



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, AUGUST 27, 2015 – 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 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

Henry Young, Field Operations Supervisor: 15-Year Service Anniversary

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 of July 23, 2015

B. Approve Expenditures from July 17, 2015, through August 19, 2015

6. HEARINGS AND APPEALS

None.

7. DROUGHT AND WATER CONSERVATION

- A. Water Conservation Progress Report

8. REGULAR BUSINESS AGENDA

- A. Progress Report on MPWD 2015 Strategic Plan and Process Follow-Up by Julie Brown

- B. Consider Resolution 2015-16 Accepting as Complete the Buckland Tank Driveway Repaving Replacement Project and Authorizing the Recordation of a Notice of Completion for the Project

C. Consider Resolution 2015-17 Authorizing an Additional FY 2015/2016 Capital Project Totaling \$40,000: MPWD Dairy Lane Premises Cabling/Wiring Installation for Telephone and Data Systems Transition to Digital Platform (from Analog), and Approving Installation by Stepford, Inc.

D. Consider ACWA's Call for President and Vice President Candidate Nominations for the 2016/2017 Term

E. BAWSCA Update

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

C. Director Reports

10. FUTURE AGENDA ITEMS

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken.

11. COMMUNICATIONS

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: September 24, 2015, at 6:30PM

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

July 23, 2015
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 Linvill at 6:30PM.

B. **Pledge of Allegiance** – The Pledge of Allegiance was led by Vice President Zucca.

C. **Establishment of Quorum:**

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

ABSENT: Director Vella.

A quorum was present.

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

2. **PUBLIC COMMENTS**

None.

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

Vice President Zucca asked to pull and discuss Consent Agenda item 5.D. General Manager Rudock requested postponement of Director Vella's BAWSCA update, Regular Business Agenda item 8.B., to next month.

The Board approved these amendments to the agenda.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

General Manager Rudock introduced MPWD's new Operations Manager, Rene Ramirez. She discussed his professional credentials and water operations and leadership experience. Operations Manager, Rene Ramirez gave a brief overview of his career thus far, shared his experience and impressions of his first three weeks at the MPWD, and then concluded with his vision for the operations team. President Linvill welcomed him to MPWD.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of June 23, 2015.**

B. **Approve Expenditures from June 18, 2015, through July 16, 2015.**

C. **Approve Resolution 2015-14 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2015/2016.**

E. **Approve Resolution 2015-15 Authorizing a 2.0% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2015**

49 **F. Approve Service Agreement for the Provision of Election Services between the**
50 **MPWD and San Mateo County Chief Elections Officer & Assessor for the**
51 **November 3, 2015 Election**

52
53 Director Stuebing moved to approve the Consent Agenda, less Consent Agenda Item
54 5.D., Director Warden seconded, and it was unanimously approved by all four present
55 Board members.

56
57 Consent Agenda item 5.D. was then discussed and considered separately.

58
59 **D. Approve Contract for Professional Services in the amount of \$65,800 with John**
60 **Davidson d/b/a Jrocket77 Design & Marketing for Public**
61 **Outreach/Education/Relations Services and MPWD Website Updates**

62
63 Vice President Zucca said he would like a more definitive scope of professional services
64 than what was provided with the contract, detailing out exactly what the consultant would
65 be doing for MPWD. He felt that since the value of the contract exceeded the signature
66 authority of the General Manager, it would be difficult for the Board to award the contract
67 without more specific scope of services information. Director Warden appreciated Vice
68 President Zucca's comments and added that General Manager Rudock also makes sure
69 the detail of the consultant's work is detailed on the invoices. Director Warden asked
70 that an example of the invoice be shown to the Board at the next Board Meeting if the
71 scope of services wasn't updated. President Linvill agreed with Vice President Zucca's
72 comments. General Manager Rudock explained that the consultant's public
73 relations/outreach services are not typically based upon time and materials
74 commitments but driven by the MPWD environment and critical needs and staff
75 direction. That was why there was an estimate for not only the consultant's monthly work
76 hours but the printing costs for deliverables. Director Stuebing expressed that he
77 thought the Board was attempting to micro-manage staff with regard to the contract's
78 provisions.

79
80 Vice President Zucca moved to approve Consent Agenda 5.D., Director Warden
81 seconded, and it was unanimously approved by all four present Board members.

82
83
84 **6. HEARINGS AND APPEALS**

85 None.

86
87 **7. DROUGHT AND WATER CONSERVATION**

88 **A. Water Conservation Progress Report**

89 General Manager Rudock discussed the 31.0% reduction in water consumption during
90 the month of June 2015 compared with 2013, which is a new record for the month of
91 June in MPWD's history since tracking started in 1961. Last year's June percent change
92 was -7.2%. She explained the addition of the 2015 chart added to her report, and
93 mentioned there will be a graph presented starting next month which will track both
94 water consumption and water purchased. There were six complaints in June. She then
95 turned the report over to Jeanette Kalabolas, Water Conservation Specialist, who
96 discussed the 2015 Second Quarter Water Conservation Staff Report.

97
98 Jeanette Kalabolas reported that one of the complaints involved a customer that was not
99 complying with the watering schedule mandated by the 2015 ordinance. The process in

place for those who are not adhering to the new ordinance are as follows: 1) Educate the offender; 2) Send a written warning advising to cease and desist; 3) Give a 48-hour onsite citation; 4) Impose a \$500 fine; and 5) Terminate water service until compliance is achieved. Staff has verbally reached out to the customer to remind them about the 2015 ordinance and outdoor watering restrictions, and advised them to cease watering outside the mandated schedule for all customers. It is time now for the written warning to be sent advising to cease and desist the violation(s), which staff is drafting in consultation with District Counsel.

Jeanette Kalabolas discussed the rebate program, and offered a chart that showed the trend over the past three years showing results of each of the four rebate programs. She commented on the four new promotional items to be purchased to encourage conservation, along with the purchase of new MPWD tablecloths and reusable signage for community and educational events in the community. She commented on the Fall 2015 "Waterline" Newsletter under development, and what content will be included. She discussed options for home water use report software that staff has been reviewing with consultants. Once implemented, the report would be accessible to customers through MPWD's website. She summarized the School Audit and Retrofit Pilot Program and MPWD's specific involvement in that program. She discussed Belmont's "National Night Out" and MPWD's participation. She shared the California State "Save Our Water" Summer 2015 Campaign, noting that the telephone survey that was conducted across the State of California revealed interesting findings—one of which was that when the drought is over, many consumers said they would put their grass back in place, because these consumers associate grass with "curb appeal," which they believe is important for resale of their properties.

Vice President Zucca commented that Jeanette's report was excellent—one of the best the Board has received on Water Conservation—and to keep up the good work.

8. REGULAR BUSINESS AGENDA

A. Consider CSDA 2015 Board Elections and Mail Ballot for Seat A on the Coastal Network

General Manager Rudock deferred to the Board for its consideration of the CSDA ballot. General Manager Rudock reported that she transmitted the ballot to Directors Stuebing and Warden for their advance review since they are the Directors assigned to CSDA matters. She further mentioned that Elaine Magner introduced herself to General Manager Rudock during the recent CSDA Legislative Days in Sacramento and asked for the MPWD's support during the election. Director Stuebing voiced support for Elaine Magner, because she made an effort to reach out, he liked her candidate statement, and he believes she has the qualifications for the position. Director Warden mentioned that Robert Blair also seemed to be a viable candidate. Director Stuebing moved to nominate Elaine Magner for CSDA Board of Directors, Coastal Network/Seat A for the 2015 election, Director Warden seconded, and it was unanimously approved by all four present Board members.

B. BAWSCA Update

Postponed until next month.

9. MANAGER'S AND BOARD REPORTS

MPWD to the SWRCB on July 22, 2015, and directive #4 is due for action next year during the preparation of the 2015 Consumer Confidence Report. The Board asked staff for a copy of the Corrective Action Plan. Lastly, a water quality complaint on the 1500 block of El Camino Real exposed a blow-off valve in the alley with signs of tampering, or potential unauthorized water use. Staff also found a fire hydrant with a loose cap. In response to this discovery, letters were sent to several business owners and residents in the area making them aware of the apparent tampering, and asking them to report any suspicious activity to either the MPWD or the Belmont Police Department. Staff coordinated with the Belmont Police Department in case they are contacted.

3. Supplemented by District Engineer's Report

District Engineer Brandon Laurie reported that the Zone 1 Modeling is on schedule and will be complete by the August 2015 Board Meeting. The Buckland Tanks driveway has been completed, and a full update will be presented at the August Board Meeting. General Manager Rudock added that MPWD would like to do a small ribbon cutting at the Buckland Tank site, inviting the City of San Carlos and San Carlos Chamber of Commerce, as well as surrounding neighbors, to attend. Staff will coordinate scheduling that ribbon cutting event.

B. Financial Reports

General Manager Rudock briefly discussed the year-end financial results, noting that operating revenue was 87.9% of budget and operating expenditures were 91.6% of budget. However, depreciation is included in the operating budget, which transfers to capital expenditures. So the actual operating expenditures are in line with revenues. Administrative Services Manager Pina added the final financial reporting for 2014/2015 will be provided after the audit is complete.

C. Director Reports

Director Stuebing shared that a neighbor approached him about recycled water use. He investigated and found that Redwood City's recycled water is only for Redwood City customers. District Treasurer Ira mentioned that in the future, water districts may be forced to put in purple pipe to use the recycled water being produced. The goal is to use 100% of the recycled water instead of putting in back into the waterways.

President Linvill encouraged those present to consider reading the book *Cadillac Desert* by Marc Reisner, a history book about how water shaped California and its population, why dams were built, who drove the charge, and why the government acts the way it does today as a result of past water policy. She said it is a "must read" for anyone who lives in California.

10. FUTURE AGENDA BUSINESS ITEMS

None.

11. COMMUNICATIONS

General Manager Rudock distributed the ACWA Region 5 "Save the Date" Meeting notice and preliminary agenda—October 25-26, 2015, in Buellton.

12. ADJOURNMENT

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

152 General Manager Rudock distributed the 2014 Customer Confidence Report (CCR) and
153 explained that it was timely submitted to the State Water Resources Control Board
154 (SWRCB), posted to the MPWD website, and mailed to customers by the July 1st
155 deadline. She shared President Linvill's ideas during the monthly agenda review
156 meetings between the General Manager and Board President, including not only
157 reviewing the current month's agenda but also the following month's agenda. Progress
158 on the MPWD Strategic Plan will also be discussed. President Linvill further suggested
159 that the Board meeting Minutes be ready for the agenda review meeting. Because of
160 the tight schedule with all who need to review the minutes prior to them being finalized, it
161 may not be viable, but staff will make every effort to try to accomplish this goal.
162 Regarding the CSDA General Manager Summit she attended, General Manager Rudock
163 reported that it was well attended and that there are a few legislative items being
164 considered, one of which was more pension reform by the former Mayor of San Jose
165 and colleagues. She will have more information to share next month. She pointed out
166 that the CSDA Annual Conference will be held from September 21-24 in Monterey and
167 Administrative Services Manager Pina and General Manager Rudock will be attending it.
168

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

170 Administrative Services Manager Pina reminded the Board the Audit will start the
171 following week, with three days of actual field testing. President Linvill then asked
172 about the email she received from the auditors with questions she will need help in
173 answering. She will forward the email to General Manager Rudock and
174 Administrative Services Manager Pina will follow up with the auditors.
175

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

177 Operations Manager Ramirez started by saying he is excited to be at MPWD, that he
178 likes the size of our organization. He then commented that in larger organizations,
179 there are some who are not willing to work outside their "job description" but that he
180 has found a very different attitude here at MPWD. Instead, he has found staff eager
181 to assist in any way possible.
182

183 He highlighted the recent reorganization, and mentioned by name those who are his
184 direct reports. He reiterated that even though each employee has their area of
185 responsibility, they are working together to assist one another in service to MPWD's
186 customers. He then presented an updated AMI Meter installation map which showed
187 the AMI Meters already installed, and those being installed for Fiscal Year
188 2015/2016. The AMI Meters targeted this year are the Zone 1 commercial and
189 industrial customer sites. These are MPWD's largest revenue customers. He
190 expressed appreciation to Field Operations Supervisor, Brent Chester, for managing
191 the AMI Meter installation project and map. He then discussed System
192 Maintenance, highlighting that 50 system valves had been exercised in Zone 8. He
193 also discussed the water sampling process, which is conducted each week by Water
194 Quality and Safety Lead Operator, Rick Bisio. He mentioned the MPWD is required
195 to sample for lead and copper in the customer plumbing and that we are looking for
196 30 volunteers. So far, we have 11 volunteers. Several of the Board Members
197 volunteered to participate in the study if their pipes qualify. Operations Manager
198 Ramirez then discussed the SWRCB Citation No. 02-17-15C-004 related to the
199 untreated water incident from the Regional Water System (RWS) managed by the
200 SFPUC on March 3, 2015. Three of the five citation directives have been completed
201 by the MPWD. Directive #2, the Corrective Action Plan, was submitted by the

252 President Linvill asked how to properly note the Closed Session in the agenda, noting that
253 using the word Adjournment may not be the correct term. Instead, using the word "recess"
254 may be more appropriate. District Counsel Sherman replied either way was proper
255 protocol – the Board could recess to the Closed Session or adjourn to the Closed Session,
256 but that the meeting would not be formally adjourned until after the Closed Session item
257 and reporting out. Director Warden suggested that Closed Session matters be scheduled
258 at the beginning of the Board meeting.
259 The Board recessed into Closed Session at 7:54PM to discuss one matter.
260

261 **13. CLOSED SESSION**

262 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
263 (Subdivision (B) of Section 54956.9)
264 *State Farm v. Mid-Peninsula Water District, et al.*
265 San Mateo County Case No. 534546
266

267 The Board reconvened into open session at 8:14PM. The Board received a report, and no
268 action was taken.
269

270 Director Zucca motioned to adjourn at 8:15PM, Director Stuebing seconded, and it was
271 unanimously approved.
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276 _____
277 DISTRICT SECRETARY

278 APPROVED:
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280

281 _____
282 BOARD PRESIDENT

Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

1:57 PM
08/20/15

Type	Num	Date	Name	Account	Original Amount
Check		07/17/2015	ADP Payroll Fees	1030 · Cash- Checking 7106 · Prof Serv - Acctg & Payroll	\$ (262.78) \$ 262.78
Check		07/29/2015	CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ 262.78 \$ (6,497.63) \$ 6,497.63
Check		07/31/2015	ADP Payroll Fees	1030 · Cash- Checking 7106 · Prof Serv - Acctg & Payroll	\$ 6,497.63 \$ (96.50) \$ 96.50
Check		08/04/2015	Authnet Gateway	1030 · Cash- Checking 6201 · Customer Credit Card Svs Fees	\$ 96.50 \$ (20.00) \$ 20.00
Check		08/07/2015	ADP Payroll Fees	1030 · Cash- Checking 7106 · Prof Serv - Acctg & Payroll	\$ 20.00 \$ (342.39) \$ 342.39
Check		08/11/2015	Client Analysis Svs Charge	1030 · Cash- Checking 6201 · Customer Credit Card Svs Fees	\$ 342.39 \$ (4,282.51) \$ 4,282.51
Check		08/12/2015	CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ 4,282.51 \$ (6,798.72) \$ 6,798.72
Check	EFT072015-1	07/20/2015	Health Equity	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ 6,798.72 \$ (1,575.00) \$ 1,575.00
Check	EFT073015-1	07/30/2015	CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C 1430 · Payroll Clearing A/C	\$ 1,575.00 \$ (2,337.87) \$ 1,090.78 \$ 1,247.09 \$ 2,337.87

Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

Check	EFT081015-1	08/10/2015 CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C 1430 · Payroll Clearing A/C	\$ (7,448.00) \$ 3,172.11 \$ 4,275.89 \$ 7,448.00
Check	EFT081815-1	08/18/2015 CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C 1430 · Payroll Clearing A/C	\$ (2,365.89) \$ 1,103.86 \$ 1,262.03 \$ 2,365.89
Check	EFT072015-2	07/20/2015 ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (550.00) \$ 550.00 \$ 550.00
Check	EFT072715-2	07/27/2015 Health Equity	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (759.58) \$ 759.58 \$ 759.58
Check	EFT073015-2	07/30/2015 ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (1,083.32) \$ 1,083.32 \$ 1,083.32
Check	EFT081015-2	08/10/2015 ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (666.24) \$ 666.24 \$ 666.24
Check	EFT081815-2	08/18/2015 ICMA contributions	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (887.98) \$ 887.98 \$ 887.98
Check	EFT072015-3	07/20/2015 CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (1,987.82) \$ 1,987.82 \$ 1,987.82
Check	EFT072715-3	07/27/2015 CALPERS	1030 · Cash- Checking 1430 · Payroll Clearing A/C	\$ (7,448.00) \$ 7,448.00 \$ 7,448.00

Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

1:57 PM
08/20/15

Bill Pmt -Check	EFT072715-3	07/27/2015	WELLS FARGO BUSINESS CARD	1030 · Cash- Checking	\$	(2,646.25)
Bill		07/21/2015		7205 · Meeting Expenses	\$	43.46
				7205 · Meeting Expenses	\$	167.89
				7205 · Meeting Expenses	\$	48.22
				6501 · M&R - Buildings & Grounds	\$	59.65
				7204 · Employee Travel/Training	\$	73.78
				6701 · Office Supplies	\$	549.46
				7204 · Employee Travel/Training	\$	140.53
				7204 · Employee Travel/Training	\$	137.80
				1410 · Prepaid Expenses	\$	249.00
				7204 · Employee Travel/Training	\$	51.50
				7204 · Employee Travel/Training	\$	20.00
				7204 · Employee Travel/Training	\$	20.00
				7204 · Employee Travel/Training	\$	27.57
				7204 · Employee Travel/Training	\$	31.92
				7204 · Employee Travel/Training	\$	23.44
				7204 · Employee Travel/Training	\$	70.35
				7204 · Employee Travel/Training	\$	16.00
				1440 · Auto/Transpation Clearing AC	\$	90.00
				7204 · Employee Travel/Training	\$	706.05
				6701 · Office Supplies	\$	119.63
					\$	2,646.25
Check	EFT073015-3	07/30/2015	Health Equity	1030 · Cash- Checking	\$	(700.00)
				1430 · Payroll Clearing A/C	\$	700.00
					\$	700.00
Check	EFT081015-3	08/10/2015	Health Equity	1030 · Cash- Checking	\$	(618.58)
				1430 · Payroll Clearing A/C	\$	559.58
				6702 · Insurance-Liability/Vehicle	\$	59.00
					\$	618.58
Check	EFT081815-3	08/18/2015	Health Equity	1030 · Cash- Checking	\$	(400.00)
				1430 · Payroll Clearing A/C	\$	400.00
					\$	400.00

Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

Check	2646.26	07/22/2015	CALPERS-EMPLOYEE CONT	1030 · Cash-Checking 1430 · Payroll Clearing A/C	\$ (2,337.87)
					\$ 2,337.87
Check	2646.27	07/22/2015	ICMA contributions	1030 · Cash-Checking 1430 · Payroll Clearing A/C	\$ (233.32)
					\$ 233.32
Bill Pmt -Check	29701	07/21/2015	AIRGAS, LLC	1030 · Cash-Checking	\$ (111.44)
Bill	9928398203	06/30/2015		6501 · M&R - Buildings & Grounds	\$ 111.44
					\$ 111.44
Bill Pmt -Check	29702	07/21/2015	AT&T Carol Stream	1030 · Cash-Checking	\$ (33.22)
Bill	6759683	07/01/2015		7005 · Utilities - Telephones	\$ 33.22
					\$ 33.22
Bill Pmt -Check	29703	07/21/2015	BFI of California Inc. - Ox Mtn. Landfill	1030 · Cash-Checking	\$ (2,231.77)
Bill	4227-000041336	06/30/2015		6404 · Mains/Distribution	\$ 2,231.77
					\$ 2,231.77
Bill Pmt -Check	29704	07/21/2015	BLUEWALL, LLC	1030 · Cash-Checking	\$ (149.95)
Bill	519204	06/01/2015		1410 · Prepaid Expenses	\$ 149.95
					\$ 149.95
Bill Pmt -Check	29705	07/21/2015	CARLMONT HARDWARE	1030 · Cash-Checking	\$ (33.21)
Bill	06270	07/14/2015		6407 · Regulator Stations	\$ 33.21
					\$ 33.21
Bill Pmt -Check	29706	07/21/2015	CARQUEST AUTO PARTS	1030 · Cash-Checking	\$ (15.28)
Bill	8292-435411	07/10/2015		6503 · M&R - Vehicle & Large Equip	\$ 15.28
					\$ 15.28
Bill Pmt -Check	29707	07/21/2015	CINTAS CORPORATION	1030 · Cash-Checking	\$ (712.74)
Bill	464473442	07/02/2015		6052 · Uniforms	\$ 378.78
Bill	464476221	07/10/2015		6052 · Uniforms	\$ 333.96
					\$ 712.74

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Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

Bill	1803357570	06/24/2015	1030 · Cash- Checking	\$	(992.12)
Bill	777742112001	06/25/2015	6701 · Office Supplies	\$	8.92
Bill	777742113001	06/25/2015	6701 · Office Supplies	\$	347.51
Bill	777742028001	06/26/2015	6701 · Office Supplies	\$	319.02
Bill	778755100001	07/02/2015	6701 · Office Supplies	\$	53.96
Bill	778755236001	07/07/2015	6701 · Office Supplies	\$	44.72
				\$	217.99
				\$	992.12
				\$	(195.62)
Bill	3535-398121	06/29/2015	1030 · Cash- Checking	\$	60.88
Bill	3535-398366	06/30/2015	6503 · M&R - Vehicle & Large Equip	\$	8.85
Bill	3535398256	06/30/2015	6503 · M&R - Vehicle & Large Equip	\$	74.40
Bill	3535-398589	07/01/2015	6503 · M&R - Vehicle & Large Equip	\$	34.50
Bill	3535-400093	07/10/2015	6503 · M&R - Vehicle & Large Equip	\$	16.99
				\$	195.62
				\$	(21,288.75)
Bill	640757	07/02/2015	1030 · Cash- Checking	\$	21,288.75
			1531 · Machinery & Equipment CY	\$	21,288.75
				\$	21,288.75
Bill	31879	07/09/2015	1030 · Cash- Checking	\$	(300.00)
			7110 · Prof Serv - Miscellaneous	\$	300.00
				\$	300.00
				\$	(21,348.46)
Bill	7951-5JUL2015	07/08/2015	1030 · Cash- Checking	\$	545.02
Bill	6556-8JUL2015	07/08/2015	7003 · Utilities - Electric - Pumping	\$	302.45
Bill	8936-0JUL2015	07/08/2015	7003 · Utilities - Electric - Pumping	\$	5,834.02
Bill	9032-7JUL2015	07/14/2015	7003 · Utilities - Electric - Pumping	\$	14,666.97
				\$	21,348.46
				\$	(381.53)
Bill	14623	07/07/2015	1030 · Cash- Checking	\$	381.53
			7107 · Prof Serv - Customer Billing	\$	381.53
				\$	381.53

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Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

1:57 PM
08/20/15

Bill Pmt -Check	29730	07/27/2015	C G UHLENBERG LLP	1030 - Cash- Checking	\$	(1,300.00)
Bill	10502	07/01/2015		7111 - Prof Serv - District Treasurer	\$	300.00
				7104 - Prof Serv - Annual Finance Audit	\$	1,000.00
					\$	1,300.00
Bill Pmt -Check	29731	07/27/2015	COMCAST	1030 - Cash- Checking	\$	(209.03)
Bill		07/14/2015		7001 - Utilities - Internet/Cable	\$	209.03
					\$	209.03
Bill Pmt -Check	29732	07/27/2015	EDCCO Group, Inc.	1030 - Cash- Checking	\$	(1,200.00)
Bill	1150630078	07/01/2015		1516 - SCADA CY	\$	1,200.00
					\$	1,200.00
Bill Pmt -Check	29733	07/27/2015	GRANITE ROCK, INC.	1030 - Cash- Checking	\$	(332.36)
Bill	903843	07/18/2015		6404 - Mains/Distribution	\$	332.36
					\$	332.36
Bill Pmt -Check	29734	07/27/2015	HOME DEPOT	1030 - Cash- Checking	\$	(25.04)
Bill	06280002776383	07/23/2015		6502 - M&R - Equipment & Tools	\$	25.04
					\$	25.04
Bill Pmt -Check	29735	07/27/2015	LINCOLN LIFE	1030 - Cash- Checking	\$	(175.00)
Bill		07/15/2015		1430 - Payroll Clearing A/C	\$	175.00
					\$	175.00
Bill Pmt -Check	29736	07/27/2015	MHN	1030 - Cash- Checking	\$	(43.01)
Bill	3200070694	07/17/2015		1410 - Prepaid Expenses	\$	43.01
					\$	43.01
Bill Pmt -Check	29737	07/27/2015	OFFICE DEPOT, INC.	1030 - Cash- Checking	\$	(341.60)
Bill	779890706001	07/10/2015		6701 - Office Supplies	\$	56.60
Bill	779795887001	07/10/2015		6701 - Office Supplies	\$	89.08
Bill	779894750001	07/13/2015		6701 - Office Supplies	\$	59.03
Bill	7822203250001	07/22/2015		6701 - Office Supplies	\$	108.12
Bill	4059	07/23/2015		6701 - Office Supplies	\$	28.77
					\$	341.60

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Bill	29746	07/27/2015	STEPFORD BUSINESS, INC.	1030 · Cash- Checking	\$	(1,400.00)
Bill	1501688	07/20/2015		1410 · Prepaid Expenses	\$	1,400.00
					\$	1,400.00
Bill	29747	07/27/2015	Verizon Wireless	1030 · Cash- Checking	\$	-
Bill	29748	08/11/2015	ACWA/JPIA	1030 · Cash- Checking	\$	(17,703.00)
Bill		08/10/2015		1420 · Prepaid Liability Insurance	\$	17,703.00
					\$	17,703.00
Bill	29749	08/11/2015	AT&T 105068	1030 · Cash- Checking	\$	(20.00)
Bill	3630-001	07/31/2015		7005 · Utilities - Telephones	\$	1.36
				1410 · Prepaid Expenses	\$	18.64
					\$	20.00
Bill	29750	08/11/2015	AT&T Carol Stream	1030 · Cash- Checking	\$	(981.91)
Bill	6834596	07/20/2015		7005 · Utilities - Telephones	\$	947.07
Bill	6847918	07/24/2015		7005 · Utilities - Telephones	\$	17.14
Bill	6860497	07/28/2015		7005 · Utilities - Telephones	\$	17.70
					\$	981.91
Bill	29751	08/11/2015	BAWSCA	1030 · Cash- Checking	\$	(1,484.00)
Bill	2797	07/01/2015		6307 · Lawn-Be-Gone Rebates	\$	680.00
Bill	2796	07/01/2015		6305 · HET (High Efficiency Toilet)	\$	656.00
Bill	2778	07/01/2015		6307 · Lawn-Be-Gone Rebates	\$	148.00
					\$	1,484.00
Bill	29752	08/11/2015	C G UHLENBERG LLP	1030 · Cash- Checking	\$	(1,325.00)
Bill	10584	07/23/2015		1410 · Prepaid Expenses	\$	1,325.00
					\$	1,325.00
Bill	29753	08/11/2015	CARLMONT HARDWARE	1030 · Cash- Checking	\$	(22.97)
Bill	843043	08/05/2015		6407 · Regulator Stations	\$	22.97
					\$	22.97
Bill	29754	08/11/2015	CARLMONT SHOPPING CENTER.	1030 · Cash- Checking	\$	(198.00)
Bill		08/01/2015		1410 · Prepaid Expenses	\$	198.00
					\$	198.00
Bill	29755	08/11/2015	CARQUEST AUTO PARTS	1030 · Cash- Checking	\$	(127.50)

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Bill	8292-436862	07/22/2015	6503 · M&R - Vehicle & Large Equip	\$	127.50
Bill Pmt -Check	29756	08/11/2015	1030 · Cash- Checking	\$	127.50
Bill	464478996	07/16/2015	6052 · Uniforms	\$	(649.32)
Bill	464481786	07/23/2015	6052 · Uniforms	\$	318.21
Bill Pmt -Check	29757	08/11/2015	1030 · Cash- Checking	\$	331.11
Bill	330383	07/31/2015	6601 · Catholic Protection Survey	\$	649.32
Bill Pmt -Check	29758	08/11/2015	1030 · Cash- Checking	\$	(700.00)
Bill		08/04/2015	6501 · M&R - Buildings & Grounds	\$	700.00
Bill Pmt -Check	29759	08/11/2015	1030 · Cash- Checking	\$	350.00
Bill	1150803032	08/03/2015	6407 · Regulator Stations	\$	(350.00)
Bill Pmt -Check	29760	08/11/2015	1030 · Cash- Checking	\$	300.00
Bill	47315	08/06/2015	1410 · Prepaid Expenses	\$	300.00
Bill Pmt -Check	29761	08/11/2015	1030 · Cash- Checking	\$	480.00
Bill	905152	07/25/2015	6404 · Mains/Distribution	\$	(796.67)
Bill Pmt -Check	29762	08/11/2015	1030 · Cash- Checking	\$	796.67
Bill	9489172	07/22/2015	6401 · Water Quality	\$	(434.40)
Bill	9493959	07/27/2015	6401 · Water Quality	\$	203.32
				\$	231.08
				\$	434.40

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Bill	29763	08/11/2015	HANSON, BRIDGETT	1030 - Cash- Checking	\$	(11,353.50)
Bill	1148455	07/31/2015		7101 - Prof Serv - District Counsel	\$	557.50
Bill	1148456	07/31/2015		7101 - Prof Serv - District Counsel	\$	5,625.00
Bill	1148457	07/31/2015		7101 - Prof Serv - District Counsel	\$	3,493.50
Bill	1148458	07/31/2015		7101 - Prof Serv - District Counsel	\$	402.50
Bill	1148459	07/31/2015		7101 - Prof Serv - District Counsel	\$	1,015.00
Bill	1148454	07/31/2015		1707 - Buckland Tank - Prof Svs CY	\$	260.00
						<hr/>
Bill	29764	08/11/2015	LINCOLN LIFE	1030 - Cash- Checking	\$	11,353.50
Bill		07/31/2015		1430 - Payroll Clearing A/C	\$	(175.00)
						<hr/>
Bill	29765	08/11/2015	OFFICE DEPOT, INC.	1030 - Cash- Checking	\$	175.00
						<hr/>
Bill	29766	08/11/2015	OFFICE TEAM	1030 - Cash- Checking	\$	-
						<hr/>
Bill	29767	08/11/2015	PACIFIC WEST SECURITY, INC.	1030 - Cash- Checking	\$	-
Bill	0998291	07/31/2015		6708 - Security & Safety	\$	-
						<hr/>
Bill	29768	08/11/2015	PAKPOUR CONSULTING GROUP, INC	1030 - Cash- Checking	\$	(225.00)
Bill		07/15/2015		7102 - Prof Serv - District Engineer	\$	225.00
Bill	0001743	07/31/2015		7102 - Prof Serv - District Engineer	\$	500.00
						<hr/>
Bill	29769	08/11/2015	PENINSULA BUILDING MATERIALS	1030 - Cash- Checking	\$	660.19
Bill	271985	07/27/2015		6404 - Mains/Distribution	\$	7,434.00
						<hr/>
Bill	29770	08/11/2015	PETERSON CAT	1030 - Cash- Checking	\$	7,584.94
Bill	PC001491641	07/17/2015		6503 - M&R - Vehicle & Large Equip	\$	1,749.56
						<hr/>
Bill	29771	08/11/2015	PETERSON CAT	1030 - Cash- Checking	\$	9,671.81
Bill	29772	07/31/2015		1934 - Alameda - Prof Svs CY	\$	27,600.50
						<hr/>
Bill	29773	08/11/2015	PENINSULA BUILDING MATERIALS	1030 - Cash- Checking	\$	(766.27)
Bill	271985	07/27/2015		6404 - Mains/Distribution	\$	766.27
						<hr/>
Bill	29774	08/11/2015	PETERSON CAT	1030 - Cash- Checking	\$	766.27
Bill	PC001491641	07/17/2015		6503 - M&R - Vehicle & Large Equip	\$	(114.51)
						<hr/>
Bill	29775	08/11/2015	PETERSON CAT	1030 - Cash- Checking	\$	114.51
Bill	PC001491641	07/17/2015		6503 - M&R - Vehicle & Large Equip	\$	114.51

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Bill	29780	08/11/2015	UNDERGROUND SERVICE ALERT	1030 · Cash-Checking	\$	(417.24)
Bill	15070619	07/20/2015		1410 · Prepaid Expenses	\$	417.24
Bill	29781	08/11/2015	VALLEY OIL COMPANY	1030 · Cash-Checking	\$	(2,486.20)
Bill	792184	07/10/2015		6504 · M&R - Fuel	\$	1,061.44
Bill	803309	07/29/2015		6504 · M&R - Fuel	\$	1,424.76
Bill	29782	08/11/2015	VANGUARD CLEANING SYSTEMS, INC.	1030 · Cash-Checking	\$	(385.00)
Bill	8867	08/03/2015		6501 · M&R - Buildings & Grounds	\$	385.00
Bill	29783	08/11/2015	Verizon Wireless	1030 · Cash-Checking	\$	(792.29)
Bill		07/15/2015		7002 · Utilities - Cell Telephone	\$	792.29
Bill	29784	08/11/2015	JRocket Design77 & Marketing	1030 · Cash-Checking	\$	(3,362.19)
Bill	1979	07/31/2015		7110 · Prof Serv - Miscellaneous	\$	2,765.41
Bill	1982	08/07/2015		7110 · Prof Serv - Miscellaneous	\$	596.78
Bill	29785	08/11/2015	STEPFORD BUSINESS, INC.	1030 · Cash-Checking	\$	(720.00)
Bill	1501738	07/31/2015		7103 · Prof Serv - IT	\$	720.00
Bill	29786	08/11/2015	Janet Lee	1030 · Cash-Checking	\$	(1,828.00)
Bill		08/04/2015		6307 · Lawn-Be-Gone Rebates	\$	1,828.00
Bill	29787	08/11/2015	John Scheibe	1030 · Cash-Checking	\$	(79.99)
Bill		08/04/2015		6308 · Rain Barrels Rebate	\$	79.99
Bill	29788	08/11/2015	Stanley lee	1030 · Cash-Checking	\$	(79.97)
Bill		08/04/2015		6308 · Rain Barrels Rebate	\$	79.97
Bill	29789	08/11/2015	Steve Berger	1030 · Cash-Checking	\$	(100.00)
Bill		08/04/2015		6308 · Rain Barrels Rebate	\$	100.00

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Bill Pmt -Check	29790	08/11/2015 OFFICE TEAM	1030 · Cash- Checking	\$	(1,986.00)
Bill	43575809	07/28/2015	7110 · Prof Serv - Miscellaneous	\$	987.50
Bill	43645829	08/06/2015	7110 · Prof Serv - Miscellaneous	\$	998.50
				\$	1,986.00
Bill Pmt -Check	29791	08/11/2015 BRENT CHESTER	1030 · Cash- Checking	\$	(1,520.97)
Bill	PE081515-2	08/15/2015	1430 · Payroll Clearing A/C	\$	1,520.97
				\$	1,520.97
Check	29792	08/12/2015 SHARON ROGERS	1030 · Cash- Checking	\$	(25.00)
			4012 · Water Refunds	\$	25.00
				\$	25.00
Check	29793	08/12/2015 CLIFFORD KLEMIN	1030 · Cash- Checking	\$	(33.29)
			4012 · Water Refunds	\$	33.29
				\$	33.29
Check	29794	08/12/2015 ANDRIA ZOU	1030 · Cash- Checking	\$	(13.94)
			4012 · Water Refunds	\$	13.94
				\$	13.94
Check	29795	08/12/2015 LISA ROSATI	1030 · Cash- Checking	\$	(3.14)
			4012 · Water Refunds	\$	3.14
				\$	3.14
Check	29796	08/12/2015 LA MOYNE PORTER	1030 · Cash- Checking	\$	(7.28)
			4012 · Water Refunds	\$	7.28
				\$	7.28
Check	29797	08/12/2015 JEREMY CLOYD	1030 · Cash- Checking	\$	(11.48)
			4012 · Water Refunds	\$	11.48
				\$	11.48
Check	29798	08/12/2015 RYUICHIRO KATAMO	1030 · Cash- Checking	\$	(15.89)
			4012 · Water Refunds	\$	15.89
				\$	15.89
Check	29799	08/12/2015 ROBERT ALMEIDA	1030 · Cash- Checking	\$	(6.16)
			4012 · Water Refunds	\$	6.16
				\$	6.16

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Check	29800	08/12/2015 ROBERT KERR	1030 · Cash-Checking 4012 · Water Refunds	\$ (46.21)
				\$ 46.21
Check	29801	08/12/2015 SANDRA WILL	1030 · Cash-Checking 4012 · Water Refunds	\$ (2.37)
				\$ 2.37
Check	29802	08/12/2015 TIEM FONG YAO	1030 · Cash-Checking 4012 · Water Refunds	\$ (25.00)
				\$ 25.00
Check	29803	08/12/2015 KATIE STAHLER	1030 · Cash-Checking 4012 · Water Refunds	\$ (6.57)
				\$ 6.57
Check	29804	08/12/2015 WILBUR LEE	1030 · Cash-Checking 4012 · Water Refunds	\$ (2.37)
				\$ 2.37
Bill Pmt -Check	29805	08/19/2015 AIRGAS, LLC	1030 · Cash-Checking	\$ (114.95)
Bill	9929112777	07/31/2015	6501 · M&R - Buildings & Grounds	\$ 114.95
Bill Pmt -Check	29806	08/19/2015 AT&T Carol Stream	1030 · Cash-Checking	\$ (33.25)
Bill	6880001	08/01/2015	7005 · Utilities - Telephones	\$ 33.25
Bill Pmt -Check	29807	08/19/2015 BAY AREA BARRICADE SERVICE, INC.	1030 · Cash-Checking	\$ (862.24)
Bill	0319968-IN	08/12/2015	6408 · Employee Safety	\$ 862.24
Bill Pmt -Check	29808	08/19/2015 COMCAST	1030 · Cash-Checking	\$ (362.78)
Bill		08/09/2015	7001 · Utilities - Internet/Cable	\$ 80.72
Bill		08/10/2015	7001 · Utilities - Internet/Cable	\$ 94.02
Bill		08/10/2015	7001 · Utilities - Internet/Cable	\$ 94.02
Bill		08/10/2015	7001 · Utilities - Internet/Cable	\$ 94.02
				\$ 362.78

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Bill Pmt -Check	29809	08/19/2015	ED SEUBERT	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29810	08/19/2015	GRANITE ROCK, INC.	1030 · Cash- Checking	\$	(789.86)
Bill	907960	08/08/2015		6404 · Mains/Distribution	\$	789.86
Bill Pmt -Check	29811	08/19/2015	HOME DEPOT	1030 · Cash- Checking	\$	789.86
Bill	0623 00055-61286	07/30/2015		6404 · Mains/Distribution	\$	(498.98)
Bill	601061	08/06/2015		6404 · Mains/Distribution	\$	216.90
Bill	0628 00014 45337	08/13/2015		6404 · Mains/Distribution	\$	268.11
Bill Pmt -Check	29812	08/19/2015	INTERSTATE BATTERY SYSTEM, INC.	1030 · Cash- Checking	\$	13.97
Bill	178224	08/17/2015		1516 · SCADA CY	\$	498.98
Bill Pmt -Check	29813	08/19/2015	LINCOLN LIFE	1030 · Cash- Checking	\$	(396.52)
Bill		08/15/2015		1430 · Payroll Clearing A/C	\$	396.52
Bill Pmt -Check	29814	08/19/2015	LYNGSO GARDEN MATERIAL INC	1030 · Cash- Checking	\$	(175.00)
Bill	901717	08/12/2015		6404 · Mains/Distribution	\$	175.00
Bill	901844	08/14/2015		6404 · Mains/Distribution	\$	(279.51)
					\$	187.95
					\$	91.56
					\$	279.51

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Bill	Pmt -Check	29815	08/19/2015	OFFICE DEPOT, INC.	1030 - Cash- Checking	\$	(1,236.60)
Bill		782332482001	07/23/2015		6701 - Office Supplies	\$	59.57
Bill		1818448147	07/31/2015		6701 - Office Supplies	\$	305.19
Bill		783899842001	07/31/2015		6701 - Office Supplies	\$	31.04
Bill		783972273001	07/31/2015		6701 - Office Supplies	\$	309.55
Bill		783899798001	08/01/2015		6701 - Office Supplies	\$	26.42
Bill		784123130001	08/03/2015		6701 - Office Supplies	\$	18.61
Bill		784123222001	08/03/2015		6701 - Office Supplies	\$	356.09
Bill		784123223001	08/03/2015		6701 - Office Supplies	\$	27.37
Bill		784966312001	08/05/2015		6701 - Office Supplies	\$	45.12
Bill		784966435001	08/05/2015		6701 - Office Supplies	\$	22.77
Bill		1821341568	08/06/2015		6701 - Office Supplies	\$	34.87
						\$	1,236.60
Bill	Pmt -Check	29816	08/19/2015	OFFICE TEAM	1030 - Cash- Checking	\$	(991.00)
Bill		43690771	08/12/2015		7110 - Prof Serv - Miscellaneous	\$	991.00
						\$	991.00
Bill	Pmt -Check	29817	08/19/2015	PARS	1030 - Cash- Checking	\$	(300.00)
Bill			08/13/2015		7110 - Prof Serv - Miscellaneous	\$	300.00
						\$	300.00
Bill	Pmt -Check	29818	08/19/2015	PG&E CFM/PPC DEPT	1030 - Cash- Checking	\$	(23,038.76)
Bill		7816-1AUG2015	08/06/2015		7003 - Utilities - Electric - Pumping	\$	419.18
Bill		3667-2AUG2015	08/06/2015		7003 - Utilities - Electric - Pumping	\$	111.60
Bill		7951-5AUG2015	08/07/2015		7003 - Utilities - Electric - Pumping	\$	633.54
Bill		6556-8AUG2015	08/07/2015		7003 - Utilities - Electric - Pumping	\$	313.02
Bill		8936-0AUG2015	08/07/2015		7003 - Utilities - Electric - Pumping	\$	5,740.09
Bill			08/13/2015		7003 - Utilities - Electric - Pumping	\$	15,821.33
						\$	23,038.76
Bill	Pmt -Check	29819	08/19/2015	PRECISE, INC.	1030 - Cash- Checking	\$	(379.34)
Bill		14827	08/14/2015		7107 - Prof Serv - Customer Billing	\$	379.34
						\$	379.34
Bill	Pmt -Check	29820	08/19/2015	RICOH Philadelphia	1030 - Cash- Checking	\$	(195.83)
Bill		46706529	08/08/2015		6705 - Printing/Printing Supplies	\$	329.64
						\$	329.64

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Bill Pmt -Check	29831	08/19/2015 DAVID REED	1030 · Cash- Checking	\$	(100.00)
Bill		08/08/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29832	08/19/2015 DEREK DICKER	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29833	08/19/2015 DONALD HUGHES	1030 · Cash- Checking	\$	(100.00)
Bill		08/08/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29834	08/19/2015 DONALD OSWALD	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29835	08/19/2015 ELIZABETH NELSON	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29836	08/19/2015 ELIZABETH VASQUEZ	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29837	08/19/2015 GRETE FRY	1030 · Cash- Checking	\$	(300.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	300.00
Bill Pmt -Check	29838	08/19/2015 HORST WILL	1030 · Cash- Checking	\$	(300.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	300.00
Bill Pmt -Check	29839	08/19/2015 IRMA CALABRETTA	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29840	08/19/2015 JOANNA REAMS	1030 · Cash- Checking	\$	(900.00)
Bill		08/08/2015	6305 · HET (High Efficiency Toilet)	\$	900.00
				\$	900.00

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Bill Pmt -Check	29841	08/19/2015	JOHANNES KNUEPPEL	1030 · Cash- Checking	\$	(200.00)
Bill		08/08/2015		6305 · HET (High Efficiency Toilet)	\$	200.00
Bill Pmt -Check	29842	08/19/2015	JURIS BLUKIS	1030 · Cash- Checking	\$	200.00
Bill		08/08/2015		6305 · HET (High Efficiency Toilet)	\$	(100.00)
Bill Pmt -Check	29843	08/19/2015	KARLO ARRIOLA	1030 · Cash- Checking	\$	100.00
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29844	08/19/2015	KAY SCHILLING	1030 · Cash- Checking	\$	100.00
Bill		08/08/2015		6305 · HET (High Efficiency Toilet)	\$	(600.00)
Bill Pmt -Check	29845	08/19/2015	LINDA TOMASELLO	1030 · Cash- Checking	\$	600.00
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29846	08/19/2015	MARIANNE SANTAGUIDA	1030 · Cash- Checking	\$	100.00
Bill		08/08/2015		6305 · HET (High Efficiency Toilet)	\$	(300.00)
Bill Pmt -Check	29847	08/19/2015	MARY METROPULOS	1030 · Cash- Checking	\$	300.00
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	(100.00)
Bill Pmt -Check	29848	08/19/2015	MICHAEL MASON	1030 · Cash- Checking	\$	100.00
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	(300.00)
Bill Pmt -Check	29849	08/19/2015	PETER CARROLL	1030 · Cash- Checking	\$	300.00
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29850	08/19/2015	RICHARD EDWARDS	1030 · Cash- Checking	\$	100.00
Bill		08/11/2015		6305 · HET (High Efficiency Toilet)	\$	(100.00)

Mid-Peninsula Water District

Check Detail

July 17 through August 19, 2015

1:57 PM
08/20/15

Bill Pmt -Check	29851	08/19/2015 RICHARD PAULI	1030 · Cash- Checking	\$	(196.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	196.00
Bill Pmt -Check	29852	08/19/2015 ROBERT PARKHURST	1030 · Cash- Checking	\$	(300.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	300.00
Bill Pmt -Check	29853	08/19/2015 S B E COMPANY	1030 · Cash- Checking	\$	(600.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	600.00
Bill Pmt -Check	29854	08/19/2015 SHANI GUNDOGDU	1030 · Cash- Checking	\$	(100.00)
Bill		08/08/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29855	08/19/2015 SHUCHEN LI	1030 · Cash- Checking	\$	(100.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29856	08/19/2015 TAKASHI YOSHIMURA	1030 · Cash- Checking	\$	(100.00)
Bill		08/08/2015	6305 · HET (High Efficiency Toilet)	\$	100.00
Bill Pmt -Check	29857	08/19/2015 TSUI LEW-LEE	1030 · Cash- Checking	\$	(200.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	200.00
Bill Pmt -Check	29858	08/19/2015 VALTHER NIELSEN	1030 · Cash- Checking	\$	(98.00)
Bill		08/11/2015	6305 · HET (High Efficiency Toilet)	\$	98.00
Check	EFT072715	07/27/2015 ICMA contributions	1030 · Cash- Checking	\$	(866.24)
			1430 · Payroll Clearing A/C	\$	866.24
Check	EFT081415	08/14/2015 Bankcard Mtot Disc	1030 · Cash- Checking	\$	(4,911.62)
			6201 · Customer Credit Card Sys Fees	\$	4,911.62
TOTAL:				\$	755,026.39



AGENDA ITEM NO. 7.A.

DATE: August 27, 2015

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: DROUGHT AND WATER CONSERVATION PROGRESS REPORT

RECOMMENDATION

Receive progress report on drought and water conservation activities.

DISCUSSION

Activities completed since the July 23rd Board meeting:

1. June 1, 2015 was the start of the SWRCB's measurement period for the 2015/2016 statewide water conservation goals. The measurement period ends February 29, 2016. As previously reported, the MPWD system conservation goal is 20% when compared to 2013 water consumption.
2. The report due August 15th to the SWRCB was timely submitted. July's water consumption was 105,639 units—the lowest July since 1995! The reduction (compared with 2013) measured 32.3%! *The July 2014 PERCENT CHANGE was -13.7% and the R-GPCD was 106.*

MPWD's cumulative water savings (since tracking started on June 1, 2015) total 31.7%, which is 11.7% greater than the established MPWD system conservation goal of 20%.

2015/2016 MONTH	2015/2016 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015/2016 R-GPCD	2013 R-GPCD
June	103,863	150,614	-31.0%	-31.0%	82.3	122.6
July	105,639	156,081	-32.3%	-31.7%	81.1	122.9
August		155,788				122.7
September		145,551				118.5
October		122,117				96.2
November		106,535				86.7
December		94,062				74.1
January		84,202				66.3
February		86,478				75.4

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For 2015/2016, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and 2014 population projection—26,730—from 2010 Urban Water Management Plan.)

- MPWD started tracking water waste complaints in July 2014. All were investigated and resolved through communications and education.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2015	2	0	5	12	6	6	12						43
2014	-	-	-	-	-	-	3	6	3	4	7	0	23

- The SWRCB media release dated July 30, 2015, and entitled "California Water Use Drops 27.3% Exceeds 25% Mandate for June," and statewide Emergency Conservation Regulation Update dated August 4, 2015, is attached for information.
- Attached for information is the August 5, 2015, Belmont Parks and Recreation Commission "Water Conservation Strategy Update" staff report by Jonathan Gervais, Parks and Recreation Director. Staff will work with Belmont City Parks and Recreation staff to identify partnership opportunities with regard to the turf transition projects identified in the report.

BACKGROUND

The following Calendar Year 2014 and 2015 tables reflect MPWD's water system purchases in units (1 unit = 748 gallons), percentage change comparison, and cumulative average savings (highlighted in blue).

CALENDAR YEAR 2015 - JANUARY THROUGH MAY

2015 MONTH	2015 UNITS	2014 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2015 R-GPCD	2014 R-GPCD	2013 R-GPCD
January	82,360	102,910	84,202	-2.2%	-2.2% / -15.1%**	64.9	81.1	66.3
February	79,782	73,221	86,478	-7.7%	-5.0% / -14.5%	69.6	63.9	75.4
March	102,964	89,152	106,663	-3.5%	-4.5% / -13.7%	81.1	70.2	84.0
April	91,491	96,019	120,265	-23.9%	-9.3% / -14.4%	74.5	78.2	97.9
May	97,806	126,934	155,736	-37.2%	-14.9% / -15.8%	77.1	100.0	122.7

*Compared to 2013. **Cumulative total since February 2014.

CALENDAR YEAR 2014 - FEBRUARY THROUGH DECEMBER

2014 MONTH	2014 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2014 R-GPCD	2013 R-GPCD
February	73,221	86,478	-15.3%	-15.3%	64	75
March	89,152	106,663	-16.4%	-15.9%	70	84
April	96,019	120,265	-20.2%	-17.3%	78	98
May	126,934	155,736	-18.5%	-17.6%	100	123
June	139,729	150,614	-7.2%	-15.5%	114	123
July	134,669	156,081	-13.7%	-15.2%	106	123
August	128,924	155,788	-17.2%	-15.5%	102	123
September	118,284	145,551	-18.7%	-15.9%	96	119
October	109,652	122,117	-10.2%	-15.3%	92	96
November	86,670	106,535	-18.6%	-15.6%	71	87
December	72,835	94,062	-22.6%	-16.2%	57	74

*Compared to 2013.

The R-GPCD (Residential-Gallons Per Capita Day) calculations are highlighted in yellow. The SWRCB performance standard for indoor use is 55GPCD. (Note: For Calendar Years 2014 and 2015 tracking, the SWRCB formula for calculating the R-GPCD included MPWD factors: 85% residential use of total production, and population from 2010 Urban Water Management Plan—26,030.)

Attachments: SWRCB Media Release dated July 30, 2015
 SWRCB statewide Emergency Conservation Regulation Update dated August 4, 2015
 Belmont Parks and Recreation Commission Water Conservation Strategy Update staff report dated August 5, 2015



Media Release

CALIFORNIA WATER USE DROPS 27.3 PERCENT, EXCEEDS 25 PERCENT MANDATE FOR JUNE

For Immediate Release
July 30, 2015

Contact: George Kostyrko
gkostyrko@waterboards.ca.gov

SACRAMENTO – With record-breaking heat throughout much of the State in June, Californians continued to conserve water, reducing water use by 27.3 percent and exceeding Governor Edmund G. Brown Jr.'s 25 percent mandate in the first month that the new emergency conservation regulation was in effect.

"Californians understand the severity of the drought and they are taking action, as shown by the numbers released today," said Felicia Marcus, Chair of the State Water Resources Control Board. "We didn't know if the positive showing in May was due in part to cooler temperatures. This report shows that residents knew they had to keep conserving even during the summer heat and they kept the sprinklers off more than they would in a normal year. That's the right attitude as we head into August and September heat--in the drought of the century with no certain end date."



Despite being the hottest June on record, California's urban water suppliers exceeded the statewide conservation goal, saving 59.4 billion gallons (182,151 acre-feet), as compared to the same time in 2013. June conservation efforts put the State on track to achieve the 1.2 million acre-feet savings goal by February 2016, as called for by the Governor in his April 1 [Executive Order](#).

Water suppliers have made significant Investments in their education and outreach programs to communicate the need to conserve to their customers. June's enforcement statistics highlight the growing awareness of how water is used locally as a result of these programs. Water suppliers reported that their compliance and enforcement programs saw an almost two-fold increase in the number of complaints of water waste which resulted in a big jump in reported penalties.



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, CA 95814 • Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 • www.waterboards.ca.gov



Monthly water use reports are required by the [emergency water conservation regulation](#), and are provided to the State Water Board by urban water suppliers. Urban water suppliers are expected to meet, or exceed, their [individual conservation standard](#) starting in June and continuing through February 2016. The year 2013 serves as the baseline for determining water savings statewide. The current report is posted [here](#).

June Highlights:

- The percent of water saved by the State's large urban water agency suppliers decreased from 29.1 percent in May to 27.3 percent in June, in same-month water use comparisons of 2015 to 2013. June 2015 was the warmest June on record.
- The amount of water saved in June 2015 (59.4 billion gallons) is six times more than the amount of water saved during the same month in 2014 (9.6 billion gallons), when the State's voluntary 20 percent conservation goal was in effect.
- The June 2015 savings are 15 percent of the statewide savings goal of 1.2 million acre-feet of water needed by February 2016.
- 265 water suppliers, serving 27.2 million people met or exceeded their conservation standard. Almost 40 percent of all urban water suppliers reduced their water use by 30 percent or more.

See the how the hydrologic regions did for the month of June [here](#).

Local Enforcement Data Indicates Increased Awareness and Response

In April, water suppliers began reporting on their compliance and enforcement efforts to promote conservation and reduce water waste. The June statistics demonstrate community and water supplier commitment to identify and correct wasteful practices:

- 43,942 water waste complaints were reported statewide (by 371 suppliers), compared with 28,793 complaints reported in May (by 353 suppliers);
- 35,295 formal warnings were issued for water waste statewide (by 307 suppliers), compared with 36,082 formal warnings in May (by 279 suppliers); and
- 9,582 penalties were issued statewide (by 52 suppliers), compared with 1,928 penalties issued in May (by 49 suppliers).

By the end of June, four suppliers (one percent) had not imposed mandatory irrigation restrictions, and 19 suppliers (five percent) reported that they still allow outdoor watering seven days a week.

The June urban water supplier enforcement statistics can be found [here](#).

June's Top Performers

"In normal years, water use rises dramatically in the hot summer months. But this year, during the hottest June on record, Californians proved that they have the ingenuity and commitment to meet this challenge," said Marcus. "Agencies have stepped up to the plate to engage with their customers and it shows. The public knows how bad the drought is, and agencies need to help them know what to do. Letting lawns go golden, taking shorter showers, and other actions can pay off in greater urban water security in the event of more dry years, but, at the same time, we need to be clear that trees should be watered."

Dozens of communities achieved conservation levels of more than 30 percent in June 2015. Some of these stand-out communities include: Menlo Park (Bay Area), California Water Service – Antelope Valley (High Desert) and Arvin Community Services District (Tulare Lake Region). These high achievers include both inland and coastal communities, proving that it can be done.

Suppliers demonstrating remarkable performance included:

- Los Angeles County's Antelope Valley Waterworks District (District #40) - realized a 42 percent reduction in June water use, nearly doubling the 22 percent savings achieved in May. The District has implemented penalties for excessive water use and a drought surcharge to discourage excess water use.
- San Gabriel Valley Water Company - reduced water use by 35 percent in June, 1.5 times greater than the 23 percent reduction recorded in May. San Gabriel Valley's Stage 2 drought restrictions and penalties were approved by the California Public Utilities Commission on June 22, 2015.
- Santa Clara Valley Water District - set a 30 percent savings goal for its service area in March 2015 and 9 of its 11 urban water suppliers, including the San Jose Water Company and the City of San Jose, exceeded the 30 percent goal in June, leading to an overall savings rate of 35 percent for the District.
- Yorba Linda Water District - implemented Stage 3 of its drought ordinance effective June 1st, creating penalties for excessive water use, and working closely with its cities, homeowner associations, and school districts to curb water use. The result was a 38 percent reduction in use, surpassing its 35 percent reduction achieved in May.

Compliance Statistics

Of the 405 water suppliers reporting, 265 suppliers (65 percent) met, or were within one percent of, their conservation standard; 53 suppliers (13 percent) are between one and five percent of meeting their conservation standard; and 71 suppliers (18 percent) are between five and 15 percent of meeting their conservation standard.

However, there are 16 suppliers (four percent) that are more than 15 percent from meeting their conservation standard. The State Water Board will be contacting all suppliers more than one percent away from meeting their conservation standard and requiring many to provide information about their existing conservation programs and the steps they are taking to boost conservation. The suppliers furthest from meeting their conservation standard will be directed to take additional actions, such as imposing further restrictions on outdoor irrigation and increasing outreach and enforcement. The State Water Board cannot delay in using its enforcement tools to ensure water suppliers reach their mandated reductions.

Background

In his April 1 [Executive Order](#), Governor Brown mandated a 25 percent water use reduction for cities and towns across California.

In May, the State Water Board adopted an [emergency regulation](#) requiring an immediate 25 percent reduction in overall potable urban water use. The regulation uses a sliding scale for setting conservation standards, so that communities that have already reduced their residential gallons per capita per day (R-GPCD) through past conservation will have lower mandates than those that have not made such gains since the last major drought.

Each month, the State Water Board compares every urban water supplier's water use with their use for the same month in 2013 to determine if they are on track for meeting their conservation standard. Local water agencies determine the most cost effective and locally appropriate way to achieve their standard. The State Water Board will work closely with water suppliers to implement the regulation and improve local efforts that are falling short.

California has been dealing with the effects of an unprecedented drought. To learn about all the actions the state has taken to manage our water system and cope with the impacts of the drought, visit [Drought.CA.Gov](#).

Every Californian should take steps to conserve water. Find out how at [SaveOurWater.com](#).

###

Emergency Conservation Regulation Update

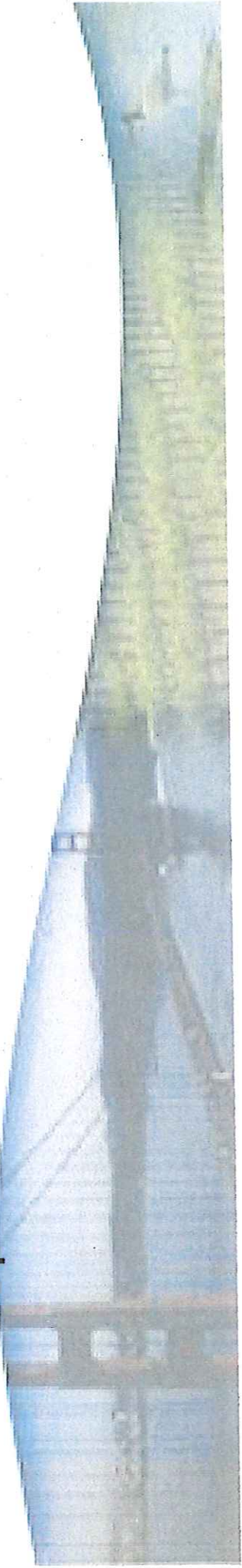
Office of Research, Planning, and Performance

August 4, 2015



Status of Implementation

- Water production data collected from June 2014 through June 2015 (13 months)
- First month reported under emergency regulation requiring 25 percent reduction in total potable urban water use
- 405 (of 411) urban water suppliers submitted June production and enforcement numbers

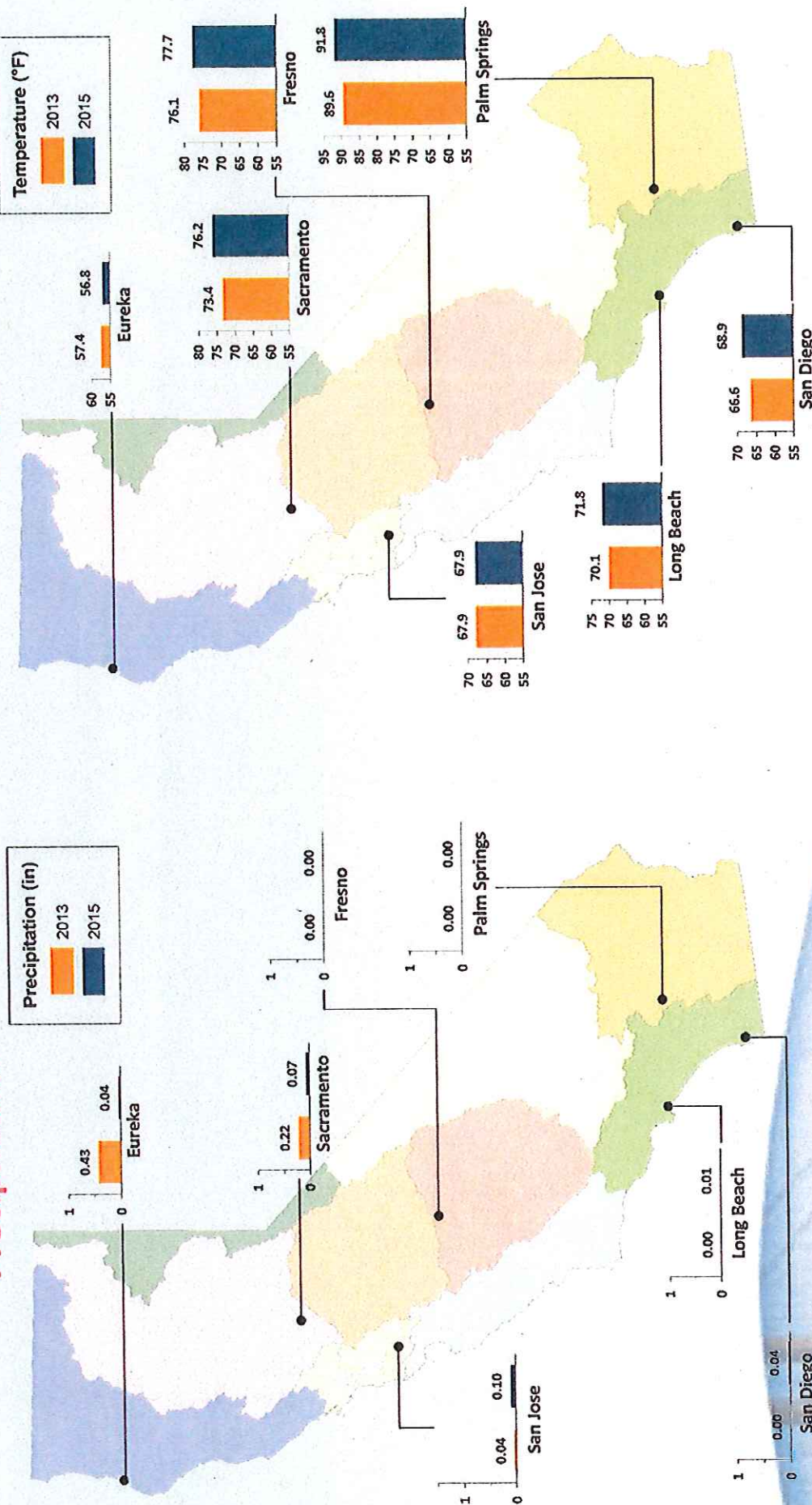


June Weather Conditions

(Select Cities)

Precipitation

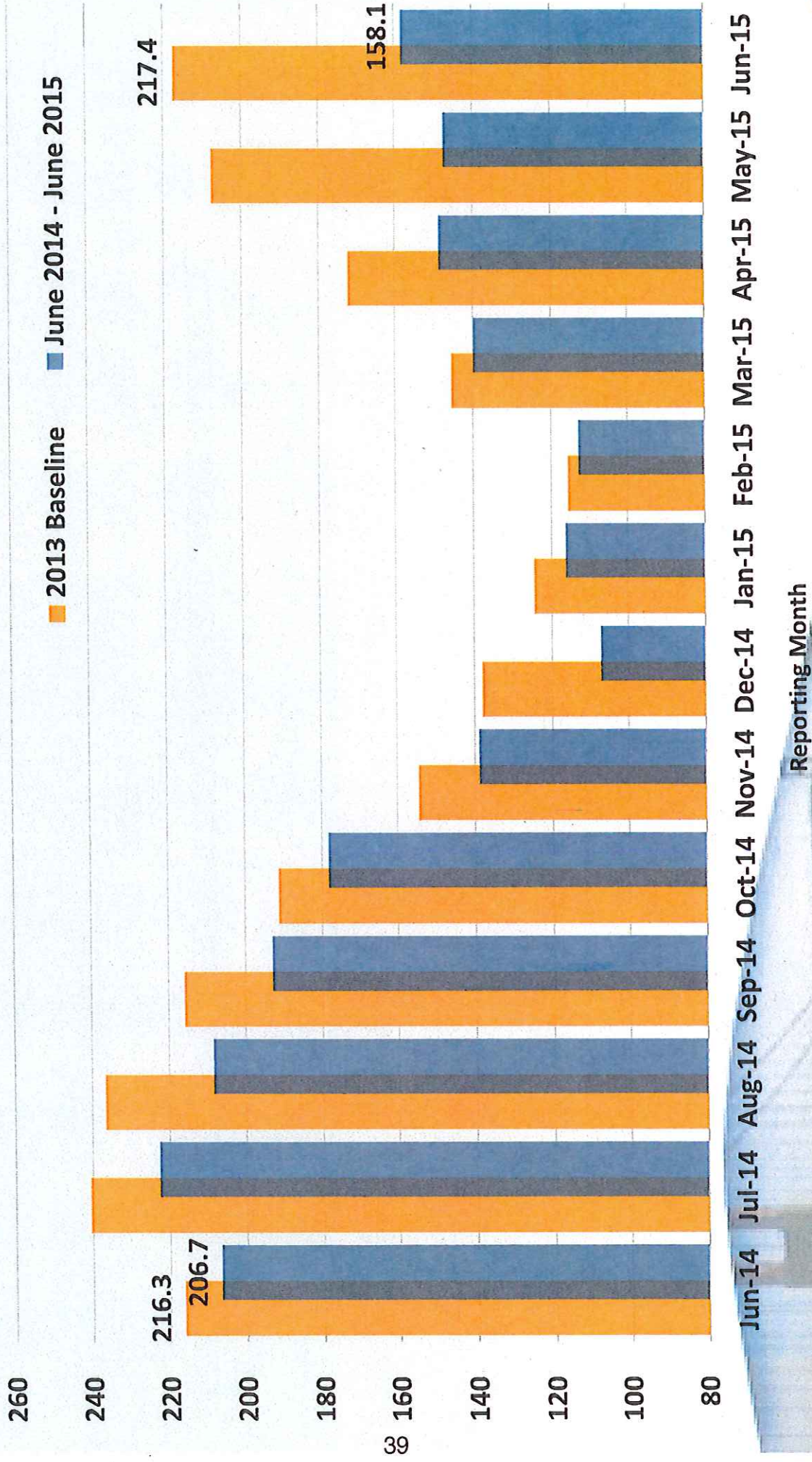
Temperature



Statewide, June 2015 was hotter and drier than June 2013

Statewide Water Conservation Results

Water Production June 2014 - June 2015 (Billion Gallons)



June 2015 savings (59.4 billion gallons) is six times more than June 2014 savings (9.6 billion gallons)

Statewide Water Conservation Results

Water Production Percentage Reduction

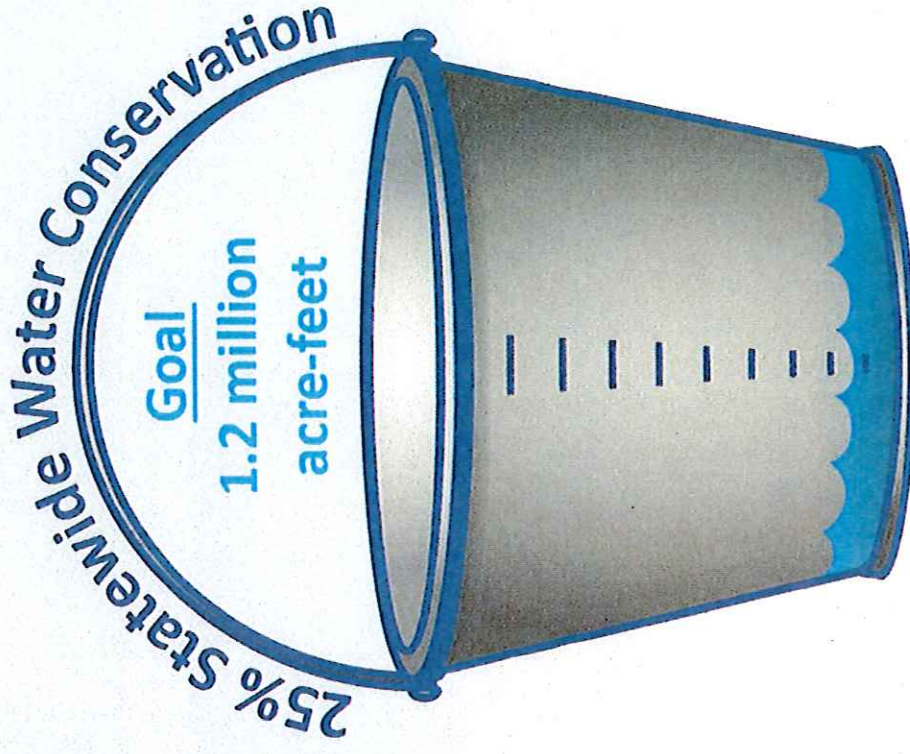
(Compared to 2013)



June 2015 savings (59.4 billion gallons; 182,151 acre-feet) brings cumulative statewide savings to 27.3%

Cumulative Savings (June 2015)

- 59.4 billion gallons
(182,151 acre-feet)
- 15 % towards goal



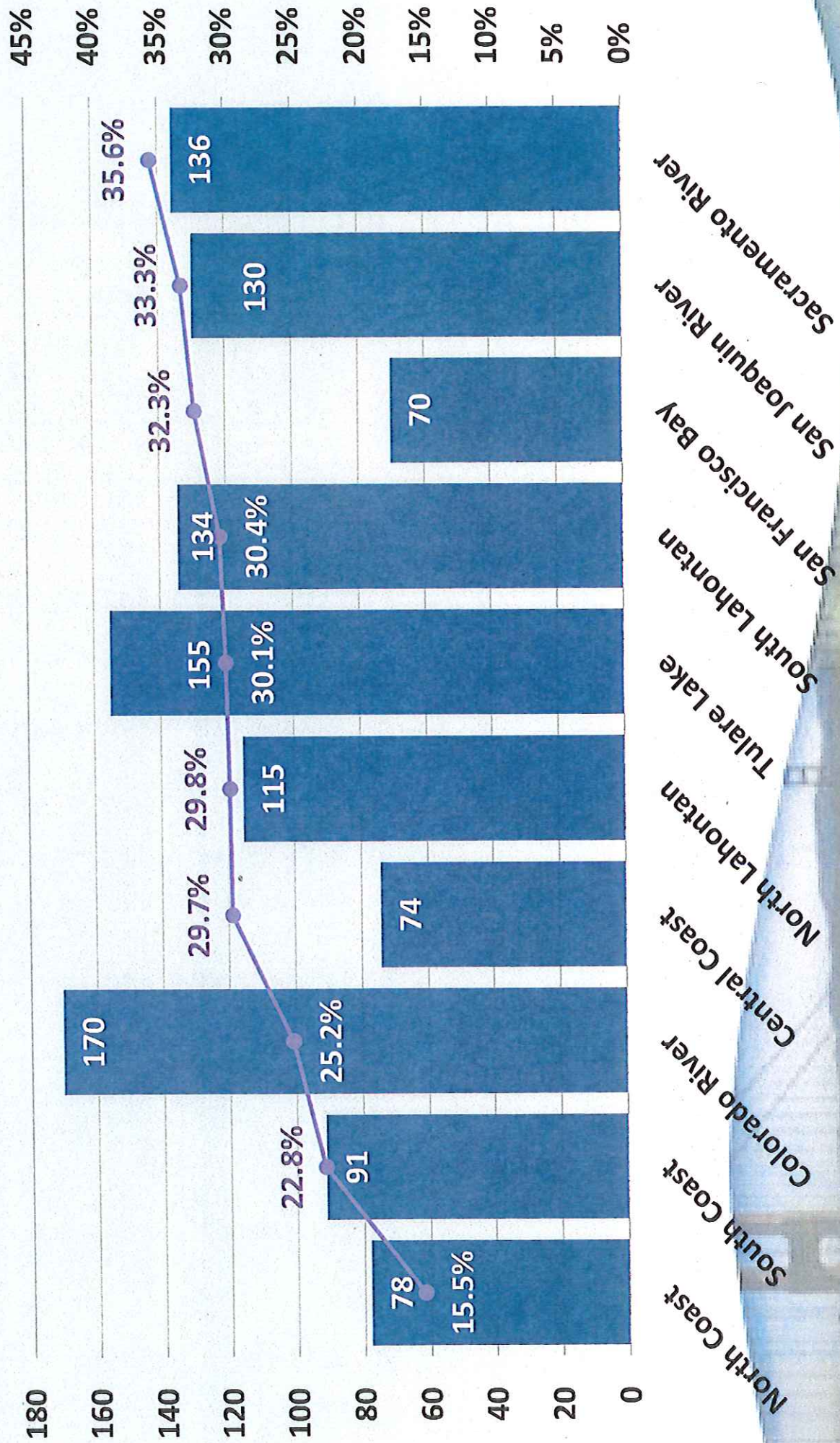
182,151 acre-feet
saved in June 2015

June 2015 Residential Gallons per Capita per Day

- Average statewide June 2015 R-GPCD = 97.7
 - Highest R-GPCD = 380
 - Lowest R-GPCD = 37
- June 2015 R-GPCD up from May 2015 (87.5); down from June 2014 (133.0)
- 55 GPCD is the performance standard for **indoor** use
 - 26 suppliers representing about 2.2 million people report June total (indoor and outdoor) R-GPCD less than 55



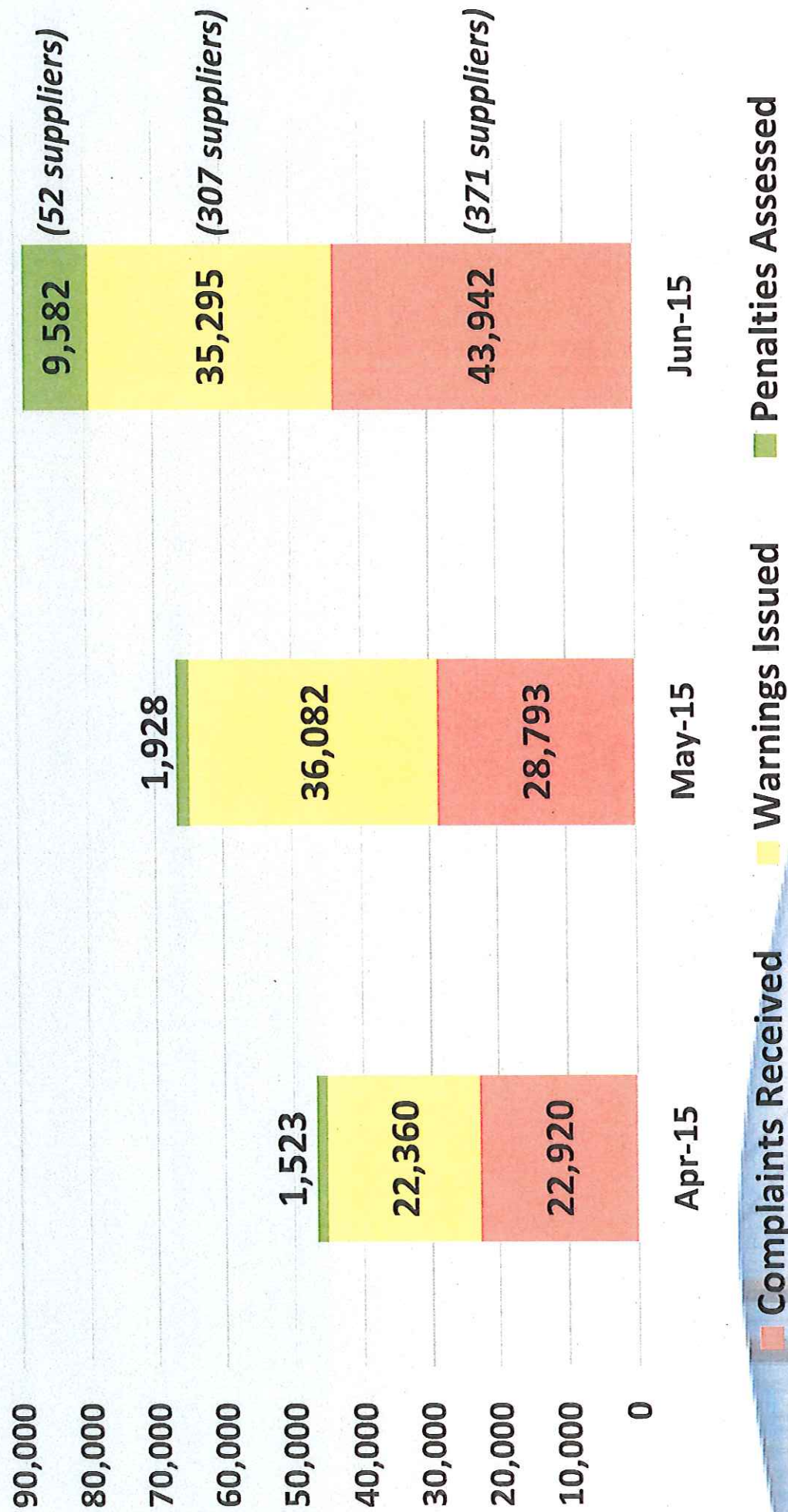
June 2015 Water Conservation Results



■ June 2015 Average R-GPCD

● June 2015 Percent Reduction

June 2015 Supplier Enforcement Actions



19 suppliers still allow outdoor irrigation 7 days a week

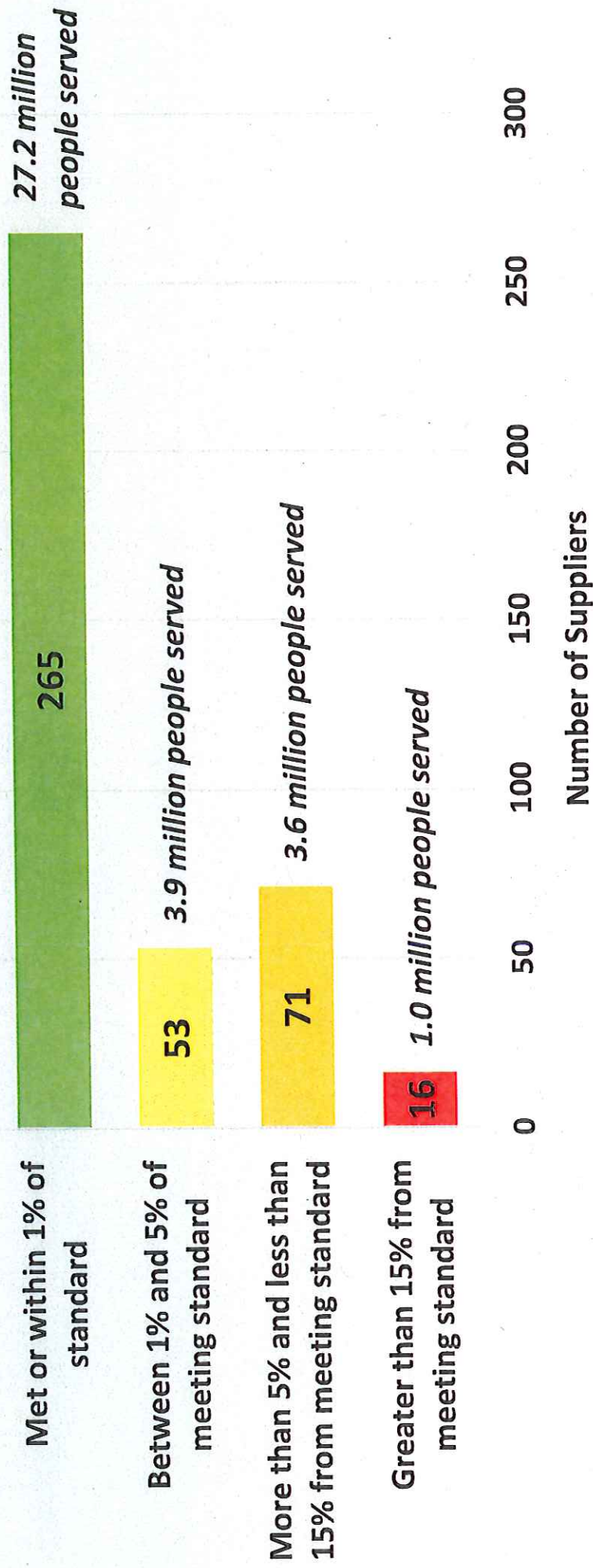
Noteworthy June 2015 Conservation Achievements

June 2015 conservation exceeded conservation standard by 20%

- Alameda County Water District
- Hayward, City of
- San Buenaventura, City of
- Santa Cruz, City of
- Santa Barbara, City of
- Redwood City, City of
- Dublin San Ramon Services District
- Pleasanton, City of
- California Water Service Company
- Livermore
- Calaveras County Water District
- San Bruno, City of
- Lompoc, City of
- Soquel Creek Water District
- Marina Coast Water District
- Burlingame, City of
- Livermore, City of Division of Water Resources
- Menlo Park, City of
- Del Oro Water Company
- Tahoe City Public Utilities District
- Cambria Community Services District
- California Water Service Company
- Redwood Valley

June 2015 Supplier Compliance

Cumulative Savings Compared to Conservation Standards



Next Steps

- **Compliance Actions**
 - Information Orders
 - More than 5% from meeting standard
 - Conservation Orders
 - More than 15% from meeting standard
- **Alternate Compliance Requests**
 - 11 suppliers applied; 5 applications pending
- **Small supplier reports due December 15, 2015**



- Report water waste
- Supplements existing water waste reporting avenues
- Water waste complaints sent to local water suppliers

Please Note: All reports are anonymous.

1 Select type of water waste:

Choose Type ▾

Add Comment (optional)

2 Enter location and date/time:

Address: Street Address

City:

Zip code: Zip Code

Date/time: 8/3/2015 4:07 PM 

3 Send Report.

Send and Continue ↩

Note: On the next screen you can add a photo (optional).

Keys to Drought Resilience

- Conserve water
- Save trees
 - www.saveourwater.com/trees
- Make water-efficient investments
 - Take advantage of rebate programs for:
 - Turf removal
 - Toilets
 - Washing machines





STAFF REPORT

Meeting Date: August 5, 2015

Agenda Item #5B

Agency: City of Belmont, Parks and Recreation Commission

Staff Contact: Jonathan Gervais, Parks and Recreation Director, jgervais@belmont.gov
Daniel Ourtiague, Parks Manager, dourtiague@belmont.gov

Agenda Title: Water Conservation Strategy Update

Agenda Action: Discussion & Direction

Recommendation

Update to the Commission on water conservation actions being implemented by the City and an opportunity to provide input on additional proposed measures.

Background

Due to the lack of sufficient rainfall during the current and previous four winter seasons, the State of California has passed emergency legislation to reduce water usage. While the entire state is impacted, decisions about water use policies are often made at a regional level or by individual agencies that manage water distribution systems. The supplier of water in Belmont is the Mid-Peninsula Water District which receives its water from the City and County of San Francisco's Regional Water system which is operated by the San Francisco Public Utilities Commission (SFPUC). The State Water Resources Control Board (SWRCB) issued 2015 regulations to address the statewide drought emergency and has called on Mid-Peninsula Water District customers to save 20%. Mid-Peninsula Water District is prohibiting the following activities during the 2015 drought:

- Watering outdoor landscapes during and within 48 hours after measurable rainfall.
- Outdoor watering of ornamental landscapes or turf more than two days per week.
- Irrigation of ornamental turf on public street medians.
- Serving drinking water other than upon request in eating or drinking establishments.
- Outdoor landscape watering between 10 a.m. and 6 p.m.
- Landscape irrigation that causes runoff onto non-irrigated areas.
- The washing of vehicles without a positive shut-off nozzle attached to hose.
- Cleaning off driveways, sidewalks, patios, or parking areas with water.
- Operation of a non-recirculating fountain or other decorative water feature.

Analysis

The City of Belmont is the largest consumer of water in Belmont including managing water use in City buildings, parks, City and School District athletic fields, medians and Right-of Way's. In June 2014, the Department presented to the Commission recommended strategies to reduce water usage. The strategy has three major goals:

1. To conserve water

2. To control water costs
3. To be more environmentally sustainable

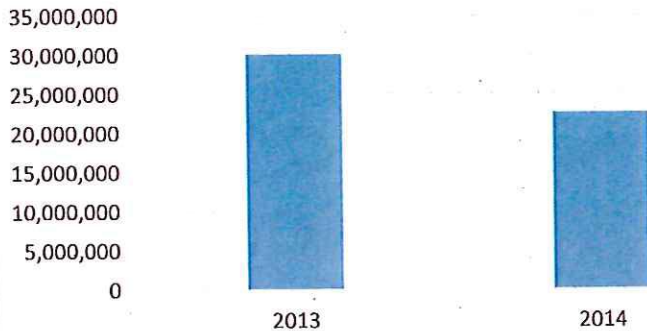
The recommendations included a comprehensive program for landscaped area managed by the department. Each park, median, athletic field was assessed and placed into a category that allows for water resources to be strategically allocated by priority. Priorities were established by considering use, aesthetics, safety and the value of the investment. For example, although water requirements are very high for athletic field turf, the alternative and costs associated with having to replace large acres of athletic field turf is not feasible or economical. In addition, healthy grass is needed to make athletic fields safe and playable. Through prioritization, some areas have been irrigated to maintain healthy levels (green), others have been reduced to non-fatal stress levels (yellow), while others are no longer irrigated (brown). A high priority area like athletic fields, permit picnic areas, new plantings are being maintained as green and healthy. Areas with shrubs and trees, medians and ornamental turf are being watered to keep the plants alive but watering has been reduced to manageable stress levels. Established trees and shrubs are no longer being irrigated.

In addition to reducing irrigation, the strategy also included employing additional measures, including:

- Installing Climate Logic Controllers that have the ability to measure temperature, wind, precipitation, daylight hours, evaporation, and adjust watering programs according to weather conditions
- Actively monitoring systems for broken irrigation lines, valves or heads, runoff, over-saturation and making repairs/adjustments quickly
- Planting drought tolerant plant species
- No daylight watering unless checking a system
- Using mulch/chips to improve water retention in shrub & tree beds and medians
- Removing or replacing old and underperforming plants which require significant amounts of water
- Replacing spray heads with drip irrigation or bubblers where appropriate

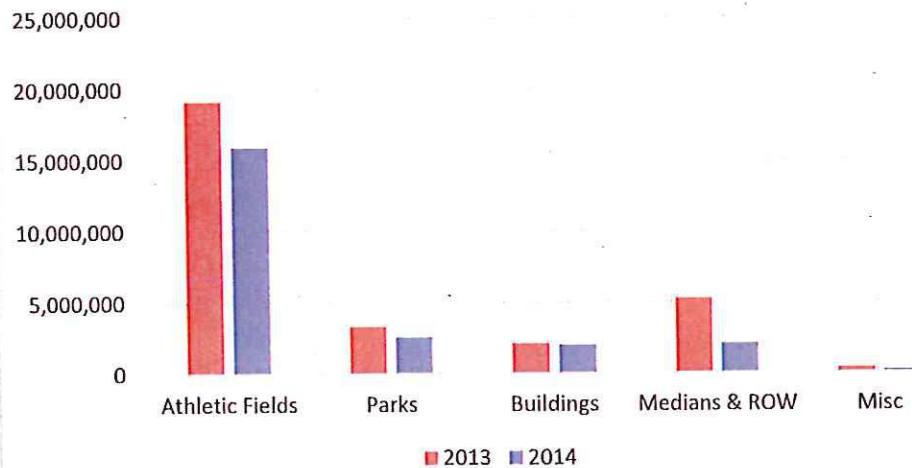
The efforts over the past two years have yielded significant water savings. In 2013, the City used 40,204 units (30,072,592 gallons) of water in City buildings, parks, City and School District athletic fields, medians and right-of way's. In 2014, the City used 30,148 units (22,550,704 gallons) of water, a savings of 25% compared to 2013.

Water Use in Gallons City of Belmont



The usage pattern has also changed from 2013 to 2014. The graph below shows the water consumption based on function.

Water Use by Function (Gallons)



Early results indicate that water savings are continuing into 2015 and the Department plans to carry on with the measures in place. In addition, the department is looking at additional measures to reduce water usage, including:

1. Consider replacing small patches of grass with native plants, hardscape, or synthetic turf in the following areas:
 - a. Front of City Hall
 - b. Adjacent to the Senior Center
 - c. Buckeye Picnic Area

- d. Twin Pines Entrance
 - e. O'Donnell Park
 - f. Hiller Triangle
 - g. College View Park
2. Perform water audits of existing systems to improve on watering uniformity and efficiency
 3. Consider reducing watering to the edges of the athletic fields- areas outside of the playing field
 4. Placing reminders in buildings to reduce water and install water reduction plumbing fixtures when possible
 5. Consider the installation Water Management Systems which have the ability turn off systems when high flow is detected from breaks or leaks
 6. Include educational opportunities with these projects including signage and outreach

Attachments

A. None

Fiscal Impact

For Fiscal Year 2016, the City estimates spending \$211,700 on water. In Fiscal Year 2015 the estimated total is \$189,700. The increase is estimated due to anticipated increases in the cost of water.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*



AGENDA ITEM NO. 8.A.

DATE: August 27, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

**SUBJECT: PROGRESS REPORT ON MPWD 2015 STRATEGIC PLAN AND
PROCESS FOLLOW-UP BY JULIE BROWN**

RECOMMENDATION

Receive progress report on MPWD 2015 Strategic Plan and process follow-up by Julie Brown.

FISCAL IMPACT

Staff time for development of progress report, checklist, and action plan calendar.

Approximately \$1,000 for Julie Brown's professional services.

DISCUSSION

During the MPWD 2015 strategic planning earlier this year, it was recommended that there be a mid-year progress report. This was quite a task because of the plan's format. Staff learned a lot through the updating process.

Attached first is a Progress Checklist that summarizes 2015 Strategic Plan key action items and their status, including a calendar for a chronological view of action items remaining to be completed this fiscal year. Next is the detailed 2015 Strategic Plan Progress Report, including the Action Plan.

From this exercise, it was noteworthy that:

- Most items included with the Basic Measures are ongoing standard operating procedures.
- The majority of independent Basic Measure action items were completed as itemized on the Project Checklist. A couple items (e.g., customer satisfaction survey and solar power exploration) are projected as "not likely to be completed" this calendar year.
- The remaining Action Plan Items are included on the Project Checklist and were either noted as completed or indicated their target completion date, and were added to the calendar.
- Some duplication was discovered.

Staff believes the strategic plan format is cumbersome. Action Plan Items should be the strategic priorities and Basic Measures should be itemized elsewhere if even necessary to be included since most are standard operating procedures.

Staff will present progress highlights at the Board meeting. *(Note: The Operations Manager's name was substituted on action items within the Action Plan where appropriate.)*

Julie Brown will facilitate a dialogue with the Board and staff on the strategic planning process and format in preparation for next year.

Attachments: 2015 Strategic Plan – Progress Checklist, including "To Do" Calendar
2015 Strategic Plan Progress Report, including Action Plan

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ LINVILL____ ZUCCA____ WARDEN____ STUEBING____ VELLA____



2015 STRATEGIC PLAN – PROGRESS CHECKLIST

August 27, 2015

STRATEGIC ELEMENT	MEASURE OF SUCCESS	COMPLETION STATUS
#1 – External Relationships and Customer Service	Basic Measures	Ongoing.
	Conduct at least one community education event with BAWSCA.	COMPLETED.
	Customer satisfaction survey.	Not likely to be completed by 12/31/15.
	Action Plan Item 1.A. <ul style="list-style-type: none"> Water hydraulic modeling for all nine (9) pressure zones. 	COMPLETED.
	<ul style="list-style-type: none"> CIP development and prioritization, and coordination with City of Belmont and City of San Carlos. UWMP development and coordination with City of Belmont's General Plan update. 	Target completion: 10/22/15. Target completion: 07/01/16.
#2 – Resource Management	Action Plan Item 1.B. <ul style="list-style-type: none"> Complete and launch new MPWD website. 	COMPLETED.
	Basic Measures	Ongoing.
	Timely transmittal of 2014 CCR.	COMPLETED.
	Continued off-peak pumping.	COMPLETED.
	Explore solar power.	Not likely to be completed by 12/31/15.

STRATEGIC ELEMENT	MEASURE OF SUCCESS	COMPLETION STATUS
	<p>Conduct leak survey, repair identified system leaks, and report results.</p> <p><u>Action Plan Item 2.A.</u></p> <ul style="list-style-type: none"> Complete Nitrification Monitoring Plan. <p><u>Action Plan Item 2.B.</u></p> <ul style="list-style-type: none"> Finalize Indoor/Outdoor Water Use Efficiency Ordinances. <p><u>Action Plan Item 2.C.</u></p> <ul style="list-style-type: none"> Commence UWMP Update. 	<p>Target completion: 06/30/16.</p> <p>COMPLETED.</p> <p>Target Completion: 12/01/15.</p> <p>Target Completion: 07/01/16.</p>
#3 – Infrastructure Management and Operations	<p>Basic Measures</p> <p>Update Emergency Response Plan.</p> <p><u>Action Plan Item 3.A.</u></p> <ul style="list-style-type: none"> Finalize O&M Manual. <p><u>Action Plan Item 3.B.</u></p> <ul style="list-style-type: none"> Complete the MPWD water hydraulic modeling. <p><u>Action Plan Item 3.C.</u></p> <ul style="list-style-type: none"> Complete development of CIP/Master Plan. <p><u>Action Plan Item 3.D.</u></p> <ul style="list-style-type: none"> Continue installation of AMI – Zone 1. 	<p>Ongoing.</p> <p>Target Completion: 06/30/16.</p> <p>Ongoing.</p> <p>COMPLETED.</p> <p>Target Completion: 10/22/15.</p> <p>Target Completion: 04/30/16.</p>
#4 – Human Resource Management	<p>Basic Measures</p> <p>Revise Employee Safety and Loss Prevention Incentive Program.</p> <p><u>Action Item 4.A.(i).</u></p> <ul style="list-style-type: none"> Finish HR Manual 	<p>Ongoing.</p> <p>COMPLETED.</p> <p>Key steps should be revised as follows:</p>

STRATEGIC ELEMENT	MEASURE OF SUCCESS	COMPLETION STATUS
		<p>Complete WORKING DRAFT manual and submit to ACWA/JPIA for review by 09/30/15.</p> <p>Submit WORKING DRAFT manual with ACWA/JPIA comments to District Counsel by 10/30/15.</p> <p>Submit DRAFT manual to MPWD Employees Association for review by 12/31/15. Meet and confer by 01/29/16.</p> <p>Complete FINAL DRAFT manual by 02/29/16.</p> <p>Final legal review of HR Manual by 03/11/16.</p> <p>Initial presentation of HR Manual for Board consideration and input on 03/24/16.</p> <p>Final presentation of HR Manual for Board approval on 04/28/16.</p> <p><u>Additional Steps:</u> Revise Position Descriptions as a result of Letter Agreement between MPWD and MPWD Employees Association and reorganization.</p> <p>Target Completion: 12/16/15.</p>
#5 – Financial Management	<p>Action Plan Item 4.A.(ii).</p> <ul style="list-style-type: none"> Create Board of Directors Bylaws <p>Basic Measures</p> <p>Budget process completed by June 30th.</p> <p>Comprehensive budget document, including charts/graphs.</p>	<p>Ongoing.</p> <p>COMPLETED.</p> <p>COMPLETED.</p> <p><u>Additional Measure:</u> Create graph comparing monthly actual Water Commodity revenues vs. projections, and actual</p>

STRATEGIC ELEMENT	MEASURE OF SUCCESS	COMPLETION STATUS
	<p>Apply for budget and/or financial transparency certification</p> <p><u>Action Plan Item 5.A.</u></p> <ul style="list-style-type: none"> Complete rate study and Proposition 218 process. <p><u>Action Plan Item 5.B.</u></p> <ul style="list-style-type: none"> Miscellaneous fees update/fee schedule. <p><u>Action Plan Item 5.C.</u></p> <ul style="list-style-type: none"> Implement new financial management system. <p><u>Action Plan Item 5.D.</u></p> <ul style="list-style-type: none"> Develop/finalize financial control policies and procedures, including implementation of inventory controls and policy. 	<p>Purchased Water expenditures (less SFPUC's monthly service charge) vs. projections.</p> <p>SDLF transparency certification application possible by 12/31/15.</p> <p>COMPLETED.</p> <p><u>Target Completion:</u> 10/01/15.</p> <p><u>Target Completion:</u> 06/30/16. Revised from 12/01/15.</p> <p><u>Target Completion:</u> 06/01/16.</p>

2015 STRATEGIC PLAN CALENDAR – TO DO

TARGET COMPLETION DATE	ACTION
09/30/15	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – WORKING DRAFT to ACWA/JPIA
10/01/15	<u>Action Plan Item 5.B.</u> ▪ Miscellaneous fees update/fee schedule
10/22/15	<u>Action Plan Item 1.A.</u> ▪ CIP development and prioritization, and coordination with City of Belmont and City of San Carlos <u>Action Plan Item 3.C.</u> ▪ Complete development of CIP/Master Plan
10/30/15	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – WORKING DRAFT with ACWA/JPIA comments to District Counsel
12/01/15	<u>Action Plan Item 2.B.</u> ▪ Finalize Indoor/Outdoor Water Use Efficiency Ordinances
12/16/15	<u>Action Plan Item 4.A.(ii).</u> ▪ Create Board of Directors Bylaws
12/31/15	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – DRAFT to MPWD Employees Association Possible application to SRLF for transparency certification
01/29/16	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – Meet and confer with MPWD Employees Association
02/29/16	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – Complete FINAL DRAFT
03/11/16	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – Final legal review
03/24/16	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – Initial presentation for Board consideration and input
04/28/16	<u>Action Plan Item 4.A.(i).</u> ▪ Finish HR Manual – Final presentation for Board approval
04/30/16	<u>Action Plan Item 3.D.</u> ▪ Installation of AMI – Zone 1
06/01/16	<u>Action Plan Item 5.D.</u> ▪ Develop/finalize financial control policies and procedures, including implementation of inventory controls and policy
06/30/16	Conduct leak survey, repair identified system leaks, and report results Update Emergency Response Plan <u>Action Plan Item 5.C.</u> ▪ Implement new financial management system (<i>Revised target completion date – 12/01/15</i>)
07/01/16	<u>Action Plan Item 1.A.</u> ▪ UWMP development and coordination with City of Belmont's General Plan update <u>Action Plan Item 2.C.</u> ▪ Complete UWMP Update



**2015 Strategic Plan
PROGRESS REPORT**
August 27, 2015

Strategic Element #1-External Relationships and Customer Service

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Maintain effective working relationships with external agencies	Maintain an appropriate agency presence in local, regional and state industry organizations and activities	<p>*Basic Measures of Success</p> <p>External relationships:</p> <ul style="list-style-type: none"> • Attend HIA meetings • Attend neighborhood meetings as appropriate • Maintain presence at LAFCO meetings • Attend local community City Council meetings • Attend ACWA JPIA and Region 5 meetings • Attend San Mateo CSDA meetings • Attend SFPUC meetings • Attend BAWSCA meetings • Attend Belmont Operational coordination meetings <p>Conduct at least one community education event with BAWSCA</p>	<p>Reports of meetings attendance and MPWD presence in local, regional, and state organizational activities were made monthly to the Board of Directors by the General Manager, Administrative Services Manager, and Operations Manager.</p> <p>Conducted MPWD/BAWSCA "Rain Barrel Installation" community education event at MPWD on April 25, 2015.</p> <p>Conducted MPWD/BAWSCA</p>	<p>Ongoing.</p> <p>COMPLETED.</p> <p>Scheduled: MPWD/BAWSCA "Zeroscaping, Hydrozoning, and Drip Irrigation" community education event at MPWD on</p>

**Basic Measures of Success include 2015 items highlighted in blue.
**Described in detail within the attached Action Plan document.*

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
			<p>"Water Conservation 101" community education event at the Belmont Library on May 27, 2015.</p>	<p>09/26/15 (9:00AM -12:00PM).</p> <p>In Process: "Water Conservation 101" community education event will be scheduled at MPWD before 12/31/15. Also, potential "Water Conservation 101" community education event at the Good Shepherd Episcopal Church in Belmont by 12/31/15.</p>
		<p>**Action Plan Item 1.A: Work with City of Belmont to coordinate capital projects, MPWD Urban Water Management Plan (UWMP) update and Belmont's General Plan update and related development policies</p>	<p>Modeling for all nine (9) pressure zones completed.</p> <p>Staff to meet in September 2015 to prioritize capital projects for CIP development.</p> <p>After Board consideration of CIP, staff will schedule meetings with City of Belmont and City of San Carlos to discuss capital project coordination opportunities.</p> <p>UWMP professional services vendor list created. In process to coordinate common sections of UWMP with BAWSCA for member agencies within RWS. RFP templates gathered. Received SWRCB Guidebook Outline on August 19, 2015. DRAFT RFP under development for review in October 2015. RFP advertising in November 2015</p>	<p>COMPLETED. More details at Action Plan Item 3.B progress report.</p> <p><u>Target Completion:</u> 10/22/15. More details at Action Plan Item 3.C. progress report.</p> <p><u>Target Completion:</u> 07/01/16.</p>

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
			and review of submittals in December 2015. Board consideration in January 2016.	
			<p>Attended initial stakeholder meeting at Belmont with Community Development representatives and General Plan Update consultant regarding MPWD input and provided 2010 MPWD UWMP and advised of 2016 updated MPWD UWMP. Will review DRAFT GP update once available.</p> <p>Continued participation in quarterly meetings between MPWD and Belmont Public Works staff.</p> <p>Missed opportunity to collaborate and include MPWD water main replacement during City's Notre Dame Avenue reconstruction project because of Belmont's grant deadline provisions and scheduling, which prevented more timely coordination with MPWD. The MPWD was challenged with significant compressed engineering design and bidding processes and construction schedules, resulting in projected higher costs for the project. The Board determined it was not the best use of MPWD resources and</p>	Ongoing.
				Ongoing.

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Maintain organizational standards that ensure a high level of service orientation for our ratepayers	Provide ratepayers with prompt, professional and courteous service	<p><u>*Basic Measures of Success</u></p> <p>Provide timely and useful customer communications</p> <p>Monitor customer satisfaction via a measurable survey</p> <p>**Action Plan Item 1.B.: Complete and launch new MPWD website</p>	<p>funding to be so rushed for such a significant MPWD capital project that was not considered a top priority for the MPWD.</p> <p>Monthly bill stuffers, Daily Journal 9-week campaign (late June-early August), water conservation messaging, and monthly "water drop" water conservation progress messaging.</p> <p>Preliminary discussions initiated among staff and draft questionnaires created for customer satisfaction survey but no measurable progress. Completed first week of June 2015.</p> <p>New MPWD website completed and launched during the first week of June 2015. Missed the target deadline of 04/15/15.</p>	<p>Ongoing.</p> <p>Customer satisfaction survey not likely to be completed by 12/31/15.</p> <p>COMPLETED.</p> <p><u>Additional Steps:</u> Transmit follow-up response to San Mateo Grand Jury about completion and launch of new website.</p> <p>Add more data, including Ordinances and Resolutions (most recent first) and studies/reports (e.g., Water Capacity Charges Update, Financial Plan and Water Rates Study, Total Compensation Study, etc.)</p>

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**Described in detail within the attached Action Plan document.

Strategic Element #2-Resource Management

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Ensure water quality meets desired quality standards	Water quality standards for SWRCB/Department of Drinking Water are met	<p><u>*Basic Measures of Success</u></p> <p>Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards</p>	<p>Water quality standards have been met. The 03/03/15 SFPUC RWS incident impacted some customers in Zone 1 when untreated water entered the MPWD system. A Corrective Action Plan was timely submitted to the SWRCB DDW. The MPWD is required to report the incident in its 2015 CCR.</p>	Ongoing.
		Prepare and transmit timely CCR	The 2014 CCR was transmitted by 07/01/15.	COMPLETED.
		Implement feasible water quality inspection recommendations	Water quality inspection recommendations have been implemented per the WQT&S Water Quality Program report suggestions and in compliance with the MPWD's Nitrification Monitoring & Control Plan.	Ongoing.
		<u>**Action Plan Item 2.A.:</u> Complete Nitrification Monitoring Plan	MPWD Nitrification Monitoring & Control Plan completed and approved by the Board on 04/23/15.	COMPLETED.
Develop long-term resource sustainability through energy and water conservation measures	<p>Participate in BAWSCA water supply reliability and water conservation projects</p> <p>Develop plan for meeting SB7X per capita water demand goals (20% reduction by 2020)</p>	<p><u>*Basic Measures of Success</u></p> <p>Maintain active involvement in BAWSCA water supply reliability and water conservation project activity</p>	<p>Director Vella actively participates in the bi-monthly BAWSCA Board and Policy Committee meetings on behalf of the MPWD. The General Manager and Operations Manager actively participate in</p>	Ongoing.

**Basic Measures of Success include 2015 items highlighted in blue.*

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
	Monitor fuel and energy use to identify opportunities for improved efficiency		the monthly BAWSCA Water Management Representatives meetings on behalf of the MPWD. The Administrative/Water Conservation Specialist actively participates in the BAWSCA Water Resources Committee quarterly meetings.	
		Continue water use efficiency messaging to meet regional and statewide water conservation goals	Monthly bill stuffers, Daily Journal 9-week campaign (late June-early August), water conservation messaging, and monthly "water drop" water conservation progress messaging.	Ongoing.
		Support continued off-peak hour pumping	Off-peak hour pumping is standard procedure. Staff programmed the Hannibal and Exbourne Pump Stations in SCADA so that the pumps can only operate during off-peak hours in "Auto." An Operator can manually turn on a pump if necessary.	COMPLETED.
		Explore use of solar power as market costs drop	Solar solar will be further explored as part of proposed Dairy Lane facility evaluation and inspection and potential capital upgrade project.	Not likely to be completed by 12/31/15.
		Conduct leak survey, repair identified system leaks, and report results	The leak detection survey is budgeted in FY 2015/2016 and will be accomplished, including	<u>Target Completion: 06/30/16.</u>

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
		<p>**Action Plan Item 2.B.: Finalize Indoor/Outdoor Water Use Efficiency Ordinances</p>	<p>required system repairs, by 06/30/16.</p> <p>On 07/15/15, the California Water Commission approved the DWR Model Water Efficient Landscape Ordinance: 2015 Revision. BAWSCA is in the process of revising its regional ordinance for member agencies within the SF Regional Water System to consider.</p> <p>Local agencies have until 12/01/15 to adopt the DWR ordinance or adopt their own ordinance, which must be at least as effective in conserving water as the State's ordinance. Local agencies working together on a regional ordinance have until 02/01/16 to adopt it, but they will be subject to the December 2015 reporting requirements. If a local agency does not take action on a water efficient landscape ordinance by the specified dates, the State's Ordinance becomes effective by default.</p> <p>All local agencies will report on the implementation and enforcement of their ordinances to DWR by 12/31/15 and by January 31st in subsequent years. Local agencies developing a</p>	<p>Target Completion: 12/01/15.</p>

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
			regional ordinance will report by 03/01/16.	
			Under review is the need for an Indoor Water Use Efficiency Ordinance since the Uniform Plumbing Code was recently updated, including high efficiency fixtures and toilets as development standards.	
		** <u>Action Plan Item 2.C.:</u> Commence UWMP Update	UWMP professional services vendor list created. Coordinating common sections of with BAWSCA for member agencies within RWS. RFP templates gathered. Received SWRCB Guidebook Outline on August 19, 2015. DRAFT RFP under development for review in October 2015. RFP advertising in November 2015 and review of submittals in December 2015. Board consideration in January 2016.	Target Completion: 07/01/16.

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 **Described in detail within the attached Action Plan document.

Strategic Element #3-Infrastructure Management and Operations

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Maintain operations and maintenance procedures	Develop standard operating procedures in accordance with best management practices as an organized manual	<p><u>*Basic Measures of Success</u></p> <p>Monitor O&M procedures and revise as appropriate</p>	<p>Several O&M procedures have been developed and implemented, including those during the Water Quality Program review and within the approved Nitrification Monitoring & Control Plan. Operations staff has agreed on a standard format for SOPs (Standard Operating Procedures) and are working on developing new ones, including how they are codified within one manual and actually posted at applicable MPWD facilities wherein immediate reference would save time and prevent potential loss to the MPWD system.</p> <p>The Operations Manager will provide regular reports on the O&M manual progress.</p> <p>No progress yet on updating the Emergency Response Plan.</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Target Completion: 06/30/16.</p>
Maintain long-term capital improvement plan	Review MPWD infrastructure modeling for assessment of capital improvement priorities, and assess other fixed assets in accordance with best management practices	<p><u>** Action Item 3.A.:</u></p> <p>Finalize O&M manual</p> <p>Update Emergency Response Plan</p> <p><u>*Basic Measures of Success</u></p> <p>Continue coordination of CIP with City of Belmont and City of San Carlos</p>	<p>Once MPWD CIP is developed, staff intends to meet with City of Belmont and City of San Carlos public works to coordinate prioritization to save capital</p>	<p>Ongoing.</p>

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
		**Action Plan Item 3.B.: Complete the MPWD water hydraulic model	project costs where possible. Zones 8, 2, and 1 were completed by respective target completion dates. All water hydraulic modeling and mapping has been completed and is under final review. A DRAFT final master plan is being updated.	COMPLETED.
			In-house construction projects have been identified and financially analyzed for cost competitiveness. A priority list needs to be completed.	COMPLETED, except prioritization.
			CIP prioritization is anticipated to be accomplished in September 2015.	<u>Target Completion:</u> 09/30/15.
		**Action Plan Item 3.C.: Complete development of CIP/Master Plan	Capital projects have been identified and 5-year CIP is under development, including financial impact on agency operations.	<u>Target Completion:</u> 10/22/15.
			Capital needs were linked to MPWD's 2015 Financial Plan & Rates Study.	COMPLETED.
			Capital needs were incorporated to 5-year water rates program via Property 218 in 2015.	COMPLETED.
			CIP to be presented to Board for consideration.	<u>Target Completion:</u> 10/22/15.

**Basic Measures of Success include 2015 items highlighted in blue.*

***Described in detail within the attached Action Plan document.*

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
		** <u>Action Plan Item 3.D.:</u> Continue installation of AMI.	AMI installation area, including 2015 program, identified on service map. Mostly large commercial meters in Zone 1.	COMPLETED.
			AMI program capital budget developed for FY 2015/2016.	COMPLETED.
			AMI capital project established in FY 2015/2016.	COMPLETED.
			Included with FY 2015/2016 capital budget presentation to Board of Directors.	COMPLETED.
			AMI installation materials and supplies ordered.	COMPLETED.
			AMI installation plan—Zone 1—to be completed by 04/30/16.	<u>Target Completion: 04/30/16.</u>

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Strategic Element #4-Human Resource Management

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Develop and maintain systems and processes for effective workforce management	Develop and maintain an effective workforce to meet organizational needs	<u>*Basic Measures of Success</u> Monitor recruitment/retention levers for funding/implementation action	Organizational staffing level monitoring is ongoing.	Ongoing.
	Maintain appropriate communication channels with employees	Review recruitment /hiring process plans	Some progress on hiring process with new Operations Manager. No formal progress.	Ongoing.
	Maintain a positive work environment and employee satisfaction	Meet and confer with MPWD Employee Association as applicable	Met with MPWD Employees Association regarding reorganization effective 06/29/15.	COMPLETED, and ongoing.
	Maintain organizational human resources policy manual	Maintain organization chart	Organization chart updated with 06/29/15 reorganization.	COMPLETED.
		Create organizational succession plan	No progress on development of formal organizational succession plan.	Not likely to be completed by 12/31/15.
		Plan annual training plan/calendar around available budget funds	No progress on creating an annual training planner/calendar. Employee travel/training is regularly monitored to be approved within available budget funds.	Ongoing.
		Regular GM/staff meetings and communications	GM/staff meetings are scheduled on the 2 nd and 4 th Thursday of each month. There are regular communications between GM and staff.	COMPLETED, and ongoing.

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
		Develop/update and maintain administrative procedures	Administrative procedures were updated with regard to vehicle assignments and procurement policy clarifications. These need to be maintained in numerical order for easier reference.	Ongoing.
		Recognize employee service milestones	Employee service milestones were recognized per an annual planning schedule created by the Administrative Services Manager.	COMPLETED, and ongoing.
		Celebrate employee accomplishments	Employee accomplishments were recognized by the Board during regular meetings.	COMPLETED, and ongoing.
		Monitor staff job satisfaction	Employee job satisfaction is monitored often during communications and during annual performance evaluations.	Ongoing.
		Review Employee Safety and Loss Prevention Program	The revised Employee Safety and Loss Prevention Incentive Program was approved by the Board on 06/25/15.	COMPLETED.
		Fiscal Year safety incident and loss prevention report to Board	An FY 2014/2015 safety incident and loss prevention report will be made to the Board on 08/27/15.	COMPLETED.
		**Action Plan Item 4.A.(i): Finish HR Manual	Work was stalled on the WORKING DRAFT HR manual during the past several months because of other MPWD priorities, and the target completion date of 06/25/15 was	In progress. Key steps for Action Plan Item 4.A. should be revised as follows:

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
			missed. The WORKING DRAFT is approximately 30% completed.	<p>Complete WORKING DRAFT manual and submit to ACWA/JPIA for review by 09/30/15.</p> <p>Submit WORKING DRAFT manual with ACWA/JPIA comments to District Counsel by 10/30/15.</p> <p>Submit DRAFT manual to MPWD Employees Association for review by 12/31/15. Meet and confer by 01/29/16.</p> <p>Complete FINAL DRAFT manual by 02/29/16.</p> <p>Final legal review of HR Manual by 03/11/16.</p> <p>Initial presentation of HR Manual for Board consideration and input on 03/24/16.</p> <p>Final presentation of HR Manual for Board approval on 04/28/16.</p> <p><u>Additional Steps:</u> Revise Position Descriptions as a result of Letter Agreement between MPWD and MPWD Employees Association and reorganization.</p>

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Develop and maintain Board of Directors procedures for effective and transparent governance	Develop and maintain Board of Director policies	<p><u>*Basic Measures of Success</u></p> <p>Create/maintain/update Board of Directors policies</p> <p><u>**Action Plan Item 4.A.(ii):</u> Create Board of Directors bylaws</p>	<p>No progress on revision to/creation of new Board policies. This is a research project.</p> <p>DRAFT Board Bylaws provided by staff. Directors Linvill and Zucca assigned to committee with District Counsel and General Manager to DRAFT Bylaws for Board's consideration.</p>	<p>A list of existing Board policies should be developed and reviewed. Proposed new Board policies should be identified. The list should be prioritized by the Board.</p> <p><u>Target Completion: 12/16/15.</u></p>

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Strategic Element #5-Financial Management

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Establish and achieve annual budget targets	Complete annual budgeting process on a timely basis	<u>*Basic Measures of Success</u>		
	Monitor financial projections for accurate forecasting	Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment	SFPUC water rates charges were considered during financial planning and water rates study.	COMPLETED.
	Maintain/monitor water rate schedule	Budget process addressing District priorities completed by June 30	FY 2015/2016 Operating and Capital Budgets were completed by June 30 th . Approved by the Board on 06/25/15.	COMPLETED.
	Maintain/monitor schedule of water capacity charges	Review performance on a monthly basis so that targeted allocation is achieved	Budget financial report is included monthly with the Board's agenda packet.	COMPLETED. <u>Additional Measure:</u> A graph will be included each reflecting monthly actual Water Commodity Charges received vs. projections, and compared to actual Purchased Water expenditures (less SFPUC's monthly service charge) vs. projections.
	Maintain/monitor schedule of miscellaneous fees			
	Update, monitor and implement capital plan	Comprehensive budget document, including charts/graphs	Comprehensive FY 2015/2016 budget document developed and approved by the Board on 06/25/15.	COMPLETED.
		Apply for budget and/or financial transparency certification	No progress on application for budget/financial transparency certification.	SDLF transparency certification application possible by 12/31/15.

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Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
		Incorporate and fund capital plan priorities in annual budget	Capital plan priorities were incorporated in FY 2015/2016 budget.	COMPLETED, but the FY 2015/2016 Capital Budget will be presented to the Board for revision in September 2015, as a result of significant logistical challenges for construction of water main replacement on Alameda de las Pulgas.
		Incorporate modeling into annual budgeting process; use tools to develop scenario that can be used as operating circumstances change	Prior year' budget trends were analyzed, and specific financial analyses were modeled around water conservation targets and actual water commodity charges and purchased water during FY 2015/2016 budget preparation.	COMPLETED.
		**Action Plan Item 5.A.: Complete rate study and Proposition 218 process	All key steps were completed on schedule, including development of 10-year financial plan and water rate increase alternatives; phased-in rate adjustments; public rates workshop on 03/26/15; timely Proposition 218 rates notice transmitted to each ratepayer; public hearing on 06/25/15; and implementation of new rates on 07/01/15.	COMPLETED.
		**Action Plan Item 5.B.: Miscellaneous fees update/fee schedule	Cost-of-service miscellaneous fees update in process.	Target Completion: 10/01/15.

*Basic Measures of Success include 2015 items highlighted in blue.

**Described in detail within the attached Action Plan document.

Core Goal	Objective	2015 Measure of Success	PROGRESS	COMPLETION STATUS
Develop and maintain adequate financial controls	Develop/update/maintain financial control policies, procedures, and audits in accordance with best management practices	<p><u>*Basic Measures of Success</u></p> <p>Review and respond to annual financial audit recommendations and take corrective action as necessary</p> <p>Review PARS OPEB trust account investment performance and portfolio strategy</p> <p><u>**Action Item 5.C.:</u> Implement new financial management system</p> <p><u>**Action Item 5.D.:</u> Develop/finalize financial control policies and procedures, including implementation of inventory controls and policy</p>	<p>Corrective action was taken on all FY 2013/2014 annual financial audit recommendations, except completion of internal control policies and procedures, including implementation of inventory controls and policy.</p> <p>Last completed on 12/17/14.</p> <p>In contract negotiations with Accela (formerly Springbrook). Project approved within FY 2015/2016 Capital Budget.</p> <p>No measurable progress.</p>	<p>COMPLETED and in process.</p> <p>Scheduled for 11/18/15 review.</p> <p>Possible 09/24/15 Board consideration.</p> <p>Revised target date for implementation of replacement financial management system by 06/30/16.</p> <p><u>Target Completion:</u> 06/01/16.</p>

*Basic Measures of Success include 2015 items highlighted in blue.
 **Described in detail within the attached Action Plan document.



ACTION PLAN FOR 2015 STRATEGIC PRIORITIES

Strategic Element #1- *External Relationships and Customer Service*

- A. Work with City of Belmont to coordinate capital projects, MPWD Urban Water Management Plan (UWMP) update and Belmont's General Plan update and related development policies
- Board Liaison-All Directors involved

Key Steps

- Complete water hydraulic modeling
- Develop Capital Improvement Plan
- Update MPWD Urban Water Management Plan (UWMP) and coordinate with City of Belmont General Plan update and related development policies
- Identify and act on appropriate actions to collaborate with the City of Belmont on shared accountabilities/projects

Target Completion Date-Ongoing

- B. Complete and launch new MPWD website
- Board Liaison-Tammy Rudock

Key Steps

- Finalize website content transfer
- Coordinate elements with Special District Leadership Foundation transparency best management practices
- Present to Board of Directors for input on 2/26/15
- Incorporate feedback and suggested revisions
- Launch new website by 4/15/15

Strategic Element #2-*Resource Management*

- A. Complete Nitrification Monitoring Plan
- Board Liaison – Henry Young

Key Steps

- Develop internal working draft
- Include key standard operating procedures
- Submit draft to the State Water Resources Control Board/Division of Drinking Water for review - 4/1/15
- Present vetted plan to the Board of Directors for approval - 5/1/15

- B. Finalize Indoor / Outdoor Water Use Efficiency Ordinances
- Board Liaison- Tammy Rudock/District Counsel

Key Steps

- District Counsel update to Board of Directors on meeting with Belmont's City Attorney regarding enforcement challenges
- Finalize "one-stop shop" processes with City of Belmont and City of San Carlos
- Develop flowchart describing applicant procedures

- Present cost-of-service fee to Board of Directors for approval
- Incorporate into Belmont/San Carlos coordination efforts

Target Completion Date-12/1/15

C. Commence UWMP (Urban Water Management Plan) update

- Board Liaison- Matt Zucca/Tammy Rudock/Rene Ramirez

Key Steps

- Develop and issue Request for Proposal (RFP)
 - Select appropriate consultant after development of criteria for plan needs
 - Create contract and initiate work
- Initiate planning process with consultant
 - Create alignment during MPWD plan development as possible with Belmont's general plan process and zoning ordinance change processes; also include San Carlos as part of effort
 - Develop workshops for staff and presentations to BOD (Board of Directors) regarding plan development, status and recommendations
 - Schedule and develop plan for public review of draft
 - Complete public hearing and incorporate appropriate feedback
 - Submit in appropriate format after Board approval

Target Completion Date- 6/30/16

Strategic Element #3-Infrastructure Management and Operations

A. Finalize Operations & Maintenance (O&M) Manual

- Board Liaison-Rene Ramirez
 - O& M manual → Present progress report monthly beginning 2/26/15

B. Complete the MPWD water hydraulic model

- Board Liaison-District Engineer/Tammy Rudock/Rene Ramirez

Key Steps

- Carry forward assessment work in progress to identify additional needs by zone
 - Zone 8 by 2/26/15
 - Zone 2 by 5/28/15
 - Zone 1 by 8/20/15
- Complete all water hydraulic modeling and mapping and integrate needs into one plan
- Identify and prioritize projects for in-house construction by operations
- Prioritize capital projects for Capital Improvement Program (CIP) development

C. Complete development of CIP/Master Plan

- Board Liaison-District Engineer/Tammy Rudock/Rene Ramirez/Candy Pina

Key Steps

- Finalize development of 5-year CIP
- Assess financial impact on agency operations
- Link capital needs to 5-year rate study activity (Proposition 218)
- Determine ability to incorporate information into July 1, 2015 rates/5-year program
- Present to Board of Directors for approval

Target Completion Date-10/22/15

Strategic Element #4-Human Resource Management

A. Finalize key organizational policies/manuals

- **Finish Human Resources (HR) Manual**
 - Board Liaison- Tammy Rudock/Candy Pina/District Counsel

Key Steps

- Complete draft manual
- Review draft with District Counsel
- Meet and confer with MPWD Employee Association for review and input
- Present HR manual to Board of Directors for review and approval by 6/25/15

Target Completion Date – 6/25/15

- **Create Board of Directors Bylaws**
 - Board Liaison-Matt Zucca/Betty Linvill/District Counsel

Key Steps

- Develop necessary content framework
- Obtain comparable bylaws for review
- Create draft bylaws
- Revise drafts based on legal counsel input
- Submit to the full Board of Directors for approval by 12/16/15

Target Completion Date –12/16/15

Strategic Element #5-Financial Management

A. Complete rate study and Proposition 218 process

- Board Liaison- Tammy Rudock/Candy Pina/Henry Young/District Treasurer/District Counsel/District Engineer/Bartle Wells

Key Steps

- Create schedule for study and process for implementation by 7/1/15
- Develop rates at levels adequate to fund costs of providing service, including long-term operating and capital needs
- Consider financial challenges: SFPUC wholesale water purchase rate increases, capital improvement needs, reduced water sales, and ongoing operating costs inflation
- Financial Plan:
 - Develop 10-year financial projections to determine annual revenue needs
 - Evaluate financial scenarios and rate increase alternatives
- Water Rate Analysis:
 - Evaluate rate structure alternatives or modifications as directed
 - Analyze customer and usage data
 - Develop new rates based on a cost-of-service approach
 - Develop emergency water shortage rates to support financial stability during periods of reduced water sales
- Phase in rate adjustments over time to minimize the annual impact on ratepayers
- Build consensus for final recommendations
 - Conduct public rates workshop

- Incorporate feasible input
- Finalize rate study and new rate schedule
- Proposition 218 process:
 - Create customer protest hearing notice
 - Conduct public hearing
 - Board approval of new rate schedule
- Implement new rates by 7/1/15

B. Miscellaneous fees update/fee schedule

- Board Liaison- Tammy Rudock/Candy Pina/Rene Ramirez/District Treasurer/District Counsel/Bartle Wells

Key Steps

- Identify operational activities for inclusion into updated fee schedule
- Consider cost-of-service approach
- Benchmark charges by similar agencies
- Draft proposed fee schedule
- Complete after agency rate study by 10/1/15

C. Implement new financial management system

- Board Liaison- Candy Pina/Tammy Rudock/Rene Ramirez/District Treasurer/External Consultant

Key Steps

- Develop and issue RFP
- Select responsive proposal
- Create contract to present to BOD for approval
- Schedule kickoff meeting and create project timeline
- Coordinate system components with staff
- Develop system transition schedule
- Train staff on new system
- Implement new financial management system by 12/1/15

D. Develop/finalize financial control policies and procedures, including implementation of inventory controls and policy

- Board Liaison- Tammy Rudock/Candy Pina/Rene Ramirez/District Counsel/District Treasurer

- Financial Control and Inventory Control Manuals

Key Steps

- Coordinate financial control and inventory control manuals with staff
- Review drafts with District Counsel and District Treasurer
- Present policy manuals to Board of Directors for review and approval
 - Financial control manual by 6/1/16
 - Inventory control policy by 6/1/16



AGENDA ITEM NO. 8.B.

DATE: August 27, 2015
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, District Engineer

SUBJECT: CONSIDER RESOLUTION 2015-16 ACCEPTING AS COMPLETE THE BUCKLAND TANK DRIVEWAY REPLACEMENT PROJECT AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PROJECT

RECOMMENDATION

Approve Resolution 2015-16 accepting as complete the Buckland Tank Driveway Replacement Project and authorizing the recordation of a Notice of Completion for the project.

FISCAL IMPACT

Original Contract Amount	\$32,950.00
Approved Change Orders	<u>\$1,132.50</u>
Total Value of Work Completed	\$34,082.50

DISCUSSION

To avoid duplicity, the District Engineer's report herein (Agenda Item 9.A.3.) provides a complete summary and final accounting of the Buckland Tank Driveway Replacement Project.

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 2015-16
Notice of Completion

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ LINVILL____ ZUCCA____ WARDEN____ STUEBING____ VELLA____

RESOLUTION NO. 2015-16

**ACCEPTING AS COMPLETE THE BUCKLAND TANK DRIVEWAY REPLACEMENT
PROJECT AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION
FOR THIS PROJECT**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on June 17, 2015, the Mid-Peninsula Water District ("District") entered into a construction contract with Stoloski and Gonzalez, Inc. in the amount of \$32,950.00 for the Buckland Tanks Driveway Replacement Project; and

WHEREAS, one change order was issued during the course of the Project, increasing the contract price by \$1,132.50 for a total contract amount of \$34,082.50; 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 Buckland Tanks Driveway Replacement 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 27th day of August, 2015.

AYES:

NOES:

ABSENT:

ATTEST:

PRESIDENT, BOARD OF DIRECTORS

DISTRICT SECRETARY

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 27, 2015, there was completed on the hereinafter described real property located in the City of San Carlos, California, the Contract for the construction of the Buckland Tank Driveway Replacement Project.

The work consisted generally of the driveway replacement to the tank site.

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

NAME

ADDRESS

CITY AND STATE

Stoloski and Gonzalez, Inc.

727 Main Street

Half Moon Bay, CA 94019

The real property herein referred to is located in the City of San Carlos, 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 _____, 2015, at _____, California
(date) (place where signed)

By: _____
Candy Piña, Secretary of the District



AGENDA ITEM NO. 8.C.

DATE: August 27, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2015-17 AUTHORIZING AN ADDITIONAL FY 2015/2016 CAPITAL PROJECT TOTALING \$40,000: MPWD DAIRY LANE PREMISES CABLING/WIRING INSTALLATION FOR TELEPHONE AND DATA SYSTEMS TRANSITION TO DIGITAL PLATFORM (FROM ANALOG), AND APPROVING INSTALLATION BY STEPFORD, INC.

RECOMMENDATION

Approve Resolution 2015-17 authorizing an additional FY 2015/2016 Capital project totaling \$40,000: MPWD Dairy Lane Premises Cabling/Wiring Installation for Telephone and Data Systems Transition to Digital Platform (from Analog), and approving installation by Stepford, Inc.

FISCAL IMPACT

\$40,000 added Capital cost, which will be included within an Amended FY 2015/2016 Capital Budget next month. Capital funding will be freed due to an unplanned postponement of the Alameda de las Pulgas Water Main Replacement project (\$800,000) because of significant logistical challenges this fiscal year.

Stepford's attached installation proposals total \$36,093.

BACKGROUND

A new telephone system (Ricoh/Fonality) was installed at the MPWD Dairy Lane premises in June 2013 for a cost of \$22,402. (Ricoh ceased partnership with Fonality last year.)

A few months ago, we received numerous complaints from the Belmont Police Dispatch (they handle the MPWD's after-hours service calls) that there was extreme difficulty hearing customer calls on a call or that they could not hear at all because of static or distortion. Callers complained about the similar poor call quality. As previously reported to the Board, we temporarily adjusted our procedures for MPWD calls received after-hours and requested callers to hang up and dial the Belmont Police Dispatch telephone number directly with any emergencies or water service interruptions.

Over the past several months, staff has been investigating and troubleshooting the problem among itself, the telephone manufacturer, and the MPWD's IT consultant, Stepford, Inc. Many resources, including manpower and additional technological upgrades, have been exhausted to no avail. The problem continues to exist and no other solutions were identified within the Ricoh/Fonality telephone system.

DISCUSSION

Staff is confident that a likely concern is the MPWD's analog platform. Rather than spend any more resources with the Ricoh/Fonality telephone system, the time has come to upgrade the MPWD's Dairy Lane premises and transition the telephone and data systems to digital. This means the MPWD would convert to a hosted VoIP (Voice over Internet Protocol running on Ethernet versus ISDN (Integrated Services Digital Networks) using T-carrier (T1) protocols, and change telephone service providers to Comcast Business Services.

The telephone system provided by Comcast is pure IP (Internet Protocol)-based from the telephone to the PSTN (public switched telephone network). Comcast provides everything but the wiring and network switches used on premises. Since the system is hosted by Comcast, any failure within our premises does not result in a failure of the telephone system. Calls will be handled by an auto-attendant and can be routed to voicemail or picked up by an alternate telephone anywhere in the world using settings that come with the telephone system.

Having the system running off-site delivers business continuity for short-term disruptions such as power outages and disaster recovery for situations where an outage exists for an extended period of time. In an outage, as long as an Internet connection is available, the telephone services can be accessed or alternate services can be set up.

Staff contacted other public agencies that utilize Comcast business telephone services and they were satisfied and reported very few disruptions.

Once the Comcast system is installed and tested, staff will contact the Belmont Police Dispatch and restore the standard operating procedures for after-hours callers.

The cabling/wiring installation will also upgrade the MPWD's data system.

Staff will add this capital project to the proposed Amended FY 2015/2016 Capital Budget next month.

Attachments: Resolution 2015-17
Stepford's Proposals dated 07/27/15 and 07/29/15 totaling \$36,093

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

UNANIMOUS_____ LINVILL_____ ZUCCA_____ WARDEN_____ STUEBING_____ VELLA_____

RESOLUTION NO. 2015-17

**AUTHORIZING AN ADDITIONAL FY 2015/2016 CAPITAL PROJECT TOTALING \$40,000:
MPWD DAIRY LANE PREMISES CABLING/WIRING INSTALLATION FOR
TELEPHONE AND DATA SYSTEMS TRANSITION TO DIGITAL PLATFORM
(FROM ANALOG), AND APROVING INSTALLATION BY STEPFORD, INC.**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors for the Mid-Peninsula Water District ("District") approved its FY 2015/2016 Capital Budget on June 26, 2015, totaling \$1,570,000; and

WHEREAS, over the past few months, the District's telephone system and services have degraded in quality resulting in a chronic after-hours transfer problem that despite best efforts has gone unresolved; and

WHEREAS, the District intends to finally resolve the telephone system problem by transitioning to a VoIP digital platform, which involves a major wiring and cabling installation project and \$40,000 capital investment at the Dairy Lane premises; and

WHEREAS, the District's IT services provider, Stepford, Inc., provided proposals totaling \$36,093 to perform the wiring and cabling services for the conversion to a VoIP digital platform; and

WHEREAS, the project should be included within the FY 2015/2016 Capital Budget, which will be considered by the Board for amendment at its September 24, 2015, regular meeting.

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

1. The MPWD Dairy Lane Premises Cabling/Wiring Installation for Telephone and Data Systems Transition to Digital Platform (from Analog) project totaling \$40,000 is authorized to be included within the District's FY 2015/106 Capital Budget, which will be considered for amendment at the Board's September 24, 2015, regular meeting; and
2. The installation by Stepford, Inc. at a total cost of \$36,093 is approved.
3. The General Manager is hereby authorized to sign the proposals.

REGULARLY passed and adopted this 27th day of August, 2015.

AYES:

NOES:

ABSENT:

ATTEST:

PRESIDENT, BOARD OF DIRECTORS

DISTRICT SECRETARY



QUOTE FOR LABOR & MATERIALS

STEPFORD, INC.
1160 Industrial Road, Unit 9
San Carlos, CA 94070

650-598-9990 Office
650-598-0179 Fax
Sales@Stepford.com
www.Stepford.com

Mid-Peninsula Water District
Attn: Accounts Payable
P.O. Box 129
Belmont, CA 94002

7/27/2015		Quote Number		1501303	Customer PO Number	
Item	Qty	Part Number	Description	Unit Price	Total	
	1.0		CABLING QUOTE DATA-VOICE-SECURITY 1) At the MDF (main distribution frame) existing 4-post rack, install two (2) category-6 48-port patch panels and two (2) 1-rack-unit horizontal cable managers; 2) At IDF (intermediate distribution frame) existing backboard, install one (1) category-6 48-port patch panel and one (1) 1-rack-unit horizontal cable manager on one (1) 2-rack-unit wall-mount bracket; 3) Install four (4) category-6 backbone cables from MDF to IDF; at each of the MDF and IDF, terminate backbone cables in last four open ports of new category-6 patch panels; 4) Install approximately thirty (30) feet, 3/4-inch EMT conduit with rain-tight fittings, using customer-provided scissor lift along 16-foot exterior ceiling for exterior cable pathway from warehouse to exterior fuel pump location; install one (1) 1-gang bell box with weather-proof cover; install fifty-one (51) category-6 cables from MDF to stations; install fourteen (14) category-6 cables from IDF to stations; total, install sixty-five (65) category-6 station cables; at each station, terminate cables onto category-6 jacks; insert jacks into faceplate, surface-mount box, or exterior bell-box housing, as needed; mount as required; label; 5) Install one (1) category-6 1-foot patch cord at each of three (3) WAP (wireless access point) devices (Warehouse, Office and Board Room); label; provide three (3) category-6 7-foot patch cords to be connected by others from category-6 patch panel to MDF equipment 6) Test and scan/certify cables with Fluke DSX Cable Analyzer, including test for POE DC (power over Ethernet direct current) resistance balance; provide hand-annotated drawing showing station locations and ids; provide test and scan records.	20,875.00	20,875.00	
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Approved by _____ Date _____ </div>				Subtotal		
				Sales Tax (9.0%)		
				TOTAL		

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7/27/2015		Quote Number		1501303	Customer PO Number	
Item	Qty	Part Number	Description	Unit Price	Total	
			<p>NOTES:</p> <p>*Mid-Peninsula Water District is upgrading existing communication cable to support conversion to VoIP (voice over Internet protocol) and to expand data network bandwidth and increase speed.</p> <p>*Office area ceilings are 2-foot x 4-foot drop tile in T-bar; ceilings are 10-feet above finished floor (AFF).</p> <p>* Warehouse area ceilings are open; ceilings are 14-feet AFF.</p> <p>*Exterior fuel pump ceilings are open; ceilings are 16-feet above ground surface (AGS).</p> <p>*Existing faceplates are white.</p> <p>*Work requires focus on SAFETY FIRST practices.</p> <p>* Work requires tall ladders and scissor lift.</p> <p>*Customer has scissor lift available for access to warehouse high ceiling station and installation of exterior cable pathway near fuel pumps.</p> <p>*Quote includes installation of approximately 30-feet, 3/4-inch EMT conduit raceway from warehouse wall to exterior pump location; conduit installation requires drilling of exterior wall;</p> <p>*Quote includes application of silicone around conduit at exterior wall penetration.</p> <p>*Quote includes installation of 1-gang bell box and weather-proof "In-Use" cover at exterior location.</p> <p>*Existing MDF has three (3) existing 4-post racks.</p> <p>*Quote assumes two (2) new category-6 patch panels and two (2) 1-rack-unit horizontal cable managers will be installed in left-most rack, closest to the left wall (when facing the front of the racks).</p> <p>*Quote assumes others will identify location in existing 4-post rack with blue painter's tape or Post-It-Notes, for two (2) new category-6 patch panels and two (2) 1-rack-unit horizontal cable managers.</p> <p>*New IDF is located at MPOE (minimum point of entry) backboard.</p> <p>*Quote assumes others will identify with blue painter's tape or Post-It-Notes, location on IDF/MPOE backboard for placement of one (1) category-6 48-port patch panel and one (1) 1-rack-unit horizontal cable</p>			
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>Approved by _____</div> <div>Date _____</div> </div> </div>				Subtotal		
				Sales Tax (9.0%)		
				TOTAL		

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P.O. Box 129
Belmont, CA 94002

7/27/2015		Quote Number		1501303	Customer PO Number	
Item	Qty	Part Number	Description	Unit Price	Total	
			manager on one *(1) 2-rack-unit wall-mount bracket. *Quote includes installation of wall-mount phone jack at one (1) warehouse wall location near roll-up doors. *Quote assumes jacks with cables home-run to MDF will be identified with "MDF" and cable number on faceplate. *Quote assumes jacks with cables home-run to IDF will be identified with "IDF" and cable number on faceplate. *Quote assumes IDF cables will be homerun to Conference Room, Board Room, Loft Offices, Warehouse ceiling WAP location and Warehouse roll-up			
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Approved by _____ Date _____ </div>				Subtotal		
				Sales Tax (9.0%)		
				TOTAL		

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7/27/2015		Quote Number		1501303	Customer PO Number	
Item	Qty	Part Number	Description	Unit Price	Total	
	1.0		Materials: - 9,000-feet, category-6 plenum white, Berk-Tek or Superior-Essex - 3, category-6 48-port patch panels, Leviton - 3, 1-rack-unit horizontal cable managers, Panduit or Ortronics - 1, 2-rack-unit wall-mount bracket, Leviton - 64, category-6 jacks, white, Leviton - 1, category-6 wall-phone jack, Leviton - 11, cut-in rings, Caddy or Allen-Tel - 7, 4-port faceplates, white, Leviton - 8, 2-port faceplates, white, Leviton - 2, 1-port faceplate, white, Leviton - 3, 1-port surface-mount boxes, white, Leviton - 1, 2-port surface-mount box, white, Leviton - 2, 4-port surface-mount boxes, white, Leviton - 2, 2-port 8-style jack adapter inserts, white, Leviton - 1, 1-gang bell box - 1, duplex weather-proof in-use cover - 30-feet, 1/2-inch EMT conduit - 3, 1/2-inch rain-tight couplings - 2, 1/2-inch rain-tight connectors - 4, 1/2-inch 1-hole EMT straps - 3, category-6 patch cords, white/buff, 1-foot, Allen-Tel or other - 3, category-6 patch cords, white/buff, 7-foot or 14-foot as required, Allen-Tel or other - Tape, anchors, fasteners, screws, bolts, nuts, ties, string, labels, fire-stop, other	9,840.00	9,840.00T	
<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> Approved by _____ Date _____ </div>				Subtotal		
				Sales Tax (9.0%)		
				TOTAL		

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650-598-9990 Office
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www.Stepford.com

7/27/2015		Quote Number		1501303	Customer PO Number	
Item	Qty	Part Number	Description	Unit Price	Total	
			<p>COMMENTS: Cables will be installed into existing and newly installed conduit, or inside walls and above ceilings.</p> <p>All work to be done in accordance with the National Electrical Code and any local codes which apply. All materials and installation methods for category-6 cable to be in accordance with EIA/TIA-568-B standards and ISO/IEC standards.</p> <p>Estimates for work utilizing pathways and materials which are existing or provided by others are based on the assumption that the pathways have sufficient space for new cables and that the materials are functional and suitable for the intended purpose. If, after beginning work, existing pathways or materials are found to be inadequate, have hidden damage or that they are otherwise unusable, we will provide a quotation for augmentation or replacement of those pathways or materials.</p> <p>Any required permits and fees will be billed in addition to the above amounts.</p> <p>All newly-installed cables and connectors and all existing cables and connectors which are revised and tested are guaranteed to be free of defects for five years from date of installation. Active components are covered by manufacturer's guarantee.</p> <p>We will require one week notice for material procurement and scheduling and five to seven days, with two or three senior technician assigned, to complete work.</p> <p>Work to be performed during normal office hours, Monday to Friday.</p> <p>Quotation valid for 30 calendar days.</p>			
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>Approved by _____</div> <div>Date _____</div> </div> </div>				Subtotal	\$30,715.00	
				Sales Tax (9.0%)	\$885.60	
				TOTAL	\$31,600.60	

The information contained herein is confidential and is provided for the sole use of the customer named above. Distribution or transmission of this information to any third party is expressly prohibited without the consent of STEPFORD, Inc.



QUOTE FOR LABOR & MATERIALS

STEPFORD, INC.
1160 Industrial Road, Unit 9
San Carlos, CA 94070

650-598-9990 Office
650-598-0179 Fax
Sales@Stepford.com
www.Stepford.com

Mid-Peninsula Water District
Attn: Accounts Payable
P.O. Box 129
Belmont, CA 94002

7/29/2015		Quote Number		1501306		Customer PO Number			
Item	Qty	Part Number		Description		Unit Price		Total	
	1.0	11614654		SONICPOINT - INTERNAL ANTENNAS Dell SonicWALL SonicPoint ACi - Wireless access point - with 5 years Dynamic Support 24X7 - 802.11a/b/g/n/ac - Dual Band Data Link Protocol IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802.11n, IEEE 802.11ac Bundled Services 5 years Dynamic Support 24X7 Data Transfer Rate 1.3 Gbps Frequency Band 2.4 GHz, 5 GHz		539.99		539.99T	
	1.0	11614654		SONICPOINT - EXTERNAL ANTENNAS Dell SonicWALL SonicPoint ACe - wireless access point - with SonicWALL 802.11a/b/g/n/ac Wireless access point with 5 years Dynamic Support 24X7 802.11a/b/g/n/ac Dual Band with SonicWALL 802.3at Gigabit PoE Injector Data Link Protocol IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802.11n, IEEE 802.11ac Bundled Services 5 years Dynamic Support 24X7 Data Transfer Rate 1.3 Gbps Frequency Band 2.4 GHz, 5 GHz		619.99		619.99T	
	1.0	11291207		Allen-Telesyn External Antenna Omni-Directional - Recommended by Dell for use with SonicPoints ACe (To be mounted outside the building for Data Access)		569.99		569.99T	
	1.0	10547207		StarTech.com RP-SMA to SMA Wireless Antenna Adapter Cable - Antenna cable - RP-SMA (M) - RP-SMA (F) - 10 ft - black (Cable between the SonicPoint ACe and external antenna)		16.99		16.99T	
<div>Approved by _____</div> <div>_____</div> <div>Date _____</div>						Subtotal			
						Sales Tax (9.0%)			
						TOTAL			

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QUOTE FOR LABOR & MATERIALS

Mid-Peninsula Water District
Attn: Accounts Payable
P.O. Box 129
Belmont, CA 94002

STEPFORD, INC.
1160 Industrial Road, Unit 9
San Carlos, CA 94070

650-598-9990 Office
650-598-0179 Fax
Sales@Stepford.com
www.Stepford.com

7/29/2015		Quote Number		1501306		Customer PO Number			
Item	Qty	Part Number	Description				Unit Price	Total	
	1.0	J9727AR	HP 2920-24G-PoE+ Switch HP Renew Full HP Warranty 5 In Stock				1,375.00	1,375.00T	
	24.0		3' Male-Male RJ-45 CAT-6 plugs w/Snagless Boots				4.95	118.80T	
	6.0		TIME NOT TO EXCEED Install and Configure SonicPoints and Switch Install and Mount external Antennas Test and Verify				160.00	960.00	
						Subtotal		\$4,200.76	
<div>Approved by</div> <div>Date</div>						Sales Tax (9.0%)		\$291.67	
						TOTAL		\$4,492.43	

The information contained herein is confidential and is provided for the sole use of the customer named above. Distribution or transmission of this information to any third party is expressly prohibited without the consent of STEPFORD, Inc.



AGENDA ITEM NO. 8.D.

DATE: August 27, 2015
TO: Board of Directors
FROM: Tammy Rudock, General Manager

**SUBJECT: CONSIDER ACWA'S CALL FOR PRESIDENT AND VICE PRESIDENT
CANDIDATE NOMINATIONS FOR THE 2016/2017 TERM**

RECOMMENDATION

Consider ACWA's call for President and Vice President candidate nominations for the 2016/2017 term.

FISCAL IMPACT

None.

DISCUSSION

Attached for consideration is ACWA memorandum dated June 3, 2015, regarding its call for candidate nominations for President and Vice President for the 2016/2017 term. Nominations must be received at ACWA by Tuesday, September 1, 2015, for consideration by the ACWA Nominating Committee.

Also attached for consideration are communications received by the MPWD:

- Cucamonga Valley Water District letter dated July 7, 2015, in support of Kathy Tiegs for ACWA President; and
- Email dated August 12, 2015, from Brent Hastey, including Yuba County Water Agency Resolution No. 2015-16 nominating and supporting Brent Hastey for ACWA Vice President.

Attachments: ACWA Call for Candidate Nominations dated June 3, 2015
Cucamonga Valley Water District letter dated July 7, 2015 – Kathy Tiegs for ACWA President
Brent Hastey email dated August 12, 2015, including attachments – Brent Hastey for ACWA Vice President

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ LINVILL____ ZUCCA____ WARDEN____ STUEBING____ VELLA____



RECEIVED

JUN 11 2015

MID-PENINSULA
WATER DISTRICT

MEMORANDUM

TO: ACWA Public Agency Members
General Managers and Board Presidents

CC: ACWA Board of Directors

FROM: ACWA Nominating Committee

DATE: June 3, 2015

SUBJECT: Call for Candidate Nominations for the 2016-2017 Term

ACWA's Nominating Committee is responsible for submitting a slate for the Association's statewide positions of president and vice president to the general membership meeting at Fall Conference.

Nominations must be received in the ACWA office by **Tuesday, September 1, 2015**, to be considered by the committee.

The following criteria must be met for names to be considered:

- Only elected or appointed member of the governing body or commission (as appropriate) of a member agency of the Association shall be eligible for election to the officer positions.
- Nominations of qualified candidates are encouraged from all member agencies.
- All nominations for the positions of ACWA President and Vice President shall be accompanied by an official nominating resolution from the ACWA member agency on whose board the nominee serves. Said resolution shall be signed by an authorized signatory of the member agency's Board of Directors.
- A resume of the candidate, highlighting qualifications for the position, shall accompany each nomination.

Additional letters or resolutions of support from other agencies may be submitted but are not required.

ACWA's Bylaws and Board policies establish the criteria outlined above, which also govern nominations from the floor. Board policy requires that all nominations received for the positions of ACWA President and Vice President shall be accompanied by a nominating resolution from

the ACWA member agency on whose board the nominee serves, and signed by an authorized signatory of the Board of Directors. This policy applies to nominations received in the ACWA office prior to elections, as well as to all nominations received from the floor at general session during the floor nomination process.

We appreciate your interest and participation in this process to find the best qualified individuals to serve in representing the statewide membership of ACWA.

Nominating Committee members include:

- Judith Mirbegian, Region 1
- Eric Larrabee, Region 2
- Joe Parker, Region 3
- Shauna Lorange, Region 4
- Lesa McIntosh, Region 5
- Matthew Hurley, Region 6
- William Taube, Region 7
- Stephen Cole, Region 8
- Harvey Ryan, Region 9
- Linda Ackerman, Region 10
- Randy Record, At-large representative
- Paul Kelley, At-large representative

We ask that Nominating Committee members not be approached to solicit their support of any candidate.

IMPORTANT DATES

- Tentative date for candidate interviews: **Wednesday, September 16, 2015**
- Election of ACWA's President and Vice President: **Wednesday, December 2, 2015**, at Fall Conference

Should you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at the ACWA office at 916-441-4545 or donnap@acwa.com

Enclosures:

1. Basic Information for ACWA Officer Nominees
2. Sample Resolution to Nominate Candidate for ACWA President or Vice President

1.1 Board Officers

The president and vice president of the Association shall be the elected officers of the Association.

1.1.1 President

1.1.1.1 Purpose

The president is an elected officer of the Association and presides at all meetings of the Board of Directors, the Executive Committee, and the general membership and is responsible to the Board of Directors and the general membership for the duties established by ACWA's Bylaws.

1.1.1.2 Duties and Authority

Within the limits of ACWA's Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the executive director, the president:

- Serves on the ACWA Board and presides at all meetings.
- Serves as the chair of the Executive Committee and presides at all meetings.
- Schedules special Board and Executive Committee meetings.
- Presides over all general membership meetings.
- Serves as a non-voting *ex officio* member of each committee, but shall not be an *ex officio* member of the Nominating Committee or the region boards.
- Appoints members of all committees upon recommendation from members and regions as communicated by the region chairs.
- Appoints the chair and vice chair of each committee, each of whom shall be ratified by the Board of the Directors.
- Appoints special committees, work groups, and task forces from time to time as needed to accomplish a specific task or assignment, consistent with and supportive of the mission of the Association.
- Participates in the Association's spring and fall conferences.
- Represents and supports ACWA's official policies and positions when acting in capacity of ACWA President.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of ACWA functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the executive director.

BASIC INFORMATION FOR ACWA OFFICER NOMINEES

- Represents and promotes ACWA's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the executive director.
- Performs other responsibilities assigned by the Board.

1.1.1.3 Qualification

The president shall be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

1.1.1.4 Term of Office

The president shall be elected by the members of the Association at its fall conference in each odd-numbered year and shall take office on January 1 of the calendar year following election. The president shall hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed. An elected president shall not be permitted to succeed himself/herself to that office.

1.1.1.5 Vacancy

Should a vacancy occur in the president's office, the ACWA vice president shall assume the duties of that office and succeed the president for the unexpired term. Should the vice president not be able to assume this role, the Board of Directors shall appoint a person to fill the office for the unexpired term thereof.

1.1.1.6 Compensation

ACWA's president shall serve without compensation. The president shall be allowed reasonable reimbursement of expenses incurred in the performance of his/her duties while on Association business. The president will be reimbursed for expenses incurred for attending conferences, meetings, seminars, workshops or other events, which are mutually beneficial to the officer and the Association and have been authorized by either the Board of Directors or the executive director.

1.1.2 Vice President

1.1.2.1 Purpose

The vice president is an elected officer of the Association and is a voting member of the Board of Directors. The vice president is responsible to the Board of Directors and the general membership for the duties established by ACWA's Bylaws.

1.1.2.2 Duties and Authority

Within the limits of ACWA's Bylaws and the Duties and Authorities established for ACWA Board members, and in coordination with the executive director and president, the vice president:

- Serves as a voting member of the Board of Directors.
- Serves as a voting member of the Executive Committee.

BASIC INFORMATION FOR ACWA OFFICER NOMINEES

- Performs the duties of the president in the president's absence.
- Succeeds the president for an unexpired term if vacancy occurs.
- Serves on ACWA/JPIA's Executive Committee.
- Participates in the Association's spring and fall conferences.
- Represents and supports ACWA's official policies and positions when acting in capacity of ACWA Vice President.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of ACWA functions/events, including visits to member agencies for ceremonies, meetings, and retention efforts in coordination with the executive director.
- Represents and promotes ACWA's purposes, policies, and goals at a variety of external functions/events, including speaking engagements, event participation, and news media and other contacts in coordination with the executive director.
- Serves as a chair/vice chair or participant on committees or task forces as appointed by the president or Board of Directors.
- Performs other responsibilities assigned by the Board or president.

1.1.2.3 Qualification

The vice president shall be an elected or appointed member of the governing body or commission of a member agency of the Association at the time of his/her election.

1.1.2.4 Term of Office

The vice president shall be elected by the members of the Association at its fall conference in each odd-numbered year and shall take office on January 1 of the calendar year following election. The vice president shall hold office until December 31 of the following odd numbered year two years later or until his/her successor takes office or is appointed.

1.1.2.5 Vacancy

Should a vacancy occur in the vice president's office, the Board of Directors shall appoint a person to fill the office for the unexpired term thereof.

1.1.2.6 Compensation

ACWA's vice president shall serve without compensation. The vice president shall be allowed reasonable reimbursement of expenses incurred in the performance of his/her duties while on Association business. The vice president will be reimbursed for expenses incurred for attending conferences, meetings, seminars, workshops or other events, which are mutually beneficial to the officer and the Association and have been authorized by either the Board of Directors or the executive director.



SAMPLE RESOLUTION TO NOMINATE CANDIDATE FOR ACWA PRESIDENT OR VICE PRESIDENT

RESOLUTION OF THE BOARD OF DIRECTORS OF

TO NOMINATE AND SUPPORT

AS A CANDIDATE FOR THE POSITION OF ACWA _____

WHEREAS, ACWA has announced that a Nominating Committee has been formed to develop a slate for the Association's statewide positions of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in this capacity; and

WHEREAS, _____ has served in a leadership role as a member of the _____ Board of Directors since _____; and

WHEREAS, (list positions held to demonstrate knowledge of water and leadership)

WHEREAS,

WHEREAS,

WHEREAS, it is the opinion of the _____ Board of Directors that _____ possesses all of the qualities needed to fulfill the duties of the office of ACWA _____.

NOW, THEREFORE, BE IT RESOLVED, that the _____ Board of Directors does hereby nominate and support _____ as a candidate for the office of ACWA _____, pledging the District's support of his/her endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the _____ Board of Directors at a regular meeting of said Board held on the _____ day of _____, 2015, by the following vote:

Ayes: Directors

Noes: Directors

Absent: Directors



Cucamonga Valley
Water District

10440 Ashford Street, Rancho Cucamonga, CA 91730-2799
P.O. Box 638, Rancho Cucamonga, CA 91729-0638
(909) 987-2591 Fax (909) 476-8032

Martin E. Zvirbulis
Secretary / General Manager/CEO

RECEIVED

July 20, 2015

JUL 27 2015

Ms. Tammy Rudock
Mid-Peninsula Water District
PO Box 129
Belmont, CA 94002

MID-PENINSULA
WATER DISTRICT

Dear Ms. Rudock,

It is my pleasure to inform you that the Cucamonga Valley Water District took action at our July 14, 2015 board meeting to support Director Kathleen Tiegs in her bid for the Association of California Water Agencies (ACWA) President.

I have had the opportunity to work alongside Director Tiegs for a number of years. Her passion is contagious and her commitment to the water industry is tireless. She has a high level of integrity and excellent leadership skills that build coalitions and collaboration; which is evident from her time on the board as well as her experience with ACWA. Over the past two years Director Tiegs has served in the role of ACWA Vice-President working together with the other ACWA board members and staff, ensuring the highest level of ACWA member engagement and interaction.

I am contacting you to request your agency's support of Director Tiegs' nomination by adopting a resolution endorsing her nomination as ACWA President. Attached you will find a sample resolution. If your board takes action, please forward your resolution of support to our offices by August 14, 2015. We will include your resolution in her submittal packet to ACWA. Should your board not be able to take action by that time, please forward a copy of your resolution to our offices as well as to the ACWA offices at 910 K Street, Suite 100, Sacramento, California 95814.

Thank you so much for your consideration; the future of the ACWA organization could not be in better hands than those of Director Kathleen Tiegs. Should you have any questions, please contact Taya Victorino at (909) 987-2591.

Sincerely,

James V. Curatalo, Jr.
President

Enclosure: 2

James V. Curatalo, Jr.
President

Luis Cetina
Vice President

Oscar Gonzalez
Director

Randall Reed
Director

Kathleen J. Tiegs
Director

Kathleen Tiegs

For

**2015-2016 Association of California Water Agencies
President**

July 20, 2015

My Fellow ACWA Member:

I am pleased to share with you my interest in serving as President of the Association of California Agencies (ACWA). Over the past two years I have had the pleasure to serve in the capacity as ACWA Vice-President working closely with President John Coleman, Past President Randy Record and my other colleagues on the ACWA board of directors. As a team, we work collaboratively engaging in issues that are critical to the water community as well as to the ratepayers that we represent at each of our agencies.



My experience with ACWA began on a regional basis having served on the ACWA Region 9 Board of Directors beginning in 2008. I also had the opportunity to serve as the Vice-Chair of the Federal Affairs Committee, and served on the Local Government and the Groundwater Committees. My active participation in the committees and the Region 9 board provided a strong foundation as I began to pursue other avenues to expand my understanding and knowledge of the ACWA organization. The experience I have gained over the past two years has well-equipped me to effectively dialogue with the Administration, regulatory agencies, and other special interest groups that impact our industry. More importantly it has given me the experience to lead our organization, and build upon the accomplishments of those that came before me.

Currently, I serve as the Chair of the Sustainable Groundwater Management Act Implementation Policy Group. The Group has provided a critical role working closely with the Administration and the Department of Water Resources to ensure members concerns are clearly voiced as the law is implemented.



As Vice-President I believe it is important to engage at all levels of the organization so I can better understand the issues in all of our regions to more effectively represent our members. I regularly attend ACWA committee meetings, as well as regional events so I can have a two-way conversation with members and hear what is important to them and their regions.

Currently, I serve on the Cucamonga Valley Water District (CVWD) Board of Directors. I was elected to CVWD in November 2005 and have served as both President and Vice-President of the Board of Directors. Prior to my serving on the CVWD Board, I enjoyed a career in water resources management for a local wholesale water agency for over 30 years. In April 2011, I was honored by State Assembly Member Mike Morrell as the 63rd Assembly District Woman of the Year.

There are many wonderful characteristics about ACWA, but the ones that I cherish the most are the diverse perspectives of our members. We have built a collaborative and supportive community that works together on solving issues that have lasting benefits to the regions and areas that we serve as elected officials. We have accomplished so much over these last two year, with actions taken that will forever change our industry and how we do business. There are many more challenges before us that will require a style of leadership that seeks to find solutions that benefit our industry and our ratepayers. I am completely committed, willing and able to continue a legacy of leadership that helps resolve issues and provides a better future for generations that will come after us.

I respectfully request your support to represent you and your organization and the millions of people that rely on our foresight and leadership to provide a high quality and reliable water to our customers. I look forward to the opportunity to represent you and the water industry of California. Thank you for allowing me to share with you my experience, leadership and knowledge. Please feel free to contact me directly at (909) 635-4177.

Thank you in advance for your consideration.

Kathleen Tiegs

RESOLUTION NO. XXX
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
(Name of Agency) SUPPORTING THE NOMINATION OF
DIRECTOR KATHLEEN TIEGS AS THE ASSOCIATION OF
CALIFORNIA WATER AGENCIES PRESIDENT

WHEREAS, the (Name of Agency) Board of Directors are active participants in the Association of California Water Agencies (ACWA), and

WHEREAS, Director Kathleen Tiegs has expressed her interest in serving as the ACWA President for the 2015 – 2016 term, and

WHEREAS, Director Kathleen Tiegs has served in a variety of leadership positions in ACWA, including Vice-President of the Board, the Local Government Committee, the Groundwater Committee, Vice-Chair of the Federal Affairs Committee, Region 9 Board of Directors, and as a member of ACWA/JPIA Executive Committee, and

WHEREAS, Director Kathleen Tiegs is committed to advancing ACWA's Policy Principles and finding common ties between members to develop a long-term strategy that provides a sustainable water future for all members and their constituents.

NOW, THEREFORE, BE IT RESOLVED THAT THE (Name of the Agency) BOARD OF DIRECTORS:

1. Does hereby place its full and unreserved support of the nomination of Director Kathleen Tiegs as President of the Association of California Water Agencies for the 2015-2016 term.

ADOPTED this XX day of XX, 2015.

Tammy Rudock

From: Brent Hastey <bhastey@gmail.com>
Sent: Wednesday, August 12, 2015 11:15 PM
Subject: Brent Hastey for ACWA Vice President 2016-2017
Attachments: YCWA 2015 ACWA flyer.pdf; YCWA Brent Narrative ACWA VP.docx; YCWA Resolution 15-16 ACWA VP.pdf

ACWA Region 5 leaders,

I am writing to ask for your support in my election to the Vice President of the Board for ACWA. I am a director on the Yuba County Water Agency board and am serving my 9th year. I have attached a narrative on me and a copy of the resolution passed by the YCWA board for my nomination.

I would be happy to meet with you or any members of your board at your convenience. My contact information is:

Brent Hastey

3000 Plumas Arboga Road

Plumas Lake, CA 95961

Phone: 530-400-1992

Please feel free to talk with Paul Bartkiewicz or Curt Akins at YCWA about my ability to lead boards.

Your statement of support can be as simple as an email or letter to Donna Pangborn at ACWA (donnap@acwa.com) that states: "Our agency supports the nomination of Brent Hastey for ACWA Vice President."

Thank you so much,

Brent Hastey

Yuba County Water Agency, Director

BRENT HASTEY

FOR ACWA VICE PRESIDENT

MEET BRENT...

Public Office - Water Related

1987-1993	Reclamation District 784 <i>Chair - three terms</i>
1992 - 2000	Yuba County Water Agency (YCWA) <i>Chairman - 1996 & 1997</i>
2014 - Present	ACWA - Region 2 <i>Boardmember & Committee Member (Local Government, Groundwater & Energy) Regular attendee ACWA spring & fall conferences, workshops & programs</i>

Public Office

1992 - 2000	Board of Supervisors, Yuba County <i>Regional Council of Rural Counties (RCRC) LAFCo (Local Agency Formation Commission)</i>
	SACOG (Sacramento Area Council of Gov..)
2010 - Present	Yuba Community College District Board <i>Serving eight counties, roughly 4,200 square miles of Northern California</i>
2015 - Present	CA Community College Trustee Board <i>CCCT - Representing all 72 California Community Colleges</i>

Community Leadership

1986 - Present	Rotary International - South Yuba County Sunrise Club <i>President, Assistant District Governor</i>
1994 - 1996	Yuba-Sutter Economic Dev't Corporation <i>Founding Chairperson</i>
2007 - Present	Bank of Feather River <i>Founding Director, Chairman (since 2010)</i>



A fifth generation Yuba County, CA resident, Brent grew up irrigating pasture and swimming in the ditches on the ranch.



Brent was Chairman of the Yuba County Water Agency during the devastating 1997 Yuba County flood. He led the Board through this trying time, and testified before the United States Congress on the causes and emergency management of the flood.



Married 32 years to wife Alisan, they have four children, plenty of dogs, a few horses and a donkey.

Brent & his family strive to live the Rotary motto, "Service above self."

***"ACWA is the leading voice on California water issues.
I would be honored to have your support for ACWA Vice President."***

Contact Brent: Brent@Hastey.net • (530) 400-1992

Brent Hastey for ACWA Vice President, 2016-2017



Brent Hastey was born and raised in the Plumas Lake area, representing the fifth generation of his family to live in Yuba County, California. He grew up irrigating pasture and swimming in the ditches on the ranch. Becoming active in politics in college, Mr. Hastey was first elected to public office in 1987, when he won an election for a seat on the Board of Reclamation District 784. He served in this position for six years, during three of which he chaired. In 1992, he was elected to the Board of Supervisors of Yuba County, on which he served until 2000. As a County Supervisor, he also served on the Boards of the Yuba County Water Agency (YCWA), Yuba County LAFCO, Regional Council of Rural Counties (RCRC), and The Sacramento Area Council of Governments (SACOG). In 1994, he became the founding Chairperson of the Yuba Sutter Economic Development Corporation (YSEDC), which he Chaired until 1996.

Brent Chaired the YCWA Board in 1996 and 1997, which was during the devastating flooding of 1997. He led the Board through this trying time, and testified before the United States Congress on the causes and emergency management of the flood. In response to this disaster and state water needs, the voters of California passed Proposition 13, which authorized the sale of \$1.97 billion dollars in bonds to support safe drinking, water quality, flood protection, and water reliability projects. Brent strongly supported the approval. In 2014, Brent was reelected to the Yuba County Water Agency Board of Directors. He currently serves on the ACWA Region 2 board, and is active on the following Committees: Local Government, Groundwater, and Energy.

In addition to his service in areas of water management in California, Brent has worked in the service of higher education both locally and on a statewide level. In 2010, He was elected to the Yuba Community College District, a district which serves eight counties and spans nearly 4,200 square miles of rural northern California. Recently, Brent was elected to the California Community College Trustee Board (CCCT). CCCT represents and acts in the best interest of California's 72 Community College Districts.

Brent is also the founding Director of the Bank of Feather River, which started in 2007. He has been Chairman of the board since 2010. Bank of Feather River is a community bank specializing in agriculture lending.

In addition to his political service, he has long-valued the opportunity for community and global service through Rotary International. A member of South Yuba County Sunrise Rotary Club since 1986, Brent works to live out the organization's motto in everyday life: "Service Above Self."

Brent and his wife Alisan, a music educator in the Marysville Unified School District, have been married 32 years. They own and operate Plumas Lake Self Storage. Brent and Alisan have raised four amazing children, plenty of dogs, a few horses, and a donkey.

Brent has been involved with the Association of California Water Agencies throughout his tenure as a member of the Board of Directors of YCWA (an ACWA member). In addition to serving on the ACWA Region 2 Board, he has regularly attended ACWA spring and fall conferences, region meetings and programs and other ACWA workshops and programs. He views ACWA as the leading voice on California water issues and will make sure that leadership continues into the future.

RESOLUTION NO. 2015-16

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE YUBA COUNTY WATER AGENCY
TO NOMINATE AND SUPPORT
BRENT HASTEY
AS A CANDIDATE FOR THE POSITION
OF ACWA VICE PRESIDENT**

BE IT RESOLVED by the Board of Directors of the Yuba County Water Agency as follows:

WHEREAS, ACWA has announced that a Nominating Committee has been formed to develop a slate for the Association's statewide positions of President and Vice President; and

WHEREAS, the individual who fills an officer position will need to have a working knowledge of water industry issues and concerns, possess strength of character and leadership capabilities, and be experienced in matters related to the performance of the duties of the office; and

WHEREAS, this person must be able to provide the dedication of time and energy to effectively serve in the capacity; and

WHEREAS, Brent HasteY has served in a leadership role as a member of the Yuba County Water Agency Board of Directors since 2015; and

WHEREAS, Brent HasteY was first elected in 1997 to Reclamation District 784, where he served until 1993 and served as Chairman for 3 years; and

WHEREAS, Brent HasteY was elected to the Yuba County Board of Supervisors in 1992 and also served as a Board member of the Yuba County Water Agency where he served until 2000.

WHEREAS, Brent HasteY serves as Board member on the ACWA Region 2 Board; and

WHEREAS, Brent HasteY serves on ACWA Groundwater, Energy and Local Government Committees; and

WHEREAS, Brent HasteY has demonstrated outstanding effort and support of local and regional water issues; and

WHEREAS, it is the opinion of the Yuba County Water Agency Board of Directors that Brent HasteY possesses all of the qualities needed to fulfill the duties of the office of ACWA Vice President.

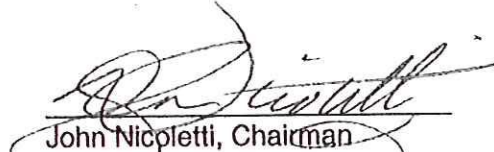
NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF YUBA COUNTY WATER AGENCY does hereby nominate and support Brent HasteY as candidate for the office of Vice President, pledging the Agency's support of his endeavors in fulfilling the duties of this office if elected.

PASSED AND ADOPTED by the Board of Directors of the Yuba County Water Agency
on the 23rd day of June, 2015, by the following vote:

AYES: DIRECTORS ABE, BELZA, FLETCHER, GRIEGO, HASTEY, NICOLETTI AND VASQUEZ
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

Attest:

for 
Jeanene Upton, Secretary


John Nicoletti, Chairman



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: August 27, 2015

MANAGER'S REPORT

FOLLOW-UP FROM 07/23/15 REGULAR BOARD MEETING

The contract between the MPWD and John Davidson d/b/a Jrocket 77 Design & Marketing was signed and filed. Per discussion last month, attached is John Davidson d/b/a Jrocket 77 Design & Marketing's Contract for Professional Services, including a revised detailed scope of services.

Living wage adjustments (2%) were processed for MPWD employees with satisfactory or better ratings on their most recent performance evaluation.

Staff signed and returned the Service Agreement for the Provision of Election Services between the MPWD and San Mateo County Chief Elections Officer & Assessor for the November 3, 2015 election.

The MPWD ballot selecting Elaine Magner for the CSDA 2015 Board election for Coastal Network/Seat A was mailed to CSDA on July 28, 2015.

MEETINGS

DATE	EVENT
July 22 nd	Belmont Chamber of Commerce Annual Meeting
July 23 rd	Attended San Mateo County Emergency Managers Association meeting in Belmont Participated in Sustainable San Mateo County Water Efficiency Focus Group Kickoff Meeting in San Mateo

DATE	EVENT
July 24 th	Attended ACWA Region 1 Event – Marin Water Forum in Tiburon
July 30 th	Attended lunch meeting with David Becker, CPA, and audit team and debriefed FY 2014/2015 financial audit findings and recommendations
August 4 th	Participated in Belmont's National Night Out at Carlmont Shopping Center
August 5 th	Attended Belmont Chamber Breakfast Series meeting regarding Community Choice Aggregation for San Mateo County Met with development team for 576-600 El Camino Real in Belmont regarding MPWD provisions for project
August 6 th	Attended BAWSCA Water Management meeting in Foster City Observed onsite website posting training by John Davidson
August 12 th and 13 th	Hetch Hetchy system tour with BAWSCA management colleagues and SFPUC staff
August 14 th	Attended Zone 1 modeling meeting and follow-up discussion regarding project prioritization for amended FY 2015/2016 Capital Budget

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City) – September 3, 2015

HIA Meeting (Belmont) – September 3, 2015

CSDA Annual Conference (Monterey) – September 21-24, 2015

ACWA Fall Conference (Indian Wells) – December 1-4, 2015

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 23rd day of July 2015, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING ("CONSULTANT").

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

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

NOW, THEREFORE, the parties agree as follows:

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

2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services for FY 2015/2016 shall consist of public relations/outreach and MPWD website professional services outlined in the attached proposal identified as Exhibit A, and the related public relations/outreach printing services estimate attached as Exhibit B.

3. TERM.

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

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

4. COMPENSATION.

The CONSULTANT agrees to perform all of the professional services included in Section 2's Exhibit A for the not-to-exceed amount of \$40,800. Compensation shall be based upon the time devoted to the work by CONSULTANT at the hourly rate of \$85 hour.

CONSULTANT further agrees to coordinate the printing services identified in Section 2's Exhibit B for the estimated amount of \$25,000.

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

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

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

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

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

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

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

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

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

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

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

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

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

12. INSURANCE.

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

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

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

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

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

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

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

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

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

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

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

If to the CONSULTANT: John Davidson d/b/a
Jrocket77 Design & Marketing
829 Nottingham Drive
Redlands, CA 92373
ATTENTION: John Davidson

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

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

16. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

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

MID-PENINSULA WATER DISTRICT

JOHN DAVIDSON D/B/A
JROCKET77 DESIGN & MARKETING

By: _____


Tammy A. Rudock
General Manager

By: _____


John Davidson
Principal/Owner

APPROVED AS TO FORM:

By: _____

District Counsel



RE

Proposal for 2015-16 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

8.19.15 | Page 1 of 2

SCOPE OF SERVICES

JROCKET77 DESIGN & MARKETING shall provide the following services to MPWD during Fiscal Year 2015/2016:

1. Increased Drought and Water Conservation Marketing 24 hours
 - A. Continue marketing 20 WAYS TO SAVE 20% MPWD campaign (print and electronic media).
 - B. Monthly update of water conservation progress (water drop ad) on website and for local distribution as determined by staff.
 - C. Other items as directed by staff.
2. Public Relations and Outreach 120 hours
 - A. Annual press releases: Board reorganization by January 31st. Calendar Contest Winners by end of February. Completion of capital projects within 30 days of NOC.
 - B. Monthly bill stuffers as identified by MPWD.
 - C. Public service announcements and advertising within local news media (summer and winter campaigns).
 - D. Assist with customer survey campaign as directed by MPWD.
 - E. Other projects as directed by staff.
3. Publications 192 hours
 - A. Water rates notice by May 1st.
 - B. Annual CCR by July 1st.
 - C. Annual end-of-year newsletter by November 30th.
 - D. Preliminary ideas for creation of MPWD annual report.
 - E. Create FY 2016/2017 CIP informational brochure as identified by MPWD.
 - F. Create capital project brochures/FAQs as identified by MPWD.
 - G. Annual Water Conservation Calendar.
 - H. Other publications as directed by staff.
4. Promotional Items 24 hours
 - A. Graphic design and liaison work with 3rd-party vendors for refined logo on MPWD vehicles and at MPWD Dairy Lane location.
 - B. Graphic design and liaison work with 3rd-party vendor for promotional items as identified by MPWD (e.g., shower timers, shower buckets, water conservation banners).
 - C. Annual display signage and staff t-shirt design for community events for quick MPWD team identity and water conservation messaging.
 - D. Create employee service anniversary pins.
 - E. Other items as directed by staff.

SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

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



RE

Proposal for 2015-16 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

8.19.15 | Page 2 of 2

5. Branding and Identity Support 24 hours
- A. Continued consistent messaging and support of MPWD branding and identity within the MPWD service area and SF regional water system.
 - B. Annual printing of MPWD letterhead after confirmed Board reorganization by January 31st.
 - C. Business cards as needed.
 - D. Business envelopes as needed.
 - E. Ensure coordination of BAWSCA materials include MPWD branding and identity.
 - F. Other support as directed by staff.
6. Coordination of Replacement Bill Pay and New Customer Water Use Portal Access
on MPWD Website 24 hours
- A. Coordinate billing system upgrade and customer access after new financial management system implementation and transition.
 - B. Coordinate new AML and customer water use portal access.
7. Ongoing Website Design Strategy and Management 72 hours
- A. Manage website design for consistency.
 - B. Continue staff training as needed on document posting.
 - C. Maintain operation of and access to MPWD website.
 - D. Other website services as directed by staff.

Total annual 480 hours

Average monthly hours: 40. Hourly rate: \$85. Annual: \$40,800

These services shall be ongoing through MPWD FY 2015/2016 and managed by the General Manager.

Thank you,

A handwritten signature in black ink, appearing to be 'John T. Davidson', written over a horizontal line.

 SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

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

DBA



RE:

Estimated Costs for Printing Fiscal Year 2015/2016

Attn: Tammy Rudock, MPWD

8.19.15

PRINTING ESTIMATE

Proposal of costs for printing/production and mailhouse delivery services for MPWD during Fiscal Year 2015/2016:

Annual CCR, *Waterline* newsletters, envelopes for mailing campaigns, staff and BOD business cards, letterheads, water conservation annual report, annual student water conservation calendars, public service announcements, rebate program applications, bill stuffer messaging, shower timers, water buckets, dish squeegees, refrigerator magnets, event banners, displays, table cloths, EZ Up tents. Costs include tax and delivery.

..... Estimated: \$25,000

Thank you,

A handwritten signature in black ink, appearing to be "John T. Davidson".

SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

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





DATE: AUGUST 27, 2015

BY: CANDY PINA
ADMINISTRATIVE SERVICES MANAGER

**ADMINISTRATIVE SERVICES MANAGER'S REPORT
SUPPLEMENT TO MANAGER'S REPORT**

CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas, Misty Malczon, Laura Ravella: 08/04/15 – Participated in National Nights Out
- 2) Jeanette Kalabolas: 08/05/15 – Participated in the North Coast County Water District's Interview Panel
- 3) Jeanette Kalabolas, Misty Malczon: 08/05/15 – MPWD Website Training
- 4) Laura Ravella: 08/06/15 – "How to Boost Morale Through Communication" Webinar
- 5) Jeanette Kalabolas: 08/11/15 – "State of CA Changes to Outdoor Ordinance" Webinar
- 6) Laura Ravella: 08/21/15 – "Building Memory Skills" Webinar
- 7) Misty Malczon: 08/20/15 – Oversaw the removal of the large Ricoh Machine

FINANCIAL REPORTING:

- 1) Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 7/31/15	BALANCE 8/20/15
PETTY CASH	400	400
CASH DRAWER	200	200
WELLS FARGO CHECKING	\$ 66,287	\$ 271,158
LAIF	\$ 3,389,457	\$ 3,389,457
TOTAL	\$ 3,456,344	\$ 3,661,215

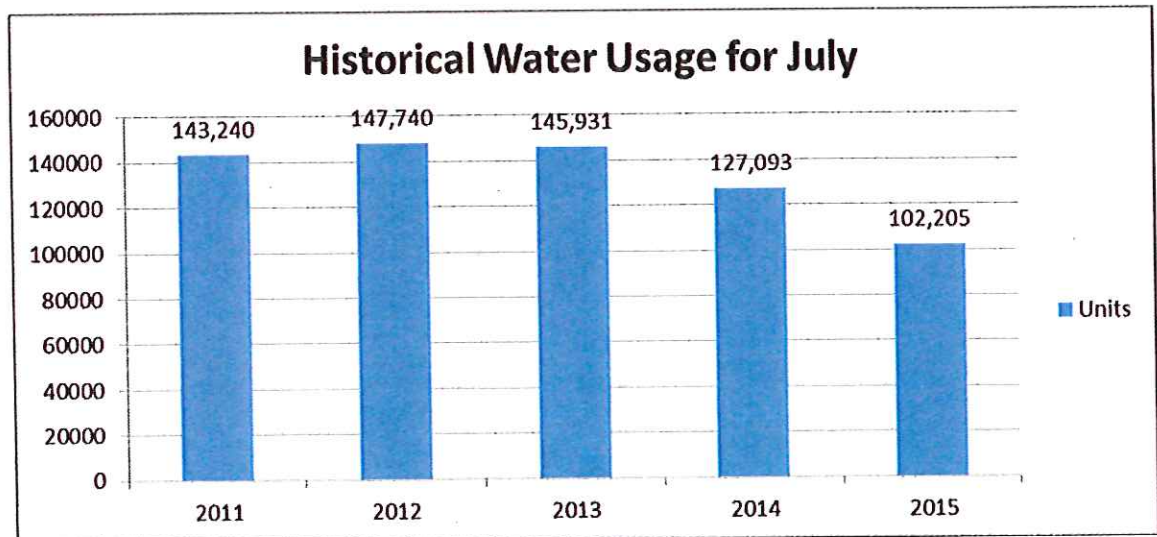
Month End Balance of PARS/OPEB for June 2015 (July 2015 report not yet received): \$432,917. An overall decrease in Net Earnings of \$4,354.38 reported.

2) Reserve Report:

RESERVES		
RESERVE ACCOUNT	BUDGET PER RESERVE POLICY	BALANCE @ 7/31/15
CAPITAL RESERVE	\$ 2,500,000	\$ 887,457
EMERGENCY RESERVE	\$ 2,000,000	\$ 2,000,000
WORKING CAPITAL RESERVE	\$ 500,000	\$ 500,000
TOTAL RESERVE	\$ 5,000,000	\$ 3,387,457

3) Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2015/2016					
Month	Total Units	Water Charges	Service Charges	Total Water Revenues	Misc Rev
JUL	102,202	655,215.69	174,717.33	829,933.02	1,223.75
TOTAL	102,202	655,215.69	174,717.33	829,933.02	1,223.75



	Aug 2015 Fiscal YTD	Aug 2014 Previous YTD	Aug 2015 Current Month	Aug 2014 Previous YR Month
Active Accounts	7,905	7,941	7,905	7,941
Bills Issued	7,905	7,941	7,905	7,941

TEAM BUILDING ACTIVITIES:

On August 27th, we will be celebrating Henry Young's 15-year anniversary with the District.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager 

DATE: August 27, 2015

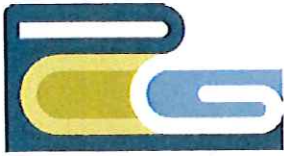
OPERATIONS REPORT

Projects:

- AMI: received a shipment of 42 large meters for Zone 1 commercial/industrial customers on August 12, 2015, and we received a shipment of some 290 water meters 1-inch and smaller on August 17. Staff will work their installation and integration into its work schedule and report out;
- SCADA Master Plan draft document: the draft is complete and undergoing staff review and comment;
- Programmed SCADA for the Hannibal and Exbourne Pump Stations so that default pumping to occur during "Off-Peak" hours; at the Ralston Regulator Station replaced the pressure transducer and edited SCADA logic to include the pressure reading;
- Order materials to build several automatic flushing valve devices to provide automatic flushing at several dead-ends – device uses a battery operated valve with a timer to open/close the gate valve and flush dead-end line;
- Initiated contact with 35 customers for the purpose of seeking sample sites at homes for conducting Lead and Copper Rule samples and testing; and
- Met with District Engineer and Staff to discuss the Zone 1 model calibration and the potential capital projects that evolve from information derived from the model.

Maintenance:

- Staff has been cleaning screens on larger meters, meters 2-inches and larger. The screens are an internal component of the meter. We have found that cleaning these screens as a part of annual maintenance ensures proper flow and accuracy through meter;
- During July staff exercised 91 water system valves in Zone 8 and we are continuing to exercise Zone 8 valves;



Pakpour Consulting Group, Inc.

MEMO

Agency: Mid-Peninsula Water District **Date:** August 18, 2015
Attn: Board of Directors
Project Name: Buckland Tank Driveway Replacement Project **Project No.** 10012.06
Reference: Project Update and Progress Payment No. 1
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

On May 15, 2015, the Mid-Peninsula Water District (District) awarded Stoloski and Gonzalez (SG) the Buckland Tank Driveway Replacement Project. The contract was executed on June 17, 2015 and a pre-construction meeting was held on June 4, 2015. The Notice to Proceed was issued for June 26, 2015.

The homeowners next to the tanks were notified and were very cooperative and understanding as they parked their vehicle on Buckland Avenue during construction.

The first day of construction was June 29, 2015 when SG began to remove the existing pavement and worked on the storm drain structure. Wood forms were set for the driveway during the week. The driveway was poured on July 2, 2015 prior to the 4th of July weekend.

The City of San Carlos inspected the driveway and signed off the permit on July 6, 2015. Homeowners were allowed to use the driveway the same day.

The project was deemed substantially complete on July 13, 2015 after no correction items were found. We followed up with the homeowners and both were very happy with the driveway and relief.

Change Order No. 1 (Sweeper and 3-in PVC Extension) and Final Summary

There were a total of two items added to the project per the attached change order (CO). These items are summarized below:

- On July 7, 2015 the project site needed to be cleaned from debris and rather than cleaning the site with water due to the drought, the District requested the contractor to provide a regenerate air sweeper. The cost of the sweeper was provided and paid on a time and material basis per the project specifications. The sweeper was on site on July 8, 2015 and cleaned Buckland Avenue to satisfaction of the District.
- On July 1, 2015 the 3-in storm drain had to be extended by an additional 15-ft to provide a positive drainage flow. This item was negotiated with SG and an agreement was reached with no major issues.

The total cost for CO No. 1 is \$1,132.50. The District reviewed and authorized the cost as shown on the attached progress payment.

Summarized below is an analysis of the change order with respect to the project's overall cost.

The change order increased the project cost by \$1,132.50 or 3.44 % of the original contract price. The project is below the standard 10% allowable variance cost in construction projects.

Change Order Description – Total	Total Amount	% Increase over Original Contract*	% of Total Change Order **
Owner requested changes	\$ 632.50	1.92 %	55.85 %
Unforeseen Site Conditions	NA	NA	NA
Plans & Specifications change orders	\$ 500.00	1.52 %	44.15 %
Other / Miscellaneous	NA	NA	NA
Total:	\$ 1,132.50**	3.44 %	100%

* Original Contract Amount: \$32,950.00

Project Schedule and Request for Progress Payment No. 1 - Project Acceptance and Retention Amount

As of end of July, the contractor has completed 100% percent of the contractual work (\$34,082.50).

With the final permit from the City of San Carlos and no pending items, we recommend the District acceptance of this project and the filling a Notice of Completion (NOC) with San Mateo County. A resolution has been prepared and attached to this package.

Enclosed please find Progress Payment No. 1 due SG for this period for \$32,378.50 (value of work minus 5 percent retention). The performed work to date has been satisfactory and payment is recommended.

Total retention held on this project is \$1,704.00 which will be released 25 calendar days after the NOC and after we verify that all vendors and subcontractors have been confirmed paid by SG with no pending liens.

	Current Month	Total	
Original Contract Amount		\$ 32,950.00	
Approved Change Orders	\$ 1,132.50	\$ 1,132.50	3.44%
Final Contract Amount		\$ 34,082.50	
Previously Paid	\$ 0.00	\$ 0.00	
Current Request (Less Retention)	\$ 32,378.50	\$ 32,378.50	
Retention	\$ 1,704.00	\$ 1,704.00	
Total Value of Work Completed	\$ 34,082.50	\$ 34,082.50	100%
Total Remaining on Contract		\$0.00	0%



Buckland Tank Drive
Replacement Project
Progress Payment No. 01
July 1, 2015 thru July 17, 2015



Bid Item	Description Original Contract	Original Contract Amount			Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	AC Driveway Removal, Clearing and Grading	LS	\$ 15,000.00	1	\$ 15,000.00	-	-	1	\$ 15,000.00	\$ 15,000.00	1	\$ 15,000.00	100%	0	\$ -	0%	1	\$ 15,000.00	100%
2	Concrete Driveway Approach	LS	\$ 2,900.00	1	\$ 2,900.00	-	-	1	\$ 2,900.00	\$ 2,900.00	1	\$ 2,900.00	100%	0	\$ -	0%	1	\$ 2,900.00	100%
3	Remove and Replace Concrete Curb and Gutter	LF	\$ 74.00	50	\$ 3,700.00	-	-	50	\$ 74.00	\$ 3,700.00	50	\$ 3,700.00	100%	0	\$ -	0%	50	\$ 3,700.00	100%
4	Remove and replace existing inlet	LS	\$ 4,500.00	1	\$ 4,500.00	-	-	1	\$ 4,500.00	\$ 4,500.00	1	\$ 4,500.00	100%	0	\$ -	0%	1	\$ 4,500.00	100%
5	Remove and Reconnect 8-in Storm Drain (CMP to PVC)	LF	\$ 100.00	8	\$ 800.00	-	-	8	\$ 100.00	\$ 800.00	8	\$ 800.00	100%	0	\$ -	0%	8	\$ 800.00	100%
6	3-in PVC Storm Drain	LF	\$ 100.00	16	\$ 1,600.00	-	-	21	\$ 100.00	\$ 2,100.00	21	\$ 2,100.00	100%	0	\$ -	0%	21	\$ 2,100.00	100%
7	Gate Valve Box	EA	\$ 400.00	1	\$ 400.00	-	-	1	\$ 400.00	\$ 400.00	1	\$ 400.00	100%	0	\$ -	0%	1	\$ 400.00	100%
8	Remove and Replace 4-in Transitional AC Paving	TON	\$ 450.00	9	\$ 4,050.00	-	-	9	\$ 450.00	\$ 4,050.00	9	\$ 4,050.00	100%	0	\$ -	0%	9	\$ 4,050.00	100%
	Change Order No 1 - Sweeper				1	\$ 632.50	\$ 632.50	1	\$ 632.50	\$ 632.50	1	\$ 632.50	100%	0	\$ -	0%	1	\$ 632.50	100%
	Contract Amount					\$1,132.50				\$84,082.50			100%		\$0.00	0%		\$34,082.50	100%
	Amount Earned																		
	Retention (5%)																		
	Amount Due																		
	Amount Remaining on Contract																		
	Amount Remaining on Contract																		
	Total Retention Being Held																		
	Total Pending Change Orders																		

Prepared By

JP

Justin Paupour, P.E.
District Engineer

Mid-Peninsula Water District
Buckland Tank Driveway Replacement Project
Project No. 10012.06

Change Order No. 1
Stoloski and Gonzalez, Inc. (SG)
July 14, 2015

Item No. 1 - Sweeper

On July 7, 2015, rather than cleaning the job site with water due to the drought, the District Engineer requested Stoloski and Gonzalez (SG) to provide a vacuum sweeper to clean up the debris at the entrance of the tank on Buckland Avenue. On July 8, 2015 SG provided a regenerated vacuum sweeper and cleaned the roadway to the satisfaction of the District. The cost for the sweeper was provided and reviewed for compliance to the project specifications on July 13, 2015.

Total Cost of Item No. 1 -	\$ 632.50
Total Increase of Working Days for Item No. 1 -	0 Day

Item No. 6 - 3-In PVC Storm Drain

On July 1, 2015 the linear footage of the 3-in storm drain was increased to provide a positive drainage to daylight slope.

The original contract amount for Bld Item No. 6 was <u>increased</u> by:	\$500.00
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Total Cost of Change Order No. 1:	\$ 1,132.50
Overall Increase of Working Days for Change Order No. 1	0 Day

Other Terms Remain In Effect

This Change Order No. 1 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 and 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.

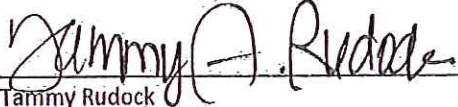
Signature Block

Prepared by:



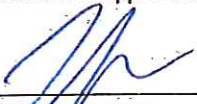
Victor Fung
Project Manager
Pakpour Consulting Group

Reviewed and Approved by:



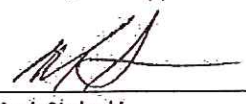
Tammy Rudock
General Manager
Mid-Peninsula Water District

Reviewed and Approved by:



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

Reviewed and Approved by:



Mark Stoloski
Project Manager
Stoloski and Gonzalez, Inc.

**Buckland Tank Driveway Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 29 thru July 13, 2015**



June 29, 2015 - Storm Drain Work



June 30, 2015 - Setting Grade

**Buckland Tank Driveway Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 29 thru July 13, 2015**



July 1, 2015 - Re-bars and Drain Box



July 2, 2015 - Concrete Pour of Driveway



Pakpour Consulting Group, Inc.

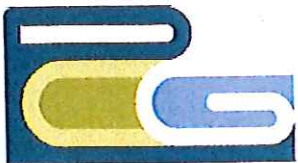
Buckland Tank Driveway Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 29 thru July 13, 2015



July 2, 2015 - Driveway Curb and Gutter



July 2, 2015 - Driveway Pour



Pakpour Consulting Group, Inc.

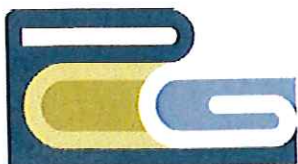
**Buckland Tank Driveway Replacement Project
Mid-Peninsula Water District, Belmont, CA
June 29 thru July 13, 2015**



July 13, 2015 - Driveway Final



June 26, 2015 - Driveway Before Construction



Pakpour Consulting Group, Inc.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2015-2016
SUMMARY**

DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/15 07/31/15	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 8.5%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,400,000	658,822	7,741,178	7.8%
FIXED SYSTEM CHARGES	2,443,780	172,587	2,271,193	7.1%
FIRE SERVICE CHARGES	14,400	1,224	13,176	8.5%
METER CHARGES	10,000	-	10,000	NA
SERVICE LINE & INSTALLATION CHARGES	25,000	-	25,000	NA
WATER SYSTEM CAPACITY CHARGES	200,000	-	200,000	NA
WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
TEMP CONSTRUCTION CONNECTION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS CHARGES	10,000	-	10,000	NA
INTEREST REVENUE - LAIF	10,000	1,136	8,864	11.4%
LEASE OF PHYSICAL PROPERTY	245,140	20,099	225,041	8.2%
PROPERTY TAX REVENUE	245,000	3,585	241,415	1.5%
TOTAL OPERATING REVENUE	11,623,320	857,452	10,765,868	7.4%
OPERATING EXPENDITURES				
SALARIES & WAGES	1,653,300	119,061	1,534,239	7.2%
PAYROLL TAXES & BENEFITS	1,141,017	81,756	1,059,261	7.2%
PURCHASED WATER	5,062,000	405,432	4,656,568	8.0%
CUSTOMER CREDIT CARD SERVICE FEES	114,638	9,010	105,628	7.9%
OUTREACH & EDUCATION	130,000	4,754	125,246	3.7%
M&R - OPS SYSTEM	364,215	4,584	359,631	1.3%
M&R - FACILITIES & EQUIPMENT	123,600	6,156	117,444	5.0%
MAJOR MAINTENANCE	32,000	700	31,300	2.2%
OFFICE SUPPLIES & EQUIPMENT	207,486	17,166	190,320	8.3%
MEMBERSHIP & GOV FEES	173,900	10,975	162,925	6.3%
BAD DEBT & CLAIMS	37,000	3,987	33,013	10.8%
UTILITIES	340,334	27,467	312,867	8.1%
PROFESSIONAL SERVICES	568,567	47,069	521,498	8.3%
TRAINING/TRAVEL & RECRUITMENT	54,140	1,687	52,453	3.1%
RESTRICTED EARNINGS	(10,000)	(1,136)	(8,864)	11.4%
RESERVES	61,123	-	61,123	NA
DEPRECIATION	870,000	79,368	790,632	9.1%
TOTAL OPERATING EXPENDITURES	10,923,320	818,036	10,105,284	7.5%
OPERATING REVENUE LESS EXPENDITURES	700,000	39,416	660,584	5.6%
NET TRANSFERS TO CAPITAL	(700,000)	(39,416)	(660,584)	5.6%
NET RESULTS OF OPERATIONS	-	-	-	

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED

					Target YTD % 8.5%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 07/31/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES	8,400,000	658,822	7,741,178	7.8%
4020	FIXED SYSTEM CHARGES	2,443,780	172,587	2,271,193	7.1%
4030	FIRE SERVICE CHARGES	14,400	1,224	13,176	8.5%
4040	METER CHARGES	10,000	-	10,000	NA
4050	SERVICE LINE & INSTALLATION CHARGES	25,000			NA
4060	WATER SYSTEM CAPACITY CHARGES	200,000			NA
4070	WATER DEMAND OFFSET CHARGES	10,000			NA
4080	TEMPORARY CONSTRUCTION CONNECTION CHARGES	10,000			NA
4090	MISCELLANEOUS CHARGES	10,000			NA
4000	TOTAL WATER AND FEE CHARGES	11,123,180	832,632	10,035,548	7.5%
4102	Interest Revenue- LAIF	10,000	1,136	8,864	11.4%
4100	INTEREST REVENUE	10,000	1,136	8,864	11.4%
4201	Lease of Physical Property	245,140	20,099	225,041	8.2%
4202	Property Tax Revenue	245,000	3,585	241,415	1.5%
4200	OTHER REVENUE	490,140	23,684	466,456	4.8%
4000	TOTAL OPERATING REVENUE	11,623,320	857,452	10,510,868	7.4%
6011	Salaries & Wages	1,546,900	113,109	1,433,791	7.3%
6012	Director Compensation	11,000	400	10,600	3.6%
6017	Capital Salaries & Wages	-	1,974	(1,974)	N/A
6010	GROSS REGULAR WAGES	1,557,900	115,483	1,442,417	7.4%
6017	CAPITAL SALARY & WAGES reversed	-	(1,974)	1,974	N/A
6021	Overtime Labor	58,300	2,829	55,472	4.9%
6022	Standby Labor	37,100	2,724	34,376	7.3%
6020	SUB-TOTAL SALARY & WAGES	1,653,300	119,061	1,534,239	7.2%
6031	FICA/Medicare PR Tax	126,477	7,968	118,509	6.3%
6038	ACWA Health Care	310,272	23,583	286,689	7.6%
6039	ACWA Dental	29,991	2,086	27,905	7.0%
6040	ACWA Vision	4,223	355	3,868	8.4%
6041	ACWA Life/AD&D	4,035	331	3,704	8.2%
6042	Standard LDL/SDL Disability	9,953	768	9,185	7.7%
6043	Workers' Comp Insurance	48,000	4,888	43,112	10.2%

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 07/31/15	REMAINING BALANCE/ (OVER BUDGET)	Target YTD %
					8.5%
					Y-T-D % OF BUDGET
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	250,706	17,690	233,016	7.1%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	847	(847)	N/A
6046	Retirees' ACWA Health Care	54,400	4,742	49,658	8.7%
6047	Directors' ACWA Health Care	105,060	8,473	96,587	8.1%
6049	Medical Reimbursement	2,500	43	2,457	1.7%
6050	Employee Service Recognition	3,000	-	3,000	NA
6051	Safety Incentive Program	7,200	600	6,600	8.3%
6052	Uniforms (A)	24,000	3,903	20,097	16.3%
6053	PARS OPEB Expense	160,200	6,325	153,875	3.9%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,141,017	82,603	1,058,414	7.2%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(847)	847	N/A
6000	PERSONNEL COSTS	2,794,317	200,817	2,593,500	7.2%
6101	SFPUC Treated Water	4,600,000	360,472	4,239,528	7.8%
6102	BAWSCA (Debt Service Surcharges)	462,000	38,438	423,562	8.3%
6103	Rates Stabilization	-	-	-	NA
6104	SFPUC Water Service Charge	-	6,522	(6,522)	N/A
6100	PURCHASED WATER	5,062,000	405,432	4,656,568	8.0%
6201	Customer Credit Card Service Fees	114,638	9,010	105,628	7.9%
6200	CUSTOMER CREDIT CARD SVS FEES	114,638	9,010	105,628	7.9%
6301	Water Conservation Program	25,000	2,150	22,850	8.6%
6302	School Conservation Program	15,000	-	15,000	NA
6303	Public Outreach & Education	40,000	1,120	38,880	2.8%
6305	HET Rebates	10,000	656	9,344	6.6%
6306	Washing Machine Rebates	15,000	-	15,000	NA
6307	Lawn-Be-Gone Rebates	20,000	828	19,172	4.1%
6308	Rain Barrel Rebates	5,000	-	5,000	NA
6304	TOTAL WATER CONSERVATION REBATES	50,000	1,484	48,516	3.0%
6300	OUTREACH/EDUCATION	130,000	4,754	125,246	3.7%
6401	Water Quality	65,000	456	64,544	0.7%
6402	Pumping	25,750	786	24,964	3.1%
6403	Storage Tanks	5,150	-	5,150	NA
6404	Mains/Distribution	154,500	2,425	152,075	1.6%
6405	Meters & Service	77,250	817	76,433	1.1%
6406	Fire Hydrants	15,965	-	15,965	NA
6407	Regulator Stations	10,300	99	10,201	1.0%
6408	Safety	10,300	-	10,300	NA
6400	M&R - OPS SYSTEMS	364,215	4,584	359,631	1.3%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

					Target YTD % 8.5%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 07/31/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6501	M&R-Buildings&Grounds	61,800	2,024	59,776	3.3%
6502	M&R- Equipment&Tools	20,600	1,167	19,433	5.7%
6503	M&R- Vehicles & Large Equipment	10,300	479	9,821	4.7%
6504	M&R - Fuel	30,900	2,486	28,414	8.0%
6500	M&R - FACILITIES & EQUIPMENT	123,600	6,156	117,444	5.0%
6601	Cathodic Protection Survey	-	700	(700)	NA
6602	Leak Detection Survey	32,000	-	32,000	NA
6600	MAJOR MAINTENANCE	32,000	700	31,300	2.2%
6701	Office Supplies (B)	10,300	1,937	8,363	18.8%
6702	Insurance- Liability/Vehicles	85,000	6,623	78,377	7.8%
6703	Bank Service Fees	546	-	546	NA
6704	Postage	5,150	28	5,122	0.5%
6705	Printing/Printing Supplies	24,710	2,004	22,706	8.1%
6706	Equipment Services/Maintenance	55,000	5,502	49,498	10.0%
6707	Computer Supplies & Upgrades	11,330	87	11,243	0.8%
6708	Security & Safety	15,450	985	14,465	6.4%
6709	Other Fees	-	-	-	NA
6700	OFFICE SUPPLIES & EQUIP	207,486	17,166	190,320	8.3%
6801	Dues & Publications	41,200	2,906	38,294	7.1%
6802	Gov't Fees & Licenses	30,000	160	29,840	0.5%
6803	BAWSCA Membership Assessments	61,800	5,609	56,191	9.1%
6804	Env Health - Cross Connection Inspection	30,900	2,300	28,600	7.4%
6805	Software License	10,000	-	10,000	NA
6800	MEMBERSHIP & GOV FEES	173,900	10,975	162,925	6.3%
6901	Bad Debt	7,000	-	7,000	NA
6902	Claims (C)	30,000	3,987	26,013	13.3%
6900	BAD DEBT & CLAIMS	37,000	3,987	33,013	10.8%
7001	Utilities-Internet/Cable (D)	4,244	572	3,672	13.5%
7002	Utilities-Cellular Telephones	14,853	792	14,061	5.3%
7003	Utilities-Electric-Pumping	275,834	22,255	253,579	8.1%
7004	Utilities-Electric-Bldgs&Grounds	24,401	2,097	22,304	8.6%
7005	Utilities-Telephones	13,792	1,211	12,581	8.8%
7006	Utilities-Sewer - NPDES	7,210	540	6,670	7.5%
7000	UTILITIES	340,334	27,467	312,867	8.1%
7101	Prof Serv - District Counsel (E)	106,000	16,094	89,907	15.2%
7102	Prof Serv - District Engineer	100,000	10,495	89,505	10.5%
7103	Prof Serv - IT	25,194	2,467	22,727	9.8%
7104	Prof Serv- Annual Finance Audit	20,000	1,000	19,000	5.0%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	17,510	687	16,823	3.9%

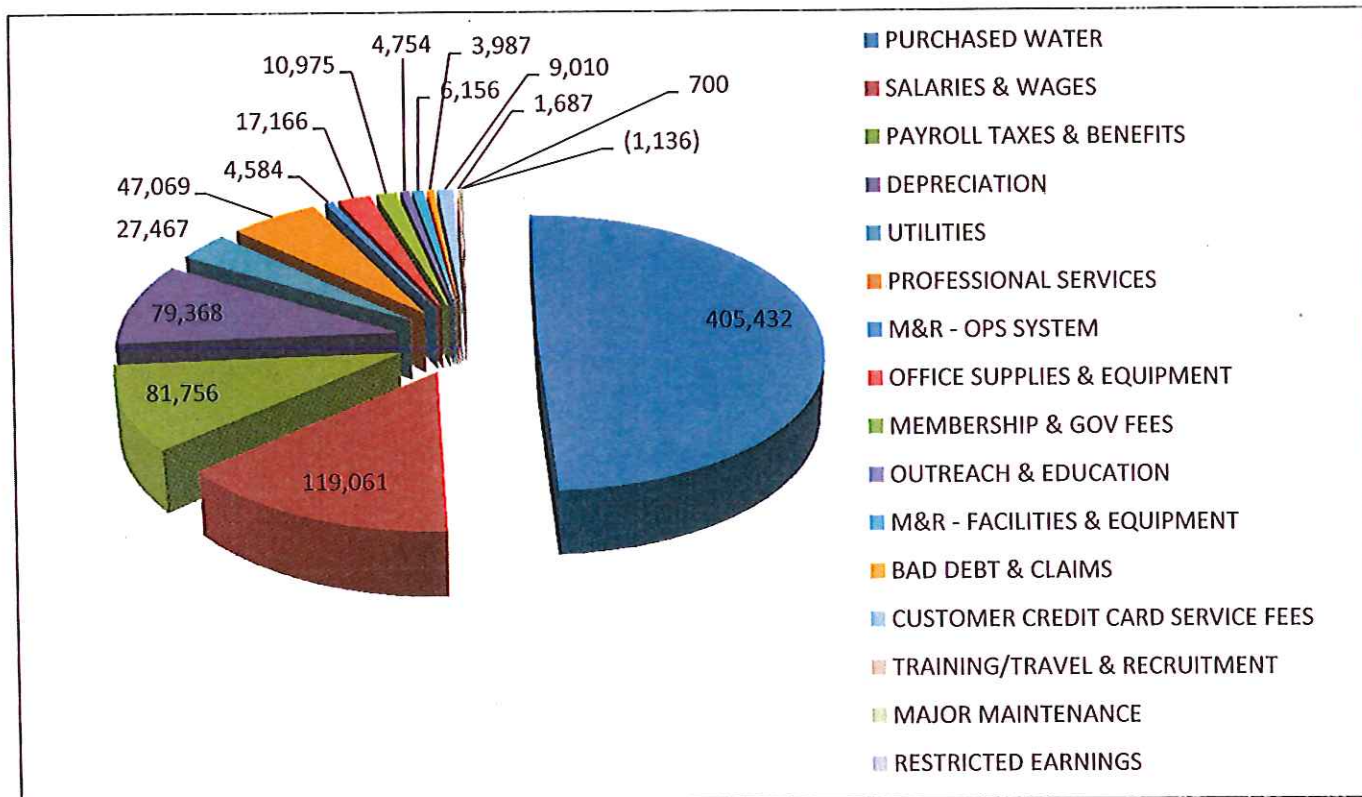
**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2015-2016
DETAILED**

					Target YTD % 8.5%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 07/31/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7107	Prof Serv- Customer Billing (F)	70,040	10,598	59,442	15.1%
7109	Prof Serv - Answering Svs	4,223	-	4,223	NA
7110	Prof Serv - Miscellaneous	222,000	5,428	216,572	2.4%
7111	Prof Serv - District Treasurer	3,600	300	3,300	8.3%
7100	PROFESSIONAL SERVICES	568,567	47,069	521,498	8.3%
7201	Director Travel	6,180	-	6,180	NA
7202	Director Expense	2,060	-	2,060	NA
7203	Elections	15,000	-	15,000	NA
7204	Employee Travel/Training	25,750	1,399	24,351	5.4%
7205	Meetings Expense	5,150	289	4,861	5.6%
7200	TRAINING & TRAVEL	54,140	1,687	52,453	3.1%
7302	Restricted Earnings Expense - Interest LAIF	(10,000)	(1,136)	(8,864)	11.4%
7300	RESTRICTED EARNINGS EXPENSE	(10,000)	(1,136)	(8,864)	11.4%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	61,123	-	61,123	NA
8000	RESERVES	61,123	-	61,123	NA
9010	DEPRECIATION	870,000	79,368	790,632	9.1%
SUB-TOTAL - OPERATING EXPENSES		8,129,003	617,219	7,511,784	7.6%
TOTAL OPERATING EXPENSES		10,923,320	818,036	10,105,284	7.5%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		700,000	39,416	660,584	5.6%

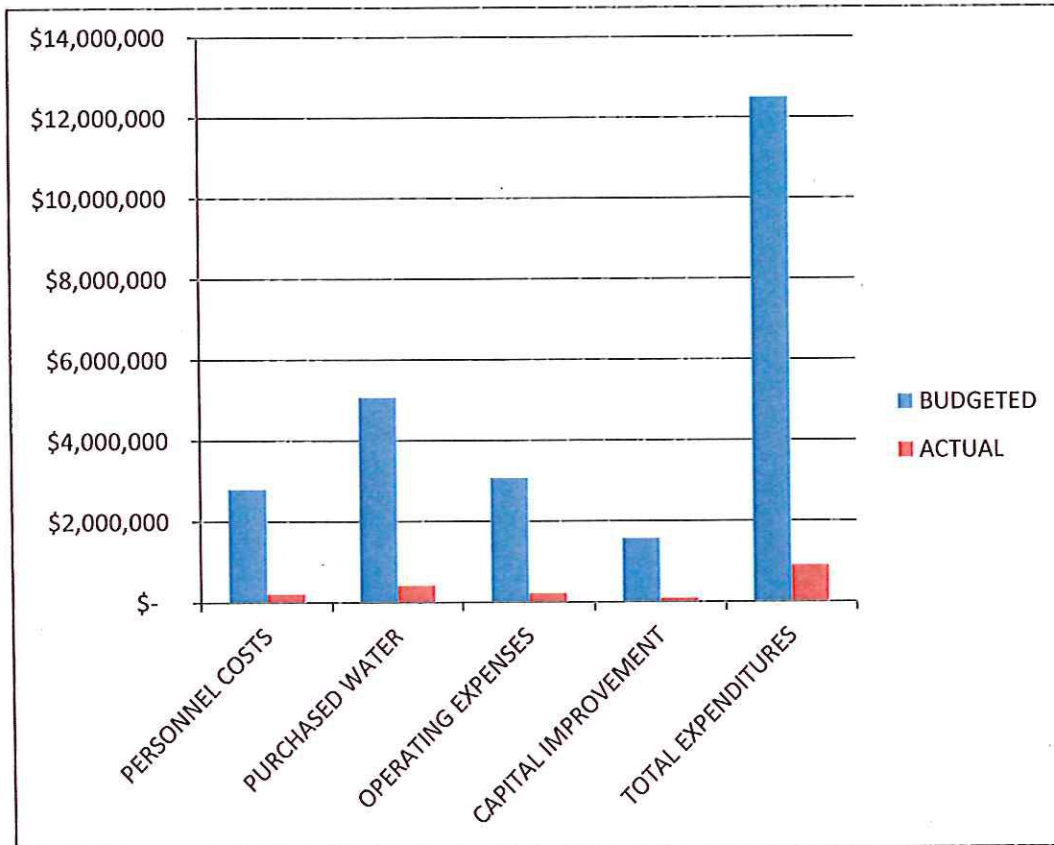
- (A) Annual work boots purchased for Operations staff \$2,215
- (B) FY 2014/2015 expenses included
- (C) FY 2014/2015 settled claim included
- (D) FY 2014/2015 Comcast expenses included
- (E) Internal Accrual for July 2015 \$5,000 included
- (F) 2014 Customer Confidence Reports (CCR) mailed

MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
07/31/15

	ACTUAL \$	% OF TOTAL
OPERATING EXPENDITURES		
PURCHASED WATER	405,432	49.6%
SALARIES & WAGES	119,061	14.6%
PAYROLL TAXES & BENEFITS	81,756	10.0%
DEPRECIATION	79,368	9.7%
UTILITIES	27,467	3.4%
PROFESSIONAL SERVICES	47,069	5.8%
M&R - OPS SYSTEM	4,584	0.6%
OFFICE SUPPLIES & EQUIPMENT	17,166	2.1%
MEMBERSHIP & GOV FEES	10,975	1.3%
OUTREACH & EDUCATION	4,754	0.6%
M&R - FACILITIES & EQUIPMENT	6,156	0.8%
BAD DEBT & CLAIMS	3,987	0.5%
CUSTOMER CREDIT CARD SERVICE FEES	9,010	1.1%
TRAINING/TRAVEL & RECRUITMENT	1,687	0.2%
MAJOR MAINTENANCE	700	0.1%
RESTRICTED EARNINGS	(1,136)	-0.1%
TOTAL OPERATING EXPENDITURES	818,036	100%



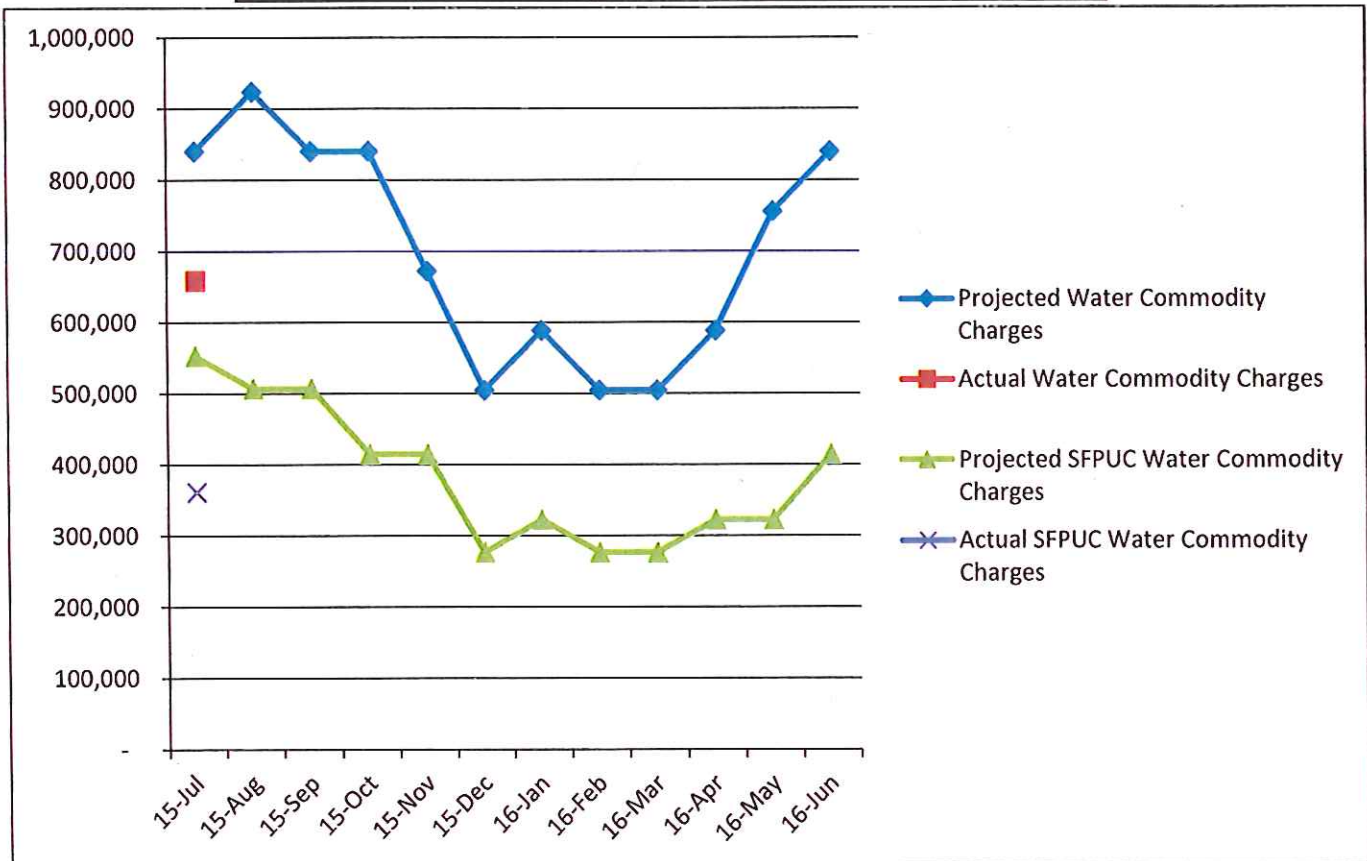
2014/2015 BUDGET vs ACTUAL TOTAL EXPENDITURES 07/31/15



	BUDGETED	ACTUAL	% OF TOTAL	% OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,794,317	\$ 200,817	22%	22%
PURCHASED WATER	\$ 5,062,000	\$ 405,432	41%	45%
OPERATING EXPENSES	\$ 3,067,003	\$ 211,787	25%	24%
CAPITAL IMPROVEMENT	\$ 1,570,000	\$ 83,081	13%	9%
TOTAL EXPENDITURES	<u>\$ 12,493,320</u>	<u>\$ 901,116</u>	<u>100%</u>	<u>100%</u>

WATER COMMODITY SALES & PURCHASE WATER ANALYSIS
MID-PENINSULA WATER DISTRICT
FY 2015/2016

Month	Projected Water Commodity Charges	Actual Water Commodity Charges	Projected SFPUC Water Commodity Charges	Actual SFPUC Water Commodity Charges
15-Jul	840,000	659,123	552,000	360,472
15-Aug	924,000		506,000	
15-Sep	840,000		506,000	
15-Oct	840,000		414,000	
15-Nov	672,000		414,000	
15-Dec	504,000		276,000	
16-Jan	588,000		322,000	
16-Feb	504,000		276,000	
16-Mar	504,000		276,000	
16-Apr	588,000		322,000	
16-May	756,000		322,000	
16-Jun	840,000		414,000	



**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2015-2016
CAPITAL OUTLAY/CAPITAL PROJECTS**

DESCRIPTION	APPROVED AMENDED FY 2015-2016 BUDGET \$	ACTUAL 7/1/2015 07/31/15	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
Alameda de las Pulgas Water Main Replacement Project - CIP	800,000	30,887	769,113	3.9%
Dekoven Tanks Structural and Seismic Evaluation - CIP	55,000	-	55,000	0.0%
AMI Meter Change Out Program	400,000	21,011	378,989	5.3%
SCADA Replacement Project	150,000	1,200	148,800	0.8%
Replacement Printer/Copier/Scanner	25,000	21,289	3,711	85.2%
Financial Management System (FMS) - Comprehensive	140,000	-	140,000	0.0%
CAPITAL OUTLAY/CAPITAL PROJECTS	1,570,000	74,387	1,495,613	4.7%
DEPRECIATION	870,000			
TRANSFER FROM OPS	700,000			
TRANSFER FROM CAPITAL RESERVES*	-	8,694		
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,570,000)			
NET RESULTS OF CAPITAL	-	8,694		

* FY 2014/2015 Carryover: Buckland Tanks Driveway Replacement

**MID-PENINSULA WATER DISTRICT
PREVIOUS YEAR COMPARISON**

	Jul 15	Jul 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	832,632.06	924,067.99	-91,435.93	-9.9%
4100 · INTEREST INCOME	1,135.81	919.45	216.36	23.53%
4200 · OTHER INCOME	23,683.77	29,491.15	-5,807.38	-19.69%
Total Income	857,451.64	954,478.59	-97,026.95	-10.17%
Expense				
6000 · PERSONNEL COSTS * See details below	200,817.27	158,275.44	42,541.83	26.88%
6100 · PURCHASED WATER	405,431.77	435,205.83	-29,774.06	-6.84%
6200 · CUSTOMER CREDIT CARD SVS FEES	9,009.97	5,933.43	3,076.54	51.85%
6300 · OUTREACH/EDUCATION	4,754.06	6,883.05	-2,128.99	-30.93%
6400 · M&R - OPS SYSTEMS	4,583.81	22,241.72	-17,657.91	-79.39%
6500 · M&R - FACILITIES & EQUIPMENT	6,155.84	6,857.02	-701.18	-10.23%
6600 · MAJOR MAINTENANCE	700.00	0.00	700.00	100.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	17,166.15	17,842.31	-676.16	-3.79%
6800 · MEMBERSHIP & GOV FEES	10,974.57	9,908.46	1,066.11	10.76%
6900 · BAD DEBT & CLAIMS	3,987.00	6,803.00	-2,816.00	-41.39%
7000 · UTILITIES	27,467.04	29,630.06	-2,163.02	-7.3%
7100 · PROFESSIONAL SERVICES	47,068.65	23,893.36	23,175.29	97.0%
7200 · TRAINING & TRAVEL	1,687.49	975.86	711.63	72.92%
Total Expense	739,803.62	724,449.54	15,354.08	2.12%
Net Ordinary Income	117,648.02	230,029.05	-112,381.03	-48.86%
Other Income/Expense				
Other Expense				
9000 · OTHER EXPENSE	79,368.04	69,449.07	9,918.97	14.28%
Total Other Expense	79,368.04	69,449.07	9,918.97	14.28%
7302 - RESTRICTED EARNINGS EXPENSE - INTEREST LAIF	-1,135.81	-919.45	-216.36	-24%
Total Restricted Earnings Expense	-1,135.81	-919.45	-216.36	-24%
Net Operating Surplus/(Loss)	39,415.79	161,499.43	-122,083.64	-76%

* PERSONNEL COSTS (detailed)

	Jul 15	Jul 14	\$ Change	% Change
6000 · PERSONNEL COSTS				
6010 · GROSS REGULAR WAGES				
6011 · Salaries & Wages	82,812.54	64,504.27	18,308.27	28.38%
6012 · Director Compensation	400.00	600.00	-200.00	-33.33%
6013 · Sick Leave	15,470.45	4,289.05	11,181.40	260.7%
6014 · Vacation	6,725.07	4,241.96	2,483.11	58.54%
6015 · Holiday	5,241.73	4,844.00	397.73	8.21%
6016 · Administrative	2,859.14	2,179.03	680.11	31.21%
Total 6010 · GROSS REGULAR WAGES (1)	113,508.93	80,658.31	32,850.62	40.73%
6020 · SALARY & WAGES				
6021 · Overtime Labor	2,828.50	2,972.11	-143.61	-4.83%
6022 · Standby Labor	2,723.72	2,032.21	691.51	34.03%
Total 6020 · SALARY & WAGES	5,552.22	5,004.32	547.90	10.95%
6030 · PAYROLL TAXES & BENEFITS				
6031 · FICA/Medicare PR Tax	7,968.42	6,810.40	1,158.02	17.0%
6038 · ACWA Health Care	23,583.01	24,768.83	-1,185.82	-4.79%
6039 · AWCA Dental	2,086.17	2,256.43	-170.26	-7.55%
6040 · ACWA Vision	355.14	344.25	10.89	3.16%
6041 · ACWA Life/AD&D	331.35	306.36	24.99	8.16%
6042 · Standard LDL/SDL Disability	768.10	609.35	158.75	26.05%
6043 · Workers Comp Insurance	4,887.98	4,745.80	142.18	3.0%
6045 · CALPERS Retirement - ER 2%@55	17,689.54	16,771.41	918.13	5.47%
6046 · Retirees' ACWA Health Care	4,741.61	6,414.19	-1,672.58	-26.08%
6047 · Directors' ACWA Health Care	8,473.38	8,427.23	46.15	0.55%
6049 · Medical Reimbursement	43.01	102.51	-59.50	-58.04%
6050 · Employee Service Recognition	0.00	0.00	0.00	0.0%
6051 · Safety Incentive Program (2)	600.00	425.00	175.00	41.18%
6052 · Uniforms (3)	3,903.41	631.05	3,272.36	518.56%
6053 · OPEB Expense (4)	6,325.00	0.00	6,325.00	100.0%
Total 6030 · PAYROLL TAXES & BENEFITS	81,756.12	72,612.81	9,143.31	12.59%
Total 6000 · PERSONNEL COSTS	200,817.27	158,275.44	42,541.83	26.88%

- (1) Exempt Staff had three July payrolls \$16,298; new management position and salary increases \$16,553
(2) Revised Safety Incentive Program from \$300 to \$500 per person (accrued each month)
(3) Annual work boots purchased for Operations staff \$2,215
(4) Accrued OPEB payment monthly