPLIES & EQUIPMENT	292,022	23,759	268,263	8.1%
MEMBERSHIP & GOV FEES	215,915	19,623	196,292	9.1%
BAD DEBT & CLAIMS	17,595	50	17,545	0.3%
UTILITIES	316,917	26,552	290,365	8.4%
PROFESSIONAL SERVICES	420,676	27,481	393,195	6.5%
TRAINING/TRAVEL & RECRUITMENT	61,575	2,312	59,263	3.8%
RESTRICTED EARNINGS	125,000	42,501	82,499	34.0%
DEBT SERVICE TRUSTEE FEES & EXPENSES	-	-	-	N/A
DEBT SERVICE 2016 COPs	1,051,500	58,243	993,257	5.5%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	12,060,501	1,005,710	11,054,791	8.3%
TOTAL OP REVENUE LESS OP EXP & DEPREC	987,699	294,652	693,047	29.8%
DEPRECIATION	931,500	72,089	859,411	7.7%
TOTAL OP REVENUE LESS OP EXP	56,199	222,563	(166,364)	396.0%
NET TRANSFERS TO CAPITAL	(56,199)	(222,563)	166,364	396.0%
NET RESULTS OF OPERATIONS	145	-	-	

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED

Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 7/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	Water Commodity Charges (A)	9,200,000	1,019,342	8,180,658	11.1%
4020	Fixed System Charges	2,880,000	221,322	2,658,678	7.7%
4030	Fire Service Charges	14,000	1,309	12,691	9.4%
4050	Service Line & Installation Charges	10,000	-	10,000	NA
4080	Miscellaneous Operating	10,000	-	10,000	NA
4000	TOTAL WATER CHARGES	12,114,000	1,241,973	10,872,028	10.3%
4202	Property Tax Revenue	268,000	747	267,253	0.3%
4200	OTHER OPERATING REVENUE	268,000	747	267,253	0.3%
	TOTAL OPERATING REVENUE	12,382,000	1,242,719	11,139,281	10.0%
4060	Water System Capacity Charges	250,000	-	250,000	NA
4070	Water Demand Offset Charges	65,000	-	65,000	NA
4090	Miscellaneous - Non Operating	10,000	976	9,024	9.8%
4102	Interest Revenue- LAIF (B)	25,000	19,927	5,073	79.7%
4103	Interest Revenue-COP Funds (B)	100,000	22,574	77,426	22.6%
4100	INTEREST REVENUE	125,000	42,501	82,499	34.0%
4201	Lease of Physical Property	155,000	14,166	140,834	9.1%
4208	Landscape Plan Permit Review	5,000	-	5,000	NA
4200	OTHER NON-OPERATING REVENUE	160,000	14,166	145,834	8.9%
4000	TOTAL NON-OPERATING REVENUE	610,000	57,643	552,357	9.4%
	TOTAL OPERATING & NON-OP REVENUE	12,992,000	1,300,363	11,691,637	10.0%
6011	Salaries & Wages	2,000,000	100,685	1,899,315	5.0%
6012	Director Compensation	11,385	500	10,885	4.4%
6010	GROSS REGULAR WAGES	2,011,385	101,185	1,910,200	5.0%
6017	CAPITAL SALARY & WAGES reversed	-	-	-	
6021	Overtime Labor	45,000	1,008	43,992	2.2%
6022	Standby Labor	40,000	2,649	37,351	6.6%
6020	SUB-TOTAL SALARY & WAGES	2,096,385	104,842	1,991,543	5.0%
6031	FICA/Medicare PR Tax	159,849	8,686	151,163	5.4%
6038	ACWA Health Care	430,723	32,529	398,194	7.6%
6039	ACWA Dental	32,179	2,367	29,812	7.4%
6040	ACWA Vision	4,638	413	4,225	8.9%
6041	ACWA Life/AD&D	4,577	482	4,095	10.5%
6042	Standard LDL/SDL Disability	18,000	1,043	16,957	5.8%
6043	Workers' Comp Insurance	41,400	1,515	39,885	3.7%
6044	Unemployment	146,106	-	1,066	NA
6045	CALPERS Retirement - ER 2%@55	164,625	21,024	143,601	12.8%

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED

Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 7/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6046	Retirees' ACWA Health Care (C)	-	4,870	(4,870)	NA
6047	Directors' ACWA Health Care	115,133	10,046	105,087	8.7%
6049	Medical Reimbursement	1,066	46	1,020	4.3%
6050	Employee Service Recognition	10,350	50	1,016	4.7%
6051	Safety Incentive Program	15,525	700	14,825	4.5%
6052	Uniforms	35,000	1,870	33,130	5.3%
6053	PARS OPEB Expense	-	-	-	NA
6030	TOTAL PAYROLL TAXES & BENEFITS	1,034,131	85,640	939,207	8.3%
6054	CAPITAL PAYROLL, TAXES & BENEFITS		(20,619)	20,619	N/A
6000	PERSONNEL COSTS	3,130,516	169,863	2,951,369	5.4%
6101	SFPUC Treated Water (A)	5,100,000	554,623	4,545,377	10.9%
6102	BAWSCA (Debt Service Surcharges)	476,000	42,240	433,760	8.9%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	78,624	6,522	72,102	N/A
6100	PURCHASED WATER	5,654,624	603,385	5,051,239	10.7%
6301	Water Conservation Program	7,452	33	7,419	0.4%
6302	School Conservation Program	7,452	-	7,452	NA
6303	Public Outreach & Education	15,525	105	15,420	0.7%
6305	HET Rebates (D)	20,441	(321)	20,762	-1.6%
6306	Washing Machine Rebates	-	-	-	NA
6307	Lawn-Be-Gone Rebates (D)	39,434	(441)	39,875	-1.1%
6308	Rain Barrel Rebates	5,330	-	5,330	NA
6304	TOTAL WATER CONSERVATION REBATES	65,205	(762)	65,967	-1.2%
6300	OUTREACH/EDUCATION	95,634	(623)	96,257	-0.7%
6401	Water Quality	60,000	5,070	54,930	8.4%
6402	Pumping	50,000	291	49,709	0.6%
6403	Storage Tanks	10,661	431	10,230	4.0%
6404	Mains/Distribution	207,000	5,456	201,544	2.6%
6405	Meters & Service	31,982	2,211	29,771	6.9%
6406	Fire Hydrants	33,048	3,284	29,764	9.9%
6407	Regulator Stations	6,396	-	6,396	NA
6408	Safety	34,114	1,416	32,698	4.2%
6409	SCADA Maintenance	15,991	-	15,991	NA
6410	Generator Maintenance	25,585	379	25,206	1.5%
6400	M&R - OPS SYSTEMS	474,777	18,537	456,240	3.9%
6501	M&R-Buildings&Grounds	99,143	8,475	90,668	8.5%
6502	M&R- Equipment&Tools	22,387	1,883	20,504	8.4%
6503	M&R- Vehicles & Large Equipment	20,255	1,391	18,864	6.9%
6504	M&R - Fuel	30,915	2,277	28,638	7.4%
6500	M&R - FACILITIES & EQUIPMENT	172,700	14,026	158,674	8.1%
6601	Cathodic Protection Survey		-	-	NA

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED

Target YTD % 8.5%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 7/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6602	Leak Detection Survey	31,050	-	31,050	NA
6600	MAJOR MAINTENANCE	31,050	-	31,050	NA
6701	Office Supplies	15,991	314	15,677	2.0%
6702	Insurance- Liability/Vehicles	82,800	6,050	76,750	7.3%
6703	Postage	8,528	29	8,499	0.3%
6704	Printing/Printing Supplies	10,350	(1,404)	11,754	-13.6%
6705	Equipment Services/Maintenance	20,700	1,239	19,461	6.0%
6706	Computer Supplies & Upgrades	33,120	2,157	30,963	6.5%
6707	Security & Safety	11,461	1,348	10,113	11.8%
6708	Other Fees	533	-	533	NA
6709	Customer Credit Card Svs Fees	108,539	14,027	94,512	12.9%
6700	OFFICE SUPPLIES & EQUIP	292,022	23,759	268,263	8.1%
6801	Dues & Publications	31,759	3,734	28,025	11.8%
6802	Gov't Fees & Licenses	30,893	2,312	28,581	7.5%
6803	BAWSCA Membership Assessments	78,660	6,111	72,549	7.8%
6804	Env Health - Cross Connection Inspection	33,048	2,792	30,256	8.4%
6805	Software License	41,555	4,676	36,879	11.3%
6800	MEMBERSHIP & GOV FEES	215,915	19,623	196,292	9.1%
6901	Bad Debt	7,245	-	7,245	NA
6902	Claims	10,350	50	10,300	0.5%
6900	BAD DEBT & CLAIMS	17,595	50	17,545	0.3%
7001	Utilities-Internet/Cable	10,350	392	9,958	3.8%
7002	Utilities-Cellular Telephones	12,633	816	11,817	6.5%
7003	Utilities-Electric-Pumping	234,531	20,392	214,139	8.7%
7004	Utilities-Electric-Bldgs&Grounds	25,585	2,196	23,389	8.6%
7005	Utilities-Telephones	25,875	2,233	23,642	8.6%
7006	Utilities-Sewer - NPDES	7,943	522	7,421	6.6%
7000	UTILITIES	316,917	26,552	290,365	8.4%
7101	Prof Serv - District Counsel	77,625	6,585	71,040	8.5%
7102	Prof Serv - District Engineer	67,275	8,305	58,970	12.3%
7103	Prof Serv - IT	20,441	1,330	19,111	6.5%
7104	Prof Serv- Annual Finance Audit	19,665	-	19,665	NA
7105	Prof Serv - Mngmt Consult	-	42	(42)	NA
7106	Prof Serv- Accounting & Payroll	22,511	1,888	20,623	8.4%
7107	Prof Serv- Customer Billing	74,779	3,508	71,271	4.7%
7109	Prof Serv - Answering Svs	5,175	281	4,894	5.4%
7110	Prof Serv - Miscellaneous	129,375	5,241	124,134	4.1%
7111	Prof Serv - District Treasurer	3,830	300	3,530	7.8%
7100	PROFESSIONAL SERVICES	420,676	27,481	393,195	6.5%
7201	Director Travel	148 5,175	-	5,175	NA
7202	Director Expense	1,035	-	1,035	NA

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2018-2019
DETAILED**

					Target YTD % 8.5%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 7/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7203	Elections	15,000	-	15,000	NA
7204	Employee Travel/Training	33,120	2,141	30,979	6.5%
7205	Meetings Expense	7,245	170	7,075	2.4%
7200	TRAINING & TRAVEL	61,575	2,312	59,263	3.8%
7302	Restricted Earnings Expense - Interest LAIF & COP (B)	125,000	42,501	82,499	34.0%
7300	RESTRICTED EARNINGS EXPENSE	125,000	42,501	82,499	34.0%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	931,500	72,089	859,411	7.7%
9011	DEBT SERVICE TRUSTEE FEES & EXPENSES	-	-	-	NA
9012	DEBT SERVICE 2017-2018 COPs	1,051,500	58,243	993,257	5.5%
SUB-TOTAL - OPERATING EXPENSES		9,861,485	907,936	8,953,549	9.2%
TOTAL OPERATING EXPENSES		12,992,000	1,077,799	11,904,918	8.3%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		-	222,563	(213,280)	

- (A) Water revenues are at 11.1% and water purchases are at 10.9%. Water revenues is a preliminary number. Revenue does not include the second half of the month.
- (B) LAIF and COP funds generating more interest revenue than expected.
- (C) Currently not paying retiree benefits out of the PARS OPEB account but will be this fiscal year.
- (D) BAWSCA rebate program reimbursement from prior year.

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

	Jul 18 - Jul 18	Jul 17 - Jul 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	1,242,948.74	1,217,729.12	25,219.62	2.07%
INTEREST INCOME	42,501.19	17,474.39	25,026.80	143.22%
OTHER INCOME	14,912.71	12,090.03	2,822.68	23.35%
Total Income	1,300,362.64	1,247,293.54	53,069.10	4.26%
Expense				
PERSONNEL COSTS (A)	169,863.15	193,396.17	-23,533.02	-12.17%
PURCHASED WATER	603,385.40	580,072.90	23,312.50	4.02%
OUTREACH/EDUCATION	-623.31	290.03	-913.34	-314.91%
M&4 - OPS SYSTEMS	18,537.42	54,396.06	-35,858.64	-65.92%
FACILITIES & EQUIPMENT	14,026.47	6,982.39	7,044.08	100.88%
OFFICE SUPPLIES & EQUIPMENT	23,758.89	17,036.37	6,722.52	39.46%
MEMBERSHIP & GOV FEES	19,623.45	17,082.26	2,541.19	14.88%
BAD DEBT & CLAIMS	50.00	-590.36	640.36	108.47%
UTILITIES (B)	26,551.82	7,036.06	19,515.76	277.37%
PROFESSIONAL SERVICES	27,481.01	28,898.27	-1,417.26	-4.9%
TRAINING & TRAVEL	2,311.52	971.84	1,339.68	137.85%
Total Expense	904,965.82	905,571.99	-606.17	-0.07%
Net Ordinary Income	395,396.82	341,721.55	53,675.27	15.71%
Other Income/Expense				
Other Expense				
DEPRECIATION	72,088.97	67,569.23	4,519.74	6.69%
COP Financing Costs	58,243.20	58,908.73	-665.53	-1.13%
Total Other Expense	130,332.17	126,477.96	3,854.21	3.0%
Net Revenue/(Expenses)	265,064.65	215,243.59	49,821.06	23.1%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-42,501.19
Total Adjustments to Increase Net Operating Surplus	-42,501.19

Net Revenue/(Expenses)	265,064.65
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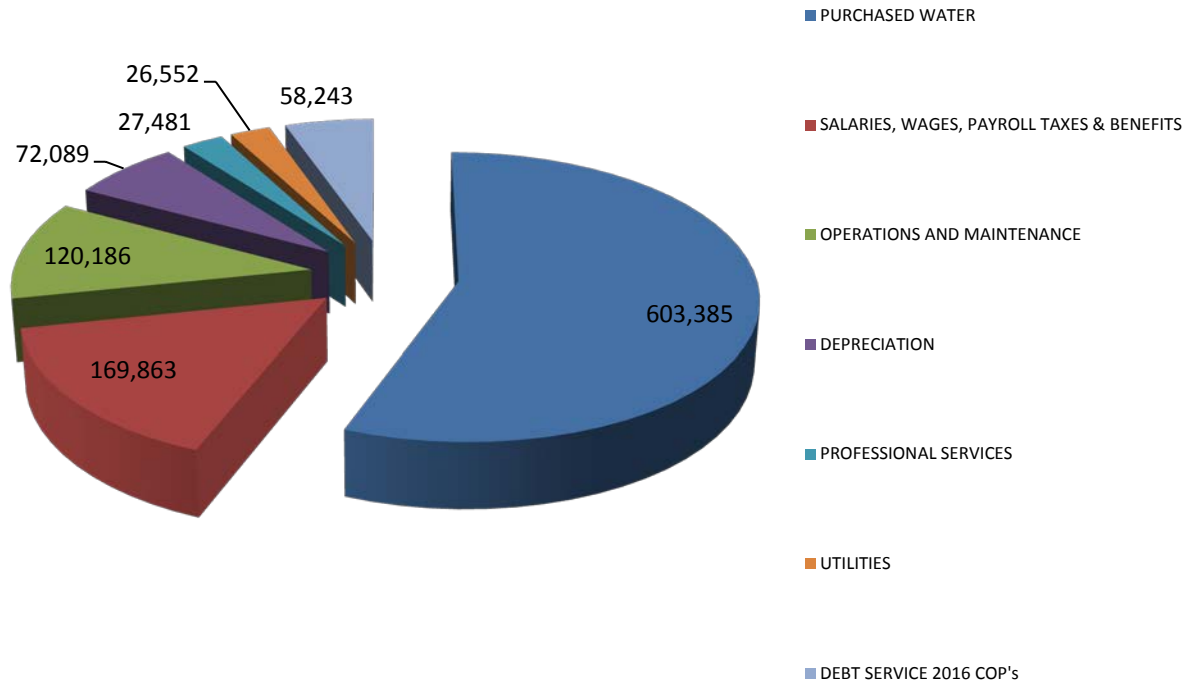
Net Operating Surplus/(Loss) Transfer to Capital	222,563.46
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(A) PARS OPEB Obligation not included in Personnel Costs this month.

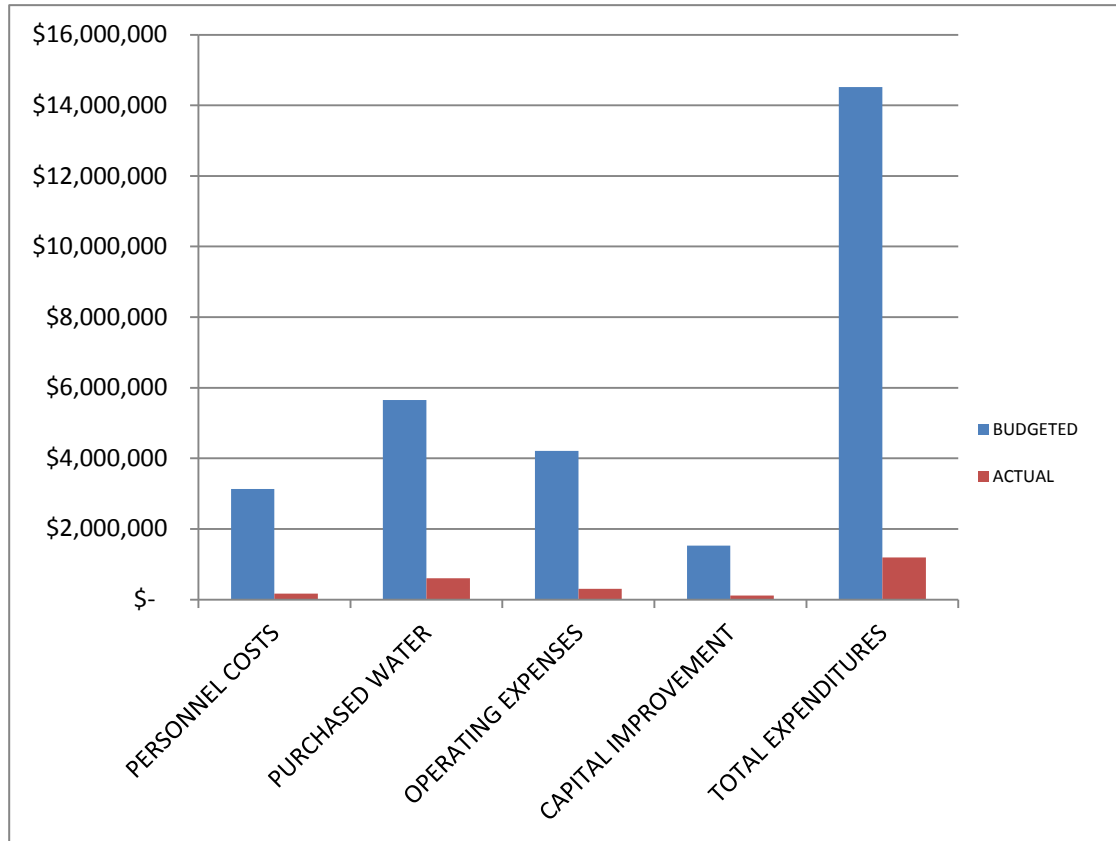
(B) Tunnels Pump Station bill not received until following month in FY 2017-2018.

**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Jul-18**

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	603,385	56.0%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	169,863	15.8%
OPERATIONS AND MAINTENANCE	120,186	11.2%
DEPRECIATION	72,089	6.7%
PROFESSIONAL SERVICES	27,481	2.5%
UTILITIES	26,552	2.5%
DEBT SERVICE 2016 COP's	58,243	5.4%
TOTAL OPERATING EXPENDITURES	1,077,799	100%



2018/2019 BUDGET vs ACTUAL TOTAL EXPENDITURES Jul-18



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 3,130,516	\$ 169,863	22%	14%
PURCHASED WATER	\$ 5,654,624	\$ 603,385	39%	51%
OPERATING EXPENSES	\$ 4,206,860	\$ 304,551	29%	26%
CAPITAL IMPROVEMENT	\$ 1,526,500	\$ 110,921	11%	9%
TOTAL EXPENDITURES	\$ 14,518,500	\$ 1,188,720	100%	100%

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

DESCRIPTION	APPROVED FY 2018-2019 BUDGET \$	ACTUAL 7/1/2018 7/31/2018	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 8.5%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
2017 Joint WMR and Belmont Sewer Rehab Project (Pay-Go Portion)	500,000	16,364	483,636	3.3%
AMI Meter Change Out Program	778,500	-	778,500	0.0%
CAPITAL IMPROVEMENTS - WIP TOTAL	1,278,500	110,921	1,167,579	8.7%
CAPITAL OUTLAY				
Replacement Mini-Excavator for Operations	50,000	-	50,000	0.0%
Replacement Service Truck for Operations	148,000	-		
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	248,000	0	100,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,526,500	110,921	1,267,579	7.3%
DEPRECIATION	931,500	72,089	859,411	7.7%
TRANSFER FROM OPS	-	222,563	(222,563)	N/A
TRANSFER (TO)/FROM CAPITAL RESERVES	595,000	(183,731)	778,731	-30.9%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,526,500)	(110,921)	(1,415,579)	7.3%
NET RESULTS OF CAPITAL	-	0	(0)	N/A

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

	31-Jul-18	31-Jul-17	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	6,415,425.76	24,120,824.72	-17,705,398.96	-73.4%
Total COP Funds	16,216,885.49	0.00	0.00	100.0%
Total Accounts Receivable	1,316,128.99	1,339,112.23	-22,983.24	-1.72%
Total Other Current Assets	1,082,585.58	196,668.64	885,916.94	450.46%
TOTAL CURRENT ASSETS	25,031,025.82	25,656,605.59	-625,579.77	-2.44%
FIXED ASSETS				
Fixed Assets	44,187,530.91	43,226,813.49	960,717.42	2.22%
Accumulated Depreciation	-27,415,438.45	-26,735,609.97	-679,828.48	-2.54%
Construction in Progress	4,059,534.67	1,368,188.52	2,691,346.15	196.71%
TOTAL FIXED ASSETS	20,831,627.13	17,859,392.04	2,972,235.09	16.64%
TOTAL OTHER ASSETS	803,133.00	803,133.00	0.00	0.0%
TOTAL ASSETS	46,665,785.95	44,319,130.63	2,346,655.32	5.3%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	160,916.41	226,320.69	-65,404.28	-28.9%
Total Other Current Liabilities	2,464,839.23	2,778,364.24	-313,525.01	-11.29%
TOTAL CURRENT LIABILITIES	2,625,755.64	3,004,684.93	-378,929.29	-12.61%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,910,000.00	18,255,000.00	-345,000.00	-1.89%
Total COP Premium (B)	886,311.30	-2,606.80	888,918.10	34,099.97%
Total Other Long Term Liabilities (B)	1,765,634.45	1,765,634.45	0.00	0.0%
TOTAL LONG TERM LIABILITIES	20,561,945.75	20,018,027.65	543,918.10	2.72%
TOTAL LIABILITIES	23,187,701.39	23,022,712.58	164,988.81	0.72%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES *	6,178,998.77	4,990,511.28	1,188,487.49	23.82%
3940 - Fund Bal Invest in Util Plant	20,903,716.10	17,616,624.04	3,287,092.06	18.66%
Net Assets (A)	-3,604,630.31	-1,310,717.27	-2,293,913.04	-175.01%
TOTAL EQUITY	23,478,084.56	21,296,418.05	2,181,666.51	10.24%
TOTAL LIABILITIES & EQUITY	46,665,785.95	44,319,130.63	2,346,655.32	5.3%

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

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