

### REGULAR MEETING BOARD OF DIRECTORS THURSDAY, SEPTEMBER 24, 2020 – 6:30PM

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

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

Public comments may be submitted via email to
District Secretary, Candy Pina, at <a href="mailto:candyp@midpeninsulawater.org">candyp@midpeninsulawater.org</a>.

Please indicate in your email the agenda item to which your comment applies.

Comments submitted before the meeting will be provided to the Board before or during the meeting.

Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

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

Meeting Link: <a href="https://global.gotomeeting.com/join/258347869">https://global.gotomeeting.com/join/258347869</a>
Dial by Telephone U.S. (Toll Free): 1-877-309-2073
Access Code: 258-347-869

## **AGENDA**

#### 1. OPENING

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

#### 2. PUBLIC COMMENT

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

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

#### 4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Brad Burwell, Maintenance Technician Service Retirement (16 Years of Service)
- B. Team Contributions on the Notre Dame Avenue, Cliffside Court, and Tahoe Drive Water Main Replacements, and Zone 5 Fire Hydrant Upgrades Project, and specifically:
  - 1. Rick Bisio, Lead Operator
  - 2. Michael Anderson, Operations Supervisor
  - 3. Brent Chester, Operations Supervisor
  - 4. Victor Fung, EIT, Pakpour Consulting Group, Inc.

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- C. Customer Survey Results from Notre Dame Avenue, Cliffside Court, and Tahoe Drive Water Main Replacements, and Zone 5 Fire Hydrant Upgrades Project
- D. Introduce and Welcome New Employees:
  - 1. Ron Okada, Administrative Assistant
  - 2. Victor Monge, Maintenance Technician
  - 3. Conor Killigrew, Maintenance Technician

#### 5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on July 23, 2020 (There was no MPWD Board Meeting in August)
- B. Approve Expenditures from July 18, 2020 through August 17, 2020 and Expenditures from August 18, 2020 through September 18, 2020
- C. Approve Resolution 2020-25 Authorizing Award of Construction Contract to D&D Pipelines, Inc., for Phase 1 of the SR101 Crossing Capital Project (#04-1621-CP Phase 1)—Water Main Installation at Sutter Bay Medical Foundation d/b/a Palo Alto Medical Foundation for Healthcare, Research and Education, San Carlos Center, in the amount of \$289,032, plus a 10% Contingency in the amount of \$29,000, for a Total Project Budget of \$318,032
- D. Approve Resolution 2020-26 Authorizing Amendment No. 1 to the Professional Services Contract with TRC Companies, Inc., for Additional Pre-Construction Services in the amount of \$50,040, for a total of \$68,400, related to the El Camino Real Water Main Replacement Capital Project #06-1621-CP
- E. Approve Resolution 2020-27 Authorizing a Professional Services Contract with Vector Vision, Inc., in the amount of \$35,000, plus a 10% Contingency of \$3,500, for a Total Budget of \$38,500 for the Project Management Services Related to the Demolition of the MPWD's Abandoned Pump Station Capital Project at 1510 Folger in Belmont, CA
- F. Approve Resolution 2020-28 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2020/2021

#### 6. **HEARINGS AND APPEALS - None**

#### 7. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2020-29 Approving MPWD Emergency Operations Plan
- B. Consider Resolution 2020-30 Authorizing the Commencement of Proceedings in connection with the Refunding of the MPWD's Outstanding Certificates of Participation (2016 Financing Project), Retaining a Municipal Advisor, Placement Agent, and Bond Counsel, and Directing Certain Actions with Respect Thereto
- C. Consider Resolution 2020-31 Authorizing a Water Service Agreement Between the MPWD and MP Firehouse Square Associates, LP, for a Mixed-Use Development located at 1300 El Camino Real in Belmont. CA

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- D. Consider Resolution 2020-32 Approving MPWD Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Program (PRSP) Funding Policy
- E. Consider and Approve Revised Request for Proposal for Professional Accounting Services and Optional District Treasurer Services, and Notice of Intention to Fill District Treasurer Vacancy
- F. Consider Resolution 2020-33 Approving the Revised MPWD Compensation Plan, including:
  - 1. Three (3) New Classification Descriptions for Assistant General Manager, Administrative Supervisor, and Management Analyst
  - 2. Revised Organizational Chart, and
  - 3. Revised Salary Charts Adding the Positions of Administrative Supervisor and Management Analyst for Represented Employees and Assistant General Manager for Unrepresented Employees
- G. Consider Resolution 2020-34 Authorizing the Temporary Part-Time Employment of Retired Annuitant Monique Madrid in Accordance with Government Code Sections 7522.56 and 21224 and Executive Order N-25-20
- H. Receive Progress Report from General Manager on MPWD 2019-2020 Strategic Plan
- Receive Update from General Manager on Actions Taken During COVID-19 Pandemic
- J. Receive BAWSCA Update

#### 8. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report supplemented by:
  - 1. Administrative Services Manager's Report
  - 2. Operations Manager's Report
  - 3. District Engineer's Report
- B. Financial Reports
  - 1. Month End July 31, 2020
  - 2. Month End August 31, 2020
  - 3. MPWD Annual Reimbursements Report for Fiscal Year 2019/2020 (pursuant to Government Code Section 53065.5)
  - 4. General Manager's Annual Report for Fiscal Year Ended June 30, 2020
- C. Director Reports

#### 9. COMMUNICATIONS

#### 10. CLOSED SESSION

A. Conference with Real Property Negotiators (Julie Sherman, District Counsel, and Tammy Rudock, General Manager) pursuant to Government Code Section 54956.8:

Property Location: APN 044-351-040, 1513 Folger Drive, in Belmont, CA

Owner: Mid-Peninsula Water District

Under Negotiation: Price and Terms of Contract

#### 11. RECONVENE TO OPEN SESSION

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#### 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 and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the District Secretary at (650) 591-8941 or candyp@midpeninsulawater.org. Requests must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NEXT REGULAR BOARD MEETING: THURSDAY, OCTOBER 22, 2020 AT 6:30PM

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#### Question 1 - MPWD completed this project with minimal inconvenience to you:

Positive - Strongly Agree or Agree 90%

Neutral 5%

Negative - Disagree or Strongly Disagree 5%

#### Question 2: MPWD staff and our contractor acted in a professional and courteous manner:

Positive - Strongly Agree or Agree 92%

Neutral 8%

Negative - Disagree or Strongly Disagree 0%

#### Question 3 - The project areas were left in a better condition than we arrived:

Positive - Strongly Agree or Agree 77%

Neutral 21%

Negative - Disagree or Strongly Disagree 3%

# Question 4 - How would you rate our performance compared to other government or private utilities (for example City, County, State, PG&E, Comcast, etc):

Positive - Much Better or Better 79%
Same 15%
Negative - Worst or Much Worst 5%

Total Responses Received: 39

Total Mailed Out: 238

Returned as Undeliverable 0

Response Rate: 16%

Mailed out: Sunday, August 2, 2020

Results as of: Wednesday, September 9, 2020

Question 1 - MPW	D com	pleted t	his project with n	ninimal i	nconvei	nience to you:									Total this	question
Strongly Agree	24	62%	Agree	11	28%	Neutral	2	5%	Disagree	2	5%	Strongly Disagree	0	0%	39	100%
Question 2 - MPW	D staff	and our	contractor acted	d in a nro	ıfession	al and courteous	manner								Total this	question
•									5.		00/	G. 1 5:		00/		•
Strongly Agree	27	69%	Agree	9	23%	Neutral	3	8%	Disagree	0	0%	Strongly Disagree	0	0%	39	100%
Question 3 - The p	roject	areas w	ere left in a bette	r conditi	on than	we arrived:						T			Total this	question
Strongly Agree	16	41%	Agree	14	36%	Neutral	8	21%	Disagree	0	0%	Strongly Disagree	1	3%	39	100%
Question 4 - How w	ould yo	ou rate o	ur performance co	ompared	to other	government or pri	ivate util	ities (foi	example City, Cou	nty, Stat	e, PG&I	E, Comcast, etc):			Total this	question

Question 4 - How would you rate our performance compared to other government or private utilities (for example City, County, State, PG&E, Comcast, etc):									Total this	question						
Much Better	11	28%	Better	20	51%	Same	6	15%	Worst	2	5%	Much Worst	0	0%	39	100%

Total Responses Received: 39 Total Mailed Out: 238 Returned as Undeliverable: 0 16% Response Rate:

Mailed out: Sunday, August 2, 2020

Results as of: Wednesday, September 9, 2020

#### Comments:

Thanks for providing a great service!

The traffic control was great, our streets are hills, many without sidewalks which makes getting around more challenging, detour signs could use a little more information

Streets were blocked off much longer than was communicated and on different dates

Thank you everyone!

Better communication would be good, like a mailer like this before the project starts. Regular emails to a mailing list too

I meant to write the water board members and tell them how impressed I was, now this takes care of it, these folks were really thoughtful and accommodating. No one wants the street in front of their house to be torn up, but these folks made it easy for me as they could. (name provided), 40 year long Belmont resident and former planning commissioner.

Reduce your fees, it does not make sense to pay twice as much for water than PG&E (Survey questions not answered)

No improvement needed. You did an excellent job!! Very nice people doing the work.

Thanks for the fix!

I do not have experience with other agencies.

Staff was generally polite and courteous. There was one day my driveway was blocked without prior notice. Worksite was left very clean and they even replaced the pavers around my water meter

Good nature men are always a plus

Nothing! You guys are great!

The new tar on he street appears to be of poor quality

Friendly crews every time I've encountered them, thanks!

The road is in worst shape than it started. You did not coordinate w other agencies when doing road work, i.e. "touch once" my water pressure sucks and has been worse since you installed the new meter. Poor water conservation programs.

1 REGULAR MEETING 2 OF THE BOARD OF DIRECTORS 3 OF THE MID-PENINSULA WATER DISTRICT 5 July 23, 2020 6 Belmont, California 7 8 DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE 9 PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-10 25-20 AND N-29-20, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE 11 RALPH M. BROWN ACT. 12 13 MEMBERS OF THE PUBLIC COULD NOT ATTEND THIS MEETING IN PERSON. 14 Board members, staff, and the public participated remotely. 15 16 A public comment submit option was available via email to 17 District Secretary, Candy Pina, at candyp@midpeninsulawater.org. 18 No public comments were received. 19 20 1. OPENING 21 A. Call to Order: 22 The regular teleconference meeting of the Mid-Peninsula Water District Board of 23 Directors was called to order by Vice President Schmidt at 6:30PM. 24 25 B. Establishment of Quorum: 26 PRESENT: Directors Schmidt, Wheeler, Warden and Vella. 27 28 President Zucca was absent. 29 30 A quorum was present. 31 32 ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, 33 Administrative Services Manager and Board Secretary Candy Pina, District Engineer Joubin 34 Pakpour and District Counsel Julie Sherman. 35 36 2. PUBLIC COMMENT 37 None. 38 39 3. AGENDA REVIEW: ADDITION/DELETIONS AND PULLED CONSENT ITEMS 40 None. 41 42 4. ACKNOWLEDGEMENTS/PRESENTATIONS 43 None. 44 45 5. CONSENT AGENDA 46 Consent agenda items 5.B. and 5.C. were pulled for additional discussion. 47 48 A. Approve Minutes for the Board Meeting on June 25, 2020 49 B. Approve Expenditures from June 17, 2020 through July 17, 2020

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

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

Director Schmidt noted a typographical error on line 114 and requested that the sentence be amended to include the word "followed" at the end of the sentence. He also inquired about the San Mateo County Environmental Health charge on the July 2020 Accounts Summary Report. General Manager Rudock advised that this is the annual charge for our cross connection control program administered by the County of San Mateo.

Administrative Services Manager Pina also commented on the new Accounts Payable Transactions by Account formatting.

Director Vella moved to approve Consent Agenda Items 5.A. through 5.D. Director Warden seconded. Roll call vote was taken and they were unanimously approved.

#### 6. HEARINGS AND APPEALS

None.

# 7. MPWD FY 2016-2021 Capital Improvement Program and 2016 COP (Certificates of Participation) Financing

- A. Receive Semi-Annual Reports on 2016 COP Financing through June 30, 2020:
  - 1. Financial Reconciliation Report; and
  - 2. Capital Project Fund Report, Presented by Dan Bergmann of IGService

Administrative Services Manager Pina shared details about the Financial Reconciliation Report she provided.

Dan Bergmann reviewed highlights from the Capital Project Fund Report as of June 30, 2019 and an open Board discussion followed.

#### 8. REGULAR BUSINESS AGENDA

A. Receive 2019/2020 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities, Presented by John Davidson of JRocket77 Graphic Design and Marketing

General Manager Rudock introduced John Davidson and he reported on the civic pay portal, MPWD publications, marketing, the annual water conservation calendar contest, website progress and the future addition of the Novus Agenda platform.

Director Vella asked how publication information staff provides is verified and checked for accuracy and he also inquired about viewership numbers. General Manager Rudock advised that it is collective staff effort to contribute content and that management confirms before posting. She also commented on website hit calculations and readership spacing of communications and a brief Board discussion followed on cost analysis and

value to customers. John Davidson and staff shared their roles in the process and coordination efforts as well.

Director Schmidt inquired about the total number of customers with Home Water Use Accounts and staff shared that they would look into this and report back on the total. He also asked about the press release articles and the process involved and General Manager Rudock explained the distribution process and provided a list of the District's local media contacts.

Director Warden commented on the newsletter and placement of the customer portal on the home page for easier access.

 B. Approve Resolution 2020-23 Authorizing a 2.2% Living Wage Adjustment to Salary Ranges for All MPWD Personnel Classifications, effective August 1, 2020 General Manager Rudock provided background details and reviewed the CPI Bureau of Labor statistics analysis provided. She also discussed the salary schedule exhibit provided in the Board packet.

Director Vella moved to approve Resolution 2020-23 Authorizing a 2.2% Living Wage Adjustment to Salary Ranges for All MPWD Personnel Classifications, effective August 1, 2020. Director Warden seconded. Roll call vote was taken and it was unanimously approved.

# C. Discuss District Treasurer Vacancy and Revised Draft Request for Proposal for District Treasurer and Accounting Services

General Manager Rudock reported on existing Board member contracts, scope of services and candidate(s) qualifications sections of the RFP, the sample professional services agreement, and DRAFT notice of intention to fill vacancy provided.

Director Schmidt commented on the accounting services and treasurer options description tables provided in the DRAFT RFP. An open Board discussion followed and direction was given that staff makes the changes discussed and bring the item back for further discussion in September.

Director Wheeler asked that the first sentence on page 84 of the DRAFT RFP under section H, Terms of Contract be changed to read more clearly and General Manager Rudock confirmed staff and District Counsel would look into and edit accordingly.

D. Receive Update from General Manager Regarding Actions taken During COVID-19 Pandemic and Consider Resolution 2020-24 Authorizing an Extension through October 22, 2020 of the General Manager's Authority to take Necessary Actions for Continued Operations of the MPWD due to the Covid-19 Declared Emergency General Manger Rudock reported no change or action taken since the last report update provided in July. She acknowledged expiration of the adopted COVID-19 Resolution 2020-07 and staff's recommendation for extension and shared she would like to take the opportunity to consider and discuss further some things with the MPWD Employee Association that have been brought to her attention as a result of the Pandemic.

Director Warden moved to approve Resolution 2020-24 Authorizing an Extension through October 22, 2020 of the General Manager's Authority to take Necessary Actions

for Continued Operations of the MPWD due to the COVID-19 Declared Emergency. Director Vella seconded. Roll call vote was taken and it was unanimously approved.

#### E. Receive BAWSCA Update

 Director Vella reported on highlights from the BAWSCA Board meeting last week and General Manager Rudock commented on the proposed Los Vaqueros Reservoir Expansion Project and the Water Service Agreement Amendment related to minimum purchase requirements currently under review.

#### 9. MANAGER AND BOARD REPORTS

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# A. General Manager's Report, Including Quarterly Water Conservation Activities Report (First and Second Quarters) General Manager Rudock reported on contract executions, the election documents, and

the 1510 Folger Drive encroachment resolution and fence installation.

Director Vella inquired about the potential of soil giving way in one particular section and asked if drainage was installed. General Manager Rudock confirmed there is no threat of

# 1. Supplemented by Administrative Services Manager's Report

 Administrative Services Manager Pina reported on the June increase in water use and the CalPERS UAL payment.

General Manager Rudock also commented on the uptick in June water use and the stay-at-home practice as the potential reason for the spike.

### 2. Supplemented by Operations Manager's Report

soil erosion and proper drainage was installed.

 Operations Manager Ramirez reported on USA totals, hydrant maintenance, valve turning, water quality, new development, water conservation and Demand Projections provided to BAWSCA.

Director Schmidt asked if the FY2020-2021 Water Conservation Campaign that was postponed due to COVID-19 per staff's report would resume post-pandemic and General Manager Rudock confirmed that it would.

#### 3. District Engineer's Report

 District Engineer Pakpour reported on current projects out to bid.

#### B. Financial Reports

# 1. Month End June 30, 2020

 Administrative Services Manager Pina reported on a number of items on the Preliminary Budget and Capital FY2019-2020 Summary reports provided.

## C. Director Reports

 Director Wheeler reported that he would be attending the virtual ACWA JPIA conference next week along with General Manager Rudock.

 Director Vella commented on the benefit of having installed AMI meters in place prior the COVID-19 pandemic.

201	Director Warden reported on the City of Belmont's Local Reinvestment and Recovery
202	Measure on the Council Agenda and scheduled for vote next week.
203	
204	Director Schmidt asked how the virtual Board meetings and the platform used are
205	publicized to the general public. An open Board discussion followed and direction was
206	given that staff place a direct meeting link in the agenda for the public to access.
207	
208	10. COMMUNICATIONS
209	None.
210	
211	11. ADJOURNMENT
212	The meeting was adjourned at 9:04 PM.
213	
214	
215	
216	
217	DISTRICT SECRETARY
218	
219	APPROVED:
220	
221	
222	
223	BOARD PRESIDENT

# Accounts Payable

## Checks by Date - Summary by Check Date

User: candyp

Printed: 9/18/2020 9:02 AM



or No Vendor Name Check Date	Check Amount
A5661 ACWA JPIA 07/21/2020	13,053.90
60197 AT&T 60197 07/21/2020	82.46
SCA BAY AREA WATER SUPPLY & CONSER 07/21/2020	302.00
NETT BENNETT MARINE UTILITY, LLC. 07/21/2020	2,285.00
S CINTAS CORPORATION 07/21/2020	823.14
NITE GRANITE ROCK, INC. 07/21/2020	137.24
IEDEPC HOME DEPOT 07/21/2020	320.83
GSOMA LYNGSO GARDEN MATERIAL INC 07/21/2020	34.96
ROMOI METRO MOBILE COMMUNICATIONS 07/21/2020	228.00
E PG&E CFM/PPC DEPT 07/21/2020	7,611.56
LOTT ROBERT PICCOLOTTI 07/21/2020	42.97
NDINS STANDARD INSURANCE COMPANY 07/21/2020	1,297.16
PFORD STEPFORD BUSINESS, INC. 07/21/2020	640.00
TRONI SUBTRONIC CORPORATION 07/21/2020	7,200.00
IDSON JOHN T. DAVIDSON OR DBA JRocket77 07/21/2020	4,796.75
TSMAN WILLIAMS SCOTSMAN 07/21/2020	583.16
HOLD SPRINGBROOK HOLDING COMPANY 1 07/21/2020	3,599.00
Total for 7/21/2020:	43,038.13
1896 PITNEY BOWES 371896 07/22/2020	1,000.00
Total for 7/22/2020:	1,000.00
PERS CALPERS 07/23/2020	147,870.00
PERS CALPERS 07/23/2020	56,075.00
Total for 7/23/2020:	203,945.00
THJON INGRID WORTHJONAS 07/27/2020	166.06
Total for 7/27/2020:	166.06
A5661 ACWA JPIA 07/29/2020	26,026.74
ANDSC BAY POINTE LANDSCAPE 07/29/2020	12,670.00
CAST COMCAST 07/29/2020	330.36
CASTB COMCAST BUSINESS 07/29/2020	636.48
HCOMI HACH COMPANY INC 07/29/2020	2,067.71
IGRE CONOR KILLIGREW 07/29/2020	30.97
ALEEN KORALEEN ENTERPRISES 07/29/2020	817.25
INAJE JESUS MOLINA 07/29/2020	2,200.00
HECEN OCCUPATIONAL HEALTH CENTERS O: 07/29/2020	96.50
DFFIC PACIFIC OFFICE AUTOMATION 07/29/2020	1,198.40
OCK TAMMY RUDOCK 07/29/2020	69.99
FORD STEPFORD BUSINESS, INC. 07/29/2020	13,703.30
BERLI TIMBERLINE TREE SERVICE, INC. 07/29/2020	8,150.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
36035	VERIZON	VERIZON WIRELESS	07/29/2020	881.20
101001	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	07/29/2020	6,785.04
101032	WFBUSRR	WELLS FARGO-OM	07/29/2020	1,185.35
			*,,.	
			Total for 7/29/2020:	76,849.29
101007	CALPERS	CALPERS	07/31/2020	8,093.56
101008	CALPERS	CALPERS	07/31/2020	1,034.56
101009	healtheq	Health Equity	07/31/2020	750.84
101010	ICMACONT	ICMA contributions	07/31/2020	2,542.81
101011	ADPPAYRL	adp	07/31/2020	41,940.37
101012	ADPPAYRL	adp	07/31/2020	20,241.39
101013	CALPERS	CALPERS	07/31/2020	4,110.57
101013	CALPERS	CALPERS	07/31/2020	372.75
101014	HEALTHEQ	Health Equity	07/31/2020	342.00
101013	ICMACONT	ICMA contributions	07/31/2020	2,834.62
101010	ADPPAYRL	adp	07/31/2020	15,900.40
101017	ADPPAYRL	adp	07/31/2020	7,470.30
101018		aup Health Equity	07/31/2020	56.05
101019	HEALTHEQ AUTHNETG	AUTHNET GATEWAY	07/31/2020	30.00
101020	AUTHNETO	AUTHNET GATEWAT	07/31/2020	
			Total for 7/31/2020:	105,720.22
36036	UB*00474	SUZANNE CAMPANILE	08/04/2020	706.68
36037	UB*00471	KELSEY FOX	08/04/2020	74.48
36038	UB*00473	ARTHUR KALMEYER	08/04/2020	15.87
36039	UB*00472	DE ZHENG XU	08/04/2020	443.67
36040	ACWA5661	ACWA JPIA	08/04/2020	41,454.14
36041	ANWITAB	ANWITA BIOSCIENCES	08/04/2020	1,295.99
36042	ATT60197	AT&T 60197	08/04/2020	941.70
36043	EQUIPMEN	BUS & EQUIPMENT REPAIR	08/04/2020	1,463.57
36044	CARQUEST	CARQUEST AUTO PARTS	08/04/2020	195.44
36045	CHENGKAT	KATY CHENG	08/04/2020	85.25
36046	CINTS	CINTAS CORPORATION	08/04/2020	519.78
36047	COMCAST	COMCAST	08/04/2020	296.33
36048	GEHRELSJ	JASON GEHRELS	08/04/2020	1,464.49
36049	GRANITE	GRANITE ROCK, INC.	08/04/2020	2,466.19
36050	HOMEDEPC	HOME DEPOT	08/04/2020	396.26
36051	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	08/04/2020	104.88
36052	LICHTCAT	CATHERINE LICHT	08/04/2020	85.25
36053	MNGWATEF	MANAGEWATER CONSULTING,INC	08/04/2020	5,440.00
36054	NGUYENVI	VIET KHOI NGUYEN	08/04/2020	143.00
36055	OFFICEDE	OFFICE DEPOT, INC.	08/04/2020	565.19
36056	PACFIRE	PACIFIC FIRE SAFE	08/04/2020	630.70
36057	PACOFFIC	PACIFIC OFFICE AUTOMATION	08/04/2020	949.96
36058	PG&E	PG&E CFM/PPC DEPT	08/04/2020	18,468.06
36059	PRECISE	PRECISE, INC.	08/04/2020	764.29
36060	PRECPOWD	PRECISION POWDER COATING	08/04/2020	300.00
36061	RMORGAN	RAY MORGAN COMPANY	08/04/2020	281.89
36062	EBADISA2	EBADI SASSAN	08/04/2020	274.78
36063	SEACONST	SEA CONSTRUCTION, INC.	08/04/2020	2,333.70
36064	STEPFORD	STEPFORD BUSINESS, INC.	08/04/2020	1,400.00
36065	SUBTRONI	SUBTRONIC CORPORATION	08/04/2020	12,000.00
36066	TMOBILE	T-MOBILE	08/04/2020	31.40
36067	VALLEYOL	VALLEY OIL COMPANY	08/04/2020	723.33
36068	VANGUARE	VANGUARD CLEANING SYSTEMS, IN	08/04/2020	385.00
36069	WES-VIAB	WES - VIA BUILDERS, INC.	08/04/2020	85.25

Check No	Vendor No	Vendor Name	Check Date	Check Amount
36070	WONGMAT	MATTHEW WONG	08/04/2020	3,418.51
36071	YIJIE	ЛЕ ҮІ	08/04/2020	2,033.35
101002	BADGERMI	BADGER METER	08/04/2020	1,010.45
101003	DFS	DOCUMENT FULFILLMENT SERVICES	08/04/2020	195.25
101004	SFWATER	SAN FRANCISCO WATER DEPT	08/04/2020	611,131.60
101005	SFPUCWAT	SFPUC WATER QUALITY	08/04/2020	1,675.00
101006	SPRIHOLD	SPRINGBROOK HOLDING COMPANY I	08/04/2020	3,592.00
101074	MERCHAN1	MERCHANT	08/04/2020	0.56
101075	AUTHNETG	AUTHNET GATEWAY	08/04/2020	30.00
			Total for 8/4/2020:	719,873.24
101076	ADPPRFEE	ADP Payroll Fees	08/07/2020	644.20
			Total for 8/7/2020:	644.20
101077	CLIENTSV	Client Analysis Svs Charge	08/11/2020	3,456.38
			Total for 8/11/2020:	3,456.38
36074	AAARENT	AAA RENTALS	08/13/2020	1,210.00
36075	AIRGAS	AIRGAS, LLC	08/13/2020	172.32
36076	ATT60197	AT&T 60197	08/13/2020	41.22
36077	BISIO	RICK BISIO	08/13/2020	121.94
36078	UB*00475	JOHN BRANDT	08/13/2020	729.71
36079	CARQUEST	CARQUEST AUTO PARTS	08/13/2020	126.20
36080	CHBULLTO	CHBULL TOOLS & EQUIPMENT	08/13/2020	1,038.23
36081	CITYBELM	CITY OF BELMONT	08/13/2020	3,372.00
36082	GOTSAFE	GOTSAFETY	08/13/2020	585.00
36083	GRANITE	GRANITE ROCK, INC.	08/13/2020	843.14
36084	HOMEDEPC	HOME DEPOT	08/13/2020	201.38
36085	INTERGAS	Interstate Gas Services, Inc.	08/13/2020	1,600.00
36086	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	08/13/2020	483.33
36087	NAPAAUTO	NAPA AUTO PARTS	08/13/2020	104.45
36088	RNIEHAUS	ROBERT D. NIEHAUS, INC.	08/13/2020	2,471.25
36089	OFFICEDE	OFFICE DEPOT, INC.	08/13/2020	261.42
36090	PACOFFIC	PACIFIC OFFICE AUTOMATION	08/13/2020	77.43
36091	RMORGAN	RAY MORGAN COMPANY	08/13/2020	2,656.85
36092	RECOLOGY	RECOLOGY SAN MATEO	08/13/2020	718.88
36093	RESTORCO	RESTORATION MANAGEMENT COMP.	08/13/2020	3,764.54
36094	RANDB	ROBERTS & BRUNE CO. INC.	08/13/2020	4,151.83
36095	STEPFORD	STEPFORD BUSINESS, INC.	08/13/2020	720.00
36096	STEVCRKQ	STEVENS CREEK QUARRY, INC.	08/13/2020	139.35
36097	SUBTRONI	SUBTRONIC CORPORATION	08/13/2020	5,760.00
36098	VALLEYOL	VALLEY OIL COMPANY	08/13/2020	1,319.13
36100	HASSETTH	HASSETT HARDWARE	08/13/2020	372.97
36101	ONEWORKI	ONE WORKPLACE	08/13/2020	20,672.59
101033	BADGERM1	BADGER METER	08/13/2020	5,260.53
101034	DFS	DOCUMENT FULFILLMENT SERVICES		2,467.98
101035	HANSONBR	HANSON, BRIDGETT	08/13/2020	5,570.00
101036	LIFTOFFD	LIFTOFF DIGITAL	08/13/2020	225.00
101037	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/13/2020	12,816.50
101038	REDWING	RED WING SHOE STORE, INC.	08/13/2020	1,335.12
101039	SPRIHOLD	SPRINGBROOK HOLDING COMPANY I	08/13/2020	3,696.00
			Total for 8/13/2020:	85,086.29

				11
Check No	Vendor No	Vendor Name	Check Date	Check Amount
101045	CALPERS	CALPERS	08/14/2020	4,110.57
101046	CALPERS	CALPERS	08/14/2020	372.75
101047	HEALTHEQ	Health Equity	08/14/2020	242.00
101048	ICMACONT	ICMA contributions	08/14/2020	2,834.62
101049	ADPPAYRL	adp	08/14/2020	21,825.87
101050	ADPPAYRL	adp	08/14/2020	10,027.12
101051	CALPERS	CALPERS	08/14/2020	700.00
			Total for 8/14/2020:	40,112.93
101052	CALPERS	CALPERS	08/15/2020	8,084.91
101053	CALPERS	CALPERS	08/15/2020	1,081.98
101054	HEALTHEQ	Health Equity	08/15/2020	550.84
101055	ICMACONT	ICMA contributions	08/15/2020	624.64
101056	ADPPAYRL	adp	08/15/2020	40,831.49
101057	ADPPAYRL	adp	08/15/2020	18,835.36
101071	BANKMTO1	Bankcard Mtot Disc	08/15/2020	71.85
101072	BANKMTO1	Bankcard Mtot Disc	08/15/2020	346.84
101073	BANKMT01	Bankcard Mtot Disc	08/15/2020	4,405.74
			Total for 8/15/2020:	74,833.65
			Report Total (146 checks):	1,354,725.39

# Accounts Payable

## Checks by Date - Summary by Check Date

User: candyp

Printed: 9/18/2020 9:01 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
1154	BEYAZ&PA	BEYAZ & PATEL, INC.	08/21/2020	7,040.00
1155	HYDROSCI	HYDROSCIENCE ENGINEERS INC.	08/21/2020	520.00
1156	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/21/2020	39,476.95
1157	VALICOOP	VALI COOPER & ASSOCIATES, INC.	08/21/2020	2,520.00
36102	ATT60197	AT&T 60197	08/21/2020	86.67
36103	COMCAST	COMCAST	08/21/2020	330.36
36104	GRANITE	GRANITE ROCK, INC.	08/21/2020	896.99
36105	MICHAELI	CHRIS MICHAELIS	08/21/2020	66.41
36106	RAYMORG <i>E</i>	RAY MORGAN COMPANY	08/21/2020	282.25
36107	PACOFFIC	PACIFIC OFFICE AUTOMATION	08/21/2020	204.30
36108	PG&E	PG&E CFM/PPC DEPT	08/21/2020	705.67
36109	PIT71896	PITNEY BOWES 371896	08/21/2020	67.73
36110	PRECISE	PRECISE, INC.	08/21/2020	4,500.00
36111	SUBTRONI	SUBTRONIC CORPORATION	08/21/2020	6,240.00
36112	UNDSVSAL	UNDERGROUND SERVICE ALERT	08/21/2020	1,133.92
101040	DFS	DOCUMENT FULFILLMENT SERVICES	08/21/2020	205.31
101041	SCOTSMAN	WILLIAMS SCOTSMAN	08/21/2020	583.16
101042	SPRIHOLD	SPRINGBROOK HOLDING COMPANY 1	08/21/2020	32,485.00
101043	WFBUSCAR	WELLS FARGO -GM	08/21/2020	12,822.88
101044	WFBUSRR	WELLS FARGO-OM	08/21/2020	1,022.06
			Total for 8/21/2020:	111,189.66
101078	WFBUSRR	WELLS FARGO-OM	08/26/2020	1,500.00
			Total for 8/26/2020:	1,500.00
36114	A-1RENTA	A-1 TRUCK & EQUIPMENT RENTAL	08/27/2020	105.00
36115	ATT60197	AT&T 60197	08/27/2020	897.04
36116	BAIRDTRK	BAIRD TRUCKING INC.	08/27/2020	1,980.00
36117	CGUHLENB	C G UHLENBERG LLP	08/27/2020	57.75
36118	COASTCOU	COAST COUNTIES TRUCK & EQUIPMI		22.35
36119	COMCAST	COMCAST	08/27/2020	296.35
36120	COMCASTB	COMCAST BUSINESS	08/27/2020	636.67
36121	FASTSIGN	FASTSIGNS	08/27/2020	1,012.88
36122	GLOBALSU	GLOBAL SUN LANDSCAPE	08/27/2020	561.00
36123	GRANITE	GRANITE ROCK, INC.	08/27/2020	1,115.48
36124	HOMEDEPC	HOME DEPOT	08/27/2020	10.64
36125	NORTHSAF	NORTHERN SAFETY CO. INC.	08/27/2020	306.40
36126	PG&E	PG&E CFM/PPC DEPT	08/27/2020	7,225.66
36127	PINA	CANDY PINA	08/27/2020	100.00
36128	PIRTEKSL	PIRTEK SAN LEANDRO	08/27/2020	163.10
36129	PROFORMA	PROFORMA GRAPHICS, INC.	08/27/2020	4,413.29
36130	RANDB	ROBERTS & BRUNE CO. INC.	08/27/2020	1,608.71
36131	STANDINS	STANDARD INSURANCE COMPANY	08/27/2020	1,301.65
36131	STEPFORD	STEPFORD BUSINESS, INC.	08/27/2020	1,400.00
36133	SUBTRONI	SUBTRONIC CORPORATION	08/27/2020	5,280.00

36135 VE	ALLEYOL ERIZON	VALLEY OIL COMPANY	08/27/2020	1,691.81
	ERIZON			1,071.01
		VERIZON WIRELESS	08/27/2020	870.96
36136 XI	IOINC	XIO, INC.	08/27/2020	528.00
101058 SF	FWATER	SAN FRANCISCO WATER DEPT	08/27/2020	616,051.60
			Total for 8/27/2020:	647,636.34
101059 CA	ALPERS	CALPERS	08/28/2020	4,110.57
	ALPERS	CALPERS	08/28/2020	372.75
	CMACONT	ICMA contributions	08/28/2020	5,334.62
	EALTHEQ	Health Equity	08/28/2020	242.00
	DPPAYRL	adp	08/28/2020	20,921.64
	DPPAYRL	adp	08/28/2020	7,950.94
			Total for 8/28/2020:	38,932.52
101065 CA	ALPERS	CALPERS	08/31/2020	8,082.07
	ALPERS	CALPERS	08/31/2020	1,081.98
	EALTHEQ	Health Equity	08/31/2020	550.84
	EMACONT	ICMA contributions	08/31/2020	1,249.64
	DPPAYRL		08/31/2020	50,400.79
	DPPAYRL	adp adp	08/31/2020	21,663.77
			Total for 8/31/2020:	83,029.09
2/127 DA	A IDDTDI/	DAIDD TRUCKING ING	00/02/2020	000.00
	AIRDTRK	BAIRD TRUCKING INC.	09/03/2020	960.00
	AWSCA	BAY AREA WATER SUPPLY & CONSER		18,332.00
	INTS	CINTAS CORPORATION	09/03/2020	963.44
	RANITE	GRANITE ROCK, INC.	09/03/2020	1,364.91
	OMEDEPC	HOME DEPOT	09/03/2020	633.34
	NGWATEF	MANAGEWATER CONSULTING,INC	09/03/2020	3,272.50
	FFICEDE	OFFICE DEPOT, INC.	09/03/2020	55.51
	G&E	PG&E CFM/PPC DEPT	09/03/2020	17,766.39
	ANDB	ROBERTS & BRUNE CO. INC.	09/03/2020	3,014.92
	MENVIRN	SAN MATEO CO. ENVIRO. HEALTH	09/03/2020	283.00
	CHAAFWE	SCHAAF & WHEELER	09/03/2020	3,890.00
	TEVCRKQ	STEVENS CREEK QUARRY, INC.	09/03/2020	136.80
	MOBILE	T-MOBILE	09/03/2020	31.40
	ANGUARE	VANGUARD CLEANING SYSTEMS, INC		385.00
	FIOFCAL	BFI of CALIFORNIA INC OX MTN. LA		4,715.06
	AMESMAR PCECRFT	JAMES MARTA & COMPANY SHELIA MOZAYYENY INTERIOR DESI	09/03/2020 09/03/2020	5,000.00 1,000.00
			Total for 9/3/2020:	61,804.27
	mm co.4.c =	.T.O.T. (040.	00/40/2020	
	ГТ60197	AT&T 60197	09/10/2020	44.19
	PLANDSC	BAY POINTE LANDSCAPE	09/10/2020	3,250.00
	ENNETT	BENNETT MARINE UTILITY, LLC.	09/10/2020	2,135.00
	GUHLENB	C G UHLENBERG LLP	09/10/2020	526.75
	ARQUEST	CARQUEST AUTO PARTS	09/10/2020	8.73
	ARALLON	FARALLON HOA	09/10/2020	5,693.00
	RANITE	GRANITE ROCK, INC.	09/10/2020	803.84
	OMEDEPC	HOME DEPOT	09/10/2020	7.47
	TRTRAF	INTERSTATE TRAFFIC CONTROL INC	09/10/2020	1,375.50
36160 M&	&MBACK	M&M BACKFLOW & METER MAINTER	09/10/2020	12,657.19
36161 RN	NIEHAUS	ROBERT D. NIEHAUS, INC.	09/10/2020	6,475.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
36162	PENBLDG	PENINSULA BUILDING MATERIALS	09/10/2020	255.17
36163	RANDB	ROBERTS & BRUNE CO. INC.	09/10/2020	2,087.01
36164	PACWEST	SONITROL / PACIFIC WEST SECURITY		1,866.00
			Total for 9/10/2020:	37,184.85
36165	ACWA5661	ACWA JPIA	09/18/2020	46,900.58
36166	ATT60197	AT&T 60197	09/18/2020	106.49
36167	GRANITE	GRANITE ROCK, INC.	09/18/2020	2,471.30
36168	HASSETTH	HASSETT HARDWARE	09/18/2020	8.76
36169	HOMEDEPC	HOME DEPOT	09/18/2020	835.96
36170	OFFICEDE	OFFICE DEPOT, INC.	09/18/2020	1,353.71
36171	PACOFFIC	PACIFIC OFFICE AUTOMATION	09/18/2020	383.07
36172	PG&E	PG&E CFM/PPC DEPT	09/18/2020	7,649.96
36173	PIT71896	PITNEY BOWES 371896	09/18/2020	89.02
36174	RMORGAN	RAY MORGAN COMPANY	09/18/2020	2,484.00
36175	RECOLOGY	RECOLOGY SAN MATEO	09/18/2020	718.88
36176	RANDB	ROBERTS & BRUNE CO. INC.	09/18/2020	28,530.35
36177	SMELECTR	SAN MATEO ELECTRIC SUPPLY	09/18/2020	16.71
36178	SUBTRONI	SUBTRONIC CORPORATION	09/18/2020	9,120.00
36179	UB*00478	ANGELA ANDERSON	09/18/2020	54.56
36180	UB*00486	NADIA BOZ	09/18/2020	25.00
36181	UB*00476	MIA ERBEZNIK	09/18/2020	56.61
36182	UB*00473	ARTHUR KALMEYER	09/18/2020	15.87
36183	UB*00482	SRINIVAS NEGINHAL	09/18/2020	35.27
36184	UB*00489	NICOLE POLKOWSKI	09/18/2020	62.07
36185	UB*00481	ROBYN PORTER	09/18/2020	26.20
36186	UB*00480	MATTHEW RIDGE	09/18/2020	25.00
36187	UB*00477	JACK SAFRA	09/18/2020	26.97
36188	UB*00488	SCOTT SCHLESINGER	09/18/2020	65.79
36189	UB*00484	MONIQUE SHERMAN-HANNIGAN	09/18/2020	74.48
36190	UB*00485	DEREK TANG	09/18/2020	123.66
36191	UB*00479	TUCKER TAYLOR	09/18/2020	57.10
36192	UB*00483	W.L. BUTLER INC.	09/18/2020	2,356.64
36193	UB*00480	MATTHEW RIDGE	09/18/2020	9.33
36194	UB*00487	LISA WALKER	09/18/2020	25.00
36195	ASKARITO	TONY ASKARI	09/18/2020	85.25
36196	CAMPOBEL	CARLO CAMPOBELLO JR	09/18/2020	1,080.30
36197	FALLAHAM	MAYA FALLAHA	09/18/2020	85.25
36198	GATTUSOD	DAVID GATTUSO	09/18/2020	1,154.01
36199	KAISERCO	COLLEEN KAISER	09/18/2020	2,923.47
36200	TMW&ASS(	TMW ASSOCIATES	09/18/2020	85.25
101086	AIRGAS	AIRGAS, LLC	09/18/2020	172.32
101087	BFIOFCAL	BFI of CALIFORNIA INC OX MTN. LA	09/18/2020	2,023.17
101088	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	09/18/2020	4,375.21
101089	DFS	DOCUMENT FULFILLMENT SERVICES	09/18/2020	2,649.81
101090	HANSONBR	HANSON, BRIDGETT	09/18/2020	2,611.50
101091	LIFTOFFD	LIFTOFF DIGITAL	09/18/2020	112.50
101092	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	09/18/2020	3,613.26
101093	REDWING	RED WING SHOE STORE, INC.	09/18/2020	1,324.14
101094	SPRIHOLD	SPRINGBROOK HOLDING COMPANY I	09/18/2020	3,741.00
			Total for 9/18/2020:	129,744.78

Check No Vendor No Vendor Name Check Date 15
Check Amount

Report Total (133 checks):

1,111,021.51



#### AGENDA ITEM NO. 5.C.

DATE: September 24, 2020

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

Joubin Pakpour, P.E., District Engineer

SUBJECT: APPROVE RESOLUTION 2020-25 AUTHORIZING AWARD OF

CONSTRUCTION CONTRACT TO D&D PIPELINES, INC. FOR PHASE 1 OF THE SR101 CROSSING CAPITAL PROJECT (#04-1621-CP PHASE 1)—WATER MAIN INSTALLATION AT SUTTER BAY MEDICAL FOUNDATION d/b/a PALO ALTO MEDICAL FOUNDATION FOR HEALTHCARE, RESEARCH AND EDUCATION, SAN CARLOS CENTER IN THE AMOUNT OF \$289,032, PLUS A 10% CONTINGENCY IN THE AMOUNT OF

\$29,000, FOR A TOTAL PROJECT BUDGET OF \$318,032

#### **RECOMMENDATION**

Approve Resolution 2020-25.

#### **FISCAL IMPACT**

Original 2020 CIP Construction Estimate (#15-72-A)	\$400,000
2020 Engineer's Estimate	\$332,600
Lowest Responsible Bid Plus 10% Contingency Total Project Budget	\$289,032 \$ <u>29,000</u> \$318,032

Pakpour Consulting Group will provide construction management and District staff will provide inspection services for the construction project. The pipeline's construction will have a 60-day construction window. Funding for the entire cost of the Project is budgeted and will come from the 2016 Certificates of Participation (COP).

#### DISCUSSION

Initially, capital project 04-1621-CP was described by the District Engineer, in project description #15-72, as a new pipeline constructed on PAMF property in an easement, a pipeline tunneling underneath SR101, and finally this pipeline turning north on

Shoreway Road until it connected to an existing water main near Cormorant Drive. Capital project 04-1621-CP was split into two phases when it was learned an existing 54-inch sewer force main under Shoreway Road was to be abandoned by 2023 making the District's new pipeline on Shoreway Drive a more simpler and safer construction project.

Phase 1 of capital project 04-1621-CP was engineered to construct a new 12-inch DIP water main in an easement on the northern boundary of the PAMF site to the location of a future crossing of SR101, about 700 feet. The work includes associated tie-ins, appurtenances, anode test stations, and roadway restoration.

The form of the contract for D&D Pipelines, Inc. of San Anselmo, CA to construct the pipeline is the same form that has been used now for several capital construction projects.

District Engineer, Joubin Pakpour, P.E., will lead the discussion for this project. His detailed report of the bids is attached.

Attachments: Resolution 2020-25

Contract for Construction for CIP 04-1621-CP-Phase 1

Pakpour Consulting Group, Inc., Recommendation of Award dated September 9, 2020

BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:	STAFF D	IRECTION:	
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	

#### **RESOLUTION NO. 2020-25**

AUTHORIZING AWARD OF CONSTRUCTION CONTRACT
TO D&D PIPELINES, INC., FOR PHASE 1 OF THE SR101 CROSSING
CAPITAL PROJECT (#04-1621-CP PHASE 1)—WATER MAIN INSTALLATION
AT SUTTER BAY MEDICAL FOUNDATION d/b/a PALO ALTO MEDICAL
FOUNDATION FOR HEALTHCARE, RESEARCH AND EDUCATION, SAN
CARLOS CENTER, IN THE AMOUNT OF \$289,032,
PLUS A 10% CONTINGENCY IN THE AMOUNT OF \$29,000,
FOR A TOTAL PROJECT BUDGET OF \$318,032

\* \* \*

#### MID-PENINSULA WATER DISTRICT

WHEREAS, the District solicited competitive bids for Phase 1 of the SR101 Crossing at the PAMF Site Water Main Improvements, #04-1621-CP Phase 1; and

**WHEREAS**, in response to the District's solicitation, six (6) construction firms submitted bids: and

WHEREAS, based on review of these bids by the District Engineer, District staff, and District Counsel, staff recommends that the contract be awarded to D&D PIPELINES, INC., whose bid meets all the requirements of the specification documents and has been determined to be the lowest responsive and responsible bidder.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Mid-Peninsula Water District hereby:

1. Awards a contract for construction for Phase 1 of the SR101 Crossing at the PAMF Site Water Main Improvements, 04-1621-CP-Phase 1 to D&D PIPELINES, INC., in the amount of \$289,032; and

- 2. Authorizes a 10% project contingency in the amount of \$29,000 for a total project budget of \$318,032; and
- 3. Authorizes the General Manager to execute a contract on behalf of the District with D&D PIPELINES, INC., in full conformity with the terms and conditions of this Resolution, the bid and the specification documents.

REGULARLY PASSED AND ADOPTED this 24th day of September 2020, by the following vote.

AYES:
NOES:
ABSTENTIONS:
ABSENCES:

Board President

ATTEST:



September 9, 2020

10012.21

Board of Directors Mid-Peninsula Water District 3 Dairy Lane Belmont, CA 94002

Subject:

SR101 Crossing at Palo Alto Medical Foundation (PAMF) Water Main

Improvements - Phase 1

Bid Results and Award Recommendation Mid-Peninsula Water District (MPWD)

Dear Board Members,

The Mid-Peninsula Water District (District) held a bid opening on August 27, 2020 at 2:00 pm for the State Route 101 Crossing at Palo Alto Medical Foundation (PAMF) Water Main Improvements - Phase 1 project (Capitol Improvement Project Number 15-72A). The District received six bids out of eleven prospective eligible bidders. They are listed in ascending order based on the lowest total bid price:

	<u>Bidders</u>	<u>Total Bid Price</u>
1	D&D Pipelines, Inc.	\$ 289,032.00
2	Mitchell Engineering	\$ 299,236.00
3	Stoloski & Gonzalez, Inc.	\$ 308,745.00
4	McGuire & Hester	\$ 362,933.00
5	Pacific Underground Construction, Inc.	\$ 379,604.00
6	West Valley Construction	\$ 468,294.00
	Engineer's Estimate	\$ 332,600.00

The apparent low bidder for the project is D&D Pipelines, Inc. (D&D) with a bid of \$289,032.00, which is \$43,568.00 (13.1%) lower than the Engineer's Estimate. We reviewed D&D's bid documents and found them in conformance with the project's minimum qualifications. We contacted several listed references at the Marin Municipal Water District, The Presidio Trust



(County of San Francisco), Town of Yountville, and Almonte Sanitary Sewer District (Mill Valley) and received positive feedback.

#### Comparison of 2020 CIP Budget vs Bids Received (Actual)

Original 2020 CIP Construction Estimate: (15-72A)	\$ 400,000.00
2020 Engineers Estimate:	\$ 332,600.00
D&D's Total Bid Price:	\$ 289,032.00

D&D's total bid is \$110,968.00 (27.7%) lower than the original 2020 CIP budget.

Over the recent years, we have observed yearly increases close to 20% with one or two bidding contractors and in some cases no bidders at all. The timing and the interest of this project is a change from previous years related to the project size and unpredictable impacts to the bidding climate associated with the County's Covid-19 Shelter-In-Place requirements. The District got a wide selection of contractors around the Bay Area from San Anselmo to San Jose, and from Half Moon Bay to Alameda. This could be a sign of change in the current economic climate and possibly a downward turn of available private development projects leading to lower bid prices on future projects.

#### **Bid Analysis**

Enclosed please find the Bid Analysis and Bid Checklist for bids received on August 27, 2020 with the cost breakdown for each contractor's bid items and a checklist of the bid documents.

D&D has been in business for over 16 years with experience in construction work similar to this project. D&D has successfully completed water main related projects with the City of Antioch, City of Daly City, City of Milpitas, City of Pittsburg, and City of Pleasanton. D&D has experience with the installation of ductile iron pipe and has installed several thousand feet over various contracts with The Presidio Trust on numerous projects from 2015 to 2019. In speaking with the various references, all had positive feedback for the installation of both ductile iron and polyvinyl chloride (PVC) pipe water main projects.



Based on our analysis, we recommend the Board of Directors authorize contract award to D&D Pipelines, Inc. in the amount of *\$289,032.00* as the lowest, responsive and responsible bidder.

Very truly yours,

Pakpour Consulting Group, Inc.

Joubin Pakpour, P.E. District Engineer

**Enclosures:** 

Bid Analysis August 27, 2020 Bid Opening (1 page) Bid Checklist August 27, 2020 Bid Opening (1 page)

#### Note to Contractors:

This staff recommendation will be presented to the Board of Directors at the MPWD Board Meeting to be held on Thursday, September 24, 2020.

Pursuant to General Provision G3.08, any protest of the staff recommendation for award of contract must be submitted within 48 hours of your receipt of this letter (i.e. by Friday, September 11, 2020 at 12:00 PM).

cc: Tammy Rudock, Mid-Peninsula Water District, via email <a href="mailto:tammyr@midpeninsulawater.org">tammyr@midpeninsulawater.org</a>
Rene Ramirez, Mid-Peninsula Water District, via email <a href="mailto:RRamirez@midpeninsulawater.org">RRAMIREA@midpeninsulawater.org</a>
Michael Anderson, Mid-Peninsula Water District, via email <a href="mailto:MikeA@midpeninsulawater.org">MikeA@midpeninsulawater.org</a>
Dennis McElligott, D&D Pipelines, Inc., via email <a href="mailto:dennism@ddpipelines.com">dennism@ddpipelines.com</a>
Bobby Martin, Mitchell Engineering, via email <a href="mailto:bengineering.com">bengineering.com</a>
Mark Stoloski, Stoloski and Gonzalez, Inc., via email <a href="mailto:mstoloski@stoloskigonzalez.com">mstoloski@stoloskigonzalez.com</a>
Nile Sensabaugh, McGuire and Hester, via email <a href="mailto:nsensabaugh@mcquireandhester.com">nsensabaugh@mcquireandhester.com</a>
Thad Corbett, Pacific Underground Construction, via email <a href="mailto:tcorbett@pacifiunderground.com">tcorbett@pacifiunderground.com</a>

Mahlon Rice, West Valley Construction, via email mrice@wvcc.com



## Mid-Peninsula Water District

# SR101 Crossing at Palo Alto Medical Foundation (PAMF) Water Main Improvements - Phase 1 August 27, 2020 2:00 PM Bid Opening

a No.	Ö Z E		TINU	Engineer's Estimate West Yost Associates		D&D Pipelines \$289,032		Mitchell Engineering \$299,236		Stoloski & Gonzalez \$308,745		McGuire & Hester \$362,933		Pacific Underground Construction \$379,604		West Valley Construction \$468,294		All Bidders Average Less Engineers Estimate	
Bid Ite	item	QTY.	5	Unit Price	Total 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	Price Diff (+ or -)	Percent (+ or -)
1	Mobilization and Demobilization	1	LS	\$ 16,000.00	\$ 16,000.00	\$ 13,000.00	\$ 13,000.00	\$ 15,000.00 \$	5 15,000.00	\$ 14,000.00	\$ 14,000.00	\$ 10,965.00	\$ 10,965.00	\$ 18,500.00	\$ 18,500.00	\$ 15,500.00	15,500.00	\$ (1,383.75)	-9%
2	Sheeting, Shoring, and Bracing	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00	\$ 30,000.00	30,000.00	\$ 500.00	\$ 500.00	\$ 6,770.00	\$ 6,770.00	\$ 5,000.00	\$ 5,000.00	\$ 7,370.00	7,370.00	\$ (1,432.50)	-12%
3	Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	5 10,000.00	\$ 15,500.00	\$ 15,500.00	\$ 7,375.00	\$ 7,375.00	\$ 5,000.00	\$ 5,000.00	\$ 42,500.00	42,500.00	\$ (531.25)	-5%
4	Construct 12-inch Dia. DIP Water Main by Open Cut	674	LF	\$ 300.00	\$ 202,200.00	\$ 268.00	\$ 180,632.00	\$ 259.00	174,566.00	\$ 295.00	\$ 198,830.00	\$ 351.50	\$ 236,911.00	\$ 396.00	\$ 266,904.00	\$ 438.00	295,212.00	\$ 17,102.75	8%
5	Cathodic Protection	1	LS	\$ 17,300.00	\$ 17,300.00	\$ 20,000.00	\$ 20,000.00	\$ 7,574.00	\$ 7,574.00	\$ 21,000.00	\$ 21,000.00	\$ 29,547.00	\$ 29,547.00	\$ 9,500.00	\$ 9,500.00	\$ 23,000.00	23,000.00	\$ (394.75)	-2%
6	12-inch Tie-In to Existing Water Main	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 11,227.00	\$ 11,227.00	\$ 16,500.00	\$ 16,500.00	\$ 4,530.00	\$ 4,530.00	\$ 12,500.00	\$ 12,500.00	\$ 13,500.00	13,500.00	\$ 1,189.25	12%
7	Install 12-inch Gate Valve and Box	1	EA	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,665.00	\$ 4,665.00	\$ 2,800.00	\$ 2,800.00	\$ 4,920.00	\$ 4,920.00	\$ 3,900.00	\$ 3,900.00	\$ 4,970.00	4,970.00	\$ (428.75)	-10%
8	Install 1-inch Combination Air Valve Assembly	1	EA	\$ 9,000.00	\$ 9,000.00	\$ 6,000.00	\$ 6,000.00	\$ 5,728.00	\$ 5,728.00	\$ 4,100.00	\$ 4,100.00	\$ 4,660.00	\$ 4,660.00	\$ 7,500.00	\$ 7,500.00	\$ 10,500.00	10,500.00	\$ (3,503.00)	-39%
9	Remove Trees	9	EA	\$ 1,000.00	\$ 9,000.00	\$ 1,000.00	\$ 9,000.00	\$ 296.00	\$ 2,664.00	\$ 950.00	\$ 8,550.00	\$ 1,185.00	\$ 10,665.00	\$ 600.00	\$ 5,400.00	\$ 1,040.00	9,360.00	\$ (2,180.25)	-24%
10	Dewatering	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00	\$ 9,000.00	\$ 2,100.00	\$ 2,100.00	\$ 22,022.00	\$ 22,022.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	20,000.00	\$ 3,280.50	33%
11	Type II Slurry Seal	7,300	SF	\$ 3.00	\$ 21,900.00	\$ 2.00	\$ 14,600.00	\$ 2.00	\$ 14,600.00	\$ 2.05	\$ 14,965.00	\$ 2.10	\$ 15,330.00	\$ 2.00	\$ 14,600.00	\$ 1.94	3 14,162.00	\$ (7,026.25)	-32%
12	Install 6-inch Blow Off Assembly	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,612.00	\$ 8,612.00	\$ 8,500.00	\$ 8,500.00	\$ 6,368.00	\$ 6,368.00	\$ 7,300.00	\$ 7,300.00	\$ 6,550.00	6,550.00	\$ (2,305.00)	-23%
13	Over Excavate and Install Crushed Drain Rock As Authorized by the Construction Manager	70	LF	\$ 10.00	\$ 700.00	\$ 40.00	\$ 2,800.00	\$ 80.00	5,600.00	\$ 20.00	\$ 1,400.00	\$ 41.00	\$ 2,870.00	\$ 50.00	\$ 3,500.00	\$ 81.00	5,670.00	\$ 2,642.50	378%
TOTAL			\$ 332,600.00		\$ 289,032.00	ş	299,236.00		\$ 308,745.00		\$ 362,933.00		\$ 379,604.00		468,294.00	\$ 5,029.50	2%		

#### **BID-CHECKLIST**

#### **Mid-Peninsula Water District**

# SR101 Crossing at Palo Alto Medical Foundation (PAMF) Water Main Improvements - Phase 1 August 27, 2020 2:00 PM Bid Opening

Item No.	ltem	D&D Pipelines	Mitchell Engineering	Stoloski & Gonzalez	McGuire & Hester	Pacific Underground Construction	West Valley Construction
1	Proposal Execution (B-10 thru B-12)	٧	٧	٧	٧	٧	٧
2	Addendum No. 1 Acknowledgement (B-8) with attachment	٧	٧	Not Attached	٧	٧	٧
3	Bid Schedule (B-13)	٧	٧	٧	٧	٧	٧
4	List of Subcontractors (B-14)	٧	٧	٧	٧	٧	٧
5	Non-Collusion Declaration (B-15)	٧	٧	٧	٧	٧	٧
6	Bidders Bond (B-17) or Bid Security Form (B-19)	٧	٧	٧	٧	٧	٧
7	Statement of Qualifications (B-21 thru B-30)	٧	Not Complete	٧	Not Complete	٧	٧
	Total Bid Price	\$289,032.00	\$299,236.00	\$308,745.00	\$362,933.00	\$379,604.00	\$468,294.00
	Ascending Order #	1	2	3	4	5	6
	Engineer's Estimate	\$332,600.00					·

#### CONTRACT

	ACT is made and entered into as of this day of, 20, by and MID-PENINSULA WATER DISTRICT, hereinafter called the "Owner" or "District" and, hereinafter collectively called the "Contractor."
THE PARTIES	AGREE AS FOLLOWS:
appurtenand with the pla	SCOPE OF WORK. The Contractor shall perform all the work and furnish all the trials, tools, equipment, machinery, services, transportation, incidentals and ses required to complete the construction and installation of the work in accordance and specifications approved by the District entitled: SR101 CROSSING AT PALO CAL FOUNDATION (PAMF) WATER MAIN IMPROVEMENTS PHASE 1, dated May 2020, re appended hereto and made part of this agreement.
days from th	BEGINNING OF WORK AND CONTRACT TIME OF COMPLETION. After the been executed by the Owner, the Contractor shall begin work within five (5) working the effective date of the Notice to Proceed, issued by Owner, and shall complete all led under this Contract within thirty (30) working days from the effective date of the occeed.
Contractor's adjusted in a and at the t	CONTRACT PRICE. In consideration of the performance of the work as set forth in Documents, the Owner agrees to pay to the Contractor the amounts set forth in the Proposal dated
	COMPONENTS OF CONTRACT. This Contract shall consist of the following each of which is on file in the Owner's office and all of which are hereby referred to reference made a part hereof as fully and completely as if they were fully set forth
a) b) c) d) e) f) g) h)	This Contract Notice Inviting Sealed Bids The Contractor's signed Proposal General Provisions Special Provisions (including permits) Technical Specifications Contract Drawings Addenda (if any)

The Contract will also include Contract Change Orders, if any, issued by the Owner as provided in the Contract Documents. The Contract represents the entire integrated agreement between the parties hereto and supersedes prior negotiations, agreements or representations, whether

i)

j)

**Contract Bonds** 

**Standard Specifications** 

written or oral, except representations contained in the Contractor's Qualifications Statement submitted prior to the award of Contract, if one was required. In the event of a conflict or inconsistency between Contractor's Proposal and this Contract, this Contract shall prevail.

- 5. <u>WORKERS' COMPENSATION CERTIFICATION</u>. By its signature hereunder, the Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the work of this Contract.
- 6. <u>NOTICES</u>. Any notices required or permitted under this Contract may be given by personal delivery to an authorized representative of the recipient or by certified or registered United States mail. In the case of the Contractor, notices shall be addressed to the business address specified in its Proposal. In the case of the Owner, notices shall be addressed to:

Mid-Peninsula Water District 3 Dairy Lane Belmont, CA 94002 Attn: Tammy Rudock

A copy of any notices to the Owner shall also be concurrently mailed or delivered personally to the District Engineer.

Notice shall be presumed to be received three (3) business days after deposit in the mail, postage prepaid, or upon the date of delivery, if personally given.

- 7. **GOVERNING LAW**. This Contract is executed and shall be performed in San Mateo County, California. It shall be governed by and construed in accordance with the laws of the State of California.
- 8. <u>RECORDS</u>. Owner representatives shall have the right to review and inspect any records of the Contractor related to this Contract during normal business hours at the location where such records are maintained.
- 9. **LEGAL ACTIONS; AGENT FOR SERVICE OF PROCESS**. Any action relating to this Contract, including all disputes between the parties, shall be instituted and prosecuted in a court of competent jurisdiction in San Mateo County in the State of California.

Each party hereby appoints the individual listed opposite its name to act as its initial agent for service of process relating to any such action.

Mid-Peninsula Water District 3 Dairy Lane	
Belmont, CA 94002	Name of Individual Agent for
(650) 591-8941	Service of Process
CONTRACTOR:	Name of Individual Agent for Service of Process
	Street Address
	Owner, State, Zip Code
	Telephone
IN WITNESS WHEREOF, the parties here above written.	eto have signed this Contract as of the day and year first
MID-PENINSULA WATER DISTRICT:	CONTRACTOR:
BY:	
General Manager	Name Under Which Business is Conducted
ATTEST:	BY: Name:
District Secretary	Title:
APPROVED AS TO FORM:	(President or Vice President)
Attorney for the District	California Contractor License No.:
Actorney for the district	
	Expiration Date:
	Business Address:

**Note**: Format for Contract execution by Contractor will be adapted for a sole owner, partnership, corporation or joint venture, as appropriate.



#### AGENDA ITEM NO. 5.D.

DATE: September 24, 2020

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: APPROVE RESOLUTION 2020-26 AUTHORIZING AMENDMENT NO. 1

TO THE PROFESSIONAL SERVICES CONTRACT WITH TRC ENGINEERS, INC., FOR ADDITIONAL PRE-CONSTRUCTION

SERVICES IN THE AMOUNT OF \$50,040, FOR A TOTAL OF \$68,400, RELATED TO THE EL CAMINO REAL WATER MAIN REPLACEMENT

**CAPITAL PROJECT #06-1621-CP** 

#### **RECOMMENDATION:**

Adopt Resolution 2020-26.

#### **FISCAL IMPACT:**

TRC Engineers, Inc. (formerly Vali Cooper & Associates) was the firm selected in 2018 to provide construction management and inspection services for this capital project, the first of three (3) significant capital projects with outside construction management.

The original professional services agreement with Vali Cooper & Associates was executed on July 2, 2018 in the amount of \$18,360 under the General Manager's signature authority for pre-construction constructability review services only. Vali Cooper & Associates was bought out in mid-2019 by TRC Engineers, Inc.

As the ECRWMR project progressed in design, even during the early stages of the COVID-19 Pandemic, and staff gained confidence in TRC Engineers' capabilities, there became a need to increase the scope of work and seek Board approval.

The additional scope and cost for service are detailed in letter proposals from TRC Engineers, which were reviewed, discussed internally, and supported by the General Manager, Operations Manager and District Engineer and dated:

March 30, 2020 for initial and additional constructability reviews, field meetings and visits to verify existing conditions:
 45 hours @ \$180
 \$8,100

April 22, 2020 complete constructability and traffic control review, field meets for traffic control and construction, and public outreach process including: project limit maps, outreach brochure input, creation of customer log of information, preparing for virtual, phone and face-to-face customer meetings:

138 hours@\$180

\$24,840

September 16, 2020 a focused -effort in the public outreach process including virtual, phone, and face-to-face meetings with customers along the ECRWMR project over 3 weeks; a community meeting scheduled for Wednesday, November 4; time to meet with hard to reach customers; and just prior to construction start outreach:
 95 hours @\$180

The scope of work additions totals \$50,040. When added to the original contract for \$18,360, the total cost would not exceed \$68,400. These costs are to be paid from the 2016 Certificates of Participation (COP) proceeds like other capital related costs.

#### **DISCUSSION:**

The District's ECRWMR Project is the first of several large capital projects where a consulting firm with construction management capabilities is being used. This project is to take place along El Camino Real (SR82) from Ruth Avenue to Middle Road, and about a block in front of the Safeway Plaza. The project has received an encroachment permit from Caltrans. Most of the work will take place during the day, but there is a 1,000-foot section where night work is anticipated to minimize disruption to those businesses.

Vali Cooper Associates was selected for this project due to their experience working on Caltrans projects as construction managers for public agencies, and when TRC Engineers acquired them they also documented experience working on Caltrans projects for public agencies. Their initial scope for constructability review was purposefully limited for staff to gain experience with them. As the relationship grew, the COVID-19 Pandemic struck, but it did not stop staff from progress on the project. With funding in place, staff felt it important to get this project ready for bid and any advantages that might avail themselves.

Besides the obvious - a project located within a Caltrans-owned road, the outreach effort to customers along the ECRWMR and within a reasonable earshot was going to be extensive and important. TRC Engineers' efforts initially focused on constructability – the review and critique (what Caltrans looks for in plans) of the plans and specification prepared by the design engineer, HydroScience Engineers. Several iterations of construction plans, traffic control plans and specifications ensued before it was felt the project was ready for bidding. On September 1, 2020, the project put to bid with a bid opening of October 8, 2020.

TRC Engineers along with District staff has now begun to focus more directly on customer outreach. An outreach brochure was prepared with input from many, including District consultant John Davidson, and sent out with the District's newsletter

The Waterline. A focused mailer was mailed to some 110 customers conducting business and living with the construction zone on September 11. This mailer provides an introductory letter from the District and instructions on how sign up for a virtual, phone or face-to-face meeting between the customer, TRC Engineers' Construction Manager, and District staff in 15-minute slots over a 3-week period between September 22 and October 8 (on Tuesdays and Thursdays and the hours of 10 am and 2 pm). The intent is to provide an opportunity for customers along the construction path to ask questions and learn more about how the project may affect them and get to meet TRC and District staff who will be on the job.

More specific to the businesses, if we find a business has not signed-up, we are going to initiate contact to set up a meeting – we think it is that important.

And because we now have the capability to have virtual meetings, the District is going to host our first-ever virtual community meeting with a focus on this project on Wednesday, November 4, 2020 starting at 6:30 pm. Details are still being worked out and there will be a mailer sent out to all customers with a link on how to attend.

Staff supports this effort as the best and most effective way to deliver this capital project.

Attachments: Resolution 2020-26

Three Proposal Letters from TRC Engineers

First Amendment to Contract for 06-1621-CP with TRC Engineers

Project Description 15-76

Original Contract with Vali Cooper Associates

BOARD ACTION:	APPROVED:	DENIED:	POSTPONED	: STAFF D	IRECTION:	<u> </u>
UNANIMOUS	ZUCCA	_ SCHMIDT	_ WHEELER	WARDEN	VELLA	

#### **RESOLUTION NO. 2020-26**

AUTHORIZING AMENDMENT NO. 1 TO THE
PROFESSIONAL SERVICES CONTRACT WITH TRC ENGINEERS, INC.,
FOR ADDITIONAL PRE-CONSTRUCTION SERVICES IN THE AMOUNT OF \$50,040,
FOR A TOTAL OF \$68,400, RELATED TO THE
EL CAMINO REAL WATER MAIN REPLACEMENT CAPITAL PROJECT #06-1621-CP

\* \* \*

#### **MID-PENINSULA WATER DISTRICT**

WHEREAS, the Mid-Peninsula Water District (District) entered into a professional services contract with Vali Cooper Associates on July 2, 2018 to provide a constructability review of engineering plans and specifications being developed by consultant HydroScience Engineers on behalf of the District for the El Camino Real Water Main Replacement Project (#15-76), known as capital project 06-1621-CP, along 3,800 lineal feet of El Camino Real (State Route 82) between Ruth Avenue and Middle Road, and a one-block section in front of the Safeway Plaza; and

WHEREAS, during the initial constructability review period, TRC Engineers, Inc. acquired Vali Cooper Associates in 2019; and

WHEREAS, on Monday, March 16, 2020, San Mateo County issued a shelter-in-place order due to the COVID-19 Pandemic interrupting District full-time operations for a six-week period; and

WHEREAS, during the shelter-in-place order, the District, considered an essential service continued work on capital projects including the design of capital project 06-1621-CP, the El Camino Real Water Main Replacement Project with TRC Engineers, Inc. providing pre-construction services in place of Vali Cooper Associates, together with District staff and District Engineer; and

WHEREAS, the District requested TRC Engineers, Inc. increase their level of service as described in a proposal letter dated March 30, 2020, which included the initial and additional constructability reviews, field meetings and visits for site condition verification totaling an additional 45 hours at a cost of \$8,100; and

WHEREAS, as design of the project progressed during the pandemic and it appeared there may be advantages for construction projects with funding, the District requested TRC Engineers, Inc. to submit a plan for completing the constructability review and review of traffic control plans for capital project 06-1621-CP along the State Route and layout out plans for community outreach. In a proposal letter dated April 22, 2020, TRC Engineers, Inc. described the level of work and time necessary to complete the constructability and traffic control reviews, field meetings for traffic control and construction, and the public outreach process including: project limit maps, an outreach brochure input, creation and maintenance of a customer log of information, preparation for virtual, telephone and face-to-face meeting with customers along the construction path totaling 138 hours at a cost of \$24,840; and

WHEREAS, the reviews for construction plans and specifications were completed at the end of August 2020, and capital project 06-1621-CP was advertised for bid with a bid opening date of Thursday, October 8, 2020; and

WHEREAS, a community outreach program for customers along the construction path was initiated with the goal of District customers having the opportunity to meet TRC Engineers, Inc. personnel to be involved in representing the District during the construction as well as District staff before construction might start in early 2021. District staff requested TRC Engineers, Inc. prepare a scope of work to support the customer outreach program. In a proposal letter dated September 16, 2020, TRC Engineers, Inc described their level of effort to provide a focused customer outreach program to include virtual, telephone and face-to-face meetings with customers along the construction path over a three-week period, prepare for and participate in a virtual community meeting on Wednesday, November 4, 2020 in the evening, and have time to meet with hard to reach customers during the bid process and again just before construction begins totaling as much as 95 hours at a cost not to exceed \$17,100.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Mid-Peninsula Water District hereby authorizes an Amendment to the Contract with TRC Engineers, Inc. referenced as Contract No. 06-1621-

amends their professional services contract to a total of \$68,400.00.

REGULARLY PASSED AND ADOPTED this 24th day of September 2020.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

**BOARD SECRETARY** 

CP – TRC Engineers, Inc, for the additional pre-construction services described above totaling \$50,040.00, which

# PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this 2<sup>nd</sup> day of July, 2018, by and between MID-PENINSULA WATER DISTRICT, a public agency ("DISTRICT") and Vali Cooper & Associates, Inc., a California corporation ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with the 06-1621-CP: El Camino Real / Malcolm Avenue P Project; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated June 12, 2018, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

# PROVISION OF SERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. 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 WORK

The scope of CONSULTANT's work shall be as set forth in Exhibit A. Otherwise, the terms of this Agreement shall control over any contrary provisions of Exhibit A.

# 3. TERM

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT. It is understood that the term of this Agreement is subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

# 4. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$18,360 including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

### 5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work,

and the invoices shall describe the work completed during the billing period, who performed the services, their applicable hourly rate, and all out-of-pocket costs and subcontractor / subconsultant payments, if any. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval.

All invoices should be sent to:

Mid-Peninsula Water District

3 Dairy Lane P.O. Box 129

Belmont, CA 94002

ATTENTION: Tammy Rudock, General Manager

# 6. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that Russell Moore, P.E., shall serve as the primary staff person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

# DISTRICT REPRESENTATIVE

Except when approval of 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 the General Manager may 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 shall be one solely between said parties.

# OWNERSHIP OF WORK

- A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of DISTRICT.
- B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

# 10. CHANGES

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

# 11. RESPONSIBILITY; INDEMNIFICATION

CONSULTANT agrees to indemnify, defend and hold harmless the DISTRICT, and its directors, agents, and employees from and against all claims, losses, damages and liabilities (including reasonable attorneys fees) arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of the Agreement to the extent caused by CONSULTANT's recklessness or willful misconduct; or by CONSULTANT's negligent provision or omission of services contemplated by this Agreement.

Irrespective of any language to the contrary in this Agreement or under applicable law, CONSULTANT shall have no duty to provide or fund up-front defense costs of DISTRICT against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees incurred in any judicial proceeding, litigation, arbitration, mediation or other negotiated settlement incurred by DISTRICT that are caused by the negligence, recklessness or willful misconduct of CONSULTANT, its employees, agents and subconsultants (collectively, "Defense Costs"). However, CONSULTANT shall provide its immediate cooperation, at no additional cost to the DISTRICT, to the DISTRICT in defending such claims. Moreover, CONSULTANT's responsibility for the DISTRICT's defense costs shall be limited to the proportion of CONSULTANT's responsibility for the underlying injury as determined in any judicial proceeding, litigation, arbitration, mediation, or other negotiated settlement which addressed the CONSULTANT's responsibility for the underlying injury. In the event that it is determined that the losses, injuries or damages claimed against the DISTRICT did not arise out of, pertain to, or relate to CONSULTANT's negligence, recklessness or willful misconduct, CONSULTANT shall not be responsible for any portion of the DISTRICT's defense costs. This indemnity shall survive the termination of this Agreement.

# 12. INSURANCE

A. <u>Workers' Compensation:</u> CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in

conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

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

Inclusion of the DISTRICT as 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. Said policy shall protect CONSULTANT and 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.

Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

C. <u>Professional Liability Insurance:</u> CONSULTANT shall also maintain Professional Liability Insurance covering CONSULTANT's performance under this Agreement with a limit of liability of One Million Dollars (\$1,000,000) per claim and in annual aggregate. Such Insurance shall be renewed annually. Prior to commencing work under this Agreement, CONSULTANT shall furnish to DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

#### 13. TERMINATION

DISTRICT shall have the right to terminate this Agreement upon thirty (30) days written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than breach of a material term by

CONSULTANT, the DISTRICT shall pay to CONSULTANT all sums actually due and owing from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effect such suspension or termination.

If CONSULTANT breaches a material term of this Agreement and fails to remedy the breach within ten (10) days after the DISTRICT notifies the CONSULTANT of the breach, the Agreement may be terminated immediately and the DISTRICT shall in such event not thereafter pay or allow to the CONSULTANT any compensation for any labor, supplies or materials furnished under this Agreement; and the DISTRICT may proceed to complete this Agreement by other means, and the CONSULTANT shall be liable to the DISTRICT for all loss or damage which it may suffer on account of the CONSULTANT's breach of this Agreement.

# 14. NOTICES

All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT'S General Manager, or his designee, and the CONSULTANT's Project Manager.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party, except for confidential reports described in Section 6 of this Agreement, may be given by personal delivery to the 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, CA 94002

ATTENTION: Tammy Rudock, General Manager

If to the CONSULTANT:

Vali Cooper & Associates, Inc. 1850 Gateway Blvd., Suite 1000

Concord, CA 94520

ATTENTION: Russell Moore, P.E.

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. 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.

# 17. DISTRICT WARRANTIES

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

## 18. 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.

# 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.

# 20. ASSIGNMENT

CONSULTANT shall not assign any of the rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

# 21. ATTORNEY'S COSTS

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

# 22. APPLICABLE LAW

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

# 23. 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. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

## 24. 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.

25. ENTIRE AGREMENT; 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.

# 26. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, CONSULTANT shall fully adhere to all applicable State and Federal laws and county, municipal or DISTRICT ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. CONSULTANT, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

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

**DISTRICT**:

MID-PENINSULA WATER DISTRICT

Name:

Title:

CONSULTANT:

VALI COOPER & ASSOCIATES, INC.

By:

Name: Marian Ross

Title: CFO

By:

Name: John Collins

Title: COO

\*NOTE: This Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.



# **Exhibit A. Scope of Services and Fee Estimate for Pre-Bid Services**

# **Understanding and Approach**

MPWD's designer for the El Camino Real and Malcolm Avenue Improvements project is HydroScience and they have recently submitted a preliminary design report to the District. It is anticipated that HydroScience will also develop and submit intermediate and pre-final design packages for District and Vali Cooper (VC&A) review. We will perform a constructability review of each of the three submittals and for the pre-final submittal we will also review the submittal from a biddability perspective.

Developing a full understanding of the project scope, plans, and specifications will determine the success of a project. Our goal is for our construction management team to understand well ahead of the project being underway, potential construction cost and time delay issues. We therefore begin our construction management process on each assignment with a thorough plan and specification review (including the development of potential cost, constructability, and schedule issues) prior to bidding.

#### **Constructability Review**

A thorough constructability review provides for value engineering opportunities that lead to lower bids, reduced owner risks, fewer change orders, and fewer claims. We review contract documents from the contractor's point of view. In general, we look for missing details, ambiguous or contradictory information, physical conflicts, and impractical constraints.

VC&A will review the plans and specifications, environmental documents, geotechnical report, permits and agreements, and other relevant documents. Our review will focus on completeness; overall coherency and constructability; and conformance with permits. We will evaluate critical aspects such as ambiguities, omissions, and constructability issues, and will identify measurement and payment clauses, lane closure charts, staging details, quantity verification and cost analysis, and submittal review times. We will provide a preliminary evaluation of the design engineer's proposed project schedule; advise the District on the time required for construction and factors related to costs; and perform a value engineering review of the plans to make sure that the project will be constructed as economically and efficiently as practical.

For the pre-bid/final design submittal documents, in addition to the constructability scope tasks described above, VC&A will also review pre-bid documents to identify significant time constraints or cost issues before the project goes to bid.

#### **Deliverables**

We will include a review comment summary in matrix format to the District for each design submittal. The comment table will include columns for designer and District responses to comments for tracking purposes and we will build upon the comment summary with each subsequent review.

We will attend a review meeting with the District and the designer after we have completed each of our reviews for 3 meetings total.

# **Fee Estimate**

Construction Manager at \$180/hour billing rate for 2018.

32 hours per submittal review for 3 submittals





2 hours each for 3 review meetings with District and designer 102 hours total \$18,360 total estimated fee



March 30, 2020

Mid-Peninsula Water District 3Dairy Lane, Belmont, CA 94002 Attn: Mrs. Tammy Rudock

Subject: Contract Amendment Request, Pre-Construction Engineering/Design Reviews and

Consultation Services for the Mid-Peninsula Water District's (MPWD) El Camino

Real/Malcolm Avenue Project, (06-1621-CP)

Mrs. Rudock,

TRC Engineers, Inc. (TRC) is pleased to provide pre-construction engineering/design reviews and consulting services on the subject project for the Mid-Peninsula Water District. Our services are being provided under our proposal dated June 12, 2018; and our Professional Services Agreement and Notice to Proceed with you, dated July 12, 2018.

Unrelated to recent TRC staffing changes, prior to 2020, additional initial and secondary constructability reviews, meetings, and field visits to verify existing conditions, placed our authorized budget, nearly expended. In order to complete our pre-construction services for the project, a final site visit, 3 additional meetings, and a final review of the project plans and specifications are anticipated. The purpose for this letter is to request your authorization for additional fees for these remaining consulting services.

# **Budget Summary**

Expenditures through February 28, 2020	\$19,260
Original Contract	<u>-\$18,360</u>
Difference	\$ 900
Estimated Remaining Pre-Construction Services (40 hours at \$180/hr.)	<u>+\$ 7,200</u>
Amendment Request Amount:	\$ 8,100

With your authorization, our revised total, not to exceed, contract amount will become \$ 26,460. This total includes vehicle, cell phone, laptop, and appropriate personal protective equipment (PPE).

If you have any questions or comments, please feel free to call me at (925) 766-9455.

Sincerely,

TRC Engineers, Inc.



April 22, 2020

Mid-Peninsula Water District 3Dairy Lane, Belmont, CA 94002 Attn: Mr. Rene Ramirez

Subject: Contract Amendment Request, Pre-Construction Public Outreach Services for the Mid-

Peninsula Water District's (MPWD) El Camino Real/Malcolm Avenue Project Number

15-76 (MPWD Contract 06-1621-CP)

Mr. Ramirez,

TRC Engineers, Inc. (TRC) is pleased to provide pre-construction engineering/design reviews and consulting services on the subject project for the Mid-Peninsula Water District. Our services are being provided under our proposal dated June 12, 2018; our Professional Services Agreement and Notice to Proceed, dated July 12, 2018, and our amended agreement, dated April 1, 2020. Based on our discussions, we appreciate the opportunity to provide this estimate for additional public outreach services under our current contract agreement.

#### Schedule

Per our discussions we are anticipating providing our project RE, half time (20 hours per week), over a total of 7.5 weeks. The first period is to begin as soon as possible and proceed until initial outreach scope below is complete. The second period is anticipated to begin approximately 2 weeks prior to temporary signage installations or contractor mobilization, whichever comes first, and with actual dates to be determined.

#### **Scope of Services**

Our additional scope of services is anticipated to include the following:

#### Initial Outreach

- o Preparation of Flier
  - Coordination with Hydro-Science for project limits map.
  - Compose project specific language and details for flier in MPWD format.
  - Coordinate with MPWD to review, finalize to allow for publishing of flier.
- Notifications
  - Door to door (in-person) connection with residents, business managers and/or owners, fronting the project alignment.
  - For each address along the project alignment, develop and maintain a living log of potentially construction impacted local businesses and residents to including, type of occupant (business and/or residential); name; address;

- contacts names and preferred method of contact for managers, occupants, and owners if differing; dates, comments, and action items.
- Coordinate with MPWD where necessary to assist in delivery of fliers to local businesses and occupants.
- o Community Outreach Meeting
  - Coordination with MPWD for preparation of a project presentation to deliver to attendees at a live community meeting; or, virtually.

# Secondary Outreach

- o Re-Notifications
  - Re-connection with residents, business managers and/or owners, fronting the project alignment per their preferred method of contact.
  - Coordinate with MPWD where necessary to assist in re-delivery of fliers to local businesses and occupants.

# Weekly Meetings/Updates

- o Meetings
  - Prepare for, lead or attend, 6 weekly meetings to provide updates to MPWD's ECR Team.
- o Weekly Updates
  - Provide weekly updates of Public Outreach Log to MPWD's ECR Team.

The purpose for this letter is to request your authorization for the additional fees estimated for these remaining pre-construction consulting services.

# **Budget Summary**

Original Contract	\$18,360
Amendment #1 Amount:	<u>\$ 8,100</u>
Currently Authorized Budget	\$26,460
Amendment #2 Requested Amount (150 hrs. @ \$180/hr.)	+\$27,000
Proposed Revised Authorized Budget	\$53,460

With your authorization, our revised total, not to exceed, contract amount will become \$53,460. This total includes vehicle, cell phone, laptop, and appropriate personal protective equipment (PPE).

If you have any questions or comments, please feel free to call me at (925) 766-9455.

Sincerely,

TRC Engineers, Inc.



**Project Manager – Infrastructure** 





September 16, 2020

Mid-Peninsula Water District 3Dairy Lane, Belmont, CA 94002 Attn: Mr. Rene Ramirez

Subject: Amendment Request – Estimate for Provision of Additional Pre-Construction Bid Support and Community Outreach Services for the Mid-Peninsula Water District's (MPWD) El Camino Real/Malcolm Avenue Project Number 15-76 (MPWD Contract 06-1621-CP)

Mr. Ramirez,

TRC Engineers, Inc. (TRC) is pleased for the opportunity to be working with you and the District's Team to provide ongoing pre-construction engineering design reviews, consulting, and community outreach support services on the subject project for the Mid-Peninsula Water District. Our services are being provided under our proposal dated June 12, 2018; our Professional Services Agreement and Notice to Proceed, dated July 12, 2018, amended agreement, dated April 1 and 30, 2020.

Based on our discussions, this amendment provides our estimate for additional pre-construction bid support and community outreach services.

#### Schedule

We understand that currently estimated procurement schedule includes the following:

- An advertisement date of September 1, 2020;
- Pre-bid conference and job walk support, with a date to be determined later;
- A contractor bid due date of October 3, 2020;
- Recommendation to award to the selected contractor at the October board meeting; and
- A start date for construction of January 4, 2021.

With this in mind, we've discussed community outreach activities to include the following preliminarily estimated dates to include September 22 through October 8, Tuesdays through Thursdays, with:

- Outreach fliers mailed out on September 11, 2020;
- Develop an initial community contact list of addresses along the alignment by September 16, 2020;

- Lead and document 15 minute personal virtual meetings with potentially impacted businesses and residents, along the alignment and general area, (Tuesdays and Thursdays between 10am and noon;
- Lead and document 15 minute personal phone meetings with potentially impacted businesses and residents, along the alignment and general area, (Tuesdays and Thursdays between 12am and 2pm);
- Lead and document 30 minute in person meetings with potentially impacted businesses and residents, along the alignment and general area, (Wednesdays between 10am and 2pm);
- Support preparation for and attend, an initial virtual community outreach meeting to be held on November 4, 2020;
- Continue to attempt to make contact with project impacted community members, ongoing until start of construction January 4, 2021.

The purpose for this letter is to request your authorization for the additional fees estimated for these remaining pre-construction consulting services.

# **Budget Summary**

Authorized Budget to Date	\$51,300
Estimated Addl. Amount for Pre-Construction and	
Community Outreach Services 95 hours @ \$180/hour):	<b>\$17,100</b>
Proposed Revised Authorized Budget	\$68,400

With your authorization, our revised total, not to exceed, contract amount will become \$68,400.

If you have any questions or comments, please feel free to call me at (925) 766-9455.

Sincerely,

TRC Engineers, Inc.

**Chris McCarty** 

**Project Manager – Infrastructure** 



#### CONTRACT NO. 06-1621-CP TRC Engineers, Inc.

#### FIRST AMENDMENT TO

# **CONTRACT FOR PROFESSIONAL SERVICES**

THIS FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES, (HEREINAFTER REFERRED TO AS "CONTRACT NO. 06-1621-CP TRC Engineers, Inc."), is made as of the 24th day of September 24, 2020 by and between the MID-PENINSULA WATER DISTRICT (hereinafter referred to as "DISTRICT") and TRC ENGINEERS, INC. (hereinafter referred to as "ENGINEER").

- A. The Parties entered into a Contract for Professional Services ("Contract") on July 2, 2018, for which Engineer provided pre-construction constructability review services for the engineering plans and specifications by HydroScience Engineers on behalf of the District for capital project 06-1621-CP the water main improvements along El Camino Real described in the District's Capital Improvement Program as 15-76.
- B. The DISTRICT desires Engineer to provide additional pre-construction services for review of construction plans and specificactions, project constructability, traffic control, customer outreach program and meetings with customers along the construction alignment before construction occurs as described in three (3) proposal letters dated: March 30, 2020, April 22, 2020 and September 16, 2020, copies of which are attached hereto and incorporated herein as Attachment "A" to this Amendment.

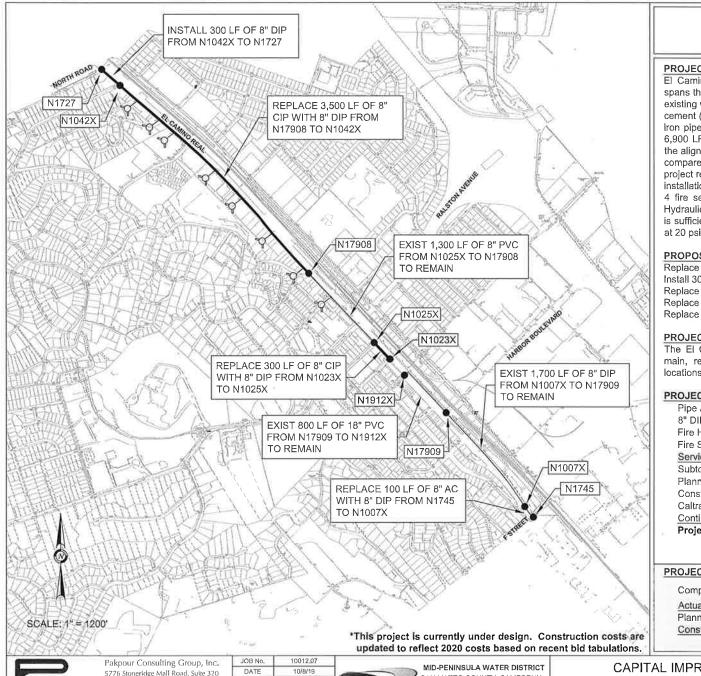
NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Under Section 2 of the Contract, the Scope of Work is amended to add the ENGINEER's services described in Attachment "A" to this Amendment.
- 2. Under Section 4 of the Contract, the Compensation to be paid the ENGINEER for the specified services to be provided pursuant to this Amendment and the three proposal letters, Attachment A, is adjusted by \$50,040.00 and brings the total value of the Contract to \$68,400.00.
- 3. Except for those changes expressly specified in this Amendment, all other provisions, requirements, conditions and sections of the Contract remain in full force and effect.

IN WITNESS WHEREOF, this Amendment to the Contract, referenced as Contract No. 06-1621-CP TRC Engineers, Inc., is entered into as of the date first written above by the duly authorized representatives of the parties.

MID-PENINSULA WATER DISTRICT TRC Engineers, INC.

BY:	BY:
Tammy A. Rudock, General Manager	Chris McCarty



#### EL CAMINO REAL **IMPROVEMENTS**

#### PROJECT BACKGROUND

El Camino Real is located in the western portion of Zone 1 and spans the entire length of the Zone for approximately 8,400 LF. The existing water mains along the road consist of 100 LF of 8" asbestos cement (AC), 1,700 LF of 8" ductile iron pipe (DIP), 3,800 LF of cast iron pipe (CIP), and 1,300 LF of polyvinyl chloride (PVC) for a total 6,900 LF as shown. The District has reported several leaks along the alignment primarily along the CIPs which where installed in 1950 compared to all other pipe on the road installed in the 1990's. This project replaces the 3,800 LF of 8" CIP with 8" DIP, in addition to the installation of 300 LF of new 8" DIP. There are also 8 fire hydrants, 4 fire services, and 23 service connections that will be replaced. Hydraulic analysis indicates an 8" water main along El Camino Real is sufficient to provide fire flows well above the minimum 1,500 apm at 20 psi. Distribution System Analysis No. 081

#### PROPOSED IMPROVEMENTS

Replace 3,800 LF of 8" CIP with 8" DIP Install 300 LF of new 8" DIP

Replace 8 fire hydrants

Replace 4 fire services

Replace 23 service connections

#### PROJECT BENEFITS

The El Camino Real Improvements replaces old and aging water main, reduces maintenance, and improves fire flows at various locations along Old County Road to as much as 2,500 gpm.

#### PROJECT BUDGET (2020)

Project Budget	\$ 3,520,000
Contingency (±20%)	\$ 317,500
Caltrans Coordination	\$ 50,000
Construction Inspection	\$ 250,000
Planning, Design, & Construction Support	\$ 380,000
Subtotal Construction	\$ 2,522,500
Service Connections - 23 @ \$4,500/EA	\$ 103,500
Fire Services - 4 @ \$6,000/EA	\$ 24,000
Fire Hydrants - 8 @ \$15,000/EA	\$ 120,000
8" DIP - 4,100 LF @ \$550/LF	\$ 2,255,000
Pipe Abandonment	\$ 20,000

#### PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support: Construction:

Total Expenditures:

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

AS NOTED SCALE DRAWN: BY BL CKD\_\_JP



SAN MATEO COUNTY, CALIFORNIA 3 DAIRY LANE BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM EL CAMINO REAL IMPROVEMENTS PROJECT 15-76

Rev 1 - 02/20 Original 2015



## AGENDA ITEM NO. 5.E.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2020-27 AUTHORIZING A PROFESSIONAL SERVICES

CONTRACT WITH VECTOR VISION PC, IN THE AMOUNT OF \$35,000, PLUS A 10%

CONTINGENCY OF \$3,500, FOR A TOTAL BUDGET OF \$38,500, FOR THE PROJECT MANAGEMENT SERVICES RELATED TO THE DEMOLITION OF THE MPWD'S ABANDONED PUMP STATION CAPITAL PROJECT AT 1510 FOLGER

DRIVE IN BELMONT, CA

#### RECOMMENDATION

Approve Resolution 2020-27.

## **FISCAL IMPACT**

\$38,500 Total contract price with Vector Vision PC (\$16,500 less than the engineer's estimate).

This is a revenue funded capital project that is budgeted this fiscal year. The Project #15-86 description from the MPWD's CIP is attached for reference. The Engineer's estimate for planning, design, and construction support was \$55,000 (including contingency).

#### **DISCUSSION**

As stated in the attached project description, pre-demolition studies were conducted on the abandoned pump station at 1510 Folger Drive that detailed the type of materials to dispose of and identified hazardous materials.

Staff discussed this project with the District Engineer and felt best to move it to an engineering group that would have more local contacts with demolition contractors for bidding to get the best cost for the MPWD. It would also free up the District Engineering team to work on other capital project design work for the MPWD.

Bahram Mozayeny, PE, is the principal owner of Vector Vision PC. He has designed and managed many construction (including demolition) projects in Belmont. Staff met with him to discuss this project and felt he had the experience and local contacts needed for the MPWD's project. His proposal dated July 31, 2020 is attached.

Vector Vision, Inc., will handle the bidding out of the demolition and a separate contract will be presented to the Board for consideration once that process is accomplished.		
Attachments:	Resolution 2020-27 Professional Services Contract with Vector Vision PC Vector Vision PC, Proposal dated July 31, 2020 Project #15-86 Description from MPWD CIP	

BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_

UNANIMOUS\_\_\_\_ ZUCCA\_\_\_ SCHMIDT\_\_\_ WHEELER\_\_\_ WARDEN\_\_\_ VELLA\_\_\_

#### **RESOLUTION NO. 2020-27**

AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH VECTOR VISION PC, IN THE AMOUNT OF \$35,000, PLUS A 10% CONTINGENCY OF \$3,500, FOR A TOTAL BUDGET OF \$38,500, FOR THE PROJECT MANAGEMENT SERVICES RELATED TO THE DEMOLITION OF THE MPWD'S ABANDONED PUMP STATION CAPITAL PROJECT AT 1510 FOLGER DRIVE IN BELMONT, CA

\* \* \*

#### **MID-PENINSULA WATER DISTRICT**

**WHEREAS**, the Mid-Peninsula Water District (MPWD) has an approved revenue-funded capital project in the total amount of \$330,000 entitled: Demolition of Abandoned Pump Station at 1510 Folger Drive in Belmont, CA; and

**WHEREAS**, staff and the District Engineer determined it best to contract out the professional project management services to an external engineering firm with local demolition and construction experience, which will include bidding and project management; and

**WHEREAS,** staff secured a proposal from Vector Vision PC, in the amount of \$35,000, which was within the project budget but over the General Manager's signature authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District authorizes a contract between the MPWD and Vector Vision PC, in the total amount not to exceed \$38,500, and further authorizes the General Manage to execute it.

REGULARLY PASSED AND ADOPTED this 24th day of September 2020.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

# **PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made as of this 24<sup>th</sup> day <u>of September 2020</u>, by and between MID-PENINSULA WATER DISTRICT, a public agency ("DISTRICT") and VECTOR VISION PC, a California corporation ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional project management services in conjunction with the Demolition of the Abandoned Pump Station Capital Project at 1510 Folger Drive in Belmont, CA; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated July 31, 2020, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

#### 1. PROVISION OFSERVICES

The CONSULTANT agrees to provide professional services to DISTRICT in accordance with the terms and conditions of this Agreement. 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 WORK

The scope of CONSULTANT's work shall be as set forth in Exhibit A. Otherwise, the terms of this Agreement shall control over any contrary provisions of Exhibit A.

#### 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. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$35,000, plus a 10% contingency of \$3,500, for a total of \$38,500, including all labor, materials, taxes, insurance, subcontractor/subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

# 5. MANNER OF PAYMENT

The CONSULTANT shall submit monthly invoices as CONSULTANT completes work, and the invoices shall describe the work completed during the billing period, who performed the services, their applicable hourly rate, and all out-of-pocket costs and subcontractor / subconsultant payments, if any. The DISTRICT shall review and approve the invoices and shall pay approved invoices within thirty (30) days of DISTRICT's approval.

All invoices should be sent to: Mid-Peninsula Water District

3 Dairy Lane PO Box 129

Belmont, CA 94002

ATTENTION: Tammy Rudock, General Manager

#### 6. CONSULTANT'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that Bahram Mozayeny, PE, shall serve as the primary contact of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

# 7. <u>DISTRICT'S REPRESENTATIVE</u>

Except when approval of other action is required to be given or taken by the Board of Directors of the DISTRICT, Tammy Rudock, the General Manager of the DISTRICT, or such person or persons as the General Manager may 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 shall be one solely between said parties.

#### 9. OWNERSHIP OF WORK

- A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of the DISTRICT.
- B. CONSULTANT assigns to the DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

#### 10. CHANGES

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

proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. All pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

#### 11. RESPONSIBILITY/INDEMNIFICATION

CONSULTANT agrees to indemnify, defend and hold harmless the DISTRICT, and its directors, agents, and employees from and against all claims, losses, damages and liabilities (including reasonable attorney's fees) arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, in the course of the performance of the Agreement to the extent caused by CONSULTANT's recklessness or willful misconduct; or by CONSULTANT's negligent provision or omission of services contemplated by this Agreement.

Irrespective of any language to the contrary in this Agreement or under applicable law, CONSULTANT shall have no duty to provide or fund up-front defense costs of the DISTRICT against unproven claims or allegations, but shall reimburse those reasonable attorneys' fees, expert fees and all other costs and fees incurred in any judicial proceeding, litigation, arbitration, mediation or other negotiated settlement incurred by DISTRICT that are caused by the negligence, recklessness or willful misconduct of CONSULTANT, its employees, agents and subconsultants (collectively, "Defense Costs"). However, CONSULTANT shall provide its immediate cooperation, at no additional cost to the DISTRICT, to the DISTRICT in defending such claims. Moreover, CONSULTANT's responsibility for the DISTRICT's defense costs shall be limited to the proportion of CONSULTANT's responsibility for the underlying injury as determined in any judicial proceeding, litigation, arbitration, mediation, or other negotiated settlement which addressed the CONSULTANT's responsibility for the underlying injury. Inthe event that it is determined that the losses, injuries or damages claimed against the DISTRICT did not arise out of, pertain to, or relate to CONSULTANT's negligence, recklessness or willful misconduct, CONSULTANT shall not be responsible for any portion of the DISTRICT's defense costs. This indemnity shall survive the termination of this Agreement.

#### 12. INSURANCE

- A. <u>Workers' Compensation</u>: CONSULTANT shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.
- B. Bodily Injury, Death and Property Damage Liability Insurance: CONSULTANT shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONSULTANT and DISTRICT for liability arising out of the operations of CONSULTANT and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policy(ies) shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as 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. Said policy shall protect CONSULTANT and 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.

Prior to commencement of work hereunder, CONSULTANT shall deliver to DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that 30 days advance written notice of cancellation, shall be given to the DISTRICT.

C. <a href="Professional Liability Insurance">Professional Liability Insurance</a> CONSULTANT's performance under this Agreement with a limit of liability of One Million Dollars (\$1,000,000) per claim and in annual aggregate. Such Insurance shall be renewed annually. Prior to commencing work under this Agreement, CONSULTANT shall furnish to DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days advance written notice of cancellation, shall be given to the DISTRICT.

#### 13. TERMINATION

DISTRICT shall have the right to terminate this Agreement upon thirty (30) days' written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall not commit itself to any further expenditure of time or resources.

If the Agreement is terminated for any reason other than breach of a material term by CONSULTANT, the DISTRICT shall pay to CONSULTANT all sums actually due and owing from DISTRICT for all services performed and all expenses incurred up to the day written notice of termination is given, plus any costs reasonably and necessarily incurred by CONSULTANT to effectsuch suspension or termination.

If CONSULTANT breaches a material term of this Agreement and fails to remedy the breach within ten (10) days after the DISTRICT notifies the CONSULTANT of the breach, the Agreement may be terminated immediately and the DISTRICT shall in such event not thereafter pay or allow to the CONSULTANT any compensation for any labor, supplies or materials furnished under this Agreement; and the DISTRICT may proceed to complete this Agreement by other means, and the CONSULTANT shall be liable to the DISTRICT for all loss or damage which it may suffer on account of the CONSULTANT's breach of this Agreement.

#### 14. NOTICES

All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT'S General Manager, or their designee, and the CONSULTANT's primary contact.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party, except for confidential reports described in Section 6 of this Agreement, may be given by personal delivery to the representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT: Mid-Peninsula WaterDistrict

3 Dairy Lane PO Box 129

Belmont, CA 94002

ATTENTION: Tammy Rudock, General Manager

If to the CONSULTANT: Vector Vision PC

PO Box 357

San Mateo, CA 94401

ATTENTION: Bahram Mozayeny, PE, President

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 ensure 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. RECORDS

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

#### 17. DISTRICT WARRANTIES

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

#### 18. 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.

#### 19. 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.

#### 20. ASSIGNMENT

CONSULTANT shall not assign any of the rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.

#### 21. ATTORNEY'S COSTS

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

#### 22. APPLICABLE LAW

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

#### 23. BINDING ON SUCCESSORS

All 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. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

#### 24. 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.

#### 25. 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.

#### 26. COMPLIANCE WITH LAWS AND REGULATIONS

During the progress of the work, the CONSULTANT shall fully adhere to all applicable State and Federal laws and county, municipal or DISTRICT ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. CONSULTANT, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

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

<u>DISTRICT</u> :	<u>CONSULTANT</u> :	
MID-PENINSULA WATER DISTRICT	VECTOR VISION PC	
BY:	BY:	
Tammy A. Rudock	Bahram Mozayeny, PE	_
Its: General Manager	Its: President	

\*NOTE: This Agreement must be executed by two corporate officers, consisting of: (1) the President, Vice President or Chair of the Board, and (2) the Secretary, Assistant Secretary, Chief Financial Officer, Assistant Chief Financial Officer, or by any person authorized by the corporation to execute written contracts.

ENGINEERING ♦ PLANNING ♦ MANAGEMENT

Phone: 650-591-8941

e-Mail: tammyr@midpeninsulawater.org

7/31/2020

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

Subj.: PROPOSAL FOR PROFESSIONAL SERVICES

Project Management for Demolition of Pump Station #2

LOCATION: 1510 Folger Drive, Belmont CA 94002

Dear Ms. Rudock,

Reference is made to our online meeting on 7/28/20 and supporting documents regarding Demolition and Site Restoration of Pump Station #2 at 1510 Folger Drive, Belmont CA. We are pleased to submit this proposal for Project Management services.

We understand our Scope of Work ("SOW") to include provision of following services to Mid-Peninsula Water District ("MPWD"):

- 1. Represent & Assist MPWD as the Overall Project Manager
- 2. Coordinate all related activity and Report to MWPD General Manager on regular basis
- 3. Tasks will include:
  - a. Document itemized project tasks to meet MPWD approval, including defining level of restoration of the site to safe and presentable condition. This does not include new landscaping features, planting or irrigation, etc.
  - b. Prepare Request for Quote ("RFQ") to meet MPWD approval
  - c. Identify Qualified Contractors & distribute RFQ
  - d. Receive Bids & Assist MPWD in evaluation of Bids and selection of contractor
  - e. Coordinate with City & other agencies regarding permits & required approvals
  - f. Schedule and coordinate the project & keep management informed of progress status
  - g. Review and approve contractor invoices and confirm completion of contract tasks
  - h. Assist with resolution of site & project issues & clarification of details
  - i. Select Special Inspector(s) if required & Coordinate with Contractor
  - j. Coordinate final site inspection by MPWD, and work with contractor to address all "Finish Punch List" items to satisfaction of MPWD
  - k. Coordinate the efforts of various project team entities
  - 1. Review & negotiate Change Orders, if any
  - m. Monitor project cost
  - n. Provide these services in "Advisor or Consultant Capacity" on Best Efforts Basis. As such, bring issues to MPWD attention and make recommendation to the best of our knowledge to assist decisions. We Will Not Make Any Decisions without prior approval of MPWD. We will not make any financial or other commitment on behalf of MPWD or undertake any operational responsibility or Construction Management Responsibility. The General Contractor shall be solely responsible for Construction

Management. VectorVision, and its employees, are not, nor should they be viewed as, contractor, general contractor, subcontractor, inspector, or in any way responsible for performance issues or liable for any claims or damages whatsoever arising from the construction or operation of the project and acts of contractor or contractor errors & omissions . VectorVision, nor any of its employees, is Licensed Contractor.

- 4. Tasks will Not include:
  - a. Any special or other construction or final inspection
  - b. Any engineering design or specifications
  - c. Any changes in scope of work
  - d. Any operational or construction tasks

MPWD will handle all financial transactions and records, make all final decisions, and, execute all contracts.

We propose to provide the scope of work outlined above on a lump sum project management fee of \$35,000, plus direct out of pocket expenses, if any.

Proposed payment terms:

1.	Upon Contractor Selection	\$10,000
2.	Mitigation of Hazardous Materials	\$10,000
3.	Project Completion	<u>\$15,000</u>

TOTAL <u>\$35,000</u>

Requested additional services and change orders will be billed on Time & Expense basis according to our standard rate schedule, unless otherwise agreed to:

#### FEE SCHEDULE

Principal Engineer	\$225.00	/Hr
Engineer Tech	\$135.00	/Hr
Direct Expense Handling Multiplier	10%	

We look forward to your approval, and, serving MPWD. Please feel free to contact me with any questions, clarifications.

Respectfully Submitted,

VectorVision PC

Bahram Mozayeny, PE, Its President Professional Engineer License #C71017

PROPOSAL APPROVED & NOTICE TO PROCEED

Mid-Peninsula Water District

By Tammy Rudock, General Manager	Date



EXISTING MAINTENANCE BUILDING



**EXISTING FOLGER PUMP STATION** 



INTERIOR OF FOLGER PUMP STATION



**EXISTING PARKING LOT** 

#### FOLGER PUMP STATION **DEMOLITION**

#### PROJECT BACKGROUND

The District owns two opposing parcels of land along Folger Drive where the original District office / shop facilities used to be located. The Folger Pump Station which used to be the primary Zone 2 pump station shared the southern parcel with the District facilities. After construction of the Hannibal Pump Station along Ralston Avenue, now the District's Zone 2 pump station, the Folger Pump Station was abandoned. In addition, the District moved their office / shop facilities to the current location on Dairy Lane. Due to deteriorating conditions and foundation failures, the existing pump station requires demolition. A pre-demolition study was performed detailing the type of materials to dispose of in addition to any hazardous materials that may be encountered. This project demolishes the existing pump station.

#### PROPOSED IMPROVEMENTS

Demolish the existing pump station.

#### PROJECT BENEFITS

Will remove a hazardous building and prevent a potential catastrophic collapse of the pump station.

#### PROJECT BUDGET (2020)

Project Budget	\$	330,000
Contingency (±10%)	\$	30,000
Planning, Design, & Construction Support	\$	50,000
Subtotal Construction	\$	250,000
Demolition @ \$250,000/LS		250,000

#### PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support: Construction:

Total Expenditures:



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

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



CAPITAL IMPROVEMENT PROGRAM FOLGER PUMP STATION DEMOLITION PROJECT 15-86

Rev 1 - 02/20 Original 2015



# AGENDA ITEM NO. 5.F.

FROM:	Tammy Rudock, General Manager
TO:	Board of Directors
DATE:	September 24, 2020

# SUBJECT: APPROVE RESOLUTION 2020-28 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MPWD DURING FISCAL YEAR 2020/2021

#### **RECOMMENDATION**

Approve Resolution 2020-28.

#### FISCAL IMPACT

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

# **BACKGROUND**

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

# **DISCUSSION**

In 1978 Proposition 13 was passed, which was a property tax reform measure sponsored by the Howard Jarvis Association. The purpose of Proposition 13 was to limit the rate at which property taxes can increase on an annual basis. In 1981, this same group decided to put a similar lid on the expenditures a public agency may incur from "proceeds of taxes" and got Proposition 4 passed, now known as the Gann Limitation. A formula was derived by which to calculate an appropriations limit and applied to all public agencies in the state. Each year the agency can adjust this limit based on changes in population as well as per capita personal income. The change in the California per capita personal income for the prior year was 3.73%, and the applicable change in population from January 1, 2019 to January 1, 2020 for the District was 0.26%.

The MPWD's adjusted limit for Fiscal Year 2020/2021 will be \$3,589,372.

As required by law, notice of the FY 2020/2021 limit and how it was calculated was posted on July 16, 2020 at two (2) locations—at the MPWD's Dairy Lane headquarters and on the MPWD's website.

Attachments: Resolution 2020-28

MPWD's Notice of Determination of Appropriations Limit for FY 2020/2021

BOARD ACTION:	APPROVED:	_ DENIED:	POSTPONED:	STAFF DIRE	CTION:
UNANIMOUS	_ ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA

#### **RESOLUTION NO. 2020-28**

# ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MID-PENINSULA WATER DISTRICT DURING FISCAL YEAR 2020/2021

\* \* \*

#### MID-PENINSULA WATER DISTRICT

**WHEREAS**, the Board of Directors of the Mid-Peninsula Water District (MPWD) established the appropriations limit applicable to the MPWD during the Fiscal Year 2019/2020 as \$3,451,319; and

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

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

**WHEREAS**, the applicable factors for Fiscal Year 2020/2021 are as follows: (1) the change in the California per capita personal income was 3.73%; and (2) the applicable change in population from January 2019 to January 2020 was 0.26%.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2020/2021 is established as \$3,589,372.

**REGULARLY PASSED AND ADOPTED** this 24<sup>th</sup> day of September 2020, by the following vote of the Board.

lollowing vote of the Board.		
AYES:		
NOES:		
ABSTENTIONS:		
ABSENCES:		
	Board President	
ATTEST:		
Board Secretary		



# MID-PENINSULA WATER DISTRICT

# NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020/2021

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIIIB of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen (15) days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2020/2021 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on September 24, 2020.

1. Appropriations Limit for Fiscal Year 2019/2020	\$3,451,319
2. Population Change (January 1, 2019 - January 1, 2020)	0.26%
3. Change in California per Capita Personal Income Fiscal Year 2019/2020	3.73%
4. Fiscal Year 2020/2021 Adjustment Factor (1.0026 x 1.0373)	1.0400
5. Fiscal Year 2020/2021 Appropriations Limit (\$3,451,319 x 1.0400)	\$3,589,372

Dated: July 16, 2020



## AGENDA ITEM NO. 7.A.

DATE: September 24, 2020

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION NO. 2020-29 ADOPTING THE MPWD

**EMERGENCY OPERATIONS PLAN** 

# **RECOMMENDATION:**

Adopt Resolution 2020-29.

# **FISCAL IMPACT:**

There is no direct fiscal impact by adopting this policy document. The District had previously entered into a contract with Tetra Tech, Inc. for \$24,668.00 in March 2018 to prepare this policy document and providing some staff training.

# **DISCUSSION:**

One measure of success under Strategic Element #3 – Infrastructure Management and Operations, of the Board's current Strategic Plan is Priority No. 3-1/19: Complete updated Emergency Response Plan.

To that end, District staff engaged the Oakland, CA office of Tetra Tech, Inc. for assistance in creating the policy document. Tetra Tech's offices have assisted in the creation and support of some 500 emergency management planning projects.

Tetra Tech summarizes the intent of the EOP policy document on page 3 of the Executive Summary with these seven bullet points:

- MPWD's emergency organization required to assist in mitigating any significant emergency or disaster
- Authorities, policies, responsibilities, and procedures required to protect the health and safety of customers, personnel, and facility property
- Operational concepts and procedures associated with field response to emergencies, Emergency Operations Center (EOC) activities, and the recovery process
- Implementation of Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)

- Participate with the San Mateo County Operational Area
- Pre-event emergency planning as well as emergency operations procedures
- District staff members may participate in local Emergency Operations Centers such as the City of Belmont as a District representative or working with other local agencies.

Staff recognizes it can always improve and needs to hold drills to practice its response during an emergency. But the District has prepared itself to a certain degree by doing the following:

✓ Has identified its main office at 3 Dairy Lane as the EOC.

Attachments:

Resolution No. 2020-29

MPWD FOP

- ✓ Would use its property at 1510 Folger Drive as the backup EOC site.
- ✓ District staff are members and have been participants and regular attendees at San Mateo County emergency planning meetings and with this group that the District participated and was a part of the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan in 2016.
- ✓ Several members of staff have taken courses in Incident Command Systems (ICS) which is a component of SEMS, and a few have participated in table-top exercises.
- ✓ Standard Operating Procedures have been created and continue to be developed to not only assist with daily operations and training but provide guidance to outside assistance during an emergency.
- ✓ The District along with Redwood City, Foster City and CalWater operate and maintain seven (7) interties that would allow water to be shipped out or brought into the District during an emergency.

The intent of this policy document is to show what is necessary and how the District has and can prepare for an emergency and will become a part of the District's response to the America Water Infrastructure Act (AWIA) requirements. Staff is currently working on another emergency related project – the Risk and Resiliency Assessment required by the EPA for water agencies under the AWIA of 2018. Its certification of completion is due to EPA on July 1, 2021, and six (6) months later this EOP must be updated.

141	I WD LOI					
BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:_	STAFF D	IRECTION:	
LINANIMOLIS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	

## **RESOLUTION NO. 2020-29**

ADOPTING AN EMERGENCY OPERATIONS PLAN, A POLICY DOCUMENT FOR THE MID-PENINSULA WATER DISTRICT FOR RESPONSE TO EMERGENCY SITUATIONS ARISING FROM NATURAL DISASTERS, TECHNICAL INCIDENTS, AND NATIONAL SECURITY EMRGENCIES AFFECTING DISTRICT FACILITIES AND SERVICES WITHIN ITS SERVICE TERRITORY

\* \* \*

# MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) has been providing potable water service since 1929 to the City of Belmont, a small area within the City of San Carlos, and a small area within unincorporated San Mateo County; and

WHEREAS, the Board of Director's 2019-2020 Strategic Plan Strategic Element #3 – Infrastructure Management and Operations has a goal to maintain operations and maintenance procedures and an objective to develop standard operating procedures in accordance with best management practices as an organized manual; and a 2019 Measure of Success was Priority No. 3-1/19 to complete an update to the Emergency Response Plan; and

WHEREAS, the District engaged the Oakland, CA office of Tetra Tech, Inc. to assist with the development of an Emergency Operations Plan policy document dated September 2020; and

**WHEREAS**, the Emergency Operations Plan policy document prepares the District for emergency situations by:

- Describing the organization required to assist with the mitigation of a significant emergency or disaster
- Explaining authorities, policies, responsibilities, and procedures required to protect the health and safety of customers, personnel and District property

- Illustrating operational concepts and procedures related to field responses to emergencies, Emergency Operations Center activities and recovery
- Implementing Standard Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS)
- Recommending participation in the Emergency Management Group within the San Mateo County Operational Area
- Recommending pre-event emergency planning as well as emergency operations procedures
- Explaining how District staff may participate in local Emergency Operation Centers as a District representative or working with other local agencies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby adopts the Emergency Operations Plan policy document to prepare the District for emergency situations associated with natural disasters, technical incidents and national security emergencies affecting District facilities and services within its service territory.

	REGULARLY PASSED AND ADO	PTED this 24th day of September 2020.	
	AYES:		
	NOES:		
	ABSTENTIONS:		
	ABSENCES:		
		BOARD PRESIDENT	_
ATTE	EST:		
ROAF	RD SECRETARY		

# **EMERGENCY OPERATIONS PLAN**



# **PREFACE**

The Mid-Peninsula Water District (MPWD or District) Emergency Response Plan (EOP) is designed to address organized management to emergency situations associated with natural disasters, technological incidents, and national security emergencies in, or affecting a Mid-Peninsula Water District facility or facilities and/or its service area. The EOP, when combined with the required documents and plans, may be used in order to complete the America's Water Infrastructure Act (AWIA) requirements.

The District provides water delivery service through its infrastructure to the residents of the City of Belmont, a small portion of the City of San Carlos, and portions of unincorporated San Mateo County.

Prepared for:

Mid-Peninsula Water District 3 Dairy Ln. Belmont, CA 94002 650-591-8941 | mpwd.org Prepared by:

Tetra Tech, Inc. 1999 Harrison St. Suite 500 Oakland, CA 94612 510-302-6300 | tetratech.com

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# **EXECUTIVE SUMMARY**

The Mid-Peninsula Water District is a special purpose district created in 1929 to provide potable water service to the City of Belmont receiving the water pre-treated from San Francisco Public Utilities Commission. At the time the District's boundary was created in 1929, it included what is now a small area within the City of San Carlos, and a small portion of unincorporated San Mateo County. A five member elected Board of Directors governs the District.

This document is designed as a policy document to prepare the District for a response to emergency situations associated with natural or human-caused disasters in, or affecting, District facilities and its service area. This Plan describes the following:

- MPWD's emergency organization required to assist in mitigating any significant emergency or disaster
- Authorities, policies, responsibilities, and procedures required protecting the health and safety of customers, personnel, and facility property
- Operational concepts and procedures associated with field response to emergencies,
   Emergency Operations Center (EOC) activities, and the recovery process
- Implementation of SEMS and NIMS
- Participate within the San Mateo County Operational Area
- Pre-event emergency planning as well as emergency operations procedures.
- District staff members may participate in local Emergency Operation Centers such as the City of Belmont as a District representative or working with other local governments.

# **DISCLAIMER**

Every reasonable effort has been made to ensure the accuracy of this plan. However, the District and the authors disclaim any liability and assume no responsibility for any injury or damage resulting from the use or effect of any recommended practice, procedure, or product specified in this guidance or handouts provided in training. Nothing in this plan shall be construed in a manner that limits good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

This plan contains nationally recognized, standard information on emergency planning and how to respond to emergencies. No EOP can plan for all contingencies. This plan attempts to establish general practices for the District during a major emergency; it is not intended to be a field response plan or guide.

Readers must understand that the process of emergency planning is more important than the plan document itself. An on-going safety and emergency functional planning team, regular training, exercise, review and updating is required to maintain the EOP and remain in compliance with National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) regulations.

# **APPROVAL AND IMPLEMENTATION**

This Emergency Response Plan is sanctioned under the authority of the Mid-Peninsula Water District Board of Directors and promulgated under the authority of the District's General Manager.

Authority is to be found, in part, in the California Emergency Services Act<sup>1</sup> and various other codes and regulations. Federal Authority is found in The Robert T. Stafford Act<sup>2</sup>, Homeland Security Presidential Directive 5<sup>3</sup> and 8<sup>4</sup>. The system used nationally is the National Incident Management System (NIMS).

Additional authority can be found in the America's Water Infrastructure Act (2018).<sup>5</sup>

This document shall be part of the official Emergency Response Program for the Mid-Peninsula Water District and shall supersede all previous plans. Nothing in this plan shall be construed in a manner that limits good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices or annexes hereto.

This plan is approved by the District's General Manager and ratified by the Board of Directors.					
		_			
Tammy Rudock, General Manager	Date				

<sup>&</sup>lt;sup>1</sup> CA Emergency Services Act

<sup>&</sup>lt;sup>2</sup> Stafford Act

<sup>&</sup>lt;sup>3</sup> PPD 5

<sup>4</sup> PPD 8

<sup>&</sup>lt;sup>5</sup> America's Water Infrastructure Act

# **RECORD OF CHANGES**

The purpose of this page is to note changes made to the Emergency Response Plan.

Date	Chapter/Section/Page	Approved By:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

# INTRODUCTION

Mid-Peninsula Water District has implemented this Emergency Operations Plan (EOP) to enable employees to respond effectively to a disaster and to comply with SEMS legislation (Standardized Emergency Management System). The EOP serves not only as an emergency management guide but also as a training document for employees of the District. Implementation of SEMS guidelines is required in order to qualify for state and/or federal reimbursement of disaster response expenses.

Water agencies are regarded as essential partners in emergency support to provide firefighters and critical facilities with an adequate water supply and pressure, and to provide citizens with safe drinking water as soon as possible after a disaster. The EOP outlines Standard Operating Procedures for various emergencies. The EOP document is intended to be a reference guide for personnel with emergency assignments. The EOP should be read and understood by all employees before disaster strikes and must be updated regularly.

The District responds to various emergencies on a regular basis, such as a water main break or sheared fire hydrant. Use of this plan is for major emergencies or disasters such as a moderate to major earthquake.

Although employees may encounter a varying magnitude of damage to District facilities, the basic components of a coordinated response are similar for all disasters. They are as follows:

- Organization and Staffing Who will be responsible for emergency response and what are the chains of command and communication?
- Policies and Procedures What steps are to be taken to respond to the emergency and in what priority?
- Contingency Measures How may the emergency plan be changed to respond to unforeseen circumstances?

Depending on the emergency or disaster situation, the District may participate separately or in conjunction with the City of Belmont. A District staff member may serve as a liaison and/or may be seated in the City's Emergency Operations Center.

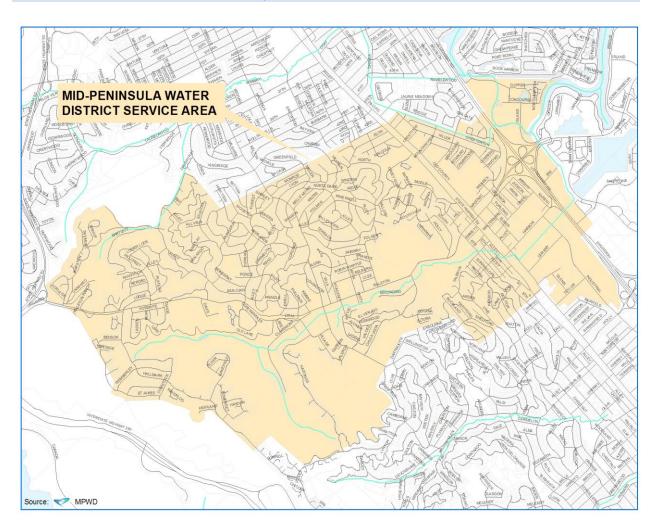
Mid-Peninsula Water District has implemented this Emergency Operations Plan to enable employees to respond effectively to an emergency and to comply with applicable legislation including but not limited to:

- SEMS Legislation Standardized Emergency Management System, Government Code Section 8607
- EPA Requirements US Public Law 107-188 Public Health Security and Bioterrorism Preparedness and Response Act of 2002
- AWIA Bolsters the safety and security of America's water infrastructure
- NIMS Directives Homeland Security Presidential Directive 5

The plan is intended to be somewhat general in its application to provide flexibility during emergency response and recovery. This guidance is not intended for use as a tactical field operations guide.

This document will be updated periodically as major changes occur in laws, regulations, emergency management principles, and emergency response and recovery. In the event of an emergency, District response personnel will be coordinating their activities with external agencies as part of the City of Belmont Emergency Operations Plan and/or the San Mateo County Operational Area Emergency Plan.

# Map of MPWD Service Area



# **AUTHORITY**

The purpose of this section is to describe how laws, regulations, and existing policies impact the emergency planning process. This section also introduces the types of internal policies that may be developed which clarify the District emergency services goals and authorizes staff to take appropriate actions consistent with those goals.

Authorities: The following laws and references authorize or require the District to create, manage, and activate an emergency plan, utilizing its powers to take actions and carry out the responsibilities described in the plan.

California Emergency Services Act (1952, amended 1970, 1986 and 1992, and referred to as the "Act"): Authorizes all political subdivisions of the state (special districts, cities, and counties) to conduct emergency operations. Such action can take place in response to an emergency that immediately overwhelms local resources. Recent additions to this Act include Government Code section 8607 that requires the use of the Standardized Emergency Management System by local government and special districts if they want to recover certain emergency response costs. It also includes 8607.2(a) which requires public water agencies with more than 10,000 service connections to review and revise their

emergency plans in conjunction with local government agencies. These plans should follow the Incident Command System concepts.

California Government Code, Title I, Division 4, Chapter 8, Section 3100: Identifies public District employees as Disaster Service Workers.

California Department of Health Services, Office of Drinking Water, Public Health Notification: The Boil Water and Unsafe Drinking Water Notification outlines public notification and water quality procedures to follow in emergencies.

California State Water Resource Control Board, the lead agency that regulates the quality of drinking water and ensures proper water resource allocation and efficient use.

California Emergency Plan outlines the state's response to help local government respond to disasters. Under Government Code section 8586, the plan is in effect in each political subdivision of the state, and states that the governing board of each political subdivision shall take such actions as may be necessary to carry out the provisions thereof. Procedures for requesting aid and managing a statewide emergency organization are included. This guidance is consistent with the California Emergency Plan.

Environmental Protection District, Guidance for Water Utility Response, Recovery and Remediation Actions for Man-Made and/or Technological Emergencies, April 2002: This document provides uniform response, recovery and remediation guidance for water utility actions in response to man-made and/or technological emergencies. The intent of this guidance is to provide the minimum actions that EPA recommends be carried out by a water utility.

California Health and Safety Code, This EOP takes into consideration regulations with the Section 116460 – Emergency Notification Plan Requirement, Section 116555 – Operational Requirements, Section 116750 – Tampering with Public Water Systems.

This Emergency Response Plan complies with Section 1433(b) of the Safe Drinking Water Act as amended by the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188, Title IV— Drinking Water Security and Safety).

California Waterworks Standards, Consideration was also given to California Waterworks Standards, Section 64560. This document addresses concerns to minimize the effects of events such as power supply, equipment, and structural failures, earthquakes, fires, floods, and sabotage that are reasonably foreseeable; along with protecting against unauthorized entry and/or vandalism.

# HAZZARD ASSESSMENT

Mid-Peninsula Water participated in the San Mateo County Multi-Jurisdiction Hazard Mitigation Plan in 2016. The Plan and respective hazard containing specific hazards is located here: <a href="https://planning.smcgov.org/local-hazard-mitigation-plan">https://planning.smcgov.org/local-hazard-mitigation-plan</a>. Volume I contains general information; while Volume II houses specific participants' Annexes. Because of space constraints, specific hazard information is not detailed in this plan.

There may be additional vulnerabilities and risks such as an area wide power failure or regional terrorism attack. This plan does not include such risk assessments or specific response plans.

# **EMERGENCY SYSTEMS**

Response activities must be performed rapidly and effectively during any emergency. This applies to activities being conducted at the scene of an incident, as well as at the incident command post, or the District EOC that is coordinating and supporting field operations. To accomplish this, the California

Standardized Emergency Management System (SEMS) was developed. SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is designed to be flexible and adaptable to the needs of all emergency responders in California. The basic components of SEMS are the Incident Command System (ICS), multi-District or inter-District coordination, the operational area concept, and the mutual aid system. SEMS must be used by all state agencies and any local public agencies (cities, counties, special districts) seeking reimbursement of personnel-related emergency response costs. In order to be in compliance with SEMS, public agencies must meet requirements in the areas of planning, training, exercises, and performance.

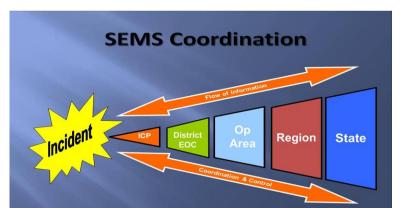
**The National Incident Management System (NIMS)** is an incident management system developed by the US Department of Homeland Security. It is intended to facilitate coordination between responders. NIMS incorporates the Incident Command System (ICS).

The District will employ the use of SEMS and NIMS in its emergency management and response.

# **Standardized Emergency Management System (SEMS)**

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. The type and severity of the emergency will determine the extent of activation for each level.

- Field Response The Field Response level commands emergency response personnel and resources to carry out field decisions and activities in direct response to an incident or threat.
- Local Government Local Government includes cities, city and county, counties, school districts, or special districts (including water utilities).
- Operational Area The Operational Area concept represents the intermediate level of the state emergency organization, consisting of a county and all political subdivisions, including water districts and other special districts, within the county area.
- Regional Because of its size and geography, the state has been divided into six mutual aid regions. In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region, and also between the operational areas and the state level.
- State The state level manages and coordinates state resources in response to the emergency
  needs of the other levels and manages and coordinates mutual aid among the mutual aid regions
  and between the regional and state levels. The state level also serves as the coordination and
  communication link between the state and federal disaster response system.



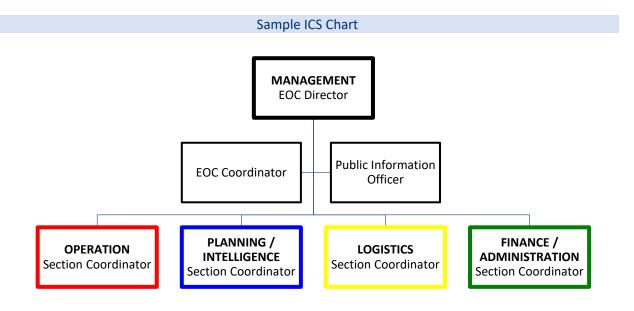
**SEMS Coordination** 

# **Incident Command System (ICS)**

There are five designated functions within ICS. They are Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are described below.

The District will fill EOC positions by utilizing available staff. In some case individuals may be performing multiple functions depending on the situation.

- Management The EOC Director has overall responsibility for all emergency functions. The
  Director may retain and/or delegate authority for functions listed below. (Management is the
  EOC function; Command is in the field.)
- Operations Coordinates emergency response activities at the District EOC level and implements
  the priorities established by Management. Operations staff includes field coordinators, as
  necessary, linked to District personnel at other fixed facilities or assigned to incidents within the
  District. The field coordinator receives and passes information and receives and coordinates
  requests for services and support.
- Planning/Intelligence Oversees the collection, evaluation, verification, and display of current information related to the emergency. Information sources include Operations field coordinators, direct contacts, and all available public and private sources. Planning is also responsible for preparing action plans, and maintaining documentation related to the emergency.
- Logistics Oversees the acquisition, storing, and distribution of essential resources and support services needed to manage the emergency. It tracks the status of resources. Logistics provides services to all field units in terms of obtaining and meeting their personnel, materials, and equipment needs, including communications.
- Finance/Administration Oversees the cost accounting associated with the emergency. This
  section prepares vendor contracts, maintains records of expenditures for personnel and
  equipment, and maintains records and processes claims. It provides preliminary and follow-up
  estimates of damage costs and losses.



# **National Incident Management System**

The National Incident Management System (NIMS) was issued by the Department of Homeland Security on March 1, 2004, to provide a comprehensive and consistent national approach to incident management at all jurisdictional levels and across functional disciplines. Homeland Security Presidential Directive 5 "Management of Domestic Incidents" required the adoption of NIMS by all Federal departments and agencies.

# **District Emergency Operations Center**

District Emergency Operations Center is located at 3 Dairy Lane, Belmont, CA 94002

The District will fill positions as needed with available staff.

 Management - Management has overall responsibility for orchestration of all emergency functions. The EOC Director will determine what EOC positions will be activated and for how long and establish operational and District priorities.

Positions may include:

- o EOC Director
- Public Information Officer
- Legal Officer
- Safety Officer
- Emergency Coordinator
- Operations Supports and coordinates emergency response activities at the District EOC level
  and implements the priorities established by Management. Staff includes coordinators, as
  necessary, linked to District personnel at other fixed facilities or assigned to incidents within the
  District. The coordinator receives and passes information and receives and coordinates requests
  for services and support.

Positions may include:

- Section Coordinator
- Administrative Services
- Resources (meets staffs shelter, care & meals needs) Representative
- Reports & Filing Clerk
- Planning Oversees the collection, evaluation, verification, and display of current information related to the emergency. Information sources include Operations field coordinators, direct contacts, and all available public and private sources. Planning is also responsible for preparing action plans, and maintaining documentation related to the emergency.

Positions may include:

- Section Coordinator
- Situations Status
- o Documentation
- Resource Status
- Logistics Oversees the acquisition, storing, and distribution of essential resources and support services needed to manage the emergency. It tracks the status of resources. Logistics provides

services to all field units in terms of obtaining and meeting their personnel, materials, and equipment needs, including communications.

# Positions may include:

- Section Coordinator
- Supplies
- Food / Shelter
- Finance/Administration Oversees the cost accounting associated with the emergency. This section prepares vendor contracts, maintains records of expenditures for personnel and equipment, and maintains records and processes claims. It provides preliminary and follow-up estimates of damage costs and losses.

# Positions may include:

- o FIN Section Coordinator
- o Time
- o Costs

# **Emergency Staffing and EOC Activation**

Depending on the nature of an incident, the District may choose to do additional and/or supplemental staffing. The District may choose to activate its emergency center to better coordinate and support field activities. The District may also assist the City of Belmont in its Emergency Operations Center.

#### **Notification Procedure**

Once a disaster has occurred, personnel will be notified regarding response about if, when, and where to report to support District operations. These notifications procedures are detailed in the District's Standard Operating Procedure Manual and other District Documents.

District staff members are government employees and classified as Disaster Service Workers (CA Government Code 3101)<sup>6</sup> and can be recalled or be extended for work during an emergency.

#### **Emergency Staffing**

The overall impact, rather than the type of an event, may dictate the level of response to a disaster or incident affecting MPWD. The scope of the disaster or incident, the associated hazards, and area(s) affected at the time the event occurs will determine the level of plan activation and associated response activities. Response efforts may be extended and transition into recovery mode.

- Staffing needs will be in accordance to a changing situation and may extend beyond regular business hours.
- Staff may have their normal assignments modified to address the needs of the District.
- Response and level of emergency staff will vary depending on the needs of the situation.
- Staff members should be prepared and have made plans in the events their hours are modified.
- Staff members should exercise the same level of care and responsibility in an emergency as they do daily in the performance of their tasks.
- The District will maintain accountability of and communication with deployed field staff during a disaster.

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<sup>&</sup>lt;sup>6</sup> <u>CA Government Code 3101</u>

#### **EOC Activation Levels**

# Sample EOC Activation Levels

Level	Operational Status	Situation or Trigger Event (examples include but not limited to)	Activities
Level 1  Minimal Staffing	Emergency Coordinator	<ul> <li>Small incident or event</li> <li>One site</li> <li>Potential threat of:         <ul> <li>Flood</li> <li>Severe storm</li> <li>Escalating incident</li> </ul> </li> </ul>	<ul> <li>Situational Analysis</li> <li>Public Information</li> <li>Response         <ul> <li>Coordination</li> </ul> </li> <li>Resource Coordination</li> <li>Reporting to State</li> </ul>
Level 2 Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/Units Liaison/Agency reps	<ul> <li>Large scale evacuations</li> <li>2+ incident sites</li> <li>Severe Weather Warning</li> <li>Earthquake with minor damage</li> <li>Major scheduled event</li> </ul>	<ul> <li>Situational Analysis</li> <li>Public Information</li> <li>Response         <ul> <li>Coordination</li> </ul> </li> <li>Resource         <ul> <li>Coordination</li> </ul> </li> <li>Logistics Support</li> <li>Reporting to State</li> </ul>
<b>Level 3</b> Full Staffing	All positions (as necessary)	<ul> <li>Large Winter Storm</li> <li>Terrorist incident</li> <li>Major Earthquake</li> <li>Regional Disaster</li> <li>Major Wildland Fire in Urban interface</li> </ul>	<ul> <li>Situational Analysis</li> <li>Public Information</li> <li>Response         <ul> <li>Coordination</li> </ul> </li> <li>Resource Coordination</li> <li>Logistics Support</li> <li>Recovery Operations</li> <li>Sustained Operations</li> <li>Reporting to State</li> </ul>

#### **Level I - Normal Trouble**

- MPWD personnel can handle problems easily within routine response procedures.
- Examples: break in water main, common vandalism, or pump station failure.

# **Level II - Alert (Minor Emergency)**

- Personnel of District can handle problem.
- May require personnel to be put on alert, to be rerouted to other than their normal working area, or to work additional shifts (example; break in several water mains, more than one pump station off-line, or water pollution alert).
- Examples include unverified intrusion detection or cyber breach

# **Level III - Major Emergency**

• Problems beyond capability of District and may require declaration of emergency to authorize emergency expenditure of funds.

- Requires most employees to work additional shifts. MPWD requires additional assistance, either from mutual aid agencies or contractors
- Recovery time may exceed one week, cost will be great, large amounts of mutual aid or contractors will be required, extended shifts will be needed, and request for declaration of emergency will be required.

## **Levels of District Response**

Generally, the classification of the emergency will determine the level of MPWD's emergency response mobilization. The relationship between level of emergency and level of response is as follows:

#### Level I - Normal Trouble

- Does not require activation of EOC; Emergency Coordinator to monitor situation
- Response usually accomplished by MPWD standby repair personnel and/or on-duty personnel.

## Level II - Alert (Minor Emergency)

- May require activation of EOC.
- May require temporary deployment or reassignment of MPWD personnel to deal with the problem.
- Off-duty MPWD personnel may be alerted to call in to work on emergency response.

# Level III - Major Emergency

- Requires immediate activation of EOC.
- Assistance from other agencies may be requested
- All MPWD personnel, on-duty and off-duty, are considered mobilized and should be in a state of readiness to receive emergency response assignments.

# **Emergency Response Actions**

This section of the EOP describes procedures and responsibilities for the assessment of damages to MPWD facilities and disruption of the MPWD processes and operations. Damage assessment is an important step in the EOP but is secondary to the need to account for the safety of MPWD personnel and to secure safe conditions at MPWD facilities. The EOC will compile all damage assessment reports from field personnel and prepare a damage assessment summary for all MPWD facilities.

# **Initial Damage Assessment:**

The initial damage assessment is primarily a visual inspection of MPWD facilities, equipment and processes, and is meant to quickly identify obvious, visual damage which impairs the MPWD's critical functions. More detailed damage inspections and tests can be conducted as time allows during the post-emergency period.

## Specific Damage Assessment Assignments:

Field teams will have specific damage assessment assignments, and each will have a checklist of the facilities, which they are to inspect. The teams should proceed through the damage assessment checklist promptly and report to the EOC as quickly as practical. Any damage, which causes a hazardous condition, should be reported to the EOC and public safety officials immediately. Do no not wait until the damage assessment is completed to report a hazardous condition.

#### **Response Summary**

#### **Initial Activities:**

- Activate the appropriate level of the emergency plan and District's emergency management organization.
- Mobilize emergency response personnel, as needed.
- Activate the Emergency Operations Center, if needed.
- Notify other agencies such as regulatory agencies (local and state health, OES, etc.).
- Begin damage inspections; document any damage (photos and written)
- Evaluate safety of facilities.
- Begin documentation process, including photos and video recording.
- Activate emergency communications systems, as needed, and report damage through the SEMS organizational process.
- Activate emergency response measures when necessary, such as:
- Mutual aid/assistance agreements;
- Contracts for emergency supplies (including water) and equipment;
- Obtaining support supplies for recovery personnel (food, water, housing, etc.);
- Emergency time-keeping methods to record employee hours worked (including overtime and contracts);
- Inter-District coordination of resources, including water supplies;
- Interface with media;
- Assist employees in personal emergencies (home or work) through the use of Employee
- Assistance Programs; and
- Develop repair and restoration plans.
- Establish an emergency action plan within three hours of EOC activation and review every shift change. Management (EOC Director) will determine EOC operational periods.

#### Within 24 Hours:

- Staff the District Emergency Operations Center 24-hours a day, in 8-12 hour shifts, as needed.
- Within 8 hours, complete a preliminary damage inspection (see Damage Reporting in Section 8).
   Identify alternatives for providing temporary services, if necessary, pending full restoration, and locate and arrange for emergency equipment and personnel resources.
- Set up financial object codes to capture FEMA cost allowance information.
- Issue water quality advisories as required by the local health department or State Department of Health Services, Office of Drinking Water.
- Establish restoration priorities and initiate emergency repairs.
- Make external notifications to local governments, regulatory agencies, essential suppliers, major customers, and others as indicated.
- Request mutual aid/assistance resources as warranted by the situation.
- Advise all employees of the situation, work schedules, compensation provisions, and similar matters.
- Review the status of the District personnel and equipment resources and be prepared to respond to requests for mutual aid/assistance.
- Provide public and employee information announcements as indicated.

# Within 72 Hours (Sustained Operations):

- Update restoration priorities.
- Reassess the need to make, modify, or rescind water quality advisories in consultation with local and state health authorities.

- Review District finances and make adjustments if necessary, to meet priority response and recovery needs.
- In conjunction with other local agencies, initiate requests for state and federal disaster assistance, as warranted.
- Continue damage inspection, emergency repairs, public and employee information announcements, and liaison with external agencies.
- Review previous actions.

#### **EOC** Deactivation:

- Authorize deactivation of field response or EOC sections, branches, or units when they are no longer required.
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Notify adjacent facilities and other EOCs, as necessary, of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Be prepared to provide input to the after action report.

#### **Action Plans**

An Action Plan is a plan prepared in EOC containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. Actual Action Plans may vary and will change over the course of the emergency. The Emergency Operations Center Director will update the Action Plan as needed.

# Emergency Action Plans (aka EOC Action Plans)

Action planning at all EOC levels, like that of the field level, is based around an operational period. First establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable timeframe for accomplishing those actions determine the length of the operational period for the EOC. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods.

The initial EOC Action Plan may be a verbal plan developed in the first hour after EOC activation. The Planning Section in concert with the General Staff usually completes it. Once the EOC is fully activated, EOC Action Plans should be written. The EOC Director should approval the EOC Action Plan.

EOC action plans should not be complex or create a time-consuming process. The format may vary somewhat within the different SEMS levels, but the EOC action plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable);
- Statement of current priorities related to objectives;
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred);
- Assignments and actions necessary to implement the strategy;
- Operational period designation (the time frame necessary to accomplish the actions);
- Organizational elements to be activated to support the assignments (also, later Action Plans may list organizational elements that will be deactivated during or at the end of the period); and

Logistical or other technical support required.

The primary focus of the EOC Action Plan should be on MPWD issues. The plan sets overall objectives for MPWD and may establish the priorities as determined by the EOC Director. It can also include mission assignments to departments; provide policy and cost constraints, inter-District considerations, and other information. Properly prepared, the EOC Action Plan provides essential information needed to develop departmental Action Plans.

# The Action Planning Process:

The primary responsibility for preparing an incident or an EOC Action Plan is assigned to the Planning/Intelligence Section. Several elements of (the organization will be involved in the development of the content for the plan:

- The EOC Director and all members of the General Staff must participate in the process.
- There must be adequate representation of key organizational components, organizations, and agencies.
- Representatives participating in the planning process must have the technical expertise and authority to commit to accomplishing the objectives.
- Representatives must understand the action planning process and be willing to follow the process.
- There must be adequate logistical arrangements and facilities to support the process.
- There must be adequate pre-event planning, and participants must adhere to the format and timetables related to the planning process.

# Steps in the Planning Process:

- Identify representatives and organizational entities needed for current planning. This will include, but is not limited to, the EOC Director, General Staff, Information, and Liaison functions, as well as key District representatives essential to meeting the objectives.
- Establish a cycle for action planning meetings. Initially, these may be every few hours or several times a day. Over time, they will move to twice a day and then to daily.
- Develop a format for the plan and use it in the planning process. Formats will vary depending upon Field or EOC level, complexity of the plan, and other factors.
- Determine who needs the plan and establish procedures for publication and distribution.
   Establish a procedure for revisions and updates. This could include providing suggested written revisions, or provision for making appropriate changes during the operational period, if required.
- Prepare and distribute the Action Plan. The plan will be prepared based on information obtained at the planning meeting. Ensure that the Incident Commander or the EOC Director prior to distribution approves the plan.
- Establish a documentation file for Incident or EOC Action Plans. This file will contain the Action Plans and any supporting documentation.

#### **Establishing Priorities:**

Action plans are based on establishing priorities of actions to be undertaken. It is important to remember that priorities may change as circumstances dictate. The following items illustrate the types of actions that should be a priority for water utilities:

Act to protect life. If the disaster has created a severe water supply emergency that results in a
threat to public health, follow the criteria established by the Department of Health Services,
Office of Drinking Water for authorization to use alternative supplies. If the alternative supplies
do not meet primary drinking water standards, issue a Boil Water Order or Unsafe Water Alert.

- Preserve water in storage to the extent possible. Lower water levels in reservoirs to reduce the
  possibility of structural failure if damage is apparent. Assess damage to the sewer system to
  determine if it may contaminate water supplies.
- Isolate areas that will take the longest to restore to service and work with local government to
  provide alternate water supplies. The Office of Emergency Services has developed a guidance
  document entitled Multi-District Emergency Response Procedures for Potable Water
  Procurement and Distribution to assist water utilities and local governments in meeting the
  requirement to provide water to the public.
- Set priorities on repair work. Plan to restore service area by area. Get input from the emergency
  operations center on essential uses. Consider feeder lines. Keep in mind the need for firefighting
  water. Request mutual aid/assistance if the needed repairs exceed the District's ability to
  complete repairs in a timely manner.

# **PUBLIC ALERTS AND NOTIFICATIONS**

The District relies on the ability of the local municipality to broadcast any alert and warning will work with the affected municipal jurisdiction(s) regarding and Alerts and/or Notifications related to the quality and/or water delivery service.

Alerts may include, but not limited to:

- Boil Water Notice and Cancelation
- Do Not Drink Notice and Cancelation
- Do Not Use Notice and Cancelation
- Water main break

The District will notify appropriate state regulatory agencies regarding and changes in water quality in accordance with current codes and regulations.

# TRAININGS AND EXERCISES

As required, MPWD will conduct various trainings and exercises to ensure its employees are prepared to respond during emergencies and disasters. These training and exercises may be self-contained or in conjunction with a municipality or other water agency. Documentation will record training or exercise information and attendees. Exercises are meant to test and evaluate the plan and procedures not the individuals.

Following an emergency incident or exercise the District will draft an After Action Report (AAR) that summaries positive and remedial actions. The AAR will assign the staff member responsible for the remediation and designate a timeline for correction.

# **MUTUAL AID**

MPWD interacts with other water agencies along the Peninsula and is interconnected to various neighboring agencies and is, therefore, able to provide contingent water services to its customers.

# **EMPLOYEE CARE AND RESPONSIBILITIES**

MPWD employees should be familiar with emergency policies and procedures. During the response to and recovery from a disaster, be prepared to care for and support the needs of employees on the job while they work extended hours and any days in a row; often for weeks or even months at a time.

Staff members should be prepared to work modified hours during an emergency or disaster. Part of preparedness includes pre-disaster planning such as:

- Developing a family emergency plan and emergency communication plan
- Maintaining emergency supplies at home
- Having a "to-go" bag packed
- Having personal supplies at work including changes of clothes and hygiene items
- Having an extra phone charger, glasses, medication
- In support of its employees, the District will:
- Maintain emergency supplies of water and food for 72 hours
- Supply sleeping area for employees who cannot return home
- Communicate upcoming emergency and safety courses and trainings
- Adequately train personnel on safety procedures commensurate with job responsibilities
- Provide emergency training exercises
- Interact with partner cities and be familiar with their emergency procedures

# **ADDEMNDUM**

## **Relationship with Associated Plans**

- City of Belmont Emergency Operations Plan
- San Mateo County Emergency Operation Plan
- San Mateo County Multi-Jurisdiction Hazard Mitigation Plan
- San Mateo County Associated Emergency Plans

### References

- America's Water Infrastructure Act (2018)
- American Water Works Association
- California Department of Water Resources
- California Emergency Services Act
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

#### **District Documents**

- Employee Handbook
- Standard Operating Procedures (SOPs)

# **EOC Supplies (suggestion)**

- Pens, pencils
- Legal pads
- Post its
- White boards & markers
- Status boards
- District map
- District contact list (staff members)
- Contact list (neighboring agencies)
- Contact list (vendors)
- County's Emergency Communication Information
- Computers or laptops
- ICS forms
- Telephones / smartphones (and chargers)
- Radios
- Televisions
- Emergency water and food supplies
- Web EOC log-in information
- Emergency backup power
- Documentation log
- Staff work log
- EOC position check lists

#### **Acronyms** (selected)

AAR: After-Action Report

AWIA: America's Water Infrastructure Act AWWA: American Water Works Association

Cal OES: California Governor's Office of Emergency Services

CalEPA: California Environmental Protection Agency CUEA: California Utilities Emergency Association

EOC: Emergency Operations Center EPA: Environmental Protection Agency

FEMA: Federal Emergency Management District

ICS: Incident Command System

MPWD: Mid-Peninsula Water District

OES: Office of Emergency Services (usually San Mateo County)

**REOC: Regional Emergency Operations Center** 

SEMS: Standardized Emergency Management System

**SOC: State Operations Center** 

**SOP: Standard Operating Procedures** 

# **Glossary**

#### - A -

**Action Plan** - The plan prepared in the EOC containing the emergency response objectives, overall priorities, and supporting activities for a designated period. The plan is shared with supporting agencies. (See also Incident Action Plan.)

**After-Action Report** - A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After-Action Reports are required under SEMS after any emergency which requires a declaration of an emergency.

America's Water Infrastructure Act (AWIA) - AWIA is a federal law that provides for water infrastructure improvements throughout the country. AWIA became law on October 23, 2018.

American Water Works Association - AWWA is a national non-profit, professional organization designed to enhance MPWD staff and management skills. The California/Nevada section has an Emergency Planning Committee whose mission is to promote and accelerate emergency preparedness, response and recovery; planning among water utilities; provide expertise in MPWD emergency planning; and support intra-discipline emergency planning activities among other utilities.

**Area Command** - An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed.

Assigned Resources - Resources checked in and assigned work tasks on an incident.

**Assignments -** Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

- C -

California Utility Emergency Association, Inc. (CUEA) - CUEA is a non-profit association supported by memberships from gas, electric, telecommunications, water, wastewater, and pipeline utilities. The Association coordinates and facilitates utility-related emergency planning and recovery concerns in

California. CUEA also trains volunteer utility staff to support the state emergency operations centers and address utility related emergency concerns.

**Command** - The act of directing, and/or controlling resources at an incident by virtue of explicit legal, District, or delegated authority.

**Command Staff** - The Command Staff in the field consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. These functions may also be found at the EOC. At the EOC, they would report to the EOC Director.

**Compensation Unit/Claims Unit** - Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident or within an EOC.

**Critical Facilities** - Facilities required for maintaining the health, safety, and well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). These facilities may include buildings that have been designated for use as mass-care facilities (e.g., schools, churches, etc.).

- D -

**Damage Inspection -** Designated staff trained in inspection reporting will review damaged facilities, record information, post inspection tags, and communicate with a central facility.

**Debriefing** – a meeting following an incident, event, training or exercise to discuss the occurrences, actions, or incidences. Debriefs may be connected with an improvement activity and/or plan to capitalize on positive actions and correct or improve others. Conversely, a debrief may also be an opportunity to share thoughts, feelings, frustrations, and discuss the recent situation.

**Delegation of Authority** - A statement provided to the Incident Commander by the District Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed.

Disaster - A sudden calamitous emergency event bringing great damage, loss, or destruction.

**Disaster Service Worker (DSW)** - Public employees are considered Disaster Service Workers (DSWs). Section 3100, Chapter 8 of the California Government Code identifies public employees as DSWs and requires them to remain at or return to work during emergencies. Public employees would receive pay for their services.

**District Executive or Administrator -** Chief executive officer of the District that has responsibility for the incident.

**District Representative** - An individual assigned to an incident or to an EOC from an assisting or cooperating District who has been delegated authority to make decisions on matters affecting that District's participation at the incident or at the EOC. District Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at an EOC.

- E -

**Emergency** - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States that requires federal emergency assistance to help state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a disaster.

**Emergency Action Plan (EAP)** - The plan developed to list the jurisdiction's objectives, actions to be taken, assignments, and supporting information for the next operational period. This is prepared at the EOC.

**Emergency Management -** Operational control and/or coordination of emergency operations at each level of government. This can include the actual direction of field forces or the coordination of joint efforts of government and private agencies supporting such operations.

**Emergency Management Coordinator or Emergency Services Coordinator -** The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

**Emergency Operations Center (EOC)** - A location from which centralized emergency management can be performed. EOC facilities are established by a District or jurisdiction to coordinate the overall District or jurisdictional response and support to an emergency.

**Emergency Operations Period** - A time period that begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes preparedness, warning (where applicable), and impact phases and continues until immediate and later effects of the disaster no longer are a hazard to life or threat to property.

**Emergency Plans** - Official and approved documents that describe principles, policies, emergency actions, methods, and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

**Emergency Response Plan (ERP)** - The plan that each jurisdiction has and maintains for responding to appropriate emergencies.

**Emergency Response Personnel** - Personnel involved with a District's response to an emergency.

**Emergency Services Director** - The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

**Environmental Protection Agency (EPA)** - Environmental Protection Agency charged with overseeing the environment – including water systems – in the United States.

**Evacuation** - A request by local law or fire district for citizens and businesses to vacate premises due to emergency conditions.

**Event** - A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

- F -

**Federal Emergency Management Administration (FEMA)** - Federal planning, training, and response organization identified to support state and local government response to declared emergencies.

**Federal Energy Regulatory Commission** (FERC) - Federal District directed to work with energy producing facilities to monitor compliance with planning, creating, and training staff on emergency response to energy-producing systems.

**Field Operations Guide -** A pocket-size manual of instructions on the application of the Incident Command System.

**Finance/Administration Section** - One of the five primary functions found at all SEMS levels; responsible for all costs and financial considerations. At the incident, the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

- G -

**General Staff -** The group of management personnel reporting to the Incident Commander or to the EOC Director.

- Operations Section Coordinator
- Planning/Intelligence Section Coordinator
- Logistics Section Coordinator
- Finance/Administration Section Coordinator

- H -

**Hazard** - Any source of danger or element of risk to people or property.

**Hazard Area** - A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

**Hazard Mitigation Plan** - A plan that identifies hazards and associated risks and develops action items that attempt to mitigate the impact associated with those hazards.

-1-

**Incident** - An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan** - The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Commander** - The individual responsible for the command of all functions at the field response level.

**Incident Command Post (ICP)** - The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

**Incident Command System (ICS)** - The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Objectives** - Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

- L -

**Liaison Officer** - A member of the Command/Management Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Emergency** - The duly proclaimed existence of conditions of disaster or of extreme peril to the safety or persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

**Local Government** - California Government Code Section 8680.2 defines local agencies as any city, city and county, school district or special district.

**Logistics Section** - One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

- M -

**Major Disaster** - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States. The President makes this proclamation when the damage is severe and the magnitude significant enough to warrant disaster assistance under the Robert T. Stafford Act (formerly known as the Federal Disaster Relief Act).

Media - Means of providing information and instructions to the public, including radio, television, and newspapers.

**Mitigate** - To reduce, avoid, or protect against the expected effects of future Major Disasters or emergencies.

**Multi-Jurisdiction Incident** - An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under a Unified Command.

**Mutual Aid Coordinator** - An individual at local government, operational area, region, or state level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

-- O -

**Office of Emergency Services (OES)** - May refer to various levels of Offices from local (County) to state (Governor's).

**Operational Area** - An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Period** - The period of time scheduled for execution of a given set of operation actions as specified in the EOC Action Plan. Operational Periods can be of various lengths, although usually not more than 24 hours.

**Operations Section** - One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response level can include Branches, Division and/or Groups, Task Forces, Teams, Single Resources, and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions, as necessary, because of span of control considerations.

- P -

**Planning Meeting** - A meeting held, as needed, throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger

incidents, the planning meeting is a major element in the development of the Incident Action Plan or EOC Action Plan.

**Planning Section [aka Planning/Intelligence]** - One of the five primary functions found at all ICS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the ICS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

**Procurement Unit** - Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

**Public Information Officer (PIO)** - The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the District.

- R -

**Resources** - Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

- S -

**Section -** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning/Intelligence, Logistics, Administration/Finance.

**Section Coordinator** - The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics, and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

**Special District** - A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, or maintain a project (as defined in California Code of Regulations 2900(s)) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et seq. of the Code.

**Staging Area** - locations that are set up at an incident where resources can be placed while awaiting an assignment.

**Standard Operating Procedures (SOP)** - A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

**Standardized Emergency Management System (SEMS)** - A system required by California Government Code for managing response to multi-District and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

**State of Emergency** - A statement by the Governor that proclaims the existence of a situation of extreme peril to the safety of people and/or property within the state. These conditions are likely to exceed the local capability to control it without outside mutual aid assistance through the mutual aid regions to combat the disaster. For this proclamation, the disaster situation can be caused by air pollution, fire,

flood, storm, epidemic, riot, earthquake or other conditions, except situations resulting from a labor controversy or "State of War Emergency."

- T -

**Technical Specialists** - Personnel with special skills that can be used anywhere within the ICS or EOC organization.

- U -

Unified Area Command - is established when incidents under an Area Command are multijurisdictional.

**Unified Command** - In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating District authority, responsibility, or accountability.

**Utilities Branch** - The organizational unit located within the Operations Section of all SEMS levels. It is activated, when needed, to address utility related issues associated with an emergency or disaster. At the regional and state levels of SEMS, the Branch is managed by State OES and staffed by members of the California Utilities Emergency Association (CUEA). Public and private water utilities in areas affected by an emergency are encouraged to communicate with the Utilities Branch at the appropriate levels of SEMS regarding damage assessments, emergency status, response and recovery support, and information needs.



# AGENDA ITEM NO. 7.B.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2020-30 AUTHORIZING THE COMMENCEMENT

OF PROCEEDINGS IN CONNECTION WITH THE REFUNDING OF THE MPWD'S OUTSTANDING CERTIFICATES OF PARTICIPATION (2016

FINANCING PROJECT), RETAINING A MUNICIPAL ADVISOR, PLACEMENT AGENT, AND BOND COUNSEL, AND DIRECTING CERTAIN ACTIONS WITH

RESPECT THERETO

# RECOMMENDATION

Adopt Resolution 2020-30.

#### **FISCAL IMPACT**

\$15,000 contingent upon private placement of refunding issue ( MPWD's 2016 COP Financing Project), which would be paid from placement sale proceeds.

# **BACKGROUND**

# Costs of the MPWD's 2016 COP Sale

The par amount of the COPs sold on December 21, 2016, was \$18,570,000 for the MPWD's CIP (Capital Improvement Program). A premium of \$938,447.30 was added to bring the total sale proceeds to \$19,508,447.30. Underwriters fees were \$114,426.48, resulting in net proceeds totaling \$19,143,020.82, as reflected in the Sale and Delivery of Certificates chart below.

The Cost of Issuance chart includes all expenses paid because of the sale, and the \$42,875.50 balance that was transferred to the project fund.

These were previously reported to the Board and are provided for reference.

SALE AND DELIVERY OF CERTIFICATES					
Date	For What		COP Funds		
12/21/2016	Par Amount of Certificates	\$	18,570,000.00		
12/21/2016	Original Issue Premium	\$	\$ 938,447.30		
	Total Proceeds	\$	19,508,447.30		
12/21/2016	Underwriters Fees	\$	(114,426.48)		
	Net Proceeds	\$	19,394,020.82		
12/21/2016	Cost of Issuance	\$	(251,000.00)		
	Net Proceeds as of 12/21/16 to COP CIP	\$	19,143,020.82		

COST OF ISSUANCE				
Date	For What	Closing Costs		
12/21/2016	Deposit from Net Proceeds	\$ 251,000.00		
12/21/2016	Quint & Thimmig LLP - Disclosure Counsel	\$ (30,000.00)		
12/21/2016	Wulff Hansen & Co - Municipal Advisor	\$ (70,000.00)		
12/21/2016	IPREO LLC - Bidding Platform	\$ (1,500.00)		
12/21/2016	S & P Global Ratings - Rating	\$ (20,000.00)		
12/21/2016	Elabra, Inc Printer	\$ (1,135.00)		
12/21/2016	Public Property Financing Corp - Counterparty	\$ (3,500.00)		
12/21/2016	Quint & Thimmig LLP - Bond Counsel	\$ (71,607.00)		
3/7/2017	Trustee's Fees	\$ (2,250.00)		
3/8/2017	MPWD Reimbursement (Legal Fees)	\$ (8,132.50)		
3/20/2017	Transfer to Project Funds	\$ (42,875.50)		
	Total	\$ -		

# **DISCUSSION**

There is potential now for the MPWD to refund (refinance) its 2016 COPs and save money and/or shorten the term for payback. Interest rates are low. There is interest among the investment community. The MPWD has a solid reputation in the marketplace.

On September 9, 2020, the Board's Finance Committee considered options available for refunding—a private placement (with a bank) or a public offering (COPs, bonds). A potential "Cinderella" refinancing (where the MPWD would pay higher interest at first and then convert to lower interest) and placement agent was recommended by the MPWD's Municipal Advisor Ben "Bud" Levine of Wulff, Hansen & Company, and an RFP (Request for Proposal) was promptly issued by them.

Wulff, Hansen & Company received four (4) proposals:

- 1. Brandis Tallman (Oppenheimer) \$15,000 Placement Agent Fee
- 2. DA Davidson \$20,000
- 3. Hilltop Securities \$22,500
- 4. Pipe Sandler \$35,000

The Finance Committee met on September 21, 2020 to review the summary and recommendation by Wulff, Hansen & Company, and supported it and staff in presenting a resolution to the Board naming Brandis Tallman as the MPWD's Placement Agent.

After the Board's approval, Brandis Tallman will prepare an RFP for transmittal to a host of banks in the business of "Cinderella" refunding issuances, which will be compared with available public offerings. Wulff, Hansen & Company will also do a market comparison to ensure the MPWD would be getting the best savings.

The Finance Committee suggested that staff include the top two (2) proposals from placement agents in the September 24, 2020 Board packet, because at any time either of these companies could competitively serve as the MPWD's underwriter should the direction be to seek a public offering for better results.

The \$15,000 placement agent fee and all other associated fees (municipal advisor, bond counsel, etc.) are contingent upon the completion of the private placement.

Wulff, Hansen & Company Summary of RFP for Placement Agent Responses, including Submittals from

Brandis Tallman and DA Davidson

BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:	STAFF DIRE	CTION:	
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	

# **RESOLUTION NO. 2020-30**

AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS IN CONNECTION WITH
THE REFUNDING OF THE DISTRICT'S OUTSTANDING CERTIFICATES OF PARTICIPATION
(2016 FINANCING PROJECT), RETAINING A MUNICIPAL ADVISOR,
PLACEMENT AGENT, AND BOND COUNSEL,
AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO

\* \* \*

# MID-PENINSULA WATER DISTRICT

WHEREAS, the District has determined that is prudent at this time to refund its outstanding Certificates of Participation (2016 Financing Project) to generate debt service savings to the District; and

WHEREAS, the Board Finance Committee reviewed options and discussed the matter with the District's municipal finance advisor, Wulff, Hansen & Co., on September 9, 2020, and supported staff in presenting to the Board of Directors for consideration; and

WHEREAS, it is appropriate that the Board formally authorize the preparation of the necessary documents in connection with the Refunding and to retain a municipal advisor, a placement agent and bond counsel to assist the District.

# NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The District authorizes the President of the Board, the Vice President of the Board, the General Manager (the "Authorized Officers") and/or other appropriate officers and officials of the District to proceed with the preparation of the necessary documents in connection with the Refunding, subject to the final approval by the Board at a subsequent meeting.

Section 2. Wulff, Hansen & Co. is hereby retained as municipal advisor to the District in connection with the Refunding, the compensation for such services to be negotiated with the General Manager.

Section 3. Brandis Tallman is hereby retained as placement agent to the District in connection with the Refunding, for a fee of \$15,000 for such services to be by separate agreement approved in form by the Bond Counsel and District Counsel and signed by the General Manager.

Section 4. Quint & Thimmig LLP is hereby retained as bond counsel and as disclosure counsel, in connection with the Refunding, the compensation for such services to be negotiated with the General Manager.

Section 5. The Authorized Officers and/or other appropriate officers and officials of the District are hereby authorized and directed to take such action and to execute such documents as may be necessary or desirable to effectuate the intent of this Resolution.

Section 6. This Resolution shall be in full force and effect immediately upon its adoption.

**REGULARLY PASSED AND ADOPTED** this 24<sup>th</sup> day of September 2020.

A \ / E C

BOARD SECRETARY		
ATTEST:		
	BOARD PRESIDENT	
ABSENCES:		
ABSTENTIONS:		
NOES:		
AYES:		

#### Mid-Peninsula Water District Request for Proposals Results 21-Sep-20

Placement Agent Fee:	<u>Brandis Tallman (Oppenheimer)</u> 15,000	<u>DA Davidson</u> 20,000	Hilltop Securities 22,500	<u>Piper Sandler</u> 35,000
Experience placing Cinderella bonds?:	a Yes	Yes	Yes	Yes
Notes from Proposal:	Recommends only refunding specific maturities to produce better result	1) Recommends dual-marketing approach	Recommends only refunding specific maturities to produce better result	1) Does not project private placement to be 'in-the-money' at this time
	2) Projects taxable advance refunding to produce a better result at this time	Projects taxable advance refunding to produce a better result at this time	3) Does not project private placement to be 'in-the-money' at this time, but are willing market to banks via RFP to determine actual result	
	3) Does not project private placement to be 'in-the-money' at this time, but are willing market to banks via RFP to determine actual result	3) Does not project private placement to be 'in-the-money' at this time, but are willing market to banks via RFP to determine actual result		
Team Location:	San Francisco, CA	Roseville, CA	Cardiff, CA & Dallas, TX	Sacramento, CA & Kansas City, MO



Response to: Request for Proposal for Placement Agent Services

Mid-Peninsula Water District Refunding Certificates of Participation (Cinderella), Series 2020

**September 18, 2020** 

**Presented To:** 



Wulff, Hansen & Co. 100 Smith Ranch Road, Suite 330 San Rafael, CA 94903

**Presented By:** 



Brandis Tallman, A Division of Oppenheimer & Co. Inc. 580 California Street, Suite 2300 San Francisco, CA 94104



September 18, 2020

Bud Levine Rob Pankratz

Wulff, Hansen & Co. 100 Smith Ranch Road, Suite 330 San Rafael, CA 94903

Dear Bud and Rob,

Brandis Tallman, a Division of Oppenheimer & Co. Inc. ("Brandis Tallman") appreciates the opportunity to present our proposal to provide placement agent services to the Mid-Peninsula Water District (the "District") for its proposed Refunding Certificates of Participation (Cinderella), Series 2020.

#### Private Placement Experience

The founding partners of Brandis Tallman have been pioneers of the private placement method of sale, having performed them since 2000. Brandis Tallman has been a leader in the private placement space, having closed 144 private placements since 2017. We have the largest portfolio of direct placement lenders of any California municipal bond underwriter.

#### Robust Background in Utility Revenue Debt and the Cinderella Structure

Brandis Tallman is very experienced with utility revenue financings. Since 2017, we have privately placed 26 utility revenue financings. We are also familiar with the Cinderella structure, having closed one of the first Cinderella utility revenue financings in California. We have also been through the conversion process with once Cinderella transaction and refinanced another one at the conversion date.

#### A Leader in Working with Special Districts

Since its inception, Brandis Tallman has put a strong emphasis on working with special districts. Brandis Tallman's work as a member of the California Special Districts Association Finance Corporation has given them years of insight on how special districts operate. We understand that every financing is significant to a special district, and the founders Rick Brandis and Nicki Tallman work directly on each transaction.

Thank you for your time and consideration.

Regards,

Brandis Tallman, a Division of Oppenheimer & Co. Inc.

Nicki Tallman, Managing Director

Nichi Tallman.

Rick Brandis, Managing Director





### I. Introduction

Founded in 2002, the Brandis Tallman Division of Oppenheimer & Co. Inc ("Brandis Tallman") is a full-service investment banking firm that is dedicated solely to serving California communities by providing bond underwriting and placement agent services. Brandis Tallman specializes in serving mid-sized California public agencies such as the Mid-Peninsula Water District (the "District"). We craft case-specific and cost-effective financing structures suited to the specific needs of our clients. Our hands-on approach allows us to engage in a variety of transactions and structures that other firms are too standardized to take under consideration.

Brandis Tallman's extensive experience with private placements is unparalleled. The partners at Brandis Tallman have been privately placing municipal debt since 2000, long before it became a more common alternative to a bond sale. Based on statistics from the California Debt and Investment Advisory Commission ("CDIAC"), since 2015 our firm has performed the most private placements in the State of California. We have closed and funded approximately three private placements a month for the last five years. The following table shows our private placement production since 2017.

Year	Number of Transactions	Par Amount
2020 (to date)	28	\$197,974,589
2019	38	\$210,809,830
2018	31	\$114,683,394
2017	47	\$205,916,867

In the last 20 years, we have developed strong, long-term relationships with a variety of private placement lenders, opening a market for any municipal financing need. We were the first placement agent to close a private placement in California with Branch Banking & Trust (BB&T, now called Truist), and we were the first placement agent to do a 20-year financing term with BBVA Compass Bank. Our close relationships with lenders have enabled us to provide our clients with the most competitive interest rates and financing terms that the market has to offer. With over 40 buyers, we have the largest portfolio of direct placement lenders of any California municipal bond underwriter.

Even though the COVID-19 health crisis has created a challenging credit environment for issuers, we have still been able to conduct a successful RFP process for our clients. In March of 2020, we were planning to underwrite the City of Exeter Sewer Revenue Refunding Bonds. Due to the market disruption caused by COVID-19, we changed course to a private placement. We issued a limited RFP and received three proposals on March 20<sup>th</sup>. The last minute RFP process was able to provide comparable savings to what was expected back when the transaction was set up for a public sale. More recently, the Cardiff School District hired Brandis Tallman to serve as placement agent for their real property lease purchase financing. Due to revenue constraints, they were seeking a minimum 25-year financing term for their project. On April 29<sup>th</sup>, we were able to obtain 5 bids for this transaction. **Since March of 2020, we have closed 26 private placements, six of which were utility revenue financings**.



### II. Scope of Services

Our overall coordination of the financing shall be such as to minimize the costs of the transaction coincident with maximizing the District's financing flexibility and capital market access.

Placement agent services will include, but are not limited to:

- Develop, Monitor and Comply with the Transaction Process Brandis Tallman shall work with the financing team for the development and successful implementation of the financing strategy and timetable.
- **Provide Market Commentary** We will provide regular summaries of current market conditions, trends in the market and how these may favorably or unfavorably affect the proposed financing.
- Compile, Draft & Distribute Solicitation Package Brandis Tallman will compile/draft a solicitation package, or lender Request for Proposal ("RFP"), to present the transaction to investors. We will coordinate all communication with investors, facilitating questions and requests for any additional information, coordinating conference calls, if necessary, and obtaining in a timely manner bids that are complete and responsive to the District's requests.
- Summarize and Evaluate RFP Responses We will request that the lenders present, in a clear and organized manner, their understanding of the transaction and their terms. We will summarize and prepare an evaluation of each potential investor's response to the RFP, including a numerical analysis of the most favorable proposals. We will review with the District and the financing team, enumerating and discussing pros and cons.
- Compute Sizing and Design Structure of the Financing Brandis Tallman shall work with the financing team to compute sizing and design the finance structure to be consistent with the agreed upon terms, commenting on whether they reflect current conditions in the capital markets. Brandis Tallman will perform numerical iterations including sources and uses of funds, debt service schedules, and cash flow projections, as needed.
- Review Financing Documents We will assist the financing team in the drafting and review of all respective financing resolutions, legal documents, and closing documents.
- Prepare and Present to Staff, Committee and/or Board Members As deemed appropriate, Brandis
  Tallman shall prepare and present the financing and all market analysis. We are happy to attend any
  meetings or educational sessions.
- Provide Pre-Closing, Closing and Post-Closing Assistance We will assist bond counsel, including
  arranging for or monitoring the progress of final delivery of the securities and settlement of the costs
  of issuance. Post-closing, we will provide a compilation of the transaction and will assist with CDIAC
  reporting.



### III. Relevant Experience

Brandis Tallman's experience over the last two decades falls in line with the District's requirements for the proposed refunding. Specifically, Brandis Tallman's 1) extensive experience with utility revenue financings, 2) regular work alongside special districts, and 3) expertise with the unique Cinderella structure will all be vital assets to the District.

Brandis Tallman has been an industry leader in utility revenue private placement financings. Since January 1, 2017, Brandis Tallman has privately placed 26 utility revenue transactions in California. The firm has a very well developed understanding of how lenders view utility revenue debt, and we will use this knowledge to help the District receive the best financing options possible. We have experience with other local water districts, having served as placement agent for the Purissima Hills Water District \$8,103,000 financing earlier this year. We received six excellent bids for Purissima Hills Water District.

As a prominent member of the California Special Districts Association ("CSDA") Finance Corporation consulting team, Brandis Tallman specializes in serving special districts. We have been a consultant to the CSDA Finance Corporation since 2014 and have completed 23 transactions for CSDA members. Since January 1, 2017, Brandis Tallman has acted as placement agent on 38 transactions for special district clients.

The distant call date of December 1, 2026, makes the refunding of the District's 2016 Certificates of Participation (the "2016 COPs") more complicated than a standard refinancing. The refunding will need to utilize a Cinderella structure, which begins with a taxable rate and then converts to a tax-exempt rate at the call date of the 2016 COPs. Since the Tax Cuts and Jobs Act of 2017 ended tax-exempt advance refundings, Brandis Tallman has been a pioneer of the Cinderella structure. We closed one of the very first Cinderella financings when serving as placement agent for the Del Paso Water District Installment Purchase Agreement in the spring of 2018. In total, Brandis Tallman has served as placement agent on three Cinderella refundings, two of which were utility revenue financings.

Brandis Tallman is familiar with the conversion process, having successfully converted one Cinderella financing to a tax-exempt rate. Brandis Tallman has also refunded a Cinderella financing on its conversion date. Both the conversion and the refunding of the two financings brought us valuable insight into the best structuring options when issuing a Cinderella bond. Due to the complex nature of the refunding, it will be vital that the District select a placement agent that is highly experienced with the unique Cinderella structure.

One of Brandis Tallman's recent transactions is very comparable to the City's proposed financing. In the fall of 2018, Brandis Tallman was selected to serve as placement agent for the City of Porterville ("Porterville") to refund their outstanding 2011 Sewer Revenue Bonds. The 2011 Sewer Revenue Bonds were not callable until October 1, 2021, therefore the 2018 Refunding Installment Purchase Agreement (the "2018 Agreement") was structured as a Cinderella refunding. The 2018 Agreement had a term of 18 years and over \$19 million outstanding. Even with the unique structure and longer term of the 2018



Agreement, we were still able to collect 12 proposals. The wide lender participation on the RFP process allowed Porterville to obtain a very aggressive rate and receive over \$1.5 million in total savings.

The Installment Agreement for Del Paso Manor Water District mentioned earlier also resembles the District's proposed financing. In early 2018, the Del Paso Manor Water wanted to capture the low interest rates at that time and refund their Revenue Certificates of Participation, Series 2010 (the "2010 COPs"). The 2010 COPs were not callable until July 1, 2020, so the Refunding Installment Sale Agreement was structured as a Cinderella financing. The transaction closed on June 14, 2018, making it one of the very first Cinderella financings in California.

### IV. Financing Options

The District currently has great debt service coverage on their 2016 COPs. Coverage is 3.45x and 3.85x in fiscal years 2017-18 and 2018-19, respectively. This high level of coverage can allow some flexibility in restructuring the debt. Shortening the term of the existing debt creates a cost in the early years, but the District's strong coverage can withstand the rise in debt service. This gives the District multiple options for refinancing the 2016 COPs. Below are some financing options Brandis Tallman has analyzed, based on discussions with lenders (full numerical analyses are attached):

#### 26-Year Cinderella Private Placement

To begin, Brandis Tallman analyzed a Cinderella structure with a December 1, 2046 maturity, in order to stay consistent with the current final maturity on the 2016 COPs. Brandis Tallman spoke with lenders that are capable of purchasing paper that stretches 26 years. At current market rates, this model is not providing any savings. The model provides a total cost of \$2,783,000, and a net present value cost of \$2,007,000 or -11.68%.

#### 20-Year Cinderella Private Placement

Brandis Tallman then analyzed a 20-year Cinderella structure. The shorter term reduces total debt service. Average annual debt service increases, and the District would still maintain debt service coverage above 2.80x. This model is also not providing any savings at this time. The model produces a cost of \$189,000 and a net present value cost of \$1,807,000 or -10.52%.

#### 15-Year Cinderella Private Placement

Shortening the term to 15 years causes average annual debt service to increase, but the District's available net revenues can withstand the increase in debt service. Debt service coverage stays above 2.45x. One benefit of this structure is the 15-year term will draw in more aggressive lenders who cannot purchase paper with terms over 15 years. This model provides total savings of \$3,035,000. However, the costs in the early years and delayed savings turn the net present value savings into a slight cost. The model provides a net present value cost of \$5,000, or -0.03%.

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#### 26-Year Public Offering

Brandis Tallman also analyzed a public offering method of sale. A Cinderella structure is not possible with a public offering, so the financing would have to be taxable for the entire term. We started our public offering analysis by matching the term of the existing 2016 COPs. Doing so did not result in any savings. The model provided a cost of \$1,324,000, and a net present value cost of \$921,000, or -5.37%

#### 20-Year Public Offering

We continued to consider the public offering, but this time with a shortened 20-year term. The 20-year public offering provides results slightly better than the 20-year Cinderella private placement. The model provides \$1,405,000 in total savings, but a net present value cost of \$224,000, or -1.32%.

#### Other Financing Ideas

There are some other ideas that the District may want to explore that could help increase savings. One idea would refund the 2016 COPs with a 20-year term, but separate the financing into two components. The first 15 years will have a fixed rate, and the final 5 years will have a variable rate. The benefit of this structure is the low rates it can provide. A 15-year fixed term can bring in more aggressive lenders. The downside of this structure is the rate assigned to the final five years is subject to change annually. While the rate would be low currently, there is always a possibility that rates will rise and the District's debt service will increase.

Another consideration would be to leave maturities December 1, 2021 through December 1, 2026 out of the refunding. By not refunding those maturities, the District can forego some of the negative arbitrage that is hindering the refunding results. This method increases total savings, but because there are still maturities outstanding on the 2016 COPs, the District will have two debt obligations on their books.

### V. Placement Agent Fee

Brandis Tallman's placement agent fee for the District's proposed refunding is \$15,000.

#### SOURCES AND USES OF FUNDS

Sources:	
Bond Proceeds:	
Par Amount	20,882,000.00
	20,882,000.00
Uses:	
Refunding Escrow Deposits:	
Cash Deposit	0.30
SLGS Purchases	20,701,435.00
	20,701,435.30
Delivery Date Expenses:	
Cost of Issuance	180,000.00
Other Uses of Funds:	
Additional Proceeds	564.70
	20,882,000.00

#### ESCROW REQUIREMENTS

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00

#### SUMMARY OF BONDS REFUNDED

	Maturity	Interest	Par	Call	Call
Bond	Date	Rate	Amount	Date	Price
2016 Certificates of 1	Participation, 16CO	PS:			
BOND	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
BOND02	12/01/2036	4.000%	3,230,000.00	12/01/2026	100.000
BOND03	12/01/2041	4.000%	3,930,000.00	12/01/2026	100.000
BOND04	12/01/2046	4.000%	4,790,000.00	12/01/2026	100.000
			17,175,000.00		

### Mid-Peninsula Water District

2020 Refunding Certificates of Participation (2016 COPs) 26-Year Term. Converts to 2.75% Tax-Exempt Rate on 12/1/2026.

					Annual
Period				Debt	Debt
Ending	Principal	Coupon	Interest	Service	Service
06/01/2021			242 500	242 500	242 500
06/01/2021	295 000	4.0000/	343,500	343,500	343,500
12/01/2021	385,000	4.000%	343,500	728,500	1.064.200
06/01/2022	405.000	4.0000/	335,800	335,800	1,064,300
12/01/2022	405,000	4.000%	335,800	740,800	1 0/0 500
06/01/2023	420,000	4.0000/	327,700	327,700	1,068,500
12/01/2023	420,000	4.000%	327,700	747,700	1.067.000
06/01/2024	425 000	4.0000/	319,300	319,300	1,067,000
12/01/2024	435,000	4.000%	319,300	754,300	1.064.000
06/01/2025	455,000	4.0000/	310,600	310,600	1,064,900
12/01/2025 06/01/2026	455,000	4.000%	310,600	765,600	1 067 100
	470,000	4.0000/	301,500	301,500	1,067,100
12/01/2026	4/0,000	4.000%	301,500	771,500	1 062 600
06/01/2027	400.000	4.0000/	292,100	292,100	1,063,600
12/01/2027	490,000	4.000%	292,100	782,100	1.064.400
06/01/2028	510,000	4.0000/	282,300	282,300	1,064,400
12/01/2028	510,000	4.000%	282,300	792,300	1.064.400
06/01/2029	520,000	4.0000/	272,100	272,100	1,064,400
12/01/2029	530,000	4.000%	272,100	802,100	1.062.600
06/01/2030 12/01/2030	550,000	4.000%	261,500	261,500	1,063,600
06/01/2031	550,000	4.000%	261,500	811,500	1.062.000
	575 000	4.0000/	250,500	250,500	1,062,000
12/01/2031	575,000	4.000%	250,500	825,500	1.064.500
06/01/2032	505 000	4.0000/	239,000	239,000	1,064,500
12/01/2032	595,000	4.000%	239,000	834,000	1 061 100
06/01/2033	620,000	4.0000/	227,100	227,100	1,061,100
12/01/2033 06/01/2034	620,000	4.000%	227,100	847,100	1,061,800
	645,000	4.0000/	214,700	214,700	1,001,800
12/01/2034	645,000	4.000%	214,700	859,700	1 061 500
06/01/2035 12/01/2035	670,000	4.000%	201,800 201,800	201,800 871,800	1,061,500
06/01/2036	070,000	4.00076	188,400	188,400	1,060,200
12/01/2036	700,000	4.000%	188,400	888,400	1,000,200
06/01/2037	700,000	4.00076	174,400	174,400	1,062,800
12/01/2037	725,000	4.000%	174,400	899,400	1,002,800
06/01/2038	723,000	4.00076	159,900	159,900	1,059,300
12/01/2038	755,000	4.000%	159,900	914,900	1,039,300
06/01/2039	755,000	4.00070	144,800	144,800	1,059,700
12/01/2039	785,000	4.000%	144,800	929,800	1,037,700
06/01/2040	765,000	4.00070	129,100	129,100	1,058,900
12/01/2040	815,000	4.000%	129,100	944,100	1,030,700
06/01/2041	615,000	4.00070	112,800	112,800	1,056,900
12/01/2041	850,000	4.000%	112,800	962,800	1,030,700
06/01/2042	050,000	4.00070	95,800	95,800	1,058,600
12/01/2042	885,000	4.000%	95,800	980,800	1,050,000
06/01/2043	003,000	1.00070	78,100	78,100	1,058,900
12/01/2043	920,000	4.000%	78,100	998,100	1,050,700
06/01/2044	720,000	1.00070	59,700	59,700	1,057,800
12/01/2044	955,000	4.000%	59,700	1,014,700	1,057,000
06/01/2045	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1.00070	40,600	40,600	1,055,300
50.01.20.0			.0,000	. 0,000	1,000,000

#### PRIOR BOND DEBT SERVICE

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2045	995,000	4.000%	40,600	1,035,600	
06/01/2046			20,700	20,700	1,056,300
12/01/2046	1,035,000	4.000%	20,700	1,055,700	
06/01/2047					1,055,700
	17,175,000		10,767,600	27,942,600	27,942,600

#### BOND SUMMARY STATISTICS

## Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 26-Year Term. Converts to 2.75% Tax-Exempt Rate on 12/1/2026.

Dated Date	12/16/2020
Delivery Date	12/16/2020
Last Maturity	12/01/2046
Arbitrage Yield	3.169905%
True Interest Cost (TIC)	3.169905%
Net Interest Cost (NIC)	3.098936%
All-In TIC	3.247266%
Average Coupon	3.098936%
Average Life (years)	15.211
Duration of Issue (years)	11.391
Par Amount	20,882,000.00
Bond Proceeds	20,882,000.00
Total Interest	9,843,332.92
Net Interest	9,843,332.92
Total Debt Service	30,725,332.92
Maximum Annual Debt Service	1,258,050.50
Average Annual Debt Service	1,183,640.43
Underwriter's Fees (per \$1000) Average Takedown Other Fee	
Total Underwriter's Discount	

Bid Price 100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	20,882,000.00	100.000	3.099%	15.211
	20,882,000.00			15.211
	TIC		All-In TIC	Arbitrage Yield
Par Value + Accrued Interest + Premium (Discount)	20,882,000.00	20,882,0	00.00	20,882,000.00
<ul><li>- Underwriter's Discount</li><li>- Cost of Issuance Expense</li><li>- Other Amounts</li></ul>		-180,0	00.00	
Target Value	20,882,000.00	20,702,0	00.00	20,882,000.00
Target Date Yield	12/16/2020 3.169905%	12/16 3.247		12/16/2020 3.169905%

#### BOND PRICING

Bond Component	Maturity Date	Amount	Rate	Yield	Price
	Date	Amount	Kate	1 iciu	11100
Bond Component:	12/01/2021	400,000	2.7000/	2.0200/	100.000
	12/01/2021	489,000	3.700%	3.038%	100.000
	12/01/2022	513,000	3.700%	3.038%	100.000
	12/01/2023	530,000	3.700%	3.038%	100.000
	12/01/2024	548,000	3.700%	3.038%	100.000
	12/01/2025	571,000	3.700%	3.038%	100.000
	12/01/2026	588,000	3.700%	3.038%	100.000
	12/01/2027	675,000	3.700%	3.038%	100.000
	12/01/2028	694,000	3.700%	3.038%	100.000
	12/01/2029	712,000	3.700%	3.038%	100.000
	12/01/2030	730,000	3.700%	3.038%	100.000
	12/01/2031	754,000	3.700%	3.038%	100.000
	12/01/2032	771,000	3.700%	3.038%	100.000
	12/01/2033	793,000	3.700%	3.038%	100.000
	12/01/2034	815,000	3.700%	3.038%	100.000
	12/01/2035	836,000	3.700%	3.038%	100.000
	12/01/2036	862,000	3.700%	3.038%	100.000
	12/01/2037	883,000	3.700%	3.038%	100.000
	12/01/2038	908,000	3.700%	3.038%	100.000
	12/01/2039	932,000	3.700%	3.038%	100.000
	12/01/2040	956,000	3.700%	3.038%	100.000
	12/01/2041	984,000	3.700%	3.038%	100.000
	12/01/2042	1,012,000	3.700%	3.038%	100.000
	12/01/2043	1,039,000	3.700%	3.038%	100.000
	12/01/2044	1,065,000	3.700%	3.038%	100.000
	12/01/2045	1,096,000	3.700%	3.038%	100.000
	12/01/2046	1,126,000	3.700%	3.038%	100.000
		20,882,000			
	_				
Dated			12/16/2020		
	ery Date		12/16/2020		
First C	Coupon	(	06/01/2021		
Par Ai		20,	882,000.00		
Origin	al Issue Discount				
Produ	ction	20.3	882,000.00	100.000000%	
	writer's Discount	20,	,		
	ase Price ed Interest	20,5	882,000.00	100.000000%	
Net Pr	roceeds	20,	882,000.00		

Period				
Ending	Principal	Coupon	Interest	Debt Service
06/01/2021			354,123.92	354,123.92
06/01/2022	489,000	3.700%	763,587.50	1,252,587.50
06/01/2023	513,000	3.700%	745,050.50	1,258,050.50
06/01/2024	530,000	3.700%	725,755.00	1,255,755.00
06/01/2025	548,000	3.700%	705,812.00	1,253,812.00
06/01/2026	571,000	3.700%	685,110.50	1,256,110.50
06/01/2027	588,000	3.700%	579,864.75	1,167,864.75
06/01/2028	675,000	3.700%	475,901.25	1,150,901.25
06/01/2029	694,000	3.700%	457,077.50	1,151,077.50
06/01/2030	712,000	3.700%	437,745.00	1,149,745.00
06/01/2031	730,000	3.700%	417,917.50	1,147,917.50
06/01/2032	754,000	3.700%	397,512.50	1,151,512.50
06/01/2033	771,000	3.700%	376,543.75	1,147,543.75
06/01/2034	793,000	3.700%	355,038.75	1,148,038.75
06/01/2035	815,000	3.700%	332,928.75	1,147,928.75
06/01/2036	836,000	3.700%	310,227.50	1,146,227.50
06/01/2037	862,000	3.700%	286,880.00	1,148,880.00
06/01/2038	883,000	3.700%	262,886.25	1,145,886.25
06/01/2039	908,000	3.700%	238,260.00	1,146,260.00
06/01/2040	932,000	3.700%	212,960.00	1,144,960.00
06/01/2041	956,000	3.700%	187,000.00	1,143,000.00
06/01/2042	984,000	3.700%	160,325.00	1,144,325.00
06/01/2043	1,012,000	3.700%	132,880.00	1,144,880.00
06/01/2044	1,039,000	3.700%	104,678.75	1,143,678.75
06/01/2045	1,065,000	3.700%	75,748.75	1,140,748.75
06/01/2046	1,096,000	3.700%	46,035.00	1,142,035.00
06/01/2047	1,126,000	3.700%	15,482.50	1,141,482.50
	20,882,000		9,843,332.92	30,725,332.92

Period					Annual
Ending	Principal	Coupon	Interest	Debt Service	Debt Service
06/01/2021			354,123.92	354,123.92	354,123.92
12/01/2021	489,000	3.700%	386,317.00	875,317.00	
06/01/2022			377,270.50	377,270.50	1,252,587.50
12/01/2022	513,000	3.700%	377,270.50	890,270.50	
06/01/2023			367,780.00	367,780.00	1,258,050.50
12/01/2023	530,000	3.700%	367,780.00	897,780.00	
06/01/2024			357,975.00	357,975.00	1,255,755.00
12/01/2024	548,000	3.700%	357,975.00	905,975.00	
06/01/2025			347,837.00	347,837.00	1,253,812.00
12/01/2025	571,000	3.700%	347,837.00	918,837.00	
06/01/2026			337,273.50	337,273.50	1,256,110.50
12/01/2026	588,000	3.700%	337,273.50	925,273.50	
06/01/2027			242,591.25	242,591.25	1,167,864.75
12/01/2027	675,000	3.700%	242,591.25	917,591.25	
06/01/2028			233,310.00	233,310.00	1,150,901.25
12/01/2028	694,000	3.700%	233,310.00	927,310.00	, ,
06/01/2029	,		223,767.50	223,767.50	1,151,077.50
12/01/2029	712,000	3.700%	223,767.50	935,767.50	
06/01/2030	,		213,977.50	213,977.50	1,149,745.00
12/01/2030	730,000	3.700%	213,977.50	943,977.50	
06/01/2031	•		203,940.00	203,940.00	1,147,917.50
12/01/2031	754,000	3.700%	203,940.00	957,940.00	, ,
06/01/2032	,		193,572.50	193,572.50	1,151,512.50
12/01/2032	771,000	3.700%	193,572.50	964,572.50	, ,
06/01/2033	•		182,971.25	182,971.25	1,147,543.75
12/01/2033	793,000	3.700%	182,971.25	975,971.25	
06/01/2034			172,067.50	172,067.50	1,148,038.75
12/01/2034	815,000	3.700%	172,067.50	987,067.50	
06/01/2035			160,861.25	160,861.25	1,147,928.75
12/01/2035	836,000	3.700%	160,861.25	996,861.25	
06/01/2036			149,366.25	149,366.25	1,146,227.50
12/01/2036	862,000	3.700%	149,366.25	1,011,366.25	
06/01/2037			137,513.75	137,513.75	1,148,880.00
12/01/2037	883,000	3.700%	137,513.75	1,020,513.75	
06/01/2038			125,372.50	125,372.50	1,145,886.25
12/01/2038	908,000	3.700%	125,372.50	1,033,372.50	
06/01/2039			112,887.50	112,887.50	1,146,260.00
12/01/2039	932,000	3.700%	112,887.50	1,044,887.50	
06/01/2040			100,072.50	100,072.50	1,144,960.00
12/01/2040	956,000	3.700%	100,072.50	1,056,072.50	
06/01/2041			86,927.50	86,927.50	1,143,000.00
12/01/2041	984,000	3.700%	86,927.50	1,070,927.50	
06/01/2042			73,397.50	73,397.50	1,144,325.00
12/01/2042	1,012,000	3.700%	73,397.50	1,085,397.50	
06/01/2043			59,482.50	59,482.50	1,144,880.00
12/01/2043	1,039,000	3.700%	59,482.50	1,098,482.50	
06/01/2044			45,196.25	45,196.25	1,143,678.75
12/01/2044	1,065,000	3.700%	45,196.25	1,110,196.25	
06/01/2045			30,552.50	30,552.50	1,140,748.75

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2045	1,096,000	3.700%	30,552.50	1,126,552.50	
06/01/2046			15,482.50	15,482.50	1,142,035.00
12/01/2046	1,126,000	3.700%	15,482.50	1,141,482.50	
06/01/2047					1,141,482.50
	20,882,000		9,843,332.92	30,725,332.92	30,725,332.92

SAVINGS

Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 26-Year Term. Converts to 2.75% Tax-Exempt Rate on 12/1/2026.

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 3.1699052%
06/01/2021	343,500.00	354,123.92	-10,623.92	-10,623.92	-10,471.88
12/01/2021	728,500.00	875,317.00	-146,817.00		-142,457.95
06/01/2022	335,800.00	377,270.50	-41,470.50	-188,287.50	-39,611.40
12/01/2022	740,800.00	890,270.50	-149,470.50		-140,542.31
06/01/2023	327,700.00	367,780.00	-40,080.00	-189,550.50	-37,097.95
12/01/2023	747,700.00	897,780.00	-150,080.00		-136,746.32
06/01/2024	319,300.00	357,975.00	-38,675.00	-188,755.00	-34,689.16
12/01/2024	754,300.00	905,975.00	-151,675.00		-133,920.81
06/01/2025	310,600.00	347,837.00	-37,237.00	-188,912.00	-32,365.28
12/01/2025	765,600.00	918,837.00	-153,237.00		-131,110.94
06/01/2026	301,500.00	337,273.50	-35,773.50	-189,010.50	-30,130.57
12/01/2026	771,500.00	925,273.50	-153,773.50		-127,496.43
06/01/2027	292,100.00	242,591.25	49,508.75	-104,264.75	40,408.16
12/01/2027	782,100.00	917,591.25	-135,491.25		-108,860.17
06/01/2028	282,300.00	233,310.00	48,990.00	-86,501.25	38,746.80
12/01/2028	792,300.00	927,310.00	-135,010.00		-105,115.06
06/01/2029	272,100.00	223,767.50	48,332.50	-86,677.50	37,043.23
12/01/2029	802,100.00	935,767.50	-133,667.50		-100,847.71
06/01/2030	261,500.00	213,977.50	47,522.50	-86,145.00	35,294.75
12/01/2030	811,500.00	943,977.50	-132,477.50		-96,855.35
06/01/2031	250,500.00	203,940.00	46,560.00	-85,917.50	33,509.28
12/01/2031	825,500.00	957,940.00	-132,440.00		-93,830.03
06/01/2032	239,000.00	193,572.50	45,427.50	-87,012.50	31,681.97
12/01/2032	834,000.00	964,572.50	-130,572.50		-89,642.85
06/01/2033	227,100.00	182,971.25	44,128.75	-86,443.75	29,823.33
12/01/2033	847,100.00	975,971.25	-128,871.25		-85,735.60
06/01/2034	214,700.00	172,067.50	42,632.50	-86,238.75	27,920.08
12/01/2034	859,700.00	987,067.50	-127,367.50		-82,111.70
06/01/2035	201,800.00	160,861.25	40,938.75	-86,428.75	25,980.75
12/01/2035	871,800.00	996,861.25	-125,061.25		-78,128.67
06/01/2036	188,400.00	149,366.25	39,033.75	-86,027.50	24,004.82
12/01/2036	888,400.00	1,011,366.25	-122,966.25		-74,441.45
06/01/2037	174,400.00	137,513.75	36,886.25	-86,080.00	21,981.84
12/01/2037	899,400.00	1,020,513.75	-121,113.75		-71,049.92
06/01/2038	159,900.00	125,372.50	34,527.50	-86,586.25	19,939.11
12/01/2038	914,900.00	1,033,372.50	-118,472.50		-67,348.65
06/01/2039	144,800.00	112,887.50	31,912.50	-86,560.00	17,858.41
12/01/2039	929,800.00	1,044,887.50	-115,087.50		-63,398.76
06/01/2040	129,100.00	100,072.50	29,027.50	-86,060.00	15,741.02
12/01/2040	944,100.00	1,056,072.50	-111,972.50		-59,773.02
06/01/2041	112,800.00	86,927.50	25,872.50	-86,100.00	13,595.74
12/01/2041	962,800.00	1,070,927.50	-108,127.50	0.7.70.7.00	-55,933.40
06/01/2042	95,800.00	73,397.50	22,402.50	-85,725.00	11,407.81
12/01/2042	980,800.00	1,085,397.50	-104,597.50		-52,432.14
06/01/2043	78,100.00	59,482.50	18,617.50	-85,980.00	9,186.88
12/01/2043	998,100.00	1,098,482.50	-100,382.50	05.050.55	-48,761.33
06/01/2044	59,700.00	45,196.25	14,503.75	-85,878.75	6,935.35
12/01/2044	1,014,700.00	1,110,196.25	-95,496.25	05.440.55	-44,951.59
06/01/2045	40,600.00	30,552.50	10,047.50	-85,448.75	4,655.73

#### SAVINGS

#### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 26-Year Term. Converts to 2.75% Tax-Exempt Rate on 12/1/2026.

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 3.1699052%
12/01/2045	1,035,600.00	1,126,552.50	-90,952.50		-41,487.25
06/01/2046	20,700.00	15,482.50	5,217.50	-85,735.00	2,342.79
12/01/2046	1,055,700.00	1,141,482.50	-85,782.50	95 793 50	-37,917.52
06/01/2047				-85,782.50	
	27,942,600.00	30,725,332.92	-2,782,732.92	-2,782,732.92	-2,007,205.31

#### Savings Summary

PV of savings from cash flow	-2,007,205.31
Plus: Refunding funds on hand	564.70
Net PV Savings	-2,006,640.61

#### SUMMARY OF REFUNDING RESULTS

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	3.169905%
Escrow yield	0.326606%
Value of Negative Arbitrage	2,773,797.19
Bond Par Amount	20,882,000.00
True Interest Cost	3.169905%
Net Interest Cost	3.098936%
Average Coupon	3.098936%
Average Life	15.211
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 3.169905%	18,874,794.69
Net PV Savings	-2,006,640.61
Percentage savings of refunded bonds	-11.683497%
Percentage savings of refunding bonds	-9.609427%

#### SOURCES AND USES OF FUNDS

Sources:	
Bond Proceeds:	
Par Amount	20,882,000.00
	20,882,000.00
Uses:	
Refunding Escrow Deposits:	
Cash Deposit	0.30
SLGS Purchases	20,701,435.00
	20,701,435.30
Delivery Date Expenses:	
Cost of Issuance	180,000.00
Other Uses of Funds:	
Additional Proceeds	564.70
	20,882,000.00

#### ESCROW REQUIREMENTS

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00

#### SUMMARY OF BONDS REFUNDED

	Maturity	Interest	Par	Call	Call
Bond	Date	Rate	Amount	Date	Price
2016 Certificates of 1	Participation, 16CO	PS:			
BOND	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
BOND02	12/01/2036	4.000%	3,230,000.00	12/01/2026	100.000
BOND03	12/01/2041	4.000%	3,930,000.00	12/01/2026	100.000
BOND04	12/01/2046	4.000%	4,790,000.00	12/01/2026	100.000
			17,175,000.00		

#### PRIOR BOND DEBT SERVICE

Dania 4				D-1-4	Annual
Period Ending	Principal	Coupon	Interest	Debt Service	Debt Service
0.6/01/2021			242.500	242.500	2.42.500
06/01/2021	207.000	4.0000/	343,500	343,500	343,500
12/01/2021	385,000	4.000%	343,500	728,500	4 0 6 4 2 0 0
06/01/2022			335,800	335,800	1,064,300
12/01/2022	405,000	4.000%	335,800	740,800	4 0 60 700
06/01/2023	100 000	4.0000/	327,700	327,700	1,068,500
12/01/2023	420,000	4.000%	327,700	747,700	4 0 6 7 0 0 0
06/01/2024	42.7.000	4.0000/	319,300	319,300	1,067,000
12/01/2024	435,000	4.000%	319,300	754,300	1 064 000
06/01/2025	455.000	4.0000/	310,600	310,600	1,064,900
12/01/2025	455,000	4.000%	310,600	765,600	1.067.100
06/01/2026	470.000	4.0000/	301,500	301,500	1,067,100
12/01/2026	470,000	4.000%	301,500	771,500	1 062 600
06/01/2027	400.000	4.0000/	292,100	292,100	1,063,600
12/01/2027	490,000	4.000%	292,100	782,100	1 064 400
06/01/2028	510.000	4.0000/	282,300	282,300	1,064,400
12/01/2028	510,000	4.000%	282,300	792,300	1.064.400
06/01/2029	520.000	4.0000/	272,100	272,100	1,064,400
12/01/2029	530,000	4.000%	272,100	802,100	1.062.600
06/01/2030	550,000	4.0000/	261,500	261,500	1,063,600
12/01/2030	550,000	4.000%	261,500	811,500	1 062 000
06/01/2031	575 000	4.0000/	250,500	250,500	1,062,000
12/01/2031	575,000	4.000%	250,500	825,500	1.064.500
06/01/2032	505 000	4.0000/	239,000	239,000	1,064,500
12/01/2032	595,000	4.000%	239,000	834,000	1 061 100
06/01/2033 12/01/2033	620,000	4.0000/	227,100 227,100	227,100	1,061,100
06/01/2034	620,000	4.000%		847,100 214,700	1 061 900
12/01/2034	645,000	4.000%	214,700 214,700	859,700	1,061,800
06/01/2035	043,000	4.00070	201,800	201,800	1,061,500
12/01/2035	670,000	4.000%	201,800	871,800	1,001,500
06/01/2036	070,000	4.00070	188,400	188,400	1,060,200
12/01/2036	700,000	4.000%	188,400	888,400	1,000,200
06/01/2037	700,000	4.00070	174,400	174,400	1,062,800
12/01/2037	725,000	4.000%	174,400	899,400	1,002,000
06/01/2038	725,000	1.00070	159,900	159,900	1,059,300
12/01/2038	755,000	4.000%	159,900	914,900	1,000,000
06/01/2039	,,,,,,,,		144,800	144,800	1,059,700
12/01/2039	785,000	4.000%	144,800	929,800	1,000,700
06/01/2040	,,		129,100	129,100	1,058,900
12/01/2040	815,000	4.000%	129,100	944,100	, ,
06/01/2041	,		112,800	112,800	1,056,900
12/01/2041	850,000	4.000%	112,800	962,800	, ,
06/01/2042	,		95,800	95,800	1,058,600
12/01/2042	885,000	4.000%	95,800	980,800	
06/01/2043	•		78,100	78,100	1,058,900
12/01/2043	920,000	4.000%	78,100	998,100	
06/01/2044	•		59,700	59,700	1,057,800
12/01/2044	955,000	4.000%	59,700	1,014,700	
06/01/2045			40,600	40,600	1,055,300

#### PRIOR BOND DEBT SERVICE

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2045	995,000	4.000%	40,600	1,035,600	1.056.200
06/01/2046 12/01/2046	1,035,000	4.000%	20,700 20,700	20,700 1,055,700	1,056,300
06/01/2047			,		1,055,700
	17,175,000		10,767,600	27,942,600	27,942,600

#### BOND SUMMARY STATISTICS

## Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 20-Year Term. Converts to 2.60% Tax-Exempt Rate on 12/1/2026.

Dated Date	12/16/2020
Delivery Date	12/16/2020
Last Maturity	12/01/2040
Arbitrage Yield	3.078089%
True Interest Cost (TIC)	3.078089%
Net Interest Cost (NIC)	3.023457%
All-In TIC	3.173367%
Average Coupon	3.023457%
Average Life (years)	11.482
Duration of Issue (years)	9.244
Par Amount	20,882,000.00
Bond Proceeds	20,882,000.00
Total Interest	7,249,552.08
Net Interest	7,249,552.08
Total Debt Service	28,131,552.08
Maximum Annual Debt Service	1,458,722.50
Average Annual Debt Service	1,409,514.09
Underwriter's Fees (per \$1000) Average Takedown Other Fee	
Total Underwriter's Discount	

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	20,882,000.00	100.000	3.023%	11.482
	20,882,000.00			11.482

Bid Price

100.000000

	TIC	All-In TIC	Arbitrage Yield
Par Value + Accrued Interest + Premium (Discount) - Underwriter's Discount	20,882,000.00	20,882,000.00	20,882,000.00
- Cost of Issuance Expense - Other Amounts		-180,000.00	
Target Value	20,882,000.00	20,702,000.00	20,882,000.00
Target Date Yield	12/16/2020 3.078089%	12/16/2020 3.173367%	12/16/2020 3.078089%

#### BOND PRICING

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	12/01/2021	735,000	3.500%	2.925%	100.000
	12/01/2022	767,000	3.500%	2.925%	100.000
	12/01/2023	792,000	3.500%	2.925%	100.000
	12/01/2024	818,000	3.500%	2.925%	100.000
	12/01/2025	850,000	3.500%	2.925%	100.000
	12/01/2026	875,000	3.500%	2.925%	100.000
	12/01/2027	966,000	3.500%	2.925%	100.000
	12/01/2028	991,000	3.500%	2.925%	100.000
	12/01/2029	1,017,000	3.500%	2.925%	100.000
	12/01/2030	1,041,000	3.500%	2.925%	100.000
	12/01/2031	1,072,000	3.500%	2.925%	100.000
	12/01/2032	1,096,000	3.500%	2.925%	100.000
	12/01/2033	1,126,000	3.500%	2.925%	100.000
	12/01/2034	1,155,000	3.500%	2.925%	100.000
	12/01/2035	1,183,000	3.500%	2.925%	100.000
	12/01/2036	1,218,000	3.500%	2.925%	100.000
	12/01/2037	1,246,000	3.500%	2.925%	100.000
	12/01/2038	1,279,000	3.500%	2.925%	100.000
	12/01/2039	1,312,000	3.500%	2.925%	100.000
	12/01/2040	1,343,000	3.500%	2.925%	100.000
		20,882,000			
D	. 10.		12/1//2020		
	ated Date		12/16/2020		
	elivery Date		12/16/2020		
FII	rst Coupon	(	06/01/2021		
	r Amount iginal Issue Discount	20,5	882,000.00		
	oduction nderwriter's Discount	20,	882,000.00	100.000000%	
	rchase Price ecrued Interest	20,	882,000.00	100.000000%	
Ne	et Proceeds	20,	882,000.00		

Period Ending	Principal	Coupon	Interest	Debt Service
06/01/2021			334,982.08	334,982.08
06/01/2022	735,000	3.500%	718,007.50	1,453,007.50
06/01/2023	767,000	3.500%	691,722.50	1,458,722.50
06/01/2024	792,000	3.500%	664,440.00	1,456,440.00
06/01/2025	818,000	3.500%	636,265.00	1,454,265.00
06/01/2026	850,000	3.500%	607,075.00	1,457,075.00
06/01/2027	875,000	3.500%	504,685.00	1,379,685.00
06/01/2028	966,000	3.500%	404,612.00	1,370,612.00
06/01/2029	991,000	3.500%	379,171.00	1,370,171.00
06/01/2030	1,017,000	3.500%	353,067.00	1,370,067.00
06/01/2031	1,041,000	3.500%	326,313.00	1,367,313.00
06/01/2032	1,072,000	3.500%	298,844.00	1,370,844.00
06/01/2033	1,096,000	3.500%	270,660.00	1,366,660.00
06/01/2034	1,126,000	3.500%	241,774.00	1,367,774.00
06/01/2035	1,155,000	3.500%	212,121.00	1,367,121.00
06/01/2036	1,183,000	3.500%	181,727.00	1,364,727.00
06/01/2037	1,218,000	3.500%	150,514.00	1,368,514.00
06/01/2038	1,246,000	3.500%	118,482.00	1,364,482.00
06/01/2039	1,279,000	3.500%	85,657.00	1,364,657.00
06/01/2040	1,312,000	3.500%	51,974.00	1,363,974.00
06/01/2041	1,343,000	3.500%	17,459.00	1,360,459.00
	20,882,000		7,249,552.08	28,131,552.08

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2021			334,982.08	334,982.08	334,982.08
12/01/2021	735,000	3.500%	365,435.00	1,100,435.00	ŕ
06/01/2022	ŕ		352,572.50	352,572.50	1,453,007.50
12/01/2022	767,000	3.500%	352,572.50	1,119,572.50	
06/01/2023			339,150.00	339,150.00	1,458,722.50
12/01/2023	792,000	3.500%	339,150.00	1,131,150.00	
06/01/2024			325,290.00	325,290.00	1,456,440.00
12/01/2024	818,000	3.500%	325,290.00	1,143,290.00	
06/01/2025			310,975.00	310,975.00	1,454,265.00
12/01/2025	850,000	3.500%	310,975.00	1,160,975.00	
06/01/2026			296,100.00	296,100.00	1,457,075.00
12/01/2026	875,000	3.500%	296,100.00	1,171,100.00	
06/01/2027			208,585.00	208,585.00	1,379,685.00
12/01/2027	966,000	3.500%	208,585.00	1,174,585.00	
06/01/2028			196,027.00	196,027.00	1,370,612.00
12/01/2028	991,000	3.500%	196,027.00	1,187,027.00	
06/01/2029			183,144.00	183,144.00	1,370,171.00
12/01/2029	1,017,000	3.500%	183,144.00	1,200,144.00	
06/01/2030			169,923.00	169,923.00	1,370,067.00
12/01/2030	1,041,000	3.500%	169,923.00	1,210,923.00	
06/01/2031			156,390.00	156,390.00	1,367,313.00
12/01/2031	1,072,000	3.500%	156,390.00	1,228,390.00	
06/01/2032			142,454.00	142,454.00	1,370,844.00
12/01/2032	1,096,000	3.500%	142,454.00	1,238,454.00	
06/01/2033			128,206.00	128,206.00	1,366,660.00
12/01/2033	1,126,000	3.500%	128,206.00	1,254,206.00	
06/01/2034			113,568.00	113,568.00	1,367,774.00
12/01/2034	1,155,000	3.500%	113,568.00	1,268,568.00	
06/01/2035			98,553.00	98,553.00	1,367,121.00
12/01/2035	1,183,000	3.500%	98,553.00	1,281,553.00	
06/01/2036			83,174.00	83,174.00	1,364,727.00
12/01/2036	1,218,000	3.500%	83,174.00	1,301,174.00	
06/01/2037			67,340.00	67,340.00	1,368,514.00
12/01/2037	1,246,000	3.500%	67,340.00	1,313,340.00	
06/01/2038			51,142.00	51,142.00	1,364,482.00
12/01/2038	1,279,000	3.500%	51,142.00	1,330,142.00	
06/01/2039			34,515.00	34,515.00	1,364,657.00
12/01/2039	1,312,000	3.500%	34,515.00	1,346,515.00	
06/01/2040			17,459.00	17,459.00	1,363,974.00
12/01/2040	1,343,000	3.500%	17,459.00	1,360,459.00	
06/01/2041					1,360,459.00
	20,882,000		7,249,552.08	28,131,552.08	28,131,552.08

SAVINGS

06/01/2021         343,500.00         334,982.08         8,517.92         8,517.92         8,399.5           12/01/2021         728,500.00         1,100,435.00         -371,935.00         -361,204.9           06/01/2022         335,800.00         352,572.50         -16,772.50         -388,707.50         -16,041.7           12/01/2022         740,800.00         1,119,572.50         -378,772.50         -356,778.6           06/01/2023         327,700.00         339,150.00         -11,450.00         -390,222.50         -10,621.6           12/01/2023         747,700.00         1,131,150.00         -383,450.00         -350,318.5           06/01/2024         319,300.00         325,290.00         -5,990.00         -389,440.00         -5,389.5           12/01/2024         754,300.00         1,143,290.00         -388,990.00         -344,688.3           06/01/2025         310,600.00         310,975.00         -375.00         -389,365.00         -327.2           12/01/2025         765,600.00         1,160,975.00         -395,375.00         -389,975.00         -339,806.1           06/01/2026         301,500.00         296,100.00         5,400.00         -389,975.00         -333,105.1           06/01/2027         292,100.00         208,585.00		Data	Prior	Refunding	Sovings	Annual	Present Value to 12/16/2020
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		Date	Debt Service	Debt Service	Savings	Savings	@ 3.0780887%
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	21	06/01/2021	343,500.00	334,982.08	8,517.92	8,517.92	8,399.50
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	21	12/01/2021		1,100,435.00			-361,204.92
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	22	06/01/2022	335,800.00	352,572.50		-388,707.50	-16,041.74
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	22	12/01/2022	740,800.00	1,119,572.50	-378,772.50		-356,778.69
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	23	06/01/2023	327,700.00	339,150.00	-11,450.00	-390,222.50	-10,621.67
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	23	12/01/2023	747,700.00	1,131,150.00	-383,450.00		-350,318.50
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	24	06/01/2024	319,300.00	325,290.00	-5,990.00	-389,440.00	-5,389.50
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	24	12/01/2024	754,300.00	1,143,290.00	-388,990.00		-344,688.36
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	25	06/01/2025	310,600.00	310,975.00	-375.00	-389,365.00	-327.26
12/01/2026       771,500.00       1,171,100.00       -399,600.00       -333,105.1         06/01/2027       292,100.00       208,585.00       83,515.00       -316,085.00       68,562.6         12/01/2027       782,100.00       1,174,585.00       -392,485.00       -317,331.2         06/01/2028       282,300.00       196,027.00       86,273.00       -306,212.00       68,696.0         12/01/2028       792,300.00       1,187,027.00       -394,727.00       -305,771.00       68,701.4         06/01/2029       272,100.00       183,144.00       88,956.00       -305,771.00       68,701.4	25	12/01/2025	765,600.00	1,160,975.00	-395,375.00		-339,806.16
06/01/2027       292,100.00       208,585.00       83,515.00       -316,085.00       68,562.6         12/01/2027       782,100.00       1,174,585.00       -392,485.00       -317,331.2         06/01/2028       282,300.00       196,027.00       86,273.00       -306,212.00       68,696.0         12/01/2028       792,300.00       1,187,027.00       -394,727.00       -305,771.00       68,701.4         06/01/2029       272,100.00       183,144.00       88,956.00       -305,771.00       68,701.4	26	06/01/2026	301,500.00	296,100.00	5,400.00	-389,975.00	4,570.70
12/01/2027     782,100.00     1,174,585.00     -392,485.00     -317,331.2       06/01/2028     282,300.00     196,027.00     86,273.00     -306,212.00     68,696.0       12/01/2028     792,300.00     1,187,027.00     -394,727.00     -305,771.00     68,701.4       06/01/2029     272,100.00     183,144.00     88,956.00     -305,771.00     68,701.4	26	12/01/2026	771,500.00	1,171,100.00	-399,600.00		-333,105.17
06/01/2028       282,300.00       196,027.00       86,273.00       -306,212.00       68,696.0         12/01/2028       792,300.00       1,187,027.00       -394,727.00       -309,542.6         06/01/2029       272,100.00       183,144.00       88,956.00       -305,771.00       68,701.4	27	06/01/2027	292,100.00	208,585.00	83,515.00	-316,085.00	68,562.60
12/01/2028 792,300.00 1,187,027.00 -394,727.00 -309,542.6 06/01/2029 272,100.00 183,144.00 88,956.00 -305,771.00 68,701.4	27	12/01/2027	782,100.00	1,174,585.00	-392,485.00		-317,331.23
06/01/2029 272,100.00 183,144.00 88,956.00 -305,771.00 68,701.4	28	06/01/2028	282,300.00	196,027.00	86,273.00	-306,212.00	68,696.02
	28	12/01/2028	792,300.00	1,187,027.00	-394,727.00		-309,542.61
12/01/2029 802,100.00 1,200,144.00 -398,044.00 -302,753.0	29	06/01/2029	272,100.00	183,144.00	88,956.00	-305,771.00	68,701.43
	29	12/01/2029	802,100.00	1,200,144.00	-398,044.00		-302,753.06
06/01/2030 261,500.00 169,923.00 91,577.00 -306,467.00 68,597.9	30	06/01/2030	261,500.00	169,923.00	91,577.00	-306,467.00	68,597.90
12/01/2030 811,500.00 1,210,923.00 -399,423.00 -294,662.1	30	12/01/2030	811,500.00	1,210,923.00	-399,423.00		-294,662.17
06/01/2031 250,500.00 156,390.00 94,110.00 -305,313.00 68,374.4	31	06/01/2031	250,500.00	156,390.00	94,110.00	-305,313.00	68,374.48
12/01/2031 825,500.00 1,228,390.00 -402,890.00 -288,278.1	31	12/01/2031	825,500.00	1,228,390.00	-402,890.00		-288,278.11
	32	06/01/2032	239,000.00		96,546.00	-306,344.00	68,034.06
12/01/2032 834,000.00 1,238,454.00 -404,454.00 -280,690.7	32	12/01/2032	834,000.00	1,238,454.00	-404,454.00		-280,690.79
	33	06/01/2033			98,894.00	-305,560.00	67,592.09
12/01/2033 847,100.00 1,254,206.00 -407,106.00 -274,031.4	33	12/01/2033	847,100.00	1,254,206.00	-407,106.00		-274,031.44
	34	06/01/2034	214,700.00		101,132.00	-305,974.00	67,042.22
	34	12/01/2034					-266,937.67
						-305,621.00	66,385.18
							-259,467.37
	36	06/01/2036	188,400.00	83,174.00	105,226.00	-304,527.00	65,622.17
							-253,516.83
						-305,714.00	64,757.28
							-246,584.46
						-305,182.00	63,805.26
							-239,918.34
						-304,957.00	62,754.60
	39	12/01/2039					-233,525.96
				,	,	-305,074.00	61,615.03
				1,360,459.00			-226,306.92
						-303,559.00	60,381.78
							507,574.53
						1,058,600.00	49,738.90
							501,508.22
						1,058,900.00	39,329.24
							495,000.35
						1,057,800.00	29,159.01
							488,093.44
06/01/2045 40,600.00 40,600.00 1,055,300.00 19,233.5	45	06/01/2045	40,600.00		40,600.00	1,055,300.00	19,233.50

#### SAVINGS

#### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 20-Year Term. Converts to 2.60% Tax-Exempt Rate on 12/1/2026.

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 3.0780887%
12/01/2045 06/01/2046 12/01/2046 06/01/2047	1,035,600.00 20,700.00 1,055,700.00		1,035,600.00 20,700.00 1,055,700.00	1,056,300.00 1,055,700.00	483,160.26 9,511.22 477,720.13
	27,942,600.00	28,131,552.08	-188,952.08	-188,952.08	-1,807,907.81

#### Savings Summary

PV of savings from cash flow	-1,807,907.81
Plus: Refunding funds on hand	564.70
Net PV Savings	-1,807,343.11

#### SUMMARY OF REFUNDING RESULTS

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	3.078089%
Escrow yield	0.326606%
Value of Negative Arbitrage	2,691,455.04
Bond Par Amount	20,882,000.00
True Interest Cost	3.078089%
Net Interest Cost	3.023457%
Average Coupon	3.023457%
Average Life	11.482
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 3.078089%	19,074,092.19
Net PV Savings	-1,807,343.11
Percentage savings of refunded bonds	-10.523104%
Percentage savings of refunding bonds	-8.655029%

### SOURCES AND USES OF FUNDS

Sources:	
Bond Proceeds:	
Par Amount	20,882,000.00
	20,882,000.00
Uses:	
Refunding Escrow Deposits:	
Cash Deposit	0.30
SLGS Purchases	20,701,435.00
	20,701,435.30
Delivery Date Expenses:	
Cost of Issuance	180,000.00
Other Uses of Funds:	
Additional Proceeds	564.70
	20,882,000.00

#### ESCROW REQUIREMENTS

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00

#### SUMMARY OF BONDS REFUNDED

	Maturity	Interest	Par	Call	Call
Bond	Date	Rate	Amount	Date	Price
2016 Certificates of I	Participation, 16CO	PS:			
BOND	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
BOND02	12/01/2036	4.000%	3,230,000.00	12/01/2026	100.000
BOND03	12/01/2041	4.000%	3,930,000.00	12/01/2026	100.000
BOND04	12/01/2046	4.000%	4,790,000.00	12/01/2026	100.000
			17,175,000.00		

# PRIOR BOND DEBT SERVICE

# Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Period				Debt	Annual Debt
Ending	Principal	Coupon	Interest	Service	Service
06/01/2021			343,500	343,500	343,500
12/01/2021	385,000	4.000%	343,500	728,500	,
06/01/2022	,		335,800	335,800	1,064,300
12/01/2022	405,000	4.000%	335,800	740,800	,,
06/01/2023	,		327,700	327,700	1,068,500
12/01/2023	420,000	4.000%	327,700	747,700	, ,
06/01/2024	,		319,300	319,300	1,067,000
12/01/2024	435,000	4.000%	319,300	754,300	, ,
06/01/2025	,		310,600	310,600	1,064,900
12/01/2025	455,000	4.000%	310,600	765,600	, ,
06/01/2026	•		301,500	301,500	1,067,100
12/01/2026	470,000	4.000%	301,500	771,500	
06/01/2027			292,100	292,100	1,063,600
12/01/2027	490,000	4.000%	292,100	782,100	
06/01/2028	,		282,300	282,300	1,064,400
12/01/2028	510,000	4.000%	282,300	792,300	, ,
06/01/2029	,		272,100	272,100	1,064,400
12/01/2029	530,000	4.000%	272,100	802,100	, ,
06/01/2030	,		261,500	261,500	1,063,600
12/01/2030	550,000	4.000%	261,500	811,500	, ,
06/01/2031	,		250,500	250,500	1,062,000
12/01/2031	575,000	4.000%	250,500	825,500	,,
06/01/2032	-,-,		239,000	239,000	1,064,500
12/01/2032	595,000	4.000%	239,000	834,000	-,
06/01/2033	,		227,100	227,100	1,061,100
12/01/2033	620,000	4.000%	227,100	847,100	,,
06/01/2034	,		214,700	214,700	1,061,800
12/01/2034	645,000	4.000%	214,700	859,700	,,
06/01/2035	/		201,800	201,800	1,061,500
12/01/2035	670,000	4.000%	201,800	871,800	,,
06/01/2036	,		188,400	188,400	1,060,200
12/01/2036	700,000	4.000%	188,400	888,400	, ,
06/01/2037	,		174,400	174,400	1,062,800
12/01/2037	725,000	4.000%	174,400	899,400	, ,
06/01/2038	,		159,900	159,900	1,059,300
12/01/2038	755,000	4.000%	159,900	914,900	, ,
06/01/2039	•		144,800	144,800	1,059,700
12/01/2039	785,000	4.000%	144,800	929,800	
06/01/2040			129,100	129,100	1,058,900
12/01/2040	815,000	4.000%	129,100	944,100	
06/01/2041			112,800	112,800	1,056,900
12/01/2041	850,000	4.000%	112,800	962,800	
06/01/2042			95,800	95,800	1,058,600
12/01/2042	885,000	4.000%	95,800	980,800	-
06/01/2043	•		78,100	78,100	1,058,900
12/01/2043	920,000	4.000%	78,100	998,100	, ,
06/01/2044	•		59,700	59,700	1,057,800
12/01/2044	955,000	4.000%	59,700	1,014,700	
06/01/2045	•		40,600	40,600	1,055,300
			*	*	

# PRIOR BOND DEBT SERVICE

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
	Timeipui	Соцрон	micrest	Scrvice	
12/01/2045	995,000	4.000%	40,600	1,035,600	
06/01/2046			20,700	20,700	1,056,300
12/01/2046	1,035,000	4.000%	20,700	1,055,700	
06/01/2047					1,055,700
	17,175,000		10,767,600	27,942,600	27,942,600

Bid Price

#### BOND SUMMARY STATISTICS

# Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Dated Date	12/16/2020
Delivery Date	12/16/2020
Last Maturity	12/01/2035
Arbitrage Yield	2.306347%
True Interest Cost (TIC)	2.306347%
Net Interest Cost (NIC)	2.292570%
All-In TIC	2.423726%
Average Coupon	2.292570%
Average Life (years)	8.410
Duration of Issue (years)	7.473
Par Amount	20,882,000.00
Bond Proceeds	20,882,000.00
Total Interest	4,026,277.46
Net Interest	4,026,277.46
Total Debt Service	24,908,277.46
Maximum Annual Debt Service	1,669,603.50
Average Annual Debt Service	1,665,177.32
Underwriter's Fees (per \$1000) Average Takedown Other Fee	
Total Underwriter's Discount	

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	20,882,000.00	100.000	2.293%	8.410
	20,882,000.00			8.410
	TIC	A	All-In TIC	Arbitrage Yield
Par Value + Accrued Interest + Premium (Discount)	20,882,000.00	20,882,00	00.00	20,882,000.00
<ul><li>- Underwriter's Discount</li><li>- Cost of Issuance Expense</li><li>- Other Amounts</li></ul>		-180,00	00.00	
Target Value	20,882,000.00	20,702,00	00.00	20,882,000.00
Target Date Yield	12/16/2020 2.306347%	12/16/ 2.4237		12/16/2020 2.306347%

100.000000

# BOND PRICING

# Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
•	12/01/2021	1,124,000	2.450%	2.225%	100.000
	12/01/2022	1,200,000	2.450%	2.225%	100.000
	12/01/2023	1,230,000	2.450%	2.225%	100.000
	12/01/2024	1,260,000	2.450%	2.225%	100.000
	12/01/2025	1,290,000	2.450%	2.225%	100.000
	12/01/2026	1,322,000	2.450%	2.225%	100.000
	12/01/2027	1,375,000	2.450%	2.225%	100.000
	12/01/2028	1,404,000	2.450%	2.225%	100.000
	12/01/2029	1,433,000	2.450%	2.225%	100.000
	12/01/2030	1,463,000	2.450%	2.225%	100.000
	12/01/2031	1,493,000	2.450%	2.225%	100.000
	12/01/2032	1,524,000	2.450%	2.225%	100.000
	12/01/2033	1,555,000	2.450%	2.225%	100.000
	12/01/2034	1,588,000	2.450%	2.225%	100.000
	12/01/2035	1,621,000	2.450%	2.225%	100.000
		20,882,000			
Dota	ed Date		12/16/2020		
	very Date		12/16/2020		
	Coupon		06/01/2020		
11180	Coupon	,	30/01/2021		
Par A	Amount	20.	882,000.00		
	inal Issue Discount	,	,		
Proc	luction	20,	882,000.00	100.000000%	
Und	erwriter's Discount	,	•		
	chase Price rued Interest	20,	882,000.00	100.000000%	
Net	Proceeds	20,	882,000.00		

# Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Period Ending	Principal	Coupon	Interest	Debt Service
06/01/2021			234,487.46	234,487.46
06/01/2022	1,124,000	2.450%	497,840.00	1,621,840.00
06/01/2023	1,200,000	2.450%	469,371.00	1,669,371.00
06/01/2024	1,230,000	2.450%	439,603.50	1,669,603.50
06/01/2025	1,260,000	2.450%	409,101.00	1,669,101.00
06/01/2026	1,290,000	2.450%	377,863.50	1,667,863.50
06/01/2027	1,322,000	2.450%	318,954.50	1,640,954.50
06/01/2028	1,375,000	2.450%	261,754.25	1,636,754.25
06/01/2029	1,404,000	2.450%	233,269.50	1,637,269.50
06/01/2030	1,433,000	2.450%	204,190.25	1,637,190.25
06/01/2031	1,463,000	2.450%	174,506.25	1,637,506.25
06/01/2032	1,493,000	2.450%	144,207.25	1,637,207.25
06/01/2033	1,524,000	2.450%	113,283.00	1,637,283.00
06/01/2034	1,555,000	2.450%	81,723.25	1,636,723.25
06/01/2035	1,588,000	2.450%	49,507.50	1,637,507.50
06/01/2036	1,621,000	2.450%	16,615.25	1,637,615.25
	20,882,000		4,026,277.46	24,908,277.46

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2021			234,487.46	234,487.46	234,487.46
12/01/2021	1,124,000	2.450%	255,804.50	1,379,804.50	ŕ
06/01/2022	, ,		242,035.50	242,035.50	1,621,840.00
12/01/2022	1,200,000	2.450%	242,035.50	1,442,035.50	
06/01/2023			227,335.50	227,335.50	1,669,371.00
12/01/2023	1,230,000	2.450%	227,335.50	1,457,335.50	
06/01/2024			212,268.00	212,268.00	1,669,603.50
12/01/2024	1,260,000	2.450%	212,268.00	1,472,268.00	
06/01/2025			196,833.00	196,833.00	1,669,101.00
12/01/2025	1,290,000	2.450%	196,833.00	1,486,833.00	
06/01/2026			181,030.50	181,030.50	1,667,863.50
12/01/2026	1,322,000	2.450%	181,030.50	1,503,030.50	
06/01/2027			137,924.00	137,924.00	1,640,954.50
12/01/2027	1,375,000	2.450%	137,924.00	1,512,924.00	
06/01/2028			123,830.25	123,830.25	1,636,754.25
12/01/2028	1,404,000	2.450%	123,830.25	1,527,830.25	
06/01/2029			109,439.25	109,439.25	1,637,269.50
12/01/2029	1,433,000	2.450%	109,439.25	1,542,439.25	
06/01/2030			94,751.00	94,751.00	1,637,190.25
12/01/2030	1,463,000	2.450%	94,751.00	1,557,751.00	
06/01/2031			79,755.25	79,755.25	1,637,506.25
12/01/2031	1,493,000	2.450%	79,755.25	1,572,755.25	
06/01/2032			64,452.00	64,452.00	1,637,207.25
12/01/2032	1,524,000	2.450%	64,452.00	1,588,452.00	
06/01/2033			48,831.00	48,831.00	1,637,283.00
12/01/2033	1,555,000	2.450%	48,831.00	1,603,831.00	
06/01/2034			32,892.25	32,892.25	1,636,723.25
12/01/2034	1,588,000	2.450%	32,892.25	1,620,892.25	
06/01/2035			16,615.25	16,615.25	1,637,507.50
12/01/2035	1,621,000	2.450%	16,615.25	1,637,615.25	
06/01/2036					1,637,615.25
	20,882,000		4,026,277.46	24,908,277.46	24,908,277.46

# SAVINGS

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

	Prior	Refunding		Annual	Present Value to 12/16/2020
Date	Debt Service	Debt Service	Savings	Savings	@ 2.3063472%
06/01/2021	343,500.00	234,487.46	109,012.54	109,012.54	107,872.79
12/01/2021	728,500.00	1,379,804.50	-651,304.50		-637,147.54
06/01/2022	335,800.00	242,035.50	93,764.50	-557,540.00	90,680.70
12/01/2022	740,800.00	1,442,035.50	-701,235.50		-670,441.37
06/01/2023	327,700.00	227,335.50	100,364.50	-600,871.00	94,863.15
12/01/2023	747,700.00	1,457,335.50	-709,635.50		-663,091.12
06/01/2024	319,300.00	212,268.00	107,032.00	-602,603.50	98,871.70
12/01/2024	754,300.00	1,472,268.00	-717,968.00		-655,667.93
06/01/2025	310,600.00	196,833.00	113,767.00	-604,201.00	102,710.69
12/01/2025	765,600.00	1,486,833.00	-721,233.00		-643,717.65
06/01/2026	301,500.00	181,030.50	120,469.50	-600,763.50	106,296.12
12/01/2026	771,500.00	1,503,030.50	-731,530.50		-638,106.61
06/01/2027	292,100.00	137,924.00	154,176.00	-577,354.50	132,952.98
12/01/2027	782,100.00	1,512,924.00	-730,824.00		-623,038.06
06/01/2028	282,300.00	123,830.25	158,469.75	-572,354.25	133,557.61
12/01/2028	792,300.00	1,527,830.25	-735,530.25		-612,834.62
06/01/2029	272,100.00	109,439.25	162,660.75	-572,869.50	133,981.86
12/01/2029	802,100.00	1,542,439.25	-740,339.25		-602,857.27
06/01/2030	261,500.00	94,751.00	166,749.00	-573,590.25	134,235.52
12/01/2030	811,500.00	1,557,751.00	-746,251.00		-593,894.94
06/01/2031	250,500.00	79,755.25	170,744.75	-575,506.25	134,336.04
12/01/2031	825,500.00	1,572,755.25	-747,255.25		-581,212.10
06/01/2032	239,000.00	64,452.00	174,548.00	-572,707.25	134,214.99
12/01/2032	834,000.00	1,588,452.00	-754,452.00		-573,506.39
06/01/2033	227,100.00	48,831.00	178,269.00	-576,183.00	133,968.58
12/01/2033	847,100.00	1,603,831.00	-756,731.00		-562,197.81
06/01/2034	214,700.00	32,892.25	181,807.75	-574,923.25	133,530.51
12/01/2034	859,700.00	1,620,892.25	-761,192.25	576,007,50	-552,691.72
06/01/2035	201,800.00	16,615.25	185,184.75	-576,007.50	132,927.34
12/01/2035	871,800.00	1,637,615.25	-765,815.25	577 415 25	-543,442.48
06/01/2036	188,400.00		188,400.00	-577,415.25	132,169.41
12/01/2036	888,400.00		888,400.00	1 062 900 00	616,139.56
06/01/2037	174,400.00		174,400.00	1,062,800.00	119,574.21
12/01/2037 06/01/2038	899,400.00 159,900.00		899,400.00 159,900.00	1,059,300.00	609,627.30 107,147.11
12/01/2038	914,900.00		914,900.00	1,039,300.00	606,074.65
06/01/2039	144,800.00		144,800.00	1,059,700.00	94,829.08
12/01/2039	929,800.00		929,800.00	1,039,700.00	601,981.31
06/01/2040	129,100.00		129,100.00	1,058,900.00	82,630.47
12/01/2040	944,100.00		944,100.00	1,030,900.00	597,382.42
06/01/2041	112,800.00		112,800.00	1,056,900.00	70,560.89
12/01/2041	962,800.00		962,800.00	1,030,700.00	595,403.66
06/01/2042	95,800.00		95,800.00	1,058,600.00	58,568.14
12/01/2042	980,800.00		980,800.00	1,020,000.00	592,784.51
06/01/2043	78,100.00		78,100.00	1,058,900.00	46,664.64
12/01/2043	998,100.00		998,100.00	1,020,700.00	589,564.63
06/01/2044	59,700.00		59,700.00	1,057,800.00	34,861.99
12/01/2044	1,014,700.00		1,014,700.00	1,027,000.00	585,781.97
06/01/2045	40,600.00		40,600.00	1,055,300.00	23,171.00
	,		*		,

# SAVINGS

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 2.3063472%
12/01/2045 06/01/2046 12/01/2046 06/01/2047	1,035,600.00 20,700.00 1,055,700.00		1,035,600.00 20,700.00 1,055,700.00	1,056,300.00 1,055,700.00	584,293.90 11,545.96 582,131.11
	27,942,600.00	24,908,277.46	3,034,322.54	3,034,322.54	-5,959.11

# Savings Summary

PV of savings from cash flow	-5,959.11
Plus: Refunding funds on hand	564.70
Net PV Savings	-5,394.41

# SUMMARY OF REFUNDING RESULTS

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) 15-Year Term. Converts to 2.05% Tax-Exempt Rate on 12/1/2026.

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	2.306347%
Escrow yield	0.326606%
Value of Negative Arbitrage	1,981,113.69
Bond Par Amount	20,882,000.00
True Interest Cost	2.306347%
Net Interest Cost	2.292570%
Average Coupon	2.292570%
Average Life	8.410
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 2.306347%	20,876,040.89
Net PV Savings	-5,394.41
Percentage savings of refunded bonds	-0.031409%
Percentage savings of refunding bonds	-0.025833%

# SOURCES AND USES OF FUNDS

Bond Proceeds:	
Par Amount	20,989,000.00
	20,989,000.00
Uses:	
Refunding Escrow Deposits:	
Cash Deposit	0.30
SLGS Purchases	20,701,435.00
	20,701,435.30
Delivery Date Expenses:	
Cost of Issuance	180,000.00
Underwriter's Discount	104,945.00
	284,945.00
Other Uses of Funds:	
Additional Proceeds	2,619.70
	20,989,000.00

# ESCROW REQUIREMENTS

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00

# SUMMARY OF BONDS REFUNDED

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2016 Certificates of 1	Participation, 16CO	PS:			
BOND	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
BOND02	12/01/2036	4.000%	3,230,000.00	12/01/2026	100.000
BOND03	12/01/2041	4.000%	3,930,000.00	12/01/2026	100.000
BOND04	12/01/2046	4.000%	4,790,000.00	12/01/2026	100.000
			17,175,000.00		

# PRIOR BOND DEBT SERVICE

Period				Debt	Annual Debt
Ending	Principal	Coupon	Interest	Service	Service
06/01/2021			343,500	343,500	
12/01/2021	385,000	4.000%	343,500	728,500	1,072,000
06/01/2022	363,000	4.00070	335,800	335,800	1,072,000
12/01/2022	405,000	4.000%	335,800	740,800	1,076,600
06/01/2023	403,000	4.00070	327,700	327,700	1,070,000
12/01/2023	420,000	4.000%	327,700	747,700	1,075,400
06/01/2024	720,000	4.00070	319,300	319,300	1,075,400
12/01/2024	435,000	4.000%	319,300	754,300	1,073,600
06/01/2025	733,000	4.00070	310,600	310,600	1,073,000
12/01/2025	455,000	4.000%	310,600	765,600	1,076,200
06/01/2026	433,000	4.00070	301,500	301,500	1,070,200
12/01/2026	470,000	4.000%	301,500	771,500	1,073,000
06/01/2027	170,000	1.00070	292,100	292,100	1,073,000
12/01/2027	490,000	4.000%	292,100	782,100	1,074,200
06/01/2028	470,000	4.00070	282,300	282,300	1,074,200
12/01/2028	510,000	4.000%	282,300	792,300	1,074,600
06/01/2029	310,000	1.00070	272,100	272,100	1,071,000
12/01/2029	530,000	4.000%	272,100	802,100	1,074,200
06/01/2030	330,000	1.00070	261,500	261,500	1,071,200
12/01/2030	550,000	4.000%	261,500	811,500	1,073,000
06/01/2031	330,000	4.00070	250,500	250,500	1,075,000
12/01/2031	575,000	4.000%	250,500	825,500	1,076,000
06/01/2032	272,000	1.00070	239,000	239,000	1,070,000
12/01/2032	595,000	4.000%	239,000	834,000	1,073,000
06/01/2033	272,000	1.00070	227,100	227,100	1,075,000
12/01/2033	620,000	4.000%	227,100	847,100	1,074,200
06/01/2034	020,000	1.00070	214,700	214,700	1,071,200
12/01/2034	645,000	4.000%	214,700	859,700	1,074,400
06/01/2035	0.0,000		201,800	201,800	1,07.,100
12/01/2035	670,000	4.000%	201,800	871,800	1,073,600
06/01/2036	,		188,400	188,400	,,
12/01/2036	700,000	4.000%	188,400	888,400	1,076,800
06/01/2037	,		174,400	174,400	,,
12/01/2037	725,000	4.000%	174,400	899,400	1,073,800
06/01/2038	,		159,900	159,900	, ,
12/01/2038	755,000	4.000%	159,900	914,900	1,074,800
06/01/2039	•		144,800	144,800	
12/01/2039	785,000	4.000%	144,800	929,800	1,074,600
06/01/2040			129,100	129,100	
12/01/2040	815,000	4.000%	129,100	944,100	1,073,200
06/01/2041			112,800	112,800	
12/01/2041	850,000	4.000%	112,800	962,800	1,075,600
06/01/2042	•		95,800	95,800	
12/01/2042	885,000	4.000%	95,800	980,800	1,076,600
06/01/2043			78,100	78,100	
12/01/2043	920,000	4.000%	78,100	998,100	1,076,200
06/01/2044			59,700	59,700	
12/01/2044	955,000	4.000%	59,700	1,014,700	1,074,400

# PRIOR BOND DEBT SERVICE

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2045			40,600	40,600	
12/01/2045	995,000	4.000%	40,600	1,035,600	1,076,200
06/01/2046			20,700	20,700	
12/01/2046	1,035,000	4.000%	20,700	1,055,700	1,076,400
	17,175,000		10,767,600	27,942,600	27,942,600

# BOND SUMMARY STATISTICS

Dated Date	12/16/2020
Delivery Date	12/16/2020
Last Maturity	12/01/2046
Arbitrage Yield	2.641387%
True Interest Cost (TIC)	2.683985%
Net Interest Cost (NIC)	2.711521%
All-In TIC	2.757767%
Average Coupon	2.677573%
Average Life (years)	14.728
Duration of Issue (years)	11.912
Par Amount	20,989,000.00
Bond Proceeds	20,989,000.00
Total Interest	8,277,274.45
Net Interest	8,382,219.45
Total Debt Service	29,266,274.45
Maximum Annual Debt Service	1,129,704.00
Average Annual Debt Service	1,127,432.72
Underwriter's Fees (per \$1000) Average Takedown	
Other Fee	5.000000
Total Underwriter's Discount	5.000000
Bid Price	99.500000

	Par	Average	Average	
Bond Component	Value	Price	Coupon	Life
Bond Component	6,709,000.00	100.000	1.456%	5.563
Bond Component #2	3,830,000.00	100.000	2.460%	13.008
Bond Component #3	4,350,000.00	100.000	2.770%	18.016
Bond Component #4	6,100,000.00	100.000	3.020%	23.544
	20,989,000.00			14.728

	TIC	All-In TIC	Arbitrage Yield
Par Value + Accrued Interest + Premium (Discount)	20,989,000.00	20,989,000.00	20,989,000.00
- Underwriter's Discount - Cost of Issuance Expense - Other Amounts	-104,945.00	-104,945.00 -180,000.00	
Target Value	20,884,055.00	20,704,055.00	20,989,000.00
Target Date Yield	12/16/2020 2.683985%	12/16/2020 2.757767%	12/16/2020 2.641387%

	Maturity				
Bond Component	Date	Amount	Rate	Yield	Price
Bond Component:					
	12/01/2021	622,000	0.420%	0.420%	100.000
	12/01/2022	652,000	0.540%	0.540%	100.000
	12/01/2023	655,000	0.660%	0.660%	100.000
	12/01/2024	660,000	0.820%	0.820%	100.000
	12/01/2025	665,000	0.950%	0.950%	100.000
	12/01/2026	671,000	1.280%	1.280%	100.000
	12/01/2027	680,000	1.380%	1.380%	100.000
	12/01/2028	689,000	1.750%	1.750%	100.000
	12/01/2029	701,000	1.860%	1.860%	100.000
	12/01/2030	714,000	1.960%	1.960%	100.000
		6,709,000			
Bond Component #2:					
<del></del>	12/01/2031	730,000	2.460%	2.460%	100.000
	12/01/2032	745,000	2.460%	2.460%	100.000
	12/01/2033	765,000	2.460%	2.460%	100.000
	12/01/2034	785,000	2.460%	2.460%	100.000
	12/01/2035	805,000	2.460%	2.460%	100.000
	12/01/2000	3,830,000	21.0070	21.0070	100.000
		2,020,000			
Bond Component #3:					
	12/01/2036	820,000	2.770%	2.770%	100.000
	12/01/2037	845,000	2.770%	2.770%	100.000
	12/01/2038	870,000	2.770%	2.770%	100.000
	12/01/2039	895,000	2.770%	2.770%	100.000
	12/01/2040	920,000	2.770%	2.770%	100.000
		4,350,000			
Bond Component #4:					
=	12/01/2041	945,000	3.020%	3.020%	100.000
	12/01/2042	970,000	3.020%	3.020%	100.000
	12/01/2043	1,000,000	3.020%	3.020%	100.000
	12/01/2044	1,030,000	3.020%	3.020%	100.000
	12/01/2045	1,060,000	3.020%	3.020%	100.000
	12/01/2046	1,095,000	3.020%	3.020%	100.000
		6,100,000			
		20,989,000			

# BOND PRICING

Dated Date	12/16/2020		
Delivery Date	12/16/2020		
First Coupon	06/01/2021		
Par Amount Original Issue Discount	20,989,000.00		
Production	20,989,000.00	100.000000%	
Underwriter's Discount	-104,945.00	-0.500000%	
Purchase Price Accrued Interest	20,884,055.00	99.500000%	
Net Proceeds	20,884,055.00		

Period Ending	Principal	Coupon	Interest	Debt Service
12/01/2021	622,000	0.420%	458,257.75	1,080,257.75
12/01/2022	652,000	0.540%	475,569.60	1,127,569.60
12/01/2023	655,000	0.660%	472,048.80	1,127,048.80
12/01/2024	660,000	0.820%	467,725.80	1,127,725.80
12/01/2025	665,000	0.950%	462,313.80	1,127,313.80
12/01/2026	671,000	1.280%	455,996.30	1,126,996.30
12/01/2027	680,000	1.380%	447,407.50	1,127,407.50
12/01/2028	689,000	1.750%	438,023.50	1,127,023.50
12/01/2029	701,000	1.860%	425,966.00	1,126,966.00
12/01/2030	714,000	1.960%	412,927.40	1,126,927.40
12/01/2031	730,000	2.460%	398,933.00	1,128,933.00
12/01/2032	745,000	2.460%	380,975.00	1,125,975.00
12/01/2033	765,000	2.460%	362,648.00	1,127,648.00
12/01/2034	785,000	2.460%	343,829.00	1,128,829.00
12/01/2035	805,000	2.460%	324,518.00	1,129,518.00
12/01/2036	820,000	2.770%	304,715.00	1,124,715.00
12/01/2037	845,000	2.770%	282,001.00	1,127,001.00
12/01/2038	870,000	2.770%	258,594.50	1,128,594.50
12/01/2039	895,000	2.770%	234,495.50	1,129,495.50
12/01/2040	920,000	2.770%	209,704.00	1,129,704.00
12/01/2041	945,000	3.020%	184,220.00	1,129,220.00
12/01/2042	970,000	3.020%	155,681.00	1,125,681.00
12/01/2043	1,000,000	3.020%	126,387.00	1,126,387.00
12/01/2044	1,030,000	3.020%	96,187.00	1,126,187.00
12/01/2045	1,060,000	3.020%	65,081.00	1,125,081.00
12/01/2046	1,095,000	3.020%	33,069.00	1,128,069.00
	20,989,000		8,277,274.45	29,266,274.45

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2021			219,166.75	219,166.75	
12/01/2021	622,000	0.420%	239,091.00	861,091.00	1,080,257.75
06/01/2022	022,000	0.12070	237,784.80	237,784.80	1,000,237.73
12/01/2022	652,000	0.540%	237,784.80	889,784.80	1,127,569.60
06/01/2023	032,000	0.5 1070	236,024.40	236,024.40	1,127,505.00
12/01/2023	655,000	0.660%	236,024.40	891,024.40	1,127,048.80
06/01/2024	033,000	0.00070	233,862.90	233,862.90	1,127,010.00
12/01/2024	660,000	0.820%	233,862.90	893,862.90	1,127,725.80
06/01/2025	000,000	0.02070	231,156.90	231,156.90	1,127,723.00
12/01/2025	665,000	0.950%	231,156.90	896,156.90	1,127,313.80
06/01/2026	003,000	0.55070	227,998.15	227,998.15	1,127,515.00
12/01/2026	671,000	1.280%	227,998.15	898,998.15	1,126,996.30
06/01/2027	071,000	1.20070	223,703.75	223,703.75	1,120,770.50
12/01/2027	680,000	1.380%	223,703.75	903,703.75	1,127,407.50
06/01/2028	000,000	1.50070	219,011.75	219,011.75	1,127,107.50
12/01/2028	689,000	1.750%	219,011.75	908,011.75	1,127,023.50
06/01/2029	007,000	1./30/0	212,983.00	212,983.00	1,127,023.30
12/01/2029	701,000	1.860%	212,983.00	913,983.00	1,126,966.00
06/01/2030	701,000	1.00070	206,463.70	206,463.70	1,120,700.00
12/01/2030	714,000	1.960%	206,463.70	920,463.70	1,126,927.40
06/01/2031	/14,000	1.70070	199,466.50	199,466.50	1,120,727.40
12/01/2031	730,000	2.460%	199,466.50	929,466.50	1,128,933.00
06/01/2032	750,000	2.40070	199,400.50	190,487.50	1,120,933.00
12/01/2032	745,000	2.460%	190,487.50	935,487.50	1,125,975.00
06/01/2033	743,000	2.40070	181,324.00	181,324.00	1,123,973.00
12/01/2033	765,000	2.460%	181,324.00	946,324.00	1,127,648.00
06/01/2034	703,000	2.40070	171,914.50	171,914.50	1,127,046.00
12/01/2034	785,000	2.460%	171,914.50	956,914.50	1,128,829.00
06/01/2035	785,000	2.40070	162,259.00	162,259.00	1,120,029.00
12/01/2035	805,000	2.460%	162,259.00	967,259.00	1,129,518.00
06/01/2036	803,000	2.40070	152,357.50	152,357.50	1,127,516.00
12/01/2036	820,000	2.770%	152,357.50	972,357.50	1,124,715.00
06/01/2037	020,000	2.77070	141,000.50	141,000.50	1,124,/13.00
12/01/2037	845,000	2.770%	141,000.50	986,000.50	1,127,001.00
06/01/2038	043,000	2.77070	129,297.25	129,297.25	1,127,001.00
12/01/2038	870,000	2.770%	129,297.25	999,297.25	1,128,594.50
06/01/2039	070,000	2.77070	117,247.75	117,247.75	1,120,571.50
12/01/2039	895,000	2.770%	117,247.75	1,012,247.75	1,129,495.50
06/01/2040	0,5,000	2.77070	104,852.00	104,852.00	1,129,193.50
12/01/2040	920,000	2.770%	104,852.00	1,024,852.00	1,129,704.00
06/01/2041	720,000	2.77070	92,110.00	92,110.00	1,125,701.00
12/01/2041	945,000	3.020%	92,110.00	1,037,110.00	1,129,220.00
06/01/2042	7.13,000	3.02070	77,840.50	77,840.50	1,129,220.00
12/01/2042	970,000	3.020%	77,840.50	1,047,840.50	1,125,681.00
06/01/2043	2.0,000	2.02070	63,193.50	63,193.50	1,120,001.00
12/01/2043	1,000,000	3.020%	63,193.50	1,063,193.50	1,126,387.00
06/01/2044	1,000,000	5.02070	48,093.50	48,093.50	1,120,307.00
12/01/2044	1,030,000	3.020%	48,093.50	1,078,093.50	1,126,187.00
12.01/2011	1,000,000	2.02070	.0,0,0.00	1,0,0,0,0,0	1,120,107.00

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2045			32,540.50	32,540.50	
12/01/2045	1,060,000	3.020%	32,540.50	1,092,540.50	1,125,081.00
06/01/2046			16,534.50	16,534.50	
12/01/2046	1,095,000	3.020%	16,534.50	1,111,534.50	1,128,069.00
	20,989,000		8,277,274.45	29,266,274.45	29,266,274.45

SAVINGS Mid-Peninsula Water District

2020 Refunding Certificates of Participation (2016 COPs) - Public Offering 26-Year Term

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 2.6413874%
06/01/2021	343,500.00	219,166.75	124,333.25		122,846.84
12/01/2021	728,500.00	861,091.00	-132,591.00	-8,257.75	-129,298.23
06/01/2022	335,800.00	237,784.80	98,015.20	0,237.73	94,335.21
12/01/2022	740,800.00	889,784.80	-148,984.80	-50,969.60	-141,522.08
06/01/2023	327,700.00	236,024.40	91,675.60	30,707.00	85,948.41
12/01/2023	747,700.00	891,024.40	-143,324.40	-51,648.80	-132,619.09
06/01/2024	319,300.00	233,862.90	85,437.10	31,010.00	78,025.09
12/01/2024	754,300.00	893,862.90	-139,562.90	-54,125.80	-125,793.90
06/01/2025	310,600.00	231,156.90	79,443.10	31,123.00	70,672.04
12/01/2025	765,600.00	896,156.90	-130,556.90	-51,113.80	-114,628.64
06/01/2026	301,500.00	227,998.15	73,501.85	31,113.00	63,693.25
12/01/2026	771,500.00	898,998.15	-127,498.15	-53,996.30	-109,043.77
06/01/2027	292,100.00	223,703.75	68,396.25	23,770.30	57,733.93
12/01/2027	782,100.00	903,703.75	-121,603.75	-53,207.50	-101,308.91
06/01/2028	282,300.00	219,011.75	63,288.25	33,207.30	52,038.60
12/01/2028	792,300.00	908,011.75	-115,711.75	-52,423.50	-93,903.51
06/01/2029	272,100.00	212,983.00	59,117.00	32,123.30	47,349.85
12/01/2029	802,100.00	913,983.00	-111,883.00	-52,766.00	-88,444.77
06/01/2030	261,500.00	206,463.70	55,036.30	32,700.00	42,939.71
12/01/2030	811,500.00	920,463.70	-108,963.70	-53,927.40	-83,906.11
06/01/2031	250,500.00	199,466.50	51,033.50	33,327.10	38,785.46
12/01/2031	825,500.00	929,466.50	-103,966.50	-52,933.00	-77,984.60
06/01/2032	239,000.00	190,487.50	48,512.50	02,500.00	35,914.59
12/01/2032	834,000.00	935,487.50	-101,487.50	-52,975.00	-74,153.51
06/01/2033	227,100.00	181,324.00	45,776.00	,-,-,-,-	33,011.01
12/01/2033	847,100.00	946,324.00	-99,224.00	-53,448.00	-70,621.93
06/01/2034	214,700.00	171,914.50	42,785.50	,	30,055.31
12/01/2034	859,700.00	956,914.50	-97,214.50	-54,429.00	-67,399.64
06/01/2035	201,800.00	162,259.00	39,541.00	, , , , , , , ,	27,056.77
12/01/2035	871,800.00	967,259.00	-95,459.00	-55,918.00	-64,468.43
06/01/2036	188,400.00	152,357.50	36,042.50	,	24,024.09
12/01/2036	888,400.00	972,357.50	-83,957.50	-47,915.00	-55,232.33
06/01/2037	174,400.00	141,000.50	33,399.50	,	21,685.81
12/01/2037	899,400.00	986,000.50	-86,600.50	-53,201.00	-55,495.53
06/01/2038	159,900.00	129,297.25	30,602.75	ŕ	19,355.30
12/01/2038	914,900.00	999,297.25	-84,397.25	-53,794.50	-52,682.89
06/01/2039	144,800.00	117,247.75	27,552.25		16,974.63
12/01/2039	929,800.00	1,012,247.75	-82,447.75	-54,895.50	-50,133.01
06/01/2040	129,100.00	104,852.00	24,248.00		14,552.00
12/01/2040	944,100.00	1,024,852.00	-80,752.00	-56,504.00	-47,830.17
06/01/2041	112,800.00	92,110.00	20,690.00		12,095.14
12/01/2041	962,800.00	1,037,110.00	-74,310.00	-53,620.00	-42,874.55
06/01/2042	95,800.00	77,840.50	17,959.50		10,227.00
12/01/2042	980,800.00	1,047,840.50	-67,040.50	-49,081.00	-37,678.47
06/01/2043	78,100.00	63,193.50	14,906.50		8,268.63
12/01/2043	998,100.00	1,063,193.50	-65,093.50	-50,187.00	-35,636.69
06/01/2044	59,700.00	48,093.50	11,606.50		6,271.38
12/01/2044	1,014,700.00	1,078,093.50	-63,393.50	-51,787.00	-33,807.12

# SAVINGS

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) - Public Offering 26-Year Term

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 2.6413874%
06/01/2045	40,600.00	32,540.50	8,059.50		4,242.03
12/01/2045	1,035,600.00	1,092,540.50	-56,940.50	-48,881.00	-29,579.33
06/01/2046	20,700.00	16,534.50	4,165.50		2,135.68
12/01/2046	1,055,700.00	1,111,534.50	-55,834.50	-51,669.00	-28,253.58
	27,942,600.00	29,266,274.45	-1,323,674.45	-1,323,674.45	-924,063.03

# Savings Summary

PV of savings from cash flow	-924,063.03
Plus: Refunding funds on hand	2,619.70
Net PV Savings	-921,443.33

# SUMMARY OF REFUNDING RESULTS

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	2.641387%
Escrow yield	0.326606%
Value of Negative Arbitrage	2,293,548.15
Bond Par Amount	20,989,000.00
True Interest Cost	2.683985%
Net Interest Cost	2.711521%
Average Coupon	2.677573%
Average Life	14.728
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 2.641387%	20,064,936.97
Net PV Savings	-921,443.33
Percentage savings of refunded bonds	-5.365027%
Percentage savings of refunding bonds	-4.390125%

# SOURCES AND USES OF FUNDS

Sources:	
Bond Proceeds:	
Par Amount	20,987,000.00
	20,987,000.00
Uses:	
Refunding Escrow Deposits:	
Cash Deposit	0.30
SLGS Purchases	20,701,435.00
	20,701,435.30
Delivery Date Expenses:	
Cost of Issuance	180,000.00
Underwriter's Discount	104,935.00
	284,935.00
Other Uses of Funds:	
Additional Proceeds	629.70
	20,987,000.00

# ESCROW REQUIREMENTS

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00

# SUMMARY OF BONDS REFUNDED

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
2016 Certificates of	Participation, 16CO	PS:			
BOND	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
BOND02	12/01/2036	4.000%	3,230,000.00	12/01/2026	100.000
BOND03	12/01/2041	4.000%	3,930,000.00	12/01/2026	100.000
BOND04	12/01/2046	4.000%	4,790,000.00	12/01/2026	100.000
			17,175,000.00		

# PRIOR BOND DEBT SERVICE

Period				Debt	Annual Debt
Ending	Principal	Coupon	Interest	Service	Service
06/01/2021			343,500	343,500	
12/01/2021	385,000	4.000%	343,500	728,500	1,072,000
06/01/2022	363,000	4.00070	335,800	335,800	1,072,000
12/01/2022	405,000	4.000%	335,800	740,800	1,076,600
06/01/2023	403,000	4.00070	327,700	327,700	1,070,000
12/01/2023	420,000	4.000%	327,700	747,700	1,075,400
06/01/2024	720,000	4.00070	319,300	319,300	1,075,400
12/01/2024	435,000	4.000%	319,300	754,300	1,073,600
06/01/2025	733,000	4.00070	310,600	310,600	1,073,000
12/01/2025	455,000	4.000%	310,600	765,600	1,076,200
06/01/2026	433,000	4.00070	301,500	301,500	1,070,200
12/01/2026	470,000	4.000%	301,500	771,500	1,073,000
06/01/2027	170,000	1.00070	292,100	292,100	1,075,000
12/01/2027	490,000	4.000%	292,100	782,100	1,074,200
06/01/2028	470,000	4.00070	282,300	282,300	1,074,200
12/01/2028	510,000	4.000%	282,300	792,300	1,074,600
06/01/2029	310,000	1.00070	272,100	272,100	1,071,000
12/01/2029	530,000	4.000%	272,100	802,100	1,074,200
06/01/2030	330,000	1.00070	261,500	261,500	1,071,200
12/01/2030	550,000	4.000%	261,500	811,500	1,073,000
06/01/2031	330,000	4.00070	250,500	250,500	1,075,000
12/01/2031	575,000	4.000%	250,500	825,500	1,076,000
06/01/2032	272,000	1.00070	239,000	239,000	1,070,000
12/01/2032	595,000	4.000%	239,000	834,000	1,073,000
06/01/2033	272,000	1.00070	227,100	227,100	1,075,000
12/01/2033	620,000	4.000%	227,100	847,100	1,074,200
06/01/2034	020,000	1.00070	214,700	214,700	1,071,200
12/01/2034	645,000	4.000%	214,700	859,700	1,074,400
06/01/2035	0.0,000		201,800	201,800	1,07.,100
12/01/2035	670,000	4.000%	201,800	871,800	1,073,600
06/01/2036	,		188,400	188,400	,,
12/01/2036	700,000	4.000%	188,400	888,400	1,076,800
06/01/2037	,		174,400	174,400	, ,
12/01/2037	725,000	4.000%	174,400	899,400	1,073,800
06/01/2038	,		159,900	159,900	, ,
12/01/2038	755,000	4.000%	159,900	914,900	1,074,800
06/01/2039	•		144,800	144,800	
12/01/2039	785,000	4.000%	144,800	929,800	1,074,600
06/01/2040			129,100	129,100	
12/01/2040	815,000	4.000%	129,100	944,100	1,073,200
06/01/2041			112,800	112,800	
12/01/2041	850,000	4.000%	112,800	962,800	1,075,600
06/01/2042	•		95,800	95,800	
12/01/2042	885,000	4.000%	95,800	980,800	1,076,600
06/01/2043			78,100	78,100	
12/01/2043	920,000	4.000%	78,100	998,100	1,076,200
06/01/2044			59,700	59,700	
12/01/2044	955,000	4.000%	59,700	1,014,700	1,074,400

# PRIOR BOND DEBT SERVICE

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2045			40,600	40,600	
12/01/2045	995,000	4.000%	40,600	1,035,600	1,076,200
06/01/2046			20,700	20,700	
12/01/2046	1,035,000	4.000%	20,700	1,055,700	1,076,400
	17,175,000		10,767,600	27,942,600	27,942,600

# BOND SUMMARY STATISTICS

Dated Date	12/16/2020
Delivery Date	12/16/2020
Last Maturity	12/01/2040
Auhitua aa Viald	2.352058%
Arbitrage Yield	
True Interest Cost (TIC)	2.404685%
Net Interest Cost (NIC)	2.425116%
All-In TIC	2.495831%
Average Coupon	2.380118%
Average Life (years)	11.112
Duration of Issue (years)	9.629
Par Amount	20,987,000.00
Bond Proceeds	20,987,000.00
Total Interest	5,550,423.88
Net Interest	5,655,358.88
Total Debt Service	26,537,423.88
Maximum Annual Debt Service	1,331,350.00
Average Annual Debt Service	1,329,641.28
Underwriter's Fees (per \$1000) Average Takedown	
	5 000000
Other Fee	5.000000
Total Underwriter's Discount	5.000000
Bid Price	99.500000

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	9,467,000.00	100.000	1.456%	5.563
Bond Component #2	5,390,000.00	100.000	2.460%	13.007
Bond Component #3	6,130,000.00	100.000	2.770%	18.014
	20,987,000.00			11.112

	TIC	All-In TIC	Arbitrage Yield
Par Value + Accrued Interest + Premium (Discount)	20,987,000.00	20,987,000.00	20,987,000.00
- Underwriter's Discount - Cost of Issuance Expense - Other Amounts	-104,935.00	-104,935.00 -180,000.00	
Target Value	20,882,065.00	20,702,065.00	20,987,000.00
Target Date Yield	12/16/2020 2.404685%	12/16/2020 2.495831%	12/16/2020 2.352058%

# BOND PRICING

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
•	12/01/2021	878,000	0.420%	0.420%	100.000
	12/01/2022	920,000	0.540%	0.540%	100.000
	12/01/2023	925,000	0.660%	0.660%	100.000
	12/01/2024	931,000	0.820%	0.820%	100.000
	12/01/2025	938,000	0.950%	0.950%	100.000
	12/01/2026	947,000	1.280%	1.280%	100.000
	12/01/2027	959,000	1.380%	1.380%	100.000
	12/01/2028	972,000	1.750%	1.750%	100.000
	12/01/2029	989,000	1.860%	1.860%	100.000
	12/01/2030	1,008,000	1.960%	1.960%	100.000
		9,467,000			
Bond Component #2:					
-	12/01/2031	1,025,000	2.460%	2.460%	100.000
	12/01/2032	1,050,000	2.460%	2.460%	100.000
	12/01/2033	1,080,000	2.460%	2.460%	100.000
	12/01/2034	1,105,000	2.460%	2.460%	100.000
	12/01/2035	1,130,000	2.460%	2.460%	100.000
		5,390,000			
Bond Component #3:					
	12/01/2036	1,160,000	2.770%	2.770%	100.000
	12/01/2037	1,190,000	2.770%	2.770%	100.000
	12/01/2038	1,225,000	2.770%	2.770%	100.000
	12/01/2039	1,260,000	2.770%	2.770%	100.000
	12/01/2040	1,295,000	2.770%	2.770%	100.000
		6,130,000			
		20,987,000			
Dated I	Date		12/16/2020		
Deliver		12/16/2020			
First Co	oupon	06/01/20			
Par Amount Original Issue Discount		20,	20,987,000.00		
Product	tion	20,987,000.00		100.000000%	
	vriter's Discount		-104,935.00		
Purchas Accrue	se Price d Interest	20,	882,065.00	99.500000%	
Net Pro	oceeds	20,	882,065.00		

Period Ending	Principal	Coupon	Interest	Debt Service
12/01/2021	878,000	0.420%	396,959.68	1,274,959.68
12/01/2022	920,000	0.540%	410,531.20	1,330,531.20
12/01/2023	925,000	0.660%	405,563.20	1,330,563.20
12/01/2024	931,000	0.820%	399,458.20	1,330,458.20
12/01/2025	938,000	0.950%	391,824.00	1,329,824.00
12/01/2026	947,000	1.280%	382,913.00	1,329,913.00
12/01/2027	959,000	1.380%	370,791.40	1,329,791.40
12/01/2028	972,000	1.750%	357,557.20	1,329,557.20
12/01/2029	989,000	1.860%	340,547.20	1,329,547.20
12/01/2030	1,008,000	1.960%	322,151.80	1,330,151.80
12/01/2031	1,025,000	2.460%	302,395.00	1,327,395.00
12/01/2032	1,050,000	2.460%	277,180.00	1,327,180.00
12/01/2033	1,080,000	2.460%	251,350.00	1,331,350.00
12/01/2034	1,105,000	2.460%	224,782.00	1,329,782.00
12/01/2035	1,130,000	2.460%	197,599.00	1,327,599.00
12/01/2036	1,160,000	2.770%	169,801.00	1,329,801.00
12/01/2037	1,190,000	2.770%	137,669.00	1,327,669.00
12/01/2038	1,225,000	2.770%	104,706.00	1,329,706.00
12/01/2039	1,260,000	2.770%	70,773.50	1,330,773.50
12/01/2040	1,295,000	2.770%	35,871.50	1,330,871.50
	20,987,000		5,550,423.88	26,537,423.88

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
06/01/2021			189,850.28	189,850.28	
12/01/2021	878,000	0.420%	207,109.40	1,085,109.40	1,274,959.68
06/01/2022			205,265.60	205,265.60	
12/01/2022	920,000	0.540%	205,265.60	1,125,265.60	1,330,531.20
06/01/2023			202,781.60	202,781.60	
12/01/2023	925,000	0.660%	202,781.60	1,127,781.60	1,330,563.20
06/01/2024	· ·		199,729.10	199,729.10	
12/01/2024	931,000	0.820%	199,729.10	1,130,729.10	1,330,458.20
06/01/2025	,		195,912.00	195,912.00	, ,
12/01/2025	938,000	0.950%	195,912.00	1,133,912.00	1,329,824.00
06/01/2026	,		191,456.50	191,456.50	, ,
12/01/2026	947,000	1.280%	191,456.50	1,138,456.50	1,329,913.00
06/01/2027	,		185,395.70	185,395.70	, ,
12/01/2027	959,000	1.380%	185,395.70	1,144,395.70	1,329,791.40
06/01/2028	,		178,778.60	178,778.60	, ,
12/01/2028	972,000	1.750%	178,778.60	1,150,778.60	1,329,557.20
06/01/2029	- 1 = ,		170,273.60	170,273.60	-,,,
12/01/2029	989,000	1.860%	170,273.60	1,159,273.60	1,329,547.20
06/01/2030	,		161,075.90	161,075.90	-,,
12/01/2030	1,008,000	1.960%	161,075.90	1,169,075.90	1,330,151.80
06/01/2031	,,		151,197.50	151,197.50	,,
12/01/2031	1,025,000	2.460%	151,197.50	1,176,197.50	1,327,395.00
06/01/2032	1,020,000	20070	138,590.00	138,590.00	1,027,090.00
12/01/2032	1,050,000	2.460%	138,590.00	1,188,590.00	1,327,180.00
06/01/2033	1,000,000	20070	125,675.00	125,675.00	1,527,100.00
12/01/2033	1,080,000	2.460%	125,675.00	1,205,675.00	1,331,350.00
06/01/2034	1,000,000	20070	112,391.00	112,391.00	1,001,000.00
12/01/2034	1,105,000	2.460%	112,391.00	1,217,391.00	1,329,782.00
06/01/2035	1,100,000	20070	98,799.50	98,799.50	1,525,762.00
12/01/2035	1,130,000	2.460%	98,799.50	1,228,799.50	1,327,599.00
06/01/2036	1,120,000	20070	84,900.50	84,900.50	1,027,055.00
12/01/2036	1,160,000	2.770%	84,900.50	1,244,900.50	1,329,801.00
06/01/2037	1,100,000	2.7,070	68,834.50	68,834.50	1,523,001.00
12/01/2037	1,190,000	2.770%	68,834.50	1,258,834.50	1,327,669.00
06/01/2038	1,170,000	2.77070	52,353.00	52,353.00	1,527,005.00
12/01/2038	1,225,000	2.770%	52,353.00	1,277,353.00	1,329,706.00
06/01/2039	1,223,000	2.77070	35,386.75	35,386.75	1,525,700.00
12/01/2039	1,260,000	2.770%	35,386.75	1,295,386.75	1,330,773.50
06/01/2040	1,200,000	2.77070	17,935.75	17,935.75	1,550,775.50
12/01/2040	1,295,000	2.770%	17,935.75	1,312,935.75	1,330,871.50
12/01/2070	1,273,000	2.77070	11,733.13	1,512,755.15	1,550,071.50
	20,987,000		5,550,423.88	26,537,423.88	26,537,423.88

SAVINGS

	Prior	Refunding		Annual	Present Value to 12/16/2020
Date	Debt Service	Debt Service	Savings	Savings	@ 2.3520581%
06/01/2021	343,500.00	189,850.28	153,649.72		152,011.79
12/01/2021	728,500.00	1,085,109.40	-356,609.40	-202,959.68	-348,707.00
06/01/2022	335,800.00	205,265.60	130,534.40	,	126,158.12
12/01/2022	740,800.00	1,125,265.60	-384,465.60	-253,931.20	-367,257.02
06/01/2023	327,700.00	202,781.60	124,918.40	,	117,940.07
12/01/2023	747,700.00	1,127,781.60	-380,081.60	-255,163.20	-354,677.96
06/01/2024	319,300.00	199,729.10	119,570.90	,	110,282.15
12/01/2024	754,300.00	1,130,729.10	-376,429.10	-256,858.20	-343,151.01
06/01/2025	310,600.00	195,912.00	114,688.00	,	103,333.81
12/01/2025	765,600.00	1,133,912.00	-368,312.00	-253,624.00	-327,991.59
06/01/2026	301,500.00	191,456.50	110,043.50	,	96,857.58
12/01/2026	771,500.00	1,138,456.50	-366,956.50	-256,913.00	-319,231.81
06/01/2027	292,100.00	185,395.70	106,704.30	,	91,747.84
12/01/2027	782,100.00	1,144,395.70	-362,295.70	-255,591.40	-307,892.77
06/01/2028	282,300.00	178,778.60	103,521.40	,	86,953.85
12/01/2028	792,300.00	1,150,778.60	-358,478.60	-254,957.20	-297,607.79
06/01/2029	272,100.00	170,273.60	101,826.40	- ,	83,553.34
12/01/2029	802,100.00	1,159,273.60	-357,173.60	-255,347.20	-289,671.08
06/01/2030	261,500.00	161,075.90	100,424.10	,-	80,498.19
12/01/2030	811,500.00	1,169,075.90	-357,575.90	-257,151.80	-283,294.91
06/01/2031	250,500.00	151,197.50	99,302.50		77,759.43
12/01/2031	825,500.00	1,176,197.50	-350,697.50	-251,395.00	-271,423.81
06/01/2032	239,000.00	138,590.00	100,410.00	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	76,809.44
12/01/2032	834,000.00	1,188,590.00	-354,590.00	-254,180.00	-268,093.63
06/01/2033	227,100.00	125,675.00	101,425.00	,	75,792.70
12/01/2033	847,100.00	1,205,675.00	-358,575.00	-257,150.00	-264,840.72
06/01/2034	214,700.00	112,391.00	102,309.00	,	74,686.30
12/01/2034	859,700.00	1,217,391.00	-357,691.00	-255,382.00	-258,081.87
06/01/2035	201,800.00	98,799.50	103,000.50		73,453.28
12/01/2035	871,800.00	1,228,799.50	-356,999.50	-253,999.00	-251,629.67
06/01/2036	188,400.00	84,900.50	103,499.50		72,103.25
12/01/2036	888,400.00	1,244,900.50	-356,500.50	-253,001.00	-245,470.39
06/01/2037	174,400.00	68,834.50	105,565.50	,	71,842.82
12/01/2037	899,400.00	1,258,834.50	-359,434.50	-253,869.00	-241,770.59
06/01/2038	159,900.00	52,353.00	107,547.00		71,499.73
12/01/2038	914,900.00	1,277,353.00	-362,453.00	-254,906.00	-238,166.21
06/01/2039	144,800.00	35,386.75	109,413.25	,	71,059.27
12/01/2039	929,800.00	1,295,386.75	-365,586.75	-256,173.50	-234,673.28
06/01/2040	129,100.00	17,935.75	111,164.25		70,527.86
12/01/2040	944,100.00	1,312,935.75	-368,835.75	-257,671.50	-231,286.85
06/01/2041	112,800.00	, ,	112,800.00	,	69,911.63
12/01/2041	962,800.00		962,800.00	1,075,600.00	589,791.83
06/01/2042	95,800.00		95,800.00		58,003.01
12/01/2042	980,800.00		980,800.00	1,076,600.00	586,932.11
06/01/2043	78,100.00		78,100.00		46,193.49
12/01/2043	998,100.00		998,100.00	1,076,200.00	583,480.31
06/01/2044	59,700.00		59,700.00	, , ,	34,494.42
12/01/2044	1,014,700.00		1,014,700.00	1,074,400.00	579,474.79

# SAVINGS

### Mid-Peninsula Water District 2020 Refunding Certificates of Participation (2016 COPs) - Public Offering 20-Year Term

Date	Prior Debt Service	Refunding Debt Service	Savings	Annual Savings	Present Value to 12/16/2020 @ 2.3520581%
06/01/2045	40,600.00		40,600.00		22,916.34
12/01/2045	1,035,600.00		1,035,600.00	1,076,200.00	577,741.64
06/01/2046	20,700.00		20,700.00		11,413.91
12/01/2046	1,055,700.00		1,055,700.00	1,076,400.00	575,343.07
	27,942,600.00	26,537,423.88	1,405,176.12	1,405,176.12	-224,352.56

# Savings Summary

PV of savings from cash flow	-224,352.56
Plus: Refunding funds on hand	629.70
Net PV Savings	-223,722.86
Net F v Savings	-223,722.00

# SUMMARY OF REFUNDING RESULTS

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	2.352058%
Escrow yield	0.326606%
Value of Negative Arbitrage	2,024,112.41
Bond Par Amount	20,987,000.00
True Interest Cost	2.404685%
Net Interest Cost	2.425116%
Average Coupon	2.380118%
Average Life	11.112
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 2.352058%	20,762,647.44
Net PV Savings	-223,722.86
Percentage savings of refunded bonds	-1.302608%
Percentage savings of refunding bonds	-1.066007%



# **Response to Request for Placement Agent**

For

# **Mid-Peninsula Water District**

# Refunding Certificates of Participation (Cinderella), Series 2020

Prepared by:



# Fixed Income Capital Markets Public Finance Office

3017 Douglas Blvd. Suite 300 Roseville, CA 95661 (916) 788-7246

D A DAVIDS



September 18, 2020

Ben Levine Wulff, Hansen & Co 100 Smith Ranch Rd, Suite 330 San Rafael, CA 94903 Rob Pankratz Wulff, Hansen & Co 100 Smith Ranch Rd, Suite 330 San Rafael, CA 94903

Dear Messrs. Levine and Pankratz:

On behalf of D.A. Davidson & Co, we thank you for the opportunity to respond to the Mid-Peninsula Water District (the "District") Request for Proposals for Placement Agent. If selected, D.A. Davidson will provide the District with a team of bankers, traders, underwriters, and both institutional & retail sales teams experienced in placing loans and underwriting and selling California bonds. Our unique strengths include:

Nationally Ranked Underwriter with Proven Expertise in Municipal Bonds — D.A. Davidson has been providing investment-banking and financial services for over 80 years and consistently ranks near the top of the league table in terms of lead-managed bond underwritings on a national basis. Over the last eight years, D.A. Davidson has annually ranked #4 to #6 in number of negotiated underwritings nationwide (Source: Thomson Reuters — 2012-2019 National Negotiated Rankings by Number of Issues).

Banking team and trading desk with extensive experience working with California bond issuer – Bankers Richard Han and Dana Cojocaru-Ivoska, based in Roseville, California, have been helping issuers in California with their bond financings since 2009. In addition, our trading desk in Los Angeles is led by Peter Bouzane, who has 28 years of experience trading and underwriting California bonds.

Strong Capital for Underwriting Bonds / Strong Institutional AND Retail Sales Teams — Davidson has a strong capital position, with \$128.1 million in net capital and \$124.7 million in excess net capital (as of June 30, 2020), both of which have more than doubled since 2011. D.A. Davidson's sales force is an experienced team, with 44 institutional sales people serving over 1,500 institutional clients and virtually all of the top 100 institutional holders of municipal bonds. In addition, our wealth management group in California (f/k/a Crowell Weedon), can provide added demand through California retail sales, thereby adding diversification in the distribution efforts.

Thank you for your consideration, and we hope to have the opportunity to work with Mid-Peninsula Water District and its finance team on its upcoming refunding.

Sincerely,

Richard Han

Senior Vice President



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D A DAVIDS



#### 1. Fees

Please provide us with your fee quote as Placement Agent (shown as a flat fee) for the COP refunding.

For the District's upcoming refunding certificates of participation (Cinderella), D.A. Davidson proposes the fee schedule listed below:

TAXABLE CONVERTING to TAX- EXEMPT (CINDERELLA) CERTIFICATES OF PARTICIPATION	Private Placement	Public Offering (see Analysis and Suggested Approach below)
FEE QUOTE	\$20,000	\$5.00/\$100,000 in par amount

The District shall be responsible for paying all other costs of issuance, including without limitation, bond counsel, and all other expenses incident to the performance of the District's obligations under the proposed placement. Our fee quote for a public offering includes any costs we incur for underwriter's counsel.

We do not want our fee proposal to be an obstacle to working with the District, so we are open to negotiating our fees.

## 2. Staffing and Scope of Services

Please provide your scope of services for the anticipated transaction.

D.A. Davidson is committed to the highest level of service and such has assembled a team of experienced professionals who would be assigned to the District's upcoming refunding certificates of participation. Richard Han will be the day-to-day contact for the District and its municipal advisor. Rick will be available for all face-to-face meetings, teleconferences, and presentations as required. Dana Cojocaru-Ivoska will provide any day-to-day banker support, quantitative analysis, issue sizing and structure of the District's refunding.

Richard Han and Dana Cojocaru-Ivoska, who are based in Roseville, California, have been working with public finance issuers in California with their bond financings since 2009. Rick and Dana brought their California practice to D.A. Davidson when they joined the firm in January of 2016, and thus far the California team has successfully priced as sole manager 56 negotiated underwritings and 5 private placements in California.

Please see **Appendix A** for a list of California bond issues that D.A. Davidson has worked on since 2016. D.A. Davidson's recent experience includes underwriting and placing bonds for the following California issuers:

D A DAVIDSON

Winters JUSD





#### **Scope of Services as Placement Agent**

Lake Tahoe USD

As placement agent, our scope of services would include the following:

Golden Gate/ Belvedere Utility

UAD

- Review and evaluate the proposed terms of the placement
- Contact potential purchasers, provide them with related financial information, respond to their inquiries and, if requested, coordinate their due diligence sessions
- Consult with Quint & Thimmig LLP and Wulff Hansen with respect to the terms of the placement
- Negotiate the terms, including the interest rate, of the placement
- Plan and arrange for the closing and settlement of the issuance and the delivery of the placement
- Perform such other usual and customary placement agent services as may be requested by the District

As placement agent, Davidson would not purchase the placement.

As placement agent, D.A. Davidson would provide and/or work with Wulff Hansen to create a pricing book after the closing of the transaction.

#### 3. Experience Working With Similar Transactions

Please include a brief description of your experience working on similar transactions, particularly any transactions that utilized a Cinderella structure.



In May 2020, D.A. Davidson and the finance team for Humboldt County Office of Education ("COE") closed a Cinderella refunding of the COE's 2013 Certificates of Participation.

Brisbane SD

Initially, we were hired to underwrite the COPs in a public offering. Shortly after kicking off the transaction, though, the COVID-19

pandemic took hold, markets became spooked and dislocated as a result thereof, and the savings that were expected in a public offering evaporated. However, while public offerings were showing some paralysis with rates quickly rising, we found through phone calls and inquiries that banks were still offering attractive rates in the private-placement market. As a result of those inquires, we suggested to the COE





and its finance team that a private placement with a Cinderella structure could still result in good savings, and based on the Cinderella idea that we proposed, the COE and the finance team changed course from a public offering to a Cinderella private placement.

With the placement of the \$3,260,015 Cinderella loan, the COE (a) shortened the final maturity of the loan by a year from 2043 to 2042, (b) dropped average coupon from 5.38% to a blended Cinderella rate of 2.88%, and (c) saved over \$277,000 in debt service over the life of the loan.

# Sanitary District no 5



On March 26, 2020, D.A. Davidson provided Placement Agent services for a \$7.9 million taxable advance refunding for Sanitary District No. 5 of Marin County

(Tiburon / Belvedere Wastewater). Davidson worked diligently with the District and its financial advisor to request and analyze proposals from interested purchasers. We received 10 proposals and selected California Bank and Trust as the lender that provided the most advantageous cost of financing for the District. Through this financing, the District achieved total gross debt service savings of \$553,485.60 which will assist Sanitary District No. 5 in completing its projects on its 10-year capital improvement program.







Included in the bids we received for the District's refunding were several Cinderella structures. While a couple of the Cinderella bids were competitive, the District ultimately went with a taxable structure over a Cinderella structure.

#### Analysis, and our Suggested Approach

As requested in the RFP, we ran Cinderella hypotheticals assuming both a final maturity in 2046, and a shortened final maturity in 2041. We spoke with a number of banks, and based on those conversations, used a Cinderella rate of 3.75% taxable and 2.75% on a tax-exempt basis for a final maturity of 2046. For the 2041 final maturity, we used Cinderella rates of 3.30%/2.40%. As you'll see from the table below and the attached DBC reports, neither scenario results in savings for the District at this time, given the long, 6-year escrow.

It is our understanding that the District, with its strong debt-coverage (3.85x in 2019 as per the District's Annual CD Report for the fiscal year ending June 30, 2019), would consider other restructuring options like shortening the final maturity even further, if it would result in meaningful savings in the later years. Based upon that understanding, we reached out to some banks about a shorter term of 15 years (we know of some banks who offer very strong rates, but their maximum tenor is 15 years). The Cinderella rate we used for a numerical analysis with a 15-year tenor was 2.55% taxable rate and 2.05% tax-exempt rate. Unfortunately, that also did not result in any savings to the District at this time.

We also considered a structure in which the loan were placed with two lenders: one lender providing a Cinderella rate for the long end, and one lender providing a lower Cinderella rate or taxable rate for a tenor of 15 years. Again savings were well out of the money.

We do think there is at least one lender who could potentially offer a straight taxable rate of under 2.00% for a 15-year tenor, and if that were the case, there could be potential savings with a final maturity in 2035: By our calculations, a 2.00% taxable rate would result in NPV savings of approximately 4.5%; and a 1.85% taxable rate would result in NPV savings of approximately 6.8%. However, based upon our past experience, we would not rely on such a rate until a request for bids were issued, and the credit and structure were reviewed by this lender's underwriting department.

Although this was not presented as an option in the RFP, we think that a public offering of a taxable advance refunding with a final maturity in December 2035 might garner the most savings at this time. Using market rates that we received from our desk earlier this week, a taxable advance refunding would result in NPV savings in the 7.5% to 8.0% range. The District's debt service through 2035 would increase by approximately \$530,000 a year, but based upon the \$4,109,384 in net revenues available for debt service (per the 2019 Annual CD Report), the District's debt-service coverage would still be in the neighborhood of 2.55x, comfortably above the 1.30x rate covenant from the 2016 COPs. This structure would shorten the final maturity by 11 years and save the District almost \$4 million dollar in debt service payments over the life of the bonds (based on current market rates).

More detailed refunding reports are attached in **Appendix B** for your reference.





	Private Placement -	- Cinderella (Txbl conv to	TE on 12/1/2026)	Public Issuance
	2046 Term	2046 Term 2041 Term 2035 Term 20		2035 Final Maturity
	(3.75% Txbl / 2.75% TE)	(3.30% Txbl / 2.40% TE)	(2.55% Txbl / 2.05% TE)	(Serial CIBs)
Par Amount	\$20,895,000	\$20,895,000	\$20,895,000	\$21,040,000
NPV (\$)	-\$2,053,437	-\$1,321,569	-\$172,044	\$1,345,870
NPV (%)	-11.96%	-7.69%	-1.00%	7.84%
Negative Arb in Escrow	\$2,798,548	\$2,499,476	\$2,050,000	\$1,438,764
Gross Savings	-\$3,064,925	-\$96,021	\$2,895,630	\$3,891,221
Total D/S	\$31,012,014	\$28,043,109	\$25,051,459	\$24,055,668
TIC	3.19%	2.86%	2.37%	1.80%
All-in TIC	3.26%	2.95%	2.49%	1.94%
Average Life	15.555	12.203	8.457	8.211
Costs of Issuance	\$160,000	\$160,000	\$160,000	\$220,000
Placement Agent Fee	\$20,000	\$20,000	\$20,000	-
UW Discount	-	-	-	\$5 / 1000

Based upon our refunding analyses, we would suggest an approach similar to what we proposed for the City of Larkspur's Pension Obligation Bonds, Series 2020, where we sought bids from prospective lenders/banks to do a private placement, and then compared those rates to those for a public offering to determine whether a private placement or public offering would result in more favorable refunding savings. Working with the District and its financial advisor, we would put together a request for proposals with bids for different final maturities such as 2035, 2041, and 2046. We would allow the lenders/banks two weeks to respond. After receiving the rate proposals and conducting analysis of the numbers, we would then obtain market rates from our underwriting desk and compare them against the private-placement bids to determine the best structure for the refunding COPs. All of this, of course, would be done in partnership with the District and its financial advisor to obtain the best outcome possible for the District.

We sincerely appreciate your giving us the opportunity to submit a proposal with our thoughts on the best approach for refunding the District's 2016 COPs. Thank you for your consideration, and if you should have any questions, please do not hesitate to contact us.





### Important Required Disclosures and Disclaimers Regarding our Proposal

This proposal is submitted in response to your Request for Proposals to Serve as Underwriter dated September 11, 2020. The contents of this proposal and any subsequent discussions between us, including any and all information, recommendations, opinions, indicative pricing, quotations and analysis with respect to any municipal financial product or issuance of municipal securities, are provided to you in reliance upon the exemption provided for responses to requests for proposals or qualifications under the municipal advisor rules (the "Rules") of the Securities and Exchange Commission (Rule 15Ba1-1 et seq.).

In submitting this proposal, we are not undertaking to act as a "municipal advisor" to you or any other person within the meaning of Section 15B of the Securities Exchange Act of 1934 and the Rules. In connection with this proposal and the transactions described herein, we are not acting as a financial advisor or municipal advisor to you or any other person, and are not subject to any fiduciary duty to you or to any other person. We understand that you will consult with and rely on the advice of your own municipal, financial, tax, legal and other advisors in connection with your evaluation of this proposal and the transactions described herein.

Neither this material nor any of its contents may be disclosed, sold, or redistributed, electronically or otherwise, without prior written consent of D.A. Davidson Companies. The information presented herein is based on public information we believe to be reliable, prevailing market conditions, as well as our views at this point in time. We make no representation or warranty with respect to the accuracy or completeness of this material. Past performance is not necessarily indicative of future results. D.A. Davidson Companies does not assume any liability for any loss which may result from the reliance by any person upon such material. We make no representations regarding the legal, tax, regulatory, or accounting implications of entering into a Transaction.

Required Disclosure Pursuant to MSRB Rule G-23: An underwriter's primary role will be to purchase as principal, or arrange for the placement of the securities in a commercial arm's length transaction with the issuer, and may have financial and other interests that differ from those of the issuer.

D.A. Davidson & Co. is providing the information contained herein for informational purposes only in anticipation of being engaged as underwriter. The primary role of an underwriter is to purchase securities with a view to distribution in an arm's-length, commercial transaction with the issuer.





# Appendix A

Date	Par Amount	Issue	Issue Type	Sale Type	Role
In Progress	33,900,000*	Marysville Joint Unified School Dsitrict, Refunding Certificates of	COP	Negotiated	Sole
	2,630,950,000	Participation, Series 2020 (Taxable - Crossover Refunding) State of California, Various Purpose, General Obligation Bonds and	G.O.	Negotiated	Co Managor
9/2/2020	2,030,930,000	General Obligation Refunding Bonds Lake Tahoe Unified School District, 2020 General Obligation	G.U.	Negotiateu	Co-Manager
8/26/2020	14,335,000	Refunding Bonds, Series A-1 (Taxable)	G.O.	Negotiated	Sole
8/26/2020	2,265,000	Lake Tahoe Unified School District, 2020 General Obligation Refunding Bonds, Series A (Tax-Exempt)	G.O.	Negotiated	Sole
8/19/2020	2,840,000	Southern Humboldt Joint Unified School District, 2020 General	G.O.	Negotiated	Sole
		Winters Joint Unified School District, General Obligation Ronds			
8/5/2020	6,500,000	Election of 2018, Series B	G.O.	Negotiated	Sole
8/4/2020	12,470,000	Martinez Unified School District, General Obligation Refunding Bonds, Series 2020	G.O.	Negotiated	Sole
8/4/2020	8,345,000	Sonoma Valley Unified School District, General Obligation Refunding Bonds, Series 2020	G.O.	Negotiated	Co-Manager
6/25/2020	2,600,000	Corning Union High School District, General Obligation Bonds, 2016	G.O.	Negotiated	Sole
		Kanacti Unified School District Conoral Obligation Rands Floction			
6/23/2020	9,099,283	of 2016, Series 2020	G.O.	Negotiated	Sole
5/20/2020	1,200,000	Bridgeville School District, General Obligation Bonds, Election of 2020, Series A	G.O.	Negotiated	Sole
5/6/2020	9,000,000	Brisbane School District, General Obligation Bonds, Election of	G.O.	Negotiated	Sole
4/30/2020	18,295,000	2020, Series A  City of Larkspur, Taxable Pension Obliqation Bonds, Series 2020	P.O.B.	Negotiated	Sole
4/30/2020	3,260,015	5	Loan	Private Placement	
4/9/2020	3,677,104	3	Loan	Private Placement	
3/31/2020	5,980,000	Winters Joint Unified School District, 2020 General Obligation	G.0	Negotiated	Sole
3/26/2020	3,096,436	Pacific Union School District General Obligation Bonds 2018	G.O.	Negotiated	Sole
3/10/2020	2,014,359		Loan	Private Placement	Placement Agent
3/10/2020	2,095,650,000	State of California Various Purnose, General Obligation Ronds and	G.O.	Negotiated	Co-Manager
3/10/2020	7,900,000	Sanitary District No. 5 of Marin County (Tiburan / Rolyodoro	Revenue	Private Placement	Placement Agent
1/23/2020	40,000,000	Sonoma Valley Unified School District General Obligation Bonds	G.O.	Negotiated	Co-Manager
1/23/2020	1,998,286	Cutton School District, General Obligation Bonds, Flection of 2018	G.O.	Negotiated	Sole
12/9/2019	3,434,294	Wheatland Union High School District, 2019 Lease Financing	Lease	Private Placement	Placement Agent
10/22/2019	11,000,000	Winters Joint Unified School District, General Obligation Bonds,	G.O.	Negotiated	Sole
9/19/2019	7,975,000	Del Norte County Unified School District, 2019 Taxable Advance	G.O.	Negotiated	Sole
9/19/2019	9,505,658	Refunding General Obligation Bonds Del Norte County Unified School District, 2019 General Obligation	G.O.	Negotiated	Sole
7/17/2017		Relunding Bonds, and 2008 Election, Series E		Negolialeu	Jule
9/5/2019	2,405,320,000	General Obligation Refunding Bonds	G.O.	Negotiated	Co-Manager
9/5/2019	665,000	Belvedere Public Finance Authority, 2019 Revenue Bonds (Golder Gate / Belvedere Utility Undergrounding Assessment District)	Revenue	Negotiated	Sole
8/1/2019	24,710,000	Tahoe Forest Hospital District, 2019 General Obligation Refunding Bonds	G.O.	Negotiated	Co-Manager
7/25/2019	4,496,113	Round Valley Unified School District, General Obligation Bonds, Election of 2018, Series A	G.O.	Negotiated	Sole
5/30/2019	7,000,000	Durham Unified School District, General Obligation Bonds, 2018 Election, 2019 Series A	G.O.	Negotiated	Sole
5/14/2019	47,735,000	California Statewide Communities Development Authority (Lancer	Revenue	Negotiated	Sole
5/8/2019	13,600,000	Turlock Unified School District SEID No. 1. General Obligation	G.O.	Competitive	Co-Manager
4/2/2019	22,000,000	Placer Union High School District SEID No. 1 General Obligation	G.O.	Competitive	Co-Manager
4/2/2019	21,000,000	Placer Union High School District SFID No.2, General Obligation Bonds, Election of 2018, Series A	G.O.	Competitive	Co-Manager

30,000,000	Martinez Unified School District, General Obligation Bonds, Election of 2016. Series 2019	G.O.	Negotiated	Sole
3,300,000	Dina Didga Flamantary Cahaal District Canaral Obligation Danda	G.O.	Negotiated	Sole
2,000,000	Pine Ridge Elementary School District, 2019 General Obligation Bond Anticipation Notes	G.O. BAN	Negotiated	Sole
9,500,000	Konocti Unified School District, General Obligation Bonds, Election of 2016. Series 2019	G.O.	Negotiated	Sole
7,900,000	Winters Joint Unified School District, General Obligation Bonds,	G.O.	Negotiated	Sole
3,178,712	Armona Union Elementary School District, General Obligation	G.O.	Negotiated	Sole
2,000,000	Cutten School District, General Obligation Bonds, Election of 2018,	G.O.	Negotiated	Sole
	Kelseyville Unified School District, General Obligation Bonds,	G.O.	Negotiated	Sole
2,000,000	South Bay Union School District, General Obligation Bonds, Election	G.O.	Negotiated	Sole
1,550,000	Big Creek Elementary School District, 2018 Refunding General	G.O.	Negotiated	Sole
2,097,729	Freshwater School District, General Obligation Bonds, Election of	G.O.	Negotiated	Sole
1,599,073	Rio Dell School District, General Obligation Bonds, Election of 2018,	G.O.	Negotiated	Sole
77,710,000	California Municipal Finance Authority, Revenue Bonds (California	Revenue	Negotiated	Sole
663,690,000	Trustees of the California State University, Systemwide Revenue	Revenue	Negotiated	Co-Manager
24,880,000	Ivy Academia Project (CEDA), Educational Facilities Revenue	Revenue	Negotiated	Sole
3,710,000	Southern Humboldt Joint Unified School District, 2018 Certificates of	COP	Negotiated	Sole
8,000,000	Pierce Joint Unified School District, General Obligation Bonds,	G.O.	Negotiated	Sole
5,000,000	Winters Joint Unified School District, General Obligation Bonds,	G.O.	Negotiated	Sole
7,000,000	Kelseyville Unified School District, General Obligation Bonds,	G.O.	Negotiated	Sole
3,000,000	Wheatland Union High School District, Election of 2012 Genera	G.O.	Negotiated	Sole
8,415,000	Southern Humboldt Joint Unified School District, 2017 Genera	G.O.	Negotiated	Sole
1,752,264	Summerville Union High School District, General Obligation Bonds,	G.O.	Negotiated	Sole
74,995,000	West Covina Unified School District, Election of 2016 General	G.O.	Competitive	Co-Manager
102,365,000	California Baptist University (CSCDA), Refunding Revenue Bonds,	Revenue	Negotiated	Sole
3,570,535	California Municipal Finance Authority, Charter School Revenue Bonds, Series 2017A and Taxable Series 2017B (Hillcrest Christian	Revenue	Private Placement	Placement Agent
50,000,000	Sonoma Valley Unified School District, General Obligation Bonds,	G.O.	Negotiated	Co-Manager
26,000,000	Oakley Union Elementary School District, General Obligation Bonds,	G.O.	Competitive	Co-Manager
20,015,000	Magnolia Public Schools (CSFA), Charter School Revenue Bonds,	Revenue	Negotiated	Sole
3,200,000	Buellton Union School District, General Obligation Bonds, Election of	G.O.	Negotiated	Sole
24,900,000	Washington Unified School District, General Obligation Bonds,	G.O.	Competitive	Co-Manager
11,000,000	Konocti Unified School District, General Obligation Bonds, Election	G.O.	Negotiated	Sole
12,175,000	College of the Sequoias Community College District (Hanford	G.O.	Competitive	Co-Manager
30,000,000	Martinez Unified School District, General Obligation Bonds, Election of 2016, Series 2017	G.O.	Negotiated	Sole
	3,300,000 2,000,000 7,900,000 7,900,000 3,178,712 2,000,000 7,995,674 2,000,000 1,550,000 2,097,729 1,599,073 77,710,000 663,690,000 24,880,000 3,710,000 8,000,000 7,000,000 1,752,264 74,995,000 102,365,000 102,365,000 3,570,535 50,000,000 24,900,000 24,900,000 11,000,000	3,300,000 Pine Ridge Elementary School District, General Obligation Bonds, Election of 2018, Series A 200,000 Pine Ridge Elementary School District, 2019 General Obligation Bonds, Election of 2016, Series 2019 7,900,000 Winters Joint Unified School District, General Obligation Bonds, Election of 2016, Series 2019 7,900,000 Winters Joint Unified School District, General Obligation Bonds, Election of 2018, Series A 200,000 Cutten School District, General Obligation Bonds, Election of 2016, Series 2017 Relaxed School District, General Obligation Bonds, Election of 2016, Series A 200,000 Cutten School District, General Obligation Bonds, Election of 2016, Series A 200,000 South Bay Union School District, General Obligation Bonds, Election of 2016, Series B 200,000 South Bay Union School District, General Obligation Bonds, Election of 2016, Series B 200,000 South Bay Union School District, General Obligation Bonds, Election of 2016, Series B 200,000 Electron of 2016, Series B 200,000 Freshwater School District, General Obligation Bonds, Election of 2016, Series A 200,000 California Municipal Finance Authority, Revenue Bonds, California Municipal Finance Authority, Revenue Bonds (California Series Authority), Poly Academia Project (CEDA), Educational Facilities Revenue Bonds, Series 2018A, 2018B, and 2018C (Taxable) Southern Humboldt Joint Unified School District, General Obligation Bonds Flection of 2016, Series B 2018 John School District, General Obligation Bonds Flection of 2016, Series A 2018 John School District, General Obligation Bonds Flection of 2016, Series A 2018 John School District, General Obligation Bonds Flection of 2016, Series A 2018 John School District, General Obligation Bonds Flection of 2016, Series B 2017 A 2015 School District, General Obligation Bonds Flection of 2016, Series B 2017 A 2015 School District, General Obligation Bonds Flection of 2016, Series B 2017 A 2015 School District, General Obligation Bonds Flection of 2016, Series 2017 A 2016 School District, General Obligation Bonds Fle	3,300,000 Pine Ridge Elementary School District, Ceneral Obligation Bonds, Election of 2018, Series AD Pine Ridge Elementary School District, 2019 General Obligation Bonds, Election of 2018, Series AD Pine Ridge Elementary School District, Ceneral Obligation Bonds, Election of 2018, Series AD Romonic Unified School District, General Obligation Bonds, Election of 2018, Series AD Romonic Unified School District, General Obligation Bonds, Election of 2018, Series AD Romonic Unified School District, General Obligation Bonds, Election of 2018, Series AD Romonic Revenue Bonds, Election of 2018, Series AD Romonic Revenue Bonds, Series AD Romonic Revenue Bonds, Series AD Romonic Pierce Joint Unified School District, General Obligation Bonds, Election of 2018, Series AD Romonic Revenue Bonds, California Municipal Finance Authority, Revenue Bonds, California Revenue Bonds, Series AD Romonic Revenue Bonds, Series AD Romonic Revenue Bonds, Series 2018 AD Romonic Revenue Bonds, Series 2017 AD Romonic	3,000,000 3,000,000 3,000,000 3,000,000 3,000,000

5/10/2017	14,000,000	Nevada Joint Union High School District, Election of 2016, General Obligation Bonds, Series A	G.O.	Competitive	Co-Manager
5/9/2017	6,000,000	Winters Joint Unified School District, General Obligation Bonds, 2016 Election, 2017 Series A	G.O.	Negotiated	Sole
4/20/2017	7,000,000	Pierce Joint Unified School District, General Obligation Bonds, Election of 2016, Series A	G.O.	Negotiated	Sole
4/19/2017	2,000,000	oi zuto, series A	G.O.	Negotiated	Sole
4/18/2017	2,500,000	San Miguel Joint Union School District, General Obligation Bonds, Election of 2016, Series A	G.O.	Competitive	Sole
3/29/2017	20,000,000	Obligation Bonds, 2017 Series C	G.O.	Competitive	Co-Manager
2/23/2017	2,000,000	South Bay Union School District, General Obligation Bonds, Election of 2016, Series A	G.O.	Negotiated	Sole
2/23/2017	14,000,000	Series Al	G.O.	Competitive	Co-Manager
12/14/2016	80,350,000	County of Nerth, 2010 Returning Certificates of Participation, Series	COP	Competitive	Co-Manager
12/8/2016	9,000,000	Kelseyville Unified School District, Election of 2016 General Obligation Bonds, Series A	G.O.	Negotiated	Sole
11/16/2016	32,615,000	County of Calaveras, 2016 General Obligation Refunding Bonds	G.O.	Competitive	Co-Manager
11/16/2016	7,170,000	County of Calaveras, 2016 Refunding Certificates of Participation	COP	Competitive	Co-Manager
11/15/2016	7,225,000	City of Alhambra, Water Revenue Refunding Bonds, Series 2016	Revenue	Competitive	Co-Manager
11/10/2016	14,240,000	Goodwill Industries of Sacramento Valley & Northern Nevada Project (CA Infrstr & Eco Dev Bank), Series 2016A	Revenue	Negotiated	Sole
11/3/2016	3,425,000	Fortuna Union High School District, General Obligation Bonds, Election of 2012, Series C	G.O.	Negotiated	Sole
11/2/2016	16,730,000	Martinez Unified School District, General Obligation Refunding Bonds, Series 2016	G.O.	Negotiated	Sole
11/1/2016	113,555,000	Lancer Educational Student Housing Project (CSCDA), Revenue Refunding Bonds, Series 2016A	Revenue	Negotiated	Sole
11/1/2016	78,620,000	California Baptist University (CMFA), Revenue Bonds, Series 2016A	Revenue	Negotiated	Sole
10/26/2016	4,000,000	Southern Humboldt Joint Unified School District, Election of 2014, General Obligation Bonds, Series B	G.O.	Negotiated	Sole
9/28/2016	5,000,000	Winters Joint Unified School District, General Obligation Bonds, 2014 Election, 2016 Series B	G.O.	Negotiated	Sole
9/8/2016	2,000,000	Round Valley Unified School District, Election of 2014 General Obligation Bonds, Series B	G.O.	Negotiated	Sole
8/17/2016	95,030,000	Anaheim Elementary School District, General Obligation Bonds, Election of 2010, Series 2016 and 2016 Refunding Bonds	G.O.	Competitive	Co-Manager
5/25/2016	6,120,000	Wheatland Union High School District, 2016 General Obligation Refunding Bonds	G.O.	Negotiated	Sole
	2,975,000	Elk Hills Elementary School District, 2016 General Obligation	G.O.	Negotiated	Sole
5/4/2016	2,913,000	Refunding Bonds (Kern County, California)			





# Appendix B





# (San Mateo County, California) Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

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(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

Bond Proceeds:	
Par Amount	20,895,000.00
	20,895,000.00
Uses:	
Refunding Escrow Deposits:	0.40
Cash Deposit SLGS Purchases	0.13 20,710,511.00
ezee i diendese	20,710,511.13
Delivery Date Expenses:	
Cost of Issuance	180,000.00
Other Uses of Funds:	
Rounding Amount	4,488.87
	20,895,000.00





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	3.187442%
Escrow yield	0.318063%
Value of Negative Arbitrage	2,798,548.41
Bond Par Amount	20,895,000.00
True Interest Cost	3.187442%
Net Interest Cost	3.112694%
All-In TIC	3.263363%
Average Coupon	3.112694%
Average Life	15.555
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 3.187442%	18,837,074.18
Net PV Savings	-2,053,436.95
Percentage savings of refunded bonds	-11.955965%

#### **SAVINGS**



# MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Prior Debt Service	Refunding Debt Service	Refunding Receipts	Refunding Net Cash Flow	Savings	Annual Savings	Present Value to 12/16/2020 @ 3.1874416%
12/16/2020			4,488.87	-4,488.87	4,488.87		4,488.87
06/01/2021	343,500.00	359,132.81	.,	359,132.81	-15,632.81		-15,407.86
12/01/2021	728,500.00	826,781.25		826,781.25	-98,281.25	-109,425.19	-95,347.47
06/01/2022	335,800.00	383,625.00		383,625.00	-47,825.00	100,420.10	-45,669.54
12/01/2022	740,800.00	813,625.00		813,625.00	-72,825.00	-120,650.00	-68,451.86
06/01/2023	327,700.00	375,562.50		375,562.50	-47,862.50	-120,000.00	-44,282.62
12/01/2023	747.700.00	820,562.50		820,562.50	-72,862.50	-120,725.00	-66,355.22
06/01/2024	319,300.00	367,218.75		367,218.75	-47,918.75	-120,720.00	-42,954.60
12/01/2024	754,300.00	822,218.75		822,218.75	-67,918.75	-115,837.50	-59,927.61
06/01/2025	310,600.00	358,687.50		358,687.50	-48,087.50	-110,007.00	-41,764.05
12/01/2025	765,600.00	833.687.50		833,687.50	-68,087.50	-116,175.00	-58,206.43
06/01/2026	301,500.00	349,781.25		349,781.25	-48,281.25	-110,173.00	-40,627.04
12/01/2026	771,500.00	839,781.25		839,781.25	-68,281.25	-116,562.50	-56,555.04
06/01/2027	292,100.00	249,768.75		249,768.75	42,331.25	-110,302.30	34,511.52
12/01/2027	782,100.00	944,768.75		944,768.75	-162,668.75	-120,337.50	-130,538.99
06/01/2028	282,300.00	240,212.50		240,212.50	42,087.50	-120,007.00	33,244.70
12/01/2028	792,300.00	950,212.50		950,212.50	-157,912.50	-115,825.00	-122,777.53
06/01/2029	272,100.00	230,450.00		230,450.00	41.650.00	-113,023.00	31,875.02
12/01/2029	802,100.00	960,450.00		960,450.00	-158,350.00	-116,700.00	-119,285.24
06/01/2030	261,500.00	220,412.50		220,412.50	41,087.50	-110,700.00	30,465.72
12/01/2030	811,500.00	970,412.50		970,412.50	-158,912.50	-117,825.00	-115,982.63
06/01/2031	250,500.00	210,100.00		210,100.00	40,400.00	117,020.00	29,023.48
12/01/2031	825,500.00	985,100.00		985,100.00	-159,600.00	-119,200.00	-112,858.45
06/01/2032	239,000.00	199.443.75		199,443.75	39,556.25	-110,200.00	27,532.74
12/01/2032	834,000.00	989,443.75		989,443.75	-155,443.75	-115,887.50	-106,497.82
06/01/2033	227,100.00	188,581.25		188,581.25	38,518.75	-110,007.00	25,976.03
12/01/2033	847,100.00	1,003,581.25		1,003,581.25	-156,481.25	-117,962.50	-103,871.41
06/01/2034	214,700.00	177,375.00		177,375.00	37,325.00	117,002.00	24,387.47
12/01/2034	859,700.00	1,017,375.00		1,017,375.00	-157,675.00	-120,350.00	-101,405.81
06/01/2035	201,800.00	165,825.00		165,825.00	35,975.00	120,000.00	22,773.72
12/01/2035	871,800.00	1,025,825.00		1,025,825.00	-154,025.00	-118,050.00	-95,974.85
06/01/2036	188,400.00	154,000.00		154,000.00	34,400.00	,	21,098.80
12/01/2036	888,400.00	1,039,000.00		1,039,000.00	-150,600.00	-116,200.00	-90,919.59
06/01/2037	174,400.00	141,831.25		141,831.25	32,568.75	,	19,353.82
12/01/2037	899,400.00	1,051,831.25		1,051,831.25	-152,431.25	-119,862.50	-89,160.56
06/01/2038	159,900.00	129,318.75		129,318.75	30,581.25	,	17,607.07
12/01/2038	914,900.00	1,064,318.75		1,064,318.75	-149,418.75	-118,837.50	-84,677.91
06/01/2039	144,800.00	116,462.50		116,462.50	28,337.50	,	15,807.37
12/01/2039	929,800.00	1,076,462.50		1,076,462.50	-146,662.50	-118,325.00	-80,528.65
06/01/2040	129,100.00	103,262.50		103,262.50	25,837.50	-,	13,964.16
12/01/2040	944,100.00	1,088,262.50		1,088,262.50	-144,162.50	-118,325.00	-76,691.97
06/01/2041	112,800.00	89,718.75		89,718.75	23,081.25	-,	12,086.21
12/01/2041	962,800.00	1,104,718.75		1,104,718.75	-141,918.75	-118,837.50	-73,148.20
06/01/2042	95,800.00	75,762.50		75,762.50	20,037.50	-,	10,165.78
12/01/2042	980,800.00	1,120,762.50		1,120,762.50	-139,962.50	-119,925.00	-69,894.31
06/01/2043	78,100.00	61,393.75		61,393.75	16,706.25	,	8,211.87
12/01/2043	998,100.00	1,131,393.75		1,131,393.75	-133,293.75	-116,587.50	-64,492.05
06/01/2044	59,700.00	46,681.25		46,681.25	13,018.75		6,200.10
12/01/2044	1,014,700.00	1,146,681.25		1,146,681.25	-131,981.25	-118,962.50	-61,869.26
06/01/2045	40,600.00	31,556.25		31,556.25	9,043.75	•	4,172.96
12/01/2045	1,035,600.00	1,161,556.25		1,161,556.25	-125,956.25	-116,912.50	-57,206.93
06/01/2046	20,700.00	16,018.75		16,018.75	4,681.25		2,092.78
12/01/2046	1,055,700.00	1,181,018.75		1,181,018.75	-125,318.75	-120,637.50	-55,145.65
	27,942,600.00	31,012,014.06	4,488.87	31,007,525.19	-3,064,925.19	-3,064,925.19	-2,053,436.95

# **Savings Summary**

PV of savings from cash flow -2,053,436.95

Net PV Savings -2,053,436.95

#### **SAVINGS BY MATURITY**



# MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Adjusted Savings	Adjusted Savings Percent
12/21/16: 2016 COF	Ps. 2016COP:				
SERIAL	12/01/2021	4.000%	385,000.00	-17,624.29	-4.578%
	12/01/2022	4.000%	405,000.00	-33,278.42	-8.217%
	12/01/2023	4.000%	420,000.00	-49,480.76	-11.781%
	12/01/2024	4.000%	435,000.00	-66,229.73	-15.225%
	12/01/2025	4.000%	455,000.00	-83,864.54	-18.432%
	12/01/2026	4.000%	470,000.00	-100,341.65	-21.349%
	12/01/2027	4.000%	490,000.00	-99,802.43	-20.368%
	12/01/2028	4.000%	510,000.00	-99,121.50	-19.436%
	12/01/2029	4.000%	530,000.00	-98,057.96	-18.502%
	12/01/2030	4.000%	550,000.00	-96,892.45	-17.617%
	12/01/2031	4.000%	575,000.00	-96,224.70	-16.735%
TERM36	12/01/2032	4.000%	595,000.00	-94,611.30	-15.901%
	12/01/2033	4.000%	620,000.00	-93,412.91	-15.067%
	12/01/2034	4.000%	645,000.00	-91,863.42	-14.242%
	12/01/2035	4.000%	670,000.00	-90,150.87	-13.455%
	12/01/2036	4.000%	700,000.00	-88,914.38	-12.702%
TERM41	12/01/2037	4.000%	725,000.00	-86,637.58	-11.950%
	12/01/2038	4.000%	755,000.00	-84,671.15	-11.215%
	12/01/2039	4.000%	785,000.00	-82,505.37	-10.510%
	12/01/2040	4.000%	815,000.00	-79,972.81	-9.813%
	12/01/2041	4.000%	850,000.00	-77,589.30	-9.128%
TERM46	12/01/2042	4.000%	885,000.00	-75,071.10	-8.483%
	12/01/2043	4.000%	920,000.00	-72,069.74	-7.834%
	12/01/2044	4.000%	955,000.00	-69,108.92	-7.237%
	12/01/2045	4.000%	995,000.00	-66,107.99	-6.644%
	12/01/2046	4.000%	1,035,000.00	-59,831.67	-5.781%
			17,175,000.00	-2,053,436.95	

Note: Calculated Using Remaining Maturities





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Term Loan:					
Tomi Louii.	12/01/2021	435,000	2.750%	3.053%	100.000
	12/01/2022	430,000	2.750%	3.053%	100.000
	12/01/2023	445,000	2.750%	3.053%	100.000
	12/01/2024	455,000	2.750%	3.053%	100.000
	12/01/2025	475,000	2.750%	3.053%	100.000
	12/01/2026	490,000	2.750%	3.053%	100.000
	12/01/2027	695,000	2.750%	3.053%	100.000
	12/01/2028	710,000	2.750%	3.053%	100.000
	12/01/2029	730,000	2.750%	3.053%	100.000
	12/01/2030	750,000	2.750%	3.053%	100.000
	12/01/2031	775,000	2.750%	3.053%	100.000
	12/01/2032	790,000	2.750%	3.053%	100.000
	12/01/2033	815,000	2.750%	3.053%	100.000
	12/01/2034	840,000	2.750%	3.053%	100.000
	12/01/2035	860,000	2.750%	3.053%	100.000
	12/01/2036	885,000	2.750%	3.053%	100.000
	12/01/2037	910,000	2.750%	3.053%	100.000
	12/01/2038	935,000	2.750%	3.053%	100.000
	12/01/2039	960,000	2.750%	3.053%	100.000
	12/01/2040	985,000	2.750%	3.053%	100.000
	12/01/2041	1,015,000	2.750%	3.053%	100.000
	12/01/2042	1,045,000	2.750%	3.053%	100.000
	12/01/2043	1,070,000	2.750%	3.053%	100.000
	12/01/2044	1,100,000	2.750%	3.053%	100.000
	12/01/2045	1,130,000	2.750%	3.053%	100.000
	12/01/2046	1,165,000	2.750%	3.053%	100.000
		20,895,000			
Data	d Data		12/16/2020		
	d Date ery Date		12/16/2020 12/16/2020		
	•				
FIISL	Coupon	'	06/01/2021		
	amount nal Issue Discount	20,8	895,000.00		
	uction rwriter's Discount	20,8	895,000.00	100.000000%	
	nase Price ued Interest	20,8	895,000.00	100.000000%	
Net F	Proceeds	20,8	895,000.00		

#### **BOND SUMMARY STATISTICS**



# MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date	12/16/2020
Delivery Date	12/16/2020
First Coupon	06/01/2021
Last Maturity	12/01/2046
Arbitrage Yield	3.187442%
True Interest Cost (TIC)	3.187442%
Net Interest Cost (NIC)	3.112694%
All-In TIC	3.263363%
Average Coupon	3.112694%
Average Life (years)	15.555
Weighted Average Maturity (years)	15.555
Duration of Issue (years)	11.600
Par Amount	20,895,000.00
Bond Proceeds	20,895,000.00
Total Interest	10,117,014.06
Net Interest	10,117,014.06
Bond Years from Dated Date	325,024,375.00
Bond Years from Delivery Date	325,024,375.00
Total Debt Service	31,012,014.06
Maximum Annual Debt Service	1,197,250.00
Average Annual Debt Service	1,194,684.33
Underwriter's Fees (per \$1000) Average Takedown Other Fee	
Total Underwriter's Discount	

Bid Price 100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Term Loan	20,895,000.00	100.000	3.113%	15.555	07/06/2036	36,357.30
	20,895,000.00			15.555		36,357.30
		TIC		All-In TIC	Arbitrage Yield	
Par Value + Accrued Interest + Premium (Discount) - Underwriter's Discount		20,895,000.00	20,8	895,000.00	20,895,000.00	
Cost of Issuance Expense     Other Amounts			-	180,000.00		
Target Value		20,895,000.00	20,	715,000.00	20,895,000.00	
Target Date Yield		12/16/2020 3.187442%		12/16/2020 3.263363%	12/16/2020 3.187442%	

#### **DETAILED BOND DEBT SERVICE**



# MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

#### **Term Loan**

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
12/01/2021	435,000	2.750%	750,914.06	1,185,914.06	20,460,000	20,460,000
12/01/2022	430,000	2.750%	767,250.00	1,197,250.00	20,030,000	20,030,000
12/01/2023	445,000	2.750%	751,125.00	1,196,125.00	19,585,000	19,585,000
12/01/2024	455,000	2.750%	734,437.50	1,189,437.50	19,130,000	19,130,000
12/01/2025	475,000	2.750%	717,375.00	1,192,375.00	18,655,000	18,655,000
12/01/2026	490,000	2.750%	699,562.50	1,189,562.50	18,165,000	18,165,000
12/01/2027	695,000	2.750%	499,537.50	1,194,537.50	17,470,000	17,470,000
12/01/2028	710,000	2.750%	480,425.00	1,190,425.00	16,760,000	16,760,000
12/01/2029	730,000	2.750%	460,900.00	1,190,900.00	16,030,000	16,030,000
12/01/2030	750,000	2.750%	440,825.00	1,190,825.00	15,280,000	15,280,000
12/01/2031	775,000	2.750%	420,200.00	1,195,200.00	14,505,000	14,505,000
12/01/2032	790,000	2.750%	398,887.50	1,188,887.50	13,715,000	13,715,000
12/01/2033	815,000	2.750%	377,162.50	1,192,162.50	12,900,000	12,900,000
12/01/2034	840,000	2.750%	354,750.00	1,194,750.00	12,060,000	12,060,000
12/01/2035	860,000	2.750%	331,650.00	1,191,650.00	11,200,000	11,200,000
12/01/2036	885,000	2.750%	308,000.00	1,193,000.00	10,315,000	10,315,000
12/01/2037	910,000	2.750%	283,662.50	1,193,662.50	9,405,000	9,405,000
12/01/2038	935,000	2.750%	258,637.50	1,193,637.50	8,470,000	8,470,000
12/01/2039	960,000	2.750%	232,925.00	1,192,925.00	7,510,000	7,510,000
12/01/2040	985,000	2.750%	206,525.00	1,191,525.00	6,525,000	6,525,000
12/01/2041	1,015,000	2.750%	179,437.50	1,194,437.50	5,510,000	5,510,000
12/01/2042	1,045,000	2.750%	151,525.00	1,196,525.00	4,465,000	4,465,000
12/01/2043	1,070,000	2.750%	122,787.50	1,192,787.50	3,395,000	3,395,000
12/01/2044	1,100,000	2.750%	93,362.50	1,193,362.50	2,295,000	2,295,000
12/01/2045	1,130,000	2.750%	63,112.50	1,193,112.50	1,165,000	1,165,000
12/01/2046	1,165,000	2.750%	32,037.50	1,197,037.50		
	20,895,000	·	10,117,014.06	31,012,014.06	·	

### **Bond Variable Rate Table**

Begin	End	Interest
Date	Date	Rate
12/16/2020	12/01/2026	

#### **DETAILED BOND DEBT SERVICE**



#### **MID-PENINSULA WATER DISTRICT**

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

#### **Term Loan**

12/18/2020   12/18/2021   13/18/2021   35/13/2.81   35/	Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
0801/12021   435,000   2.750%   391,732.81   359,132.81   359,132.81   20,895,000   20,895,000   20,460,000   20,000,000	12/16/2020						20.895.000	20.895.000
1201/12021				359 132 81	359 132 81			
0601/2022		435,000	2 750%			1 185 914 06		
1201/12022		100,000	2.70070			1,100,011.00		
06011/2023 445,000 2.750% 375,562,50 375,562,50 1,196,125,00 19,585,000 19,500 1		420,000	2.7500/			1 107 250 00		
1201/2024   445,000   2.750%   375,562.50   820,562.50   1,196,125.00   19,585,000   19,585,000   1201/2024   455,000   2.750%   336,7218.75   822,218.75   822,218.75   1,199,437.50   19,130,000   19,130,000   1201/2026   475,000   2.750%   336,887.50   336,887.50   336,887.50   349,781.25   349,781.2		430,000	2.73070			1,191,230.00		
0601/2024 455,000 2.750% 367,218.75 867,218.75 1,189,437.50 19,130,000 19,130,000 12/01/2025 475,000 2.750% 385,887.50 358,887.50 358,887.50 1,192,375.00 19,130,000 19,130,000 16/01/2025 475,000 2.750% 349,781.25 349,781.25 1,189,662.50 18,655,000 18,655,000 16/01/2026 490,000 2.750% 349,781.25 349,781.25 1,189,662.50 18,655,000 18,655,000 16/01/2027 695,000 2.750% 249,768.75 944,768.75 1,194,537.50 17,470,000 17,470,000 12/01/2028 710,000 2.750% 249,768.75 944,768.75 1,194,537.50 17,470,000 17,470,000 12/01/2028 710,000 2.750% 249,212.50 230,450.00 230,450.00 230,450.00 230,450.00 230,450.00 230,450.00 230,450.00 230,450.00 11,99,900.00 16,030,000 16,030,000 12/01/2030 750,000 2.750% 220,412.50 970,412.50 1,190,825.00 15,280,000 12/01/2031 775,000 2.750% 220,412.50 220,412.50 1,190,825.00 15,280,000 12/01/2031 775,000 2.750% 220,412.50 210,100,00 210,100,000 12/01/2032 790,000 2.750% 199,443.75 199,443.75 199,443.75 18,887.50 13,715,000 15,280,000 12/01/2033 15,000 2.750% 199,443.75 19		445.000	2.7500/		,	1 106 105 00		
1201/12024   455,000   2.750%   367,218.75   822,218.75   1,189,437.50   19,130,000   19,130,000   10/10/10/10/10/10/10/10/10/10/10/10/10/1		445,000	2.750%			1,196,125.00		
0601/2025		455.000	0.7500/		,	4 400 407 50		
1201/2025		455,000	2.750%	,		1,189,437.50		
0601/2026 490.000 2.750% 349,781.25 349,781.25 1,189,562.50 18,165,000 18,165,000 10/01/2027 695,000 2.750% 249,768.75 249,768.75 1,189,562.50 18,165,000 18,165,000 10/01/2027 695,000 2.750% 249,768.75 249,768.75 1,194,537.50 17,470,000 17,470,000 12/01/2028 710,000 2.750% 240,212.50 950,212.50 11,94,537.50 17,470,000 17,470,000 12/01/2029 730,000 2.750% 230,450.00 960,450.00 1,190,425.00 16,760,000 16,760,000 12/01/2030 750,000 2.750% 220,412.50 970,412.50 16,030,000 16,030,000 12/01/2031 775,000 2.750% 220,412.50 970,412.50 15,280,000 15,280,000 12/01/2031 775,000 2.750% 210,100.00 985,100.00 1,190,825.00 15,280,000 15,200,000 12/01/2032 790,000 2.750% 210,100.00 985,100.00 1,195,200.00 14,505,000 12/01/2032 790,000 2.750% 188,581.25 181,000 12/01/2034 840,000 2.750% 165,825.00 177,375.00 177,375.00 177,375.00 12/01/2034 840,000 2.750% 165,825.00 165,825.00 165,825.00 165,825.00 165,825.00 165,825.00 165,825.00 177,375.								
1201/2026   490,000   2.750%   349,781.25   339,781.25   1,189,562.50   18,165,000   18,165,000   16,001/2027   695,000   2.750%   249,768.75   249,768.75   249,768.75   11,194,537.50   17,470,000   18,000,000		475,000	2.750%		,	1,192,375.00		
0601/2027 695,000 2.750% 249,768.75 944,768.75 1,194,537.50 17,470,000 17,470,000 1201/2028 710,000 2.750% 240,212.50 240,212.50 1,190,425.00 16,760,000 16,760,000 1201/2029 730,000 2.750% 230,450.00 230,450.00 1,190,900.00 16,030,000 16,030,000 1201/2030 750,000 2.750% 220,412.50 220,412.50 1,190,825.00 15,280,000 1201/2031 775,000 2.750% 210,100.00 210,100.00 15,280,000 1201/2031 775,000 2.750% 210,100.00 210,100.00 15,280,000 15,280,000 1201/2032 790,000 2.750% 210,100.00 210,100.00 15,280,000 15,000.00 1201/2032 790,000 2.750% 210,100.00 285,100.00 1,195,200.00 14,505,000 1201/2032 790,000 2.750% 210,100.00 285,100.00 1,195,200.00 14,505,000 1201/2032 790,000 2.750% 199,443.75 199,443.75 198,443.75 194,443.75 14,505,000 14,505,000 1201/2033 815,000 2.750% 188,581.25 188,581.25 1,192,162.50 13,715,000 13,715,000 1201/2033 815,000 2.750% 188,581.25 1,003,581.25 1,192,162.50 12,900,000 12,000,000 1601/2034 840,000 2.750% 168,825.00 10,173,750.00 177,375.00 177,375.00 177,375.00 177,375.00 177,375.00 177,375.00 1,194,750.00 12,000,000 12,000,000 1201/2035 860,000 2.750% 168,825.00 1,025,825.00 1,194,505.00 11,200,000 12,000,000 1201/2035 860,000 2.750% 144,831.25 1,194,831.25 1,194,550.00 11,200,000 12,000,000 1201/2036 885,000 2.750% 144,831.25 144,831.25 1,194,550.00 11,200,000 12,000,000 1201/2036 885,000 2.750% 144,831.25 144,831.25 1,194,650.50 11,200,000 12,000,000 1201/2036 885,000 2.750% 144,831.25 1,003,881.25 1,194,650.50 11,200,000 12,000,000 1201/2038 935,000 2.750% 144,831.25 1,003,881.25 1,194,650.50 11,200,000 12,000,000 1201/2038 935,000 2.750% 144,831.25 1,003,881.25 1,194,650.50 11,200,000 12,000,000 1201/2038 935,000 2.750% 144,831.25 1,003,881.25 1,194,831.25 1,003,881.25								
1201/2027		490,000	2.750%			1,189,562.50		
0601/2028 710,000 2.750% 240,212.50 950,212.50 1,190,425.00 16,760,000 16,760,000 16/01/2029 730,000 2.750% 230,450.00 960,450.00 1,190,900.00 16,030,000 16,030,000 12/01/2030 750,000 2.750% 220,412.50 220,412.50 1,190,825.00 15,280,000 15,280,000 12/01/2031 775,000 2.750% 210,100.00 985,100.00 1,195,200.00 14,505,000 12/01/2031 775,000 2.750% 210,100.00 985,100.00 1,195,200.00 14,505,000 12/01/2032 790,000 2.750% 210,100.00 985,100.00 1,195,200.00 14,505,000 14,505,000 12/01/2032 199,443.75 199,443.75 1,188,887.50 13,715,000 13,715,000 16/01/2032 189,443.75 199,443.75 1,188,887.50 13,715,000 13,715,000 16/01/2033 815,000 2.750% 188,581.25 1,003,581.25 1,192,162.50 1,290,000 12,900,000 12/01/2033 815,000 2.750% 188,581.25 1,003,581.25 1,192,162.50 1,290,000 12,900,000 12/01/2034 840,000 2.750% 177,375.00 177,375.00 1,194,750.00 12,900,000 12/01/2034 840,000 2.750% 165,825.00 165,825.00 11,200,000 12,000,000 12/01/2035 860,000 2.750% 165,825.00 165,825.00 1,194,750.00 12,060,000 12/01/2036 885,000 2.750% 165,825.00 165,825.00 1,194,750.00 12,060,000 12/01/2036 885,000 2.750% 165,825.00 154,800,000 154,800,000 12/01/2037 910,000 2.750% 154,000.00 154,000.00 11,200,000 12/01/2037 910,000 2.750% 154,000.00 154,000.00 11,200,000 12/01/2039 935,000 2.750% 154,000.00 154,000.00 11,200,000 12/01/2039 935,000 2.750% 141,831.25 14,831.25 1,03,862.50 1,193,662.50 9,405,000 9,405,000 12/01/2039 960,000 2.750% 141,831.25 1,051,831.25 1,193,637.50 9,405,000 9,405,000 12/01/2039 960,000 2.750% 184,662.50 116,462.50 1,054,662.50 7,561,000 7,510,000 12/01/2039 960,000 2.750% 184,662.50 103,862.50 1,194,437.50 5,510,000 7,510,000 6/01/2049 985,000 2.750% 189,718.75 89,718.75 1,194,437.50 5,510,000 7,510,000 6/01/2041 1,015,000 2.750% 189,337.5 89,718.75 1,194,437.50 5,510,000 6,525,000 6/01/2044 1,000,000 12,750% 11,866.81.25 1,146,862.50 1,164,862.50 1,194,437.50 5,510,000 6,525,000 6/01/2044 1,000,000 2.750% 11,865.00 13,337.50 1,131,339.75 1,194,437.50 5,510,000 3,395,000 12/01/2044 1,000,000 2.750% 11,865.850 1,186,812.5 1,1	06/01/2027			249,768.75	249,768.75		18,165,000	18,165,000
1201/2028	12/01/2027	695,000	2.750%	249,768.75	944,768.75	1,194,537.50	17,470,000	17,470,000
06/01/2029 730,000 2.750% 230,450.00 36,450.00 16,760,000 16,760,000 16/01/2030 730,000 2.750% 220,412.50 220,412.50 1,190,900.00 16,030,000 16,030,000 12/01/2031 750,000 2.750% 220,412.50 970,412.50 1,190,825.00 15,280,000 15,280,000 12/01/2031 775,000 2.750% 210,100.00 210,100.00 1,195,200.00 14,505,000 14/5,050,0	06/01/2028			240,212.50	240,212.50		17,470,000	17,470,000
06/01/2029 730,000 2.750% 230,450.00 36,450.00 16,760,000 16,760,000 16/01/2030 730,000 2.750% 220,412.50 220,412.50 1,190,900.00 16,030,000 16,030,000 12/01/2031 750,000 2.750% 220,412.50 970,412.50 1,190,825.00 15,280,000 15,280,000 12/01/2031 775,000 2.750% 210,100.00 210,100.00 1,195,200.00 14,505,000 14/5,050,0	12/01/2028	710.000	2.750%	240,212,50	950,212,50	1.190.425.00	16.760.000	16.760.000
1201/2029		,				.,,		
06/01/2030         750,000         2.750%         220,412.50         220,412.50         1,190,825.00         15,280,000         15,280,000           06/01/2031         750,000         2.750%         220,412.50         970,412.50         1,190,825.00         15,280,000         15,280,000           12/01/2031         775,000         2.750%         210,100.00         985,100.00         1,195,200.00         14,505,000         14,505,000           12/01/2032         790,000         2.750%         199,443.75         989,443.75         1,188,887.50         13,715,000         13,715,000           12/01/2033         815,000         2.750%         188,581.25         1,88581.25         1,192,162.50         12,900,000         12,900,000           06/01/2034         840,000         2.750%         188,581.25         1,003,581.25         1,192,162.50         12,900,000         12,900,000           12/01/2034         840,000         2.750%         165,825.00         165,825.00         12,060,000         12,900,000         12,900,000         12,900,000         12,060,000         12,060,000         12,060,000         12,060,000         12,060,000         12,060,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000 </td <td></td> <td>730,000</td> <td>2 750%</td> <td></td> <td></td> <td>1 190 900 00</td> <td></td> <td></td>		730,000	2 750%			1 190 900 00		
12/01/2030   750,000   2.750%   220,412.50   970,412.50   1,190,825.00   15,280,000   15,280,000   16,000   1		700,000	2.70070	,	,	1,100,000.00		
06/01/2031         775,000         2.750%         210,100.00         210,100.00         1,195,200.00         14,505,000         12,000,000 </td <td></td> <td>750 000</td> <td>2 750%</td> <td></td> <td></td> <td>1 100 825 00</td> <td></td> <td></td>		750 000	2 750%			1 100 825 00		
12/01/2031         775,000         2.750%         210,100.00         985,100.00         1,195,200.00         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         14,505,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         13,715,000         12,900,000 </td <td></td> <td>7 30,000</td> <td>2.7 30 70</td> <td></td> <td></td> <td>1,190,023.00</td> <td></td> <td></td>		7 30,000	2.7 30 70			1,190,023.00		
06/01/2032         790,000         2.750%         199,443.75         199,443.75         199,443.75         1,188,887.50         13,715,000         13,715,000           12/01/2033         815,000         2.750%         188,581.25         188,581.25         13,715,000         13,715,000           12/01/2034         815,000         2.750%         188,581.25         1,003,581.25         1,192,162.50         12,900,000         12,900,000           12/01/2034         840,000         2.750%         177,375.00         1,77,375.00         1,194,750.00         12,060,000         12,060,000           12/01/2035         860,000         2.750%         185,825.00         165,825.00         1,191,650.00         11,200,000         12,060,000           12/01/2036         865,000         2.750%         154,000.00         154,000.00         1,191,650.00         11,200,000         <		775 000	2.7500/			1 105 200 00		
12/01/2032         790,000         2.750%         199,443.75         989,443.75         1,188,887.50         13,715,000         13,715,000           06/01/2033         815,000         2.750%         188,581.25         1,003,581.25         1,192,162.50         12,900,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000         11,200,000		775,000	2.750%			1,195,200.00		
06/01/2033         815,000         2.750%         188,581.25         188,581.25         1,192,162.50         12,900,000         12,060,000 </td <td></td> <td>700.000</td> <td>0.7500/</td> <td>,</td> <td>,</td> <td>4 400 007 50</td> <td></td> <td>, ,</td>		700.000	0.7500/	,	,	4 400 007 50		, ,
12/01/2034		790,000	2.750%			1,188,887.50		
06/01/2034         840,000         2.750%         177,375.00         177,375.00         12,900,000         12,900,000         12,900,000         12,900,000         12,900,000         12,900,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         12,000,000         11,200,000 <td></td> <td></td> <td></td> <td></td> <td>,</td> <td></td> <td></td> <td></td>					,			
12/01/2034         840,000         2.750%         177,375.00         1,017,375.00         1,194,750.00         12,060,000         12,060,000           06/01/2035         860,000         2.750%         165,825.00         1,025,825.00         1,191,650.00         11,200,000         12,060,000           06/01/2036         860,000         2.750%         154,000.00         154,000.00         1,191,650.00         11,200,000         11,200,000           12/01/2036         885,000         2.750%         154,000.00         1,039,000.00         1,193,000.00         10,315,000		815,000	2.750%			1,192,162.50		
06/01/2035         860,000         2.750%         165,825.00         1,025,825.00         1,191,650.00         12,060,000         12,060,000           12/01/2036         885,000         2.750%         165,825.00         1,025,825.00         1,191,650.00         11,200,000         11,200,000           12/01/2036         885,000         2.750%         154,000.00         154,000.00         11,200,000         12,000         12,000         12,000         12,000         12,000         12,000         12,000								
12/01/2035         860,000         2.750%         165,825.00         1,025,825.00         1,191,650.00         11,200,000         11,200,000           06/01/2036         885,000         2.750%         154,000.00         1,030,000.00         11,200,000         11,200,000         11,200,000           06/01/2037         910,000         2.750%         141,831.25         141,831.25         1,0315,000         10,315,000         10,315,000           06/01/2038         935,000         2.750%         129,318.75         129,318.75         1,193,637.50         8,470,000         8,470,000           06/01/2039         935,000         2.750%         129,318.75         1,064,318.75         1,193,637.50         8,470,000         8,470,000           06/01/2039         960,000         2.750%         116,462.50         116,462.50         1,076,462.50         1,192,925.00         7,510,000         7,510,000           12/01/2039         960,000         2.750%         116,462.50         1,076,462.50         1,192,925.00         7,510,000         7,510,000           12/01/2040         985,000         2.750%         103,262.50         1,088,262.50         1,191,525.00         6,525,000         6,525,000           12/01/2041         1,015,000         2.750%         89,718.75	12/01/2034	840,000	2.750%	177,375.00	1,017,375.00	1,194,750.00		12,060,000
06/01/2036         154,000.00         154,000.00         11,200,000         11,200,000         12/01/2036         885,000         2.750%         154,000.00         1,039,000.00         1,193,000.00         10,315,000         10,405,000         10,405,000         10,405,000         10,405,000         11,405,000         11,405,000         11,405,000         11,405,000         11,405,000         11,405,000         11,406,000         11,406,000	06/01/2035			165,825.00	165,825.00		12,060,000	12,060,000
12/01/2036         885,000         2.750%         154,000.00         1,039,000.00         1,193,000.00         10,315,000         10,405,000         9,405,000         9,405,000         9,405,000         9,405,000         10,405,000         10,405,000         10,405,000         10,405,000         8,470,000         8,470,000         8,470,000         8,470,000         116,462,50         1,16,462,50         1,192,925,00         7,510,000         7,510,000         7,510,000         7,510,000         7,510,000         7,510,000         1,000,000         1,000,000	12/01/2035	860,000	2.750%	165,825.00	1,025,825.00	1,191,650.00	11,200,000	11,200,000
06/01/2037         910,000         2.750%         141,831.25         1,051,831.25         1,193,662.50         9,405,000         9,405,000           06/01/2038         935,000         2.750%         129,318.75         129,318.75         1,193,637.50         8,470,000         9,405,000           06/01/2039         935,000         2.750%         116,462.50         116,462.50         8,470,000         8,470,000           12/01/2039         960,000         2.750%         116,462.50         1,076,462.50         1,192,925.00         7,510,000         7,510,000           06/01/2040         103,262.50         103,262.50         1,919,525.00         6,525,000         5,510,000         5,510,000	06/01/2036			154,000.00	154,000.00		11,200,000	11,200,000
12/01/2037         910,000         2.750%         141,831.25         1,051,831.25         1,193,662.50         9,405,000         9,405,000           06/01/2038         935,000         2.750%         129,318.75         129,318.75         1,193,637.50         8,470,000         9,405,000           12/01/2038         935,000         2.750%         129,318.75         1,064,318.75         1,193,637.50         8,470,000         8,470,000           12/01/2039         960,000         2.750%         116,462.50         1,076,462.50         1,192,925.00         7,510,000         7,510,000           06/01/2040         103,262.50         103,262.50         1,191,525.00         6,525,000         6,525,000           06/01/2041         985,000         2.750%         103,262.50         1,088,262.50         1,191,525.00         6,525,000         6,525,000           06/01/2041         1,015,000         2.750%         89,718.75         89,718.75         1,194,437.50         5,510,000         5,510,000           06/01/2042         75,762.50         75,762.50         75,762.50         5,510,000         5,510,000         5,510,000         5,510,000         61,393.75         61,393.75         1,194,437.50         5,510,000         4,465,000         4,465,000         4,465,000         4,4	12/01/2036	885,000	2.750%	154,000.00	1,039,000.00	1,193,000.00	10,315,000	10,315,000
12/01/2037         910,000         2.750%         141,831.25         1,051,831.25         1,193,662.50         9,405,000         9,405,000           06/01/2038         935,000         2.750%         129,318.75         129,318.75         1,193,637.50         8,470,000         9,405,000           12/01/2038         935,000         2.750%         129,318.75         1,064,318.75         1,193,637.50         8,470,000         8,470,000           12/01/2039         960,000         2.750%         116,462.50         1,076,462.50         1,192,925.00         7,510,000         7,510,000           06/01/2040         103,262.50         103,262.50         1,191,525.00         6,525,000         6,525,000           06/01/2041         985,000         2.750%         103,262.50         1,088,262.50         1,191,525.00         6,525,000         6,525,000           06/01/2041         1,015,000         2.750%         89,718.75         89,718.75         1,194,437.50         5,510,000         5,510,000           06/01/2042         75,762.50         75,762.50         75,762.50         5,510,000         5,510,000         5,510,000         5,510,000         61,393.75         61,393.75         1,194,437.50         5,510,000         4,465,000         4,465,000         4,465,000         4,4	06/01/2037	,		141.831.25	141.831.25	, ,	10.315.000	10.315.000
06/01/2038         129,318.75         129,318.75         9,405,000         9,405,000           12/01/2038         935,000         2.750%         129,318.75         1,064,318.75         1,193,637.50         8,470,000         8,470,000           06/01/2039         116,462.50         116,462.50         116,462.50         1,192,925.00         7,510,000         7,510,000           06/01/2040         103,262.50         103,262.50         1,088,262.50         1,191,525.00         6,525,000         6,525,000           06/01/2041         89,718.75         89,718.75         89,718.75         1,194,437.50         5,510,000         5,510,000           06/01/2041         1,015,000         2.750%         89,718.75         1,104,718.75         1,194,437.50         5,510,000         5,510,000           06/01/2042         1,045,000         2.750%         75,762.50         75,762.50         5,510,000         5,510,000           12/01/2042         1,045,000         2.750%         75,762.50         1,120,762.50         1,196,525.00         4,465,000         4,465,000           06/01/2043         1,070,000         2.750%         61,393.75         61,393.75         1,131,393.75         1,192,787.50         3,395,000         3,395,000           12/01/2043         1,070,		910 000	2 750%		,	1 193 662 50		, ,
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		010,000	2.70070			1,100,002.00		
06/01/2039         116,462.50         116,462.50         8,470,000         8,470,000           12/01/2039         960,000         2.750%         116,462.50         1,076,462.50         1,192,925.00         7,510,000         7,510,000           06/01/2040         103,262.50         103,262.50         103,262.50         7,510,000         7,510,000         7,510,000           06/01/2041         89,718.75         89,718.75         89,718.75         6,525,000         5,510,000         6,612,500         6,681,25 <td></td> <td>935 000</td> <td>2 750%</td> <td></td> <td></td> <td>1 103 637 50</td> <td></td> <td></td>		935 000	2 750%			1 103 637 50		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		333,000	2.73070			1,133,037.30		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		060 000	2.7500/			1 102 025 00		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		960,000	2.750%		, ,	1,192,925.00		, ,
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$		005.000	0.7500/			4 404 505 00		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		985,000	2.750%		, ,	1,191,525.00		
$\begin{array}{cccccccccccccccccccccccccccccccccccc$								
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		1,015,000	2.750%			1,194,437.50		, ,
$\begin{array}{cccccccccccccccccccccccccccccccccccc$							5,510,000	5,510,000
12/01/2043       1,070,000       2.750%       61,393.75       1,131,393.75       1,192,787.50       3,395,000       3,395,000         06/01/2044       1,100,000       2.750%       46,681.25       46,681.25       1,193,362.50       2,295,000       2,295,000         06/01/2045       31,556.25       31,556.25       31,556.25       2,295,000       2,295,000         12/01/2045       1,130,000       2.750%       31,556.25       1,161,556.25       1,193,112.50       1,165,000       1,165,000         06/01/2046       16,018.75       16,018.75       1,181,018.75       1,197,037.50       1,165,000       1,165,000	12/01/2042	1,045,000	2.750%	75,762.50	1,120,762.50	1,196,525.00	4,465,000	4,465,000
06/01/2044         46,681.25         46,681.25         3,395,000         3,395,000           12/01/2044         1,100,000         2.750%         46,681.25         1,146,681.25         1,193,362.50         2,295,000         2,295,000           06/01/2045         31,556.25         31,556.25         1,193,112.50         2,295,000         2,295,000           12/01/2045         1,130,000         2.750%         31,556.25         1,161,556.25         1,193,112.50         1,165,000         1,165,000           06/01/2046         1,201/2046         1,165,000         2.750%         16,018.75         1,181,018.75         1,197,037.50         1,165,000         1,165,000	06/01/2043			61,393.75	61,393.75		4,465,000	4,465,000
06/01/2044         46,681.25         46,681.25         3,395,000         3,395,000           12/01/2044         1,100,000         2.750%         46,681.25         1,146,681.25         1,193,362.50         2,295,000         2,295,000           06/01/2045         31,556.25         31,556.25         1,193,112.50         2,295,000         2,295,000           12/01/2045         1,130,000         2.750%         31,556.25         1,161,556.25         1,193,112.50         1,165,000         1,165,000           06/01/2046         1,201/2046         1,165,000         2.750%         16,018.75         1,181,018.75         1,197,037.50         1,165,000         1,165,000	12/01/2043	1,070,000	2.750%	61,393.75	1,131,393.75	1,192,787.50	3,395,000	3,395,000
12/01/2044       1,100,000       2.750%       46,681.25       1,146,681.25       1,193,362.50       2,295,000       2,295,000         06/01/2045       31,556.25       31,556.25       31,556.25       1,193,112.50       2,295,000       2,295,000         12/01/2045       1,130,000       2.750%       31,556.25       1,161,556.25       1,193,112.50       1,165,000       1,165,000         06/01/2046       1,201/2046       1,165,000       2.750%       16,018.75       1,181,018.75       1,197,037.50       1,165,000       1,165,000								
06/01/2045       31,556.25       31,556.25       2,295,000       2,295,000         12/01/2045       1,130,000       2.750%       31,556.25       1,161,556.25       1,193,112.50       1,165,000       1,165,000         06/01/2046       16,018.75       16,018.75       1,167,007       1,165,000       1,165,000         12/01/2046       1,165,000       2.750%       16,018.75       1,181,018.75       1,197,037.50		1.100.000	2.750%			1.193.362.50		
12/01/2045       1,130,000       2.750%       31,556.25       1,161,556.25       1,193,112.50       1,165,000       1,165,000         06/01/2046       16,018.75       16,018.75       16,018.75       1,165,000       1,165,000       1,165,000         12/01/2046       1,165,000       2.750%       16,018.75       1,181,018.75       1,197,037.50		.,,	00,0		, ,	.,,002.00		, ,
06/01/2046 16,018.75 16,018.75 1,165,000 1,165		1 130 000	2 750%			1 193 112 50		
12/01/2046 1,165,000 2.750% 16,018.75 1,181,018.75 1,197,037.50		1,100,000	2.70070		, ,	1,100,112.00		, ,
		1 165 000	2 750%			1 107 037 50	1,100,000	1, 100,000
20,895,000 10,117,014.06 31,012,014.06 31,012,014.06	12/01/2040	1, 100,000	2.1 00 /0	10,010.75	1,101,010.73	1,101,001.00		
		20,895,000		10,117,014.06	31,012,014.06	31,012,014.06		

### **Bond Variable Rate Table**

Begin End		Interest
Date Date		Rate
12/16/2020	12/01/2026	3.750%





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

### **Debt Service of Proposed and Unrefunded Bonds**

Annual Total	Total	Proposed Debt Service (net of Accrued)	Date
	359,132.81	359,132.81	06/01/2021
1 105 014 06			
1,185,914.06	826,781.25	826,781.25	12/01/2021
4 407 050 00	383,625.00	383,625.00	06/01/2022
1,197,250.00	813,625.00	813,625.00	12/01/2022
	375,562.50	375,562.50	06/01/2023
1,196,125.00	820,562.50	820,562.50	12/01/2023
	367,218.75	367,218.75	06/01/2024
1,189,437.50	822,218.75	822,218.75	12/01/2024
	358,687.50	358,687.50	06/01/2025
1,192,375.00	833,687.50	833,687.50	12/01/2025
, - ,	349,781.25	349,781.25	06/01/2026
1,189,562.50	839,781.25	839,781.25	12/01/2026
1,100,002.00	249,768.75	249,768.75	06/01/2027
1,194,537.50	944,768.75	944,768.75	12/01/2027
1, 194,337.30	·		
4 400 405 00	240,212.50	240,212.50	06/01/2028
1,190,425.00	950,212.50	950,212.50	12/01/2028
	230,450.00	230,450.00	06/01/2029
1,190,900.00	960,450.00	960,450.00	12/01/2029
	220,412.50	220,412.50	06/01/2030
1,190,825.00	970,412.50	970,412.50	12/01/2030
	210,100.00	210,100.00	06/01/2031
1,195,200.00	985,100.00	985,100.00	12/01/2031
	199,443.75	199,443.75	06/01/2032
1,188,887.50	989,443.75	989,443.75	12/01/2032
.,,	188,581.25	188,581.25	06/01/2033
1,192,162.50	1,003,581.25	1,003,581.25	12/01/2033
1,102,102.00	177,375.00	177,375.00	06/01/2034
1,194,750.00	1,017,375.00	1,017,375.00	12/01/2034
1,104,700.00	165,825.00	165,825.00	06/01/2035
1,191,650.00	·	•	
1, 191,030.00	1,025,825.00	1,025,825.00	12/01/2035
4 400 000 00	154,000.00	154,000.00	06/01/2036
1,193,000.00	1,039,000.00	1,039,000.00	12/01/2036
	141,831.25	141,831.25	06/01/2037
1,193,662.50	1,051,831.25	1,051,831.25	12/01/2037
	129,318.75	129,318.75	06/01/2038
1,193,637.50	1,064,318.75	1,064,318.75	12/01/2038
	116,462.50	116,462.50	06/01/2039
1,192,925.00	1,076,462.50	1,076,462.50	12/01/2039
	103,262.50	103,262.50	06/01/2040
1,191,525.00	1,088,262.50	1,088,262.50	12/01/2040
.,,	89,718.75	89,718.75	06/01/2041
1,194,437.50	1,104,718.75	1,104,718.75	12/01/2041
1,104,407.00	75,762.50	75,762.50	06/01/2042
1,196,525.00	1,120,762.50	1,120,762.50	12/01/2042
1, 190,323.00			
4 400 707 50	61,393.75	61,393.75	06/01/2043
1,192,787.50	1,131,393.75	1,131,393.75	12/01/2043
	46,681.25	46,681.25	06/01/2044
1,193,362.50	1,146,681.25	1,146,681.25	12/01/2044
	31,556.25	31,556.25	06/01/2045
1,193,112.50	1,161,556.25	1,161,556.25	12/01/2045
	16,018.75	16,018.75	06/01/2046
1,197,037.50	1,181,018.75	1,181,018.75	12/01/2046
31,012,014.06	31,012,014.06	31,012,014.06	





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Accuracy Private Placement: No DSPE: 2046 Final Terms 42/04/20 Cell

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

		Rate	Amount	Date	Price
12/21/16: 2016 COPs	, SERIAL:				
	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00	40/04/0000	400.000
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028 12/01/2029	4.000% 4.000%	510,000.00 530,000.00	12/01/2026 12/01/2026	100.000 100.000
	12/01/2029	4.000%	550,000.00	12/01/2026	100.000
	12/01/2030	4.000%	575,000.00	12/01/2026	100.000
	12/01/2031	4.00070	5,225,000.00	12/01/2020	100.000
			3,223,000.00		
12/21/16: 2016 COPs					
	12/01/2032	4.000%	595,000.00	12/01/2026	100.000
	12/01/2033	4.000%	620,000.00	12/01/2026	100.000
	12/01/2034	4.000%	645,000.00	12/01/2026	100.000
	12/01/2035	4.000%	670,000.00	12/01/2026	100.000
	12/01/2036	4.000%	700,000.00	12/01/2026	100.000
			3,230,000.00		
12/21/16: 2016 COPs	, TERM41:				
	12/01/2037	4.000%	725,000.00	12/01/2026	100.000
	12/01/2038	4.000%	755,000.00	12/01/2026	100.000
	12/01/2039	4.000%	785,000.00	12/01/2026	100.000
	12/01/2040	4.000%	815,000.00	12/01/2026	100.000
	12/01/2041	4.000%	850,000.00	12/01/2026	100.000
			3,930,000.00		
12/21/16: 2016 COPs	. TERM46:				
	12/01/2042	4.000%	885,000.00	12/01/2026	100.000
	12/01/2043	4.000%	920,000.00	12/01/2026	100.000
	12/01/2044	4.000%	955,000.00	12/01/2026	100.000
	12/01/2045	4.000%	995,000.00	12/01/2026	100.000
	12/01/2046	4.000%	1,035,000.00	12/01/2026	100.000
			4,790,000.00		
			17,175,000.00		





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026 Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/16/2020						17,175,000	17,175,000
06/01/2021			343,500	343,500		17,175,000	17,175,000
12/01/2021	385,000	4.000%	343,500	728,500	1,072,000	16,790,000	16.790.000
06/01/2022	303,000	4.00070	335,800	335,800	1,072,000	16,790,000	16,790,000
12/01/2022	405,000	4.000%	335,800	740,800	1,076,600	16,385,000	16,385,000
06/01/2023	400,000	4.00070	327,700	327,700	1,070,000	16,385,000	16,385,000
12/01/2023	420,000	4.000%	327,700	747,700	1,075,400	15,965,000	15,965,000
06/01/2024	420,000	4.00070	319,300	319,300	1,073,400	15,965,000	15,965,000
12/01/2024	435,000	4.000%	319,300	754,300	1,073,600	15,530,000	15,530,000
06/01/2025	400,000	4.00070	310,600	310,600	1,070,000	15,530,000	15,530,000
12/01/2025	455,000	4.000%	310,600	765,600	1,076,200	15,075,000	15,075,000
06/01/2026	400,000	4.00070	301,500	301,500	1,010,200	15,075,000	15,075,000
12/01/2026	470,000	4.000%	301,500	771,500	1,073,000	14,605,000	14,605,000
06/01/2027	470,000	4.00070	292,100	292,100	1,070,000	14,605,000	14,605,000
12/01/2027	490,000	4.000%	292,100	782,100	1,074,200	14,115,000	14,115,000
06/01/2028	.00,000		282,300	282,300	.,0,200	14,115,000	14,115,000
12/01/2028	510,000	4.000%	282,300	792,300	1,074,600	13,605,000	13,605,000
06/01/2029	2.2,222		272,100	272,100	1,011,000	13.605.000	13,605,000
12/01/2029	530,000	4.000%	272,100	802,100	1,074,200	13,075,000	13,075,000
06/01/2030	,		261,500	261,500	,- ,	13,075,000	13,075,000
12/01/2030	550,000	4.000%	261,500	811,500	1,073,000	12,525,000	12,525,000
06/01/2031	,		250,500	250,500	, ,	12,525,000	12,525,000
12/01/2031	575,000	4.000%	250,500	825,500	1,076,000	11,950,000	11,950,000
06/01/2032			239,000	239,000		11,950,000	11,950,000
12/01/2032	595,000	4.000%	239,000	834,000	1,073,000	11,355,000	11,355,000
06/01/2033			227,100	227,100		11,355,000	11,355,000
12/01/2033	620,000	4.000%	227,100	847,100	1,074,200	10,735,000	10,735,000
06/01/2034			214,700	214,700		10,735,000	10,735,000
12/01/2034	645,000	4.000%	214,700	859,700	1,074,400	10,090,000	10,090,000
06/01/2035			201,800	201,800		10,090,000	10,090,000
12/01/2035	670,000	4.000%	201,800	871,800	1,073,600	9,420,000	9,420,000
06/01/2036			188,400	188,400		9,420,000	9,420,000
12/01/2036	700,000	4.000%	188,400	888,400	1,076,800	8,720,000	8,720,000
06/01/2037		4.0000/	174,400	174,400		8,720,000	8,720,000
12/01/2037	725,000	4.000%	174,400	899,400	1,073,800	7,995,000	7,995,000
06/01/2038	755.000	4.0000/	159,900	159,900	4 074 000	7,995,000	7,995,000
12/01/2038	755,000	4.000%	159,900	914,900	1,074,800	7,240,000	7,240,000
06/01/2039	705 000	4.0000/	144,800	144,800	4.074.000	7,240,000	7,240,000
12/01/2039 06/01/2040	785,000	4.000%	144,800	929,800	1,074,600	6,455,000	6,455,000
	815,000	4.0000/	129,100	129,100	1.072.200	6,455,000 5,640,000	6,455,000
12/01/2040 06/01/2041	613,000	4.000%	129,100 112,800	944,100 112,800	1,073,200	5,640,000	5,640,000 5,640,000
12/01/2041	850,000	4.000%	112,800	962,800	1,075,600	4,790,000	4,790,000
06/01/2042	030,000	4.00070	95,800	95,800	1,073,000	4,790,000	4,790,000
12/01/2042	885,000	4.000%	95,800	980,800	1,076,600	3,905,000	3,905,000
06/01/2043	000,000	4.00070	78,100	78,100	1,070,000	3,905,000	3,905,000
12/01/2043	920,000	4.000%	78,100	998,100	1,076,200	2,985,000	2,985,000
06/01/2044	020,000	1.00070	59,700	59,700	1,010,200	2,985,000	2,985,000
12/01/2044	955,000	4.000%	59,700	1,014,700	1,074,400	2,030,000	2,030,000
06/01/2045			40,600	40,600	,,	2,030,000	2,030,000
12/01/2045	995,000	4.000%	40,600	1,035,600	1,076,200	1,035,000	1,035,000
06/01/2046	•		20,700	20,700	•	1,035,000	1,035,000
12/01/2046	1,035,000	4.000%	20,700	1,055,700	1,076,400	· 	
	17,175,000		10,767,600	27,942,600	27,942,600		

#### **ESCROW STATISTICS**



#### **MID-PENINSULA WATER DISTRICT**

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Total Escrow Cost	Modified Duration (years)	PV of 1 bp change	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Global Proceeds Escrow: 20,710,511.13	5.131	10,623.13	0.318063%	0.318063%	17,911,962.61	2,798,548.41	0.11
20,710,511.13		10,623.13			17,911,962.61	2,798,548.41	0.11

Delivery date Arbitrage yield 12/16/2020 3.187442%

#### **DISCLAIMER**



MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2046 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

D.A. Davidson and Co. ('The Firm or 'D.A. Davidson') is serving as underwriter or placement agent on the prospective transaction, not as municipal advisor. As an underwriter, D.A. Davidson's primary role is to purchase or place securities or notes for distribution in an arms-length transaction. D.A. Davidson is acting in its own interests and does not owe you a fiduciary duty with respect to the information presented herein, or with respect to the transaction contemplated and any discussions, undertakings and procedures leading thereto. Pursuant to the federal securities laws, during the course of this transaction D.A. Davidson also owes certain duties to the capital markets and to the investing public. Furthermore, no information contained within constitutes a 'recommendation' or 'advice' within the meaning of Section 15B of the Exchange Act, with any existing or proposed Municipal Securities Rulemaking Board rules, or any other state or federal law, regulation, or statute. You should discuss the information and material contained in this communication with any and all internal or external advisors and experts, including without limitation your own legal, accounting, tax, financial and other advisors, that the municipal entity or obligated person deems appropriate before acting on this information or material. The information contained herein is limited to factual information describing one or more types of debt financing structures, and may include options such as fixed rate debt, variable rate debt, general obligation debt, debt secured by various types of revenues, or insured debt, among other alternatives.

Furthermore, should D.A. Davidson present multiple scenarios or even a comparison of the general characteristics of potential debt financing structures along with the risks, advantages, and disadvantages of each, D.A. Davidson is not providing any recommendation(s) or advice in regards to the scenarios presented or features of any particular option. The factual information presented herein and described above does not, and should not be construed to, contain subjective assumptions, opinions, or views. The conduct of D.A. Davidson's personnel or the content and manner of their presentation(s) should not in any way be construed as a suggestion, advice, or an opinion.

Information about interest rates and terms for SLGs is based on current publically available data, and treasury or agency rates for open-market escrows are tied to prevailing market interest rates for these types of credits; these do not necessarily reflect costs or rates that D.A. Davidson will be able to secure should you select the firm to act as underwriter or placement agent. All such information is gathered from publically available sources or from prevailing market rates. Should you retain D.A. Davidson as underwriter or placement agent, the firm will be able to provide more particular information as well as advice in connection with the relevant transaction.





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

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(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

Bond Proceeds:	
Par Amount	20,895,000.00
	20,895,000.00
Uses:	
Refunding Escrow Deposits:	0.40
Cash Deposit SLGS Purchases	0.13 20,710,511.00
CEGO I diolidoco	20,710,511.13
Delivery Date Expenses: Cost of Issuance	180,000.00
Other Uses of Funds: Rounding Amount	4,488.87
	20,895,000.00





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date Delivery Date Arbitrage yield Escrow yield Value of Negative Arbitrage	12/16/2020 12/16/2020 2.856002% 0.318063% 2,499,476.32
Bond Par Amount True Interest Cost Net Interest Cost All-In TIC Average Coupon Average Life	20,895,000.00 2.856002% 2.803407% 2.945222% 2.803407% 12.203
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 2.856002%	19,568,941.84
Net PV Savings	-1,321,569.29
Percentage savings of refunded bonds	-7.694727%

#### **SAVINGS**



## **MID-PENINSULA WATER DISTRICT**

(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Prior Debt Service	Refunding Debt Service	Refunding Receipts	Refunding Net Cash Flow	Savings	Annual Savings	Present Value to 12/16/2020 @ 2.8560017%
12/16/2020			4,488.87	-4,488.87	4,488.87		4,488.87
06/01/2021	343,500.00	316,036.88	1,100101	316,036.88	27,463.12		27,108.48
12/01/2021	728,500.00	1,004,767.50		1,004,767.50	-276,267.50	-244,315.51	-268,860.64
06/01/2022	335,800.00	333,877.50		333,877.50	1,922.50	,	1,844.62
12/01/2022	740,800.00	1,003,877.50		1,003,877.50	-263,077.50	-261,155.00	-248,865.90
06/01/2023	327,700.00	322,822.50		322,822.50	4,877.50	•	4,549.05
12/01/2023	747,700.00	1,012,822.50		1,012,822.50	-265,122.50	-260,245.00	-243,788.13
06/01/2024	319,300.00	311,437.50		311,437.50	7,862.50		7,128.02
12/01/2024	754,300.00	1,021,437.50		1,021,437.50	-267,137.50	-259,275.00	-238,772.93
06/01/2025	310,600.00	299,722.50		299,722.50	10,877.50		9,585.65
12/01/2025	765,600.00	1,039,722.50		1,039,722.50	-274,122.50	-263,245.00	-238,165.68
06/01/2026	301,500.00	287,512.50		287,512.50	13,987.50		11,981.65
12/01/2026	771,500.00	1,047,512.50		1,047,512.50	-276,012.50	-262,025.00	-233,102.81
06/01/2027	292,100.00	199,980.00		199,980.00	92,120.00		76,703.44
12/01/2027	782,100.00	1,134,980.00		1,134,980.00	-352,880.00	-260,760.00	-289,687.72
06/01/2028	282,300.00	188,760.00		188,760.00	93,540.00	000 000 00	75,708.13
12/01/2028	792,300.00	1,148,760.00		1,148,760.00	-356,460.00	-262,920.00	-284,444.87
06/01/2029	272,100.00	177,240.00		177,240.00	94,860.00	000 000 00	74,629.85
12/01/2029	802,100.00	1,157,240.00		1,157,240.00	-355,140.00	-260,280.00	-275,468.00
06/01/2030 12/01/2030	261,500.00	165,480.00		165,480.00 1,170,480.00	96,020.00	262.060.00	73,430.32 -270,661.26
06/01/2031	811,500.00 250,500.00	1,170,480.00 153,420.00		, ,	-358,980.00 97,080.00	-262,960.00	,
12/01/2031	825,500.00	1,183,420.00		153,420.00 1,183,420.00	-357,920.00	-260,840.00	72,165.19 -262,316.78
06/01/2032	239,000.00	141.060.00		141,060.00	97,940.00	-200,040.00	70,768.88
12/01/2032	834,000.00	1,196,060.00		1,196,060.00	-362,060.00	-264,120.00	-257,931.82
06/01/2032	227,100.00	128,400.00		128,400.00	98,700.00	-204,120.00	69,324.01
12/01/2033	847,100.00	1,208,400.00		1,208,400.00	-361,300.00	-262,600.00	-250,193.84
06/01/2034	214,700.00	115,440.00		115,440.00	99,260.00	202,000.00	67,768.06
12/01/2034	859,700.00	1,220,440.00		1,220,440.00	-360,740.00	-261,480.00	-242,821.54
06/01/2035	201,800.00	102,180.00		102,180.00	99,620.00	201,100.00	66,112.20
12/01/2035	871,800.00	1,232,180.00		1,232,180.00	-360,380.00	-260,760.00	-235,796.78
06/01/2036	188,400.00	88,620.00		88,620.00	99,780.00	•	64,366.93
12/01/2036	888,400.00	1,248,620.00		1,248,620.00	-360,220.00	-260,440.00	-229,102.21
06/01/2037	174,400.00	74,700.00		74,700.00	99,700.00		62,517.09
12/01/2037	899,400.00	1,259,700.00		1,259,700.00	-360,300.00	-260,600.00	-222,746.04
06/01/2038	159,900.00	60,480.00		60,480.00	99,420.00		60,598.46
12/01/2038	914,900.00	1,275,480.00		1,275,480.00	-360,580.00	-261,160.00	-216,686.39
06/01/2039	144,800.00	45,900.00		45,900.00	98,900.00		58,596.06
12/01/2039	929,800.00	1,290,900.00		1,290,900.00	-361,100.00	-262,200.00	-210,931.65
06/01/2040	129,100.00	30,960.00		30,960.00	98,140.00		56,520.04
12/01/2040	944,100.00	1,305,960.00		1,305,960.00	-361,860.00	-263,720.00	-205,465.59
06/01/2041	112,800.00	15,660.00		15,660.00	97,140.00		54,379.94
12/01/2041	962,800.00	1,320,660.00		1,320,660.00	-357,860.00	-260,720.00	-197,513.12
06/01/2042	95,800.00				95,800.00	4.070.000.00	52,130.33
12/01/2042	980,800.00				980,800.00	1,076,600.00	526,195.98
06/01/2043 12/01/2043	78,100.00				78,100.00	1 076 200 00	41,310.48
06/01/2044	998,100.00 59,700.00				998,100.00 59,700.00	1,076,200.00	520,505.58 30,695.01
12/01/2044	1,014,700.00				1,014,700.00	1,074,400.00	514,367.20
06/01/2045	40,600.00				40,600.00	1,014,400.00	20,291.01
12/01/2045	1,035,600.00				1,035,600.00	1,076,200.00	510,283.96
06/01/2046	20.700.00				20,700.00	1,010,200.00	10,056.16
12/01/2046	1,055,700.00				1,055,700.00	1,076,400.00	505,643.77
	27,942,600.00	28,043,109.38	4,488.87	28,038,620.51	-96,020.51	-96,020.51	-1,321,569.29

#### **Savings Summary**

PV of savings from cash flow -1,321,569.29

Net PV Savings -1,321,569.29

#### **SAVINGS BY MATURITY**



# **MID-PENINSULA WATER DISTRICT**

(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Adjusted Savings	Adjusted Savings Percent
12/21/16: 2016 COF	Ps, 2016COP:				
SERIAL	12/01/2021	4.000%	385,000.00	-15,809.44	-4.106%
	12/01/2022	4.000%	405,000.00	-29,758.60	-7.348%
	12/01/2023	4.000%	420,000.00	-44,196.04	-10.523%
	12/01/2024	4.000%	435,000.00	-58,943.73	-13.550%
	12/01/2025	4.000%	455,000.00	-74,474.72	-16.368%
	12/01/2026	4.000%	470,000.00	-89,088.68	-18.955%
	12/01/2027	4.000%	490,000.00	-86,488.88	-17.651%
	12/01/2028	4.000%	510,000.00	-83,548.18	-16.382%
	12/01/2029	4.000%	530,000.00	-80,230.31	-15.138%
	12/01/2030	4.000%	550,000.00	-76,539.32	-13.916%
	12/01/2031	4.000%	575,000.00	-73,314.57	-12.750%
TERM36	12/01/2032	4.000%	595,000.00	-69,104.06	-11.614%
	12/01/2033	4.000%	620,000.00	-65,090.22	-10.498%
	12/01/2034	4.000%	645,000.00	-60,678.83	-9.408%
	12/01/2035	4.000%	670,000.00	-55,741.82	-8.320%
	12/01/2036	4.000%	700,000.00	-50,974.68	-7.282%
TERM41	12/01/2037	4.000%	725,000.00	-45,481.97	-6.273%
	12/01/2038	4.000%	755,000.00	-39,922.29	-5.288%
	12/01/2039	4.000%	785,000.00	-33,754.81	-4.300%
	12/01/2040	4.000%	815,000.00	-27,451.55	-3.368%
	12/01/2041	4.000%	850,000.00	-20,710.25	-2.436%
TERM46	12/01/2042	4.000%	885,000.00	-36,772.81	-4.155%
	12/01/2043	4.000%	920,000.00	-32,466.06	-3.529%
	12/01/2044	4.000%	955,000.00	-28,215.97	-2.955%
	12/01/2045	4.000%	995,000.00	-23,898.53	-2.402%
	12/01/2046	4.000%	1,035,000.00	-18,912.98	-1.827%
			17,175,000.00	-1,321,569.29	

Note: Calculated Using Remaining Maturities





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Term Loan:					
1	2/01/2021	660,000	2.400%	2.709%	100.000
1	2/01/2022	670,000	2.400%	2.709%	100.000
1	2/01/2023	690,000	2.400%	2.709%	100.000
· ·	2/01/2024	710,000	2.400%	2.709%	100.000
	2/01/2025	740,000	2.400%	2.709%	100.000
	2/01/2026	760,000	2.400%	2.709%	100.000
	2/01/2027	935,000	2.400%	2.709%	100.000
	2/01/2028	960,000	2.400%	2.709%	100.000
	2/01/2029	980,000	2.400%	2.709%	100.000
1	2/01/2030	1,005,000	2.400%	2.709%	100.000
· ·	2/01/2031	1,030,000	2.400%	2.709%	100.000
	2/01/2032	1,055,000	2.400%	2.709%	100.000
	2/01/2033	1,080,000	2.400%	2.709%	100.000
1	2/01/2034	1,105,000	2.400%	2.709%	100.000
	2/01/2035	1,130,000	2.400%	2.709%	100.000
1	2/01/2036	1,160,000	2.400%	2.709%	100.000
	2/01/2037	1,185,000	2.400%	2.709%	100.000
1	2/01/2038	1,215,000	2.400%	2.709%	100.000
1	2/01/2039	1,245,000	2.400%	2.709%	100.000
1	2/01/2040	1,275,000	2.400%	2.709%	100.000
1	2/01/2041	1,305,000	2.400%	2.709%	100.000
		20,895,000			
Dated Date		,	12/16/2020		
Dated Date Delivery Da	to		12/16/2020		
First Coupo			06/01/2020		
First Coupo	11	,	J0/U 1/2U2 I		
Par Amoun Original Iss	="	20,8	395,000.00		
Production Underwriter	's Discount	20,8	395,000.00	100.000000%	
Purchase P Accrued Int		20,8	395,000.00	100.000000%	
Net Procee	ds	20,8	395,000.00		





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date Delivery Date First Coupon Last Maturity	12/16/2020 12/16/2020 06/01/2021 12/01/2041
Arbitrage Yield True Interest Cost (TIC) Net Interest Cost (NIC) All-In TIC Average Coupon	2.856002% 2.856002% 2.803407% 2.945222% 2.803407%
Average Life (years) Weighted Average Maturity (years) Duration of Issue (years)	12.203 12.203 9.854
Par Amount Bond Proceeds Total Interest Net Interest Bond Years from Dated Date Bond Years from Delivery Date Total Debt Service Maximum Annual Debt Service Average Annual Debt Service	20,895,000.00 20,895,000.00 7,148,109.38 7,148,109.38 254,979,375.00 254,979,375.00 28,043,109.38 1,339,445.00 1,338,041.00
Underwriter's Fees (per \$1000) Average Takedown Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Term Loan	20,895,000.00	100.000	2.803%	12.203	02/28/2033	32,387.25
	20,895,000.00			12.203		32,387.25
		TIC		All-In TIC	Arbitrage Yield	
Par Value + Accrued Interest + Premium (Discount) - Underwriter's Discount		20,895,000.00	20,	895,000.00	20,895,000.00	
- Cost of Issuance Expense - Other Amounts			-	180,000.00		
Target Value		20,895,000.00	20,	715,000.00	20,895,000.00	
Target Date Yield		12/16/2020 2.856002%		12/16/2020 2.945222%	12/16/2020 2.856002%	

#### **DETAILED BOND DEBT SERVICE**



# MID-PENINSULA WATER DISTRICT

(San Mateo County, California)
Taxable Advance Refunding of Participation (2016 Financing Project)
Taxable Converting to Tax-Exempt of 12/1/2026
Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

#### **Term Loan**

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
12/01/2021	660,000	2.400%	660,804.38	1,320,804.38	20,235,000	20,235,000
12/01/2022	670,000	2.400%	667,755.00	1,337,755.00	19,565,000	19,565,000
12/01/2023	690,000	2.400%	645,645.00	1,335,645.00	18,875,000	18,875,000
12/01/2024	710,000	2.400%	622,875.00	1,332,875.00	18,165,000	18,165,000
12/01/2025	740,000	2.400%	599,445.00	1,339,445.00	17,425,000	17,425,000
12/01/2026	760,000	2.400%	575,025.00	1,335,025.00	16,665,000	16,665,000
12/01/2027	935,000	2.400%	399,960.00	1,334,960.00	15,730,000	15,730,000
12/01/2028	960,000	2.400%	377,520.00	1,337,520.00	14,770,000	14,770,000
12/01/2029	980,000	2.400%	354,480.00	1,334,480.00	13,790,000	13,790,000
12/01/2030	1,005,000	2.400%	330,960.00	1,335,960.00	12,785,000	12,785,000
12/01/2031	1,030,000	2.400%	306,840.00	1,336,840.00	11,755,000	11,755,000
12/01/2032	1,055,000	2.400%	282,120.00	1,337,120.00	10,700,000	10,700,000
12/01/2033	1,080,000	2.400%	256,800.00	1,336,800.00	9,620,000	9,620,000
12/01/2034	1,105,000	2.400%	230,880.00	1,335,880.00	8,515,000	8,515,000
12/01/2035	1,130,000	2.400%	204,360.00	1,334,360.00	7,385,000	7,385,000
12/01/2036	1,160,000	2.400%	177,240.00	1,337,240.00	6,225,000	6,225,000
12/01/2037	1,185,000	2.400%	149,400.00	1,334,400.00	5,040,000	5,040,000
12/01/2038	1,215,000	2.400%	120,960.00	1,335,960.00	3,825,000	3,825,000
12/01/2039	1,245,000	2.400%	91,800.00	1,336,800.00	2,580,000	2,580,000
12/01/2040	1,275,000	2.400%	61,920.00	1,336,920.00	1,305,000	1,305,000
12/01/2041	1,305,000	2.400%	31,320.00	1,336,320.00		
	20,895,000		7,148,109.38	28,043,109.38		

## **Bond Variable Rate Table**

Begin	End	Interest
Date	Date	Rate
12/16/2020	12/01/2026	3.300%

#### **DETAILED BOND DEBT SERVICE**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

#### **Term Loan**

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/16/2020						20,895,000	20,895,000
06/01/2021			316,036.88	316,036.88		20,895,000	20,895,000
12/01/2021	660,000	2.400%	344,767.50	1,004,767.50	1,320,804.38	20,235,000	20,235,000
06/01/2022			333,877.50	333,877.50		20,235,000	20,235,000
12/01/2022	670,000	2.400%	333,877.50	1,003,877.50	1,337,755.00	19,565,000	19,565,000
06/01/2023			322,822.50	322,822.50		19,565,000	19,565,000
12/01/2023	690,000	2.400%	322,822.50	1,012,822.50	1,335,645.00	18,875,000	18,875,000
06/01/2024			311,437.50	311,437.50		18,875,000	18,875,000
12/01/2024	710,000	2.400%	311,437.50	1,021,437.50	1,332,875.00	18,165,000	18,165,000
06/01/2025			299,722.50	299,722.50		18,165,000	18,165,000
12/01/2025	740,000	2.400%	299,722.50	1,039,722.50	1,339,445.00	17,425,000	17,425,000
06/01/2026			287,512.50	287,512.50		17,425,000	17,425,000
12/01/2026	760,000	2.400%	287,512.50	1,047,512.50	1,335,025.00	16,665,000	16,665,000
06/01/2027			199,980.00	199,980.00		16,665,000	16,665,000
12/01/2027	935,000	2.400%	199,980.00	1,134,980.00	1,334,960.00	15,730,000	15,730,000
06/01/2028			188,760.00	188,760.00		15,730,000	15,730,000
12/01/2028	960,000	2.400%	188,760.00	1,148,760.00	1,337,520.00	14,770,000	14,770,000
06/01/2029	•		177,240.00	177,240.00	, ,	14,770,000	14,770,000
12/01/2029	980,000	2.400%	177,240.00	1,157,240.00	1,334,480.00	13,790,000	13,790,000
06/01/2030			165,480.00	165,480.00		13,790,000	13,790,000
12/01/2030	1,005,000	2.400%	165,480.00	1,170,480.00	1,335,960.00	12,785,000	12,785,000
06/01/2031			153,420.00	153,420.00		12,785,000	12,785,000
12/01/2031	1,030,000	2.400%	153,420.00	1,183,420.00	1,336,840.00	11,755,000	11,755,000
06/01/2032			141,060.00	141,060.00		11,755,000	11,755,000
12/01/2032	1,055,000	2.400%	141,060.00	1,196,060.00	1,337,120.00	10,700,000	10,700,000
06/01/2033			128,400.00	128,400.00		10,700,000	10,700,000
12/01/2033	1,080,000	2.400%	128,400.00	1,208,400.00	1,336,800.00	9,620,000	9,620,000
06/01/2034			115,440.00	115,440.00		9,620,000	9,620,000
12/01/2034	1,105,000	2.400%	115,440.00	1,220,440.00	1,335,880.00	8,515,000	8,515,000
06/01/2035			102,180.00	102,180.00		8,515,000	8,515,000
12/01/2035	1,130,000	2.400%	102,180.00	1,232,180.00	1,334,360.00	7,385,000	7,385,000
06/01/2036			88,620.00	88,620.00		7,385,000	7,385,000
12/01/2036	1,160,000	2.400%	88,620.00	1,248,620.00	1,337,240.00	6,225,000	6,225,000
06/01/2037			74,700.00	74,700.00		6,225,000	6,225,000
12/01/2037	1,185,000	2.400%	74,700.00	1,259,700.00	1,334,400.00	5,040,000	5,040,000
06/01/2038			60,480.00	60,480.00		5,040,000	5,040,000
12/01/2038	1,215,000	2.400%	60,480.00	1,275,480.00	1,335,960.00	3,825,000	3,825,000
06/01/2039			45,900.00	45,900.00		3,825,000	3,825,000
12/01/2039	1,245,000	2.400%	45,900.00	1,290,900.00	1,336,800.00	2,580,000	2,580,000
06/01/2040			30,960.00	30,960.00		2,580,000	2,580,000
12/01/2040	1,275,000	2.400%	30,960.00	1,305,960.00	1,336,920.00	1,305,000	1,305,000
06/01/2041			15,660.00	15,660.00		1,305,000	1,305,000
12/01/2041	1,305,000	2.400%	15,660.00	1,320,660.00	1,336,320.00		
	20,895,000		7,148,109.38	28,043,109.38	28,043,109.38		

### **Bond Variable Rate Table**

Begin	End	Interest
Date	Date	Rate
12/16/2020	12/01/2026	3.300%



#### AGGREGATE NET REFUNDING DEBT SERVICE



# MID-PENINSULA WATER DISTRICT (San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

#### **Debt Service of Proposed and Unrefunded Bonds**

	Proposed Debt Service (net of		
Date	Accrued)	Total	Annual Total
06/01/2021	316,036.88	316,036.88	
12/01/2021	1,004,767.50	1,004,767.50	1,320,804.38
06/01/2022	333,877.50	333,877.50	
12/01/2022	1,003,877.50	1,003,877.50	1,337,755.00
06/01/2023	322,822.50	322,822.50	
12/01/2023	1,012,822.50	1,012,822.50	1,335,645.00
06/01/2024	311,437.50	311,437.50	
12/01/2024	1,021,437.50	1,021,437.50	1,332,875.00
06/01/2025	299,722.50	299,722.50	
12/01/2025	1,039,722.50	1,039,722.50	1,339,445.00
06/01/2026	287,512.50	287,512.50	
12/01/2026	1,047,512.50	1,047,512.50	1,335,025.00
06/01/2027	199,980.00	199,980.00	
12/01/2027	1,134,980.00	1,134,980.00	1,334,960.00
06/01/2028	188,760.00	188,760.00	
12/01/2028	1,148,760.00	1,148,760.00	1,337,520.00
06/01/2029	177,240.00	177,240.00	
12/01/2029	1,157,240.00	1,157,240.00	1,334,480.00
06/01/2030	165,480.00	165,480.00	
12/01/2030	1,170,480.00	1,170,480.00	1,335,960.00
06/01/2031	153,420.00	153,420.00	
12/01/2031	1,183,420.00	1,183,420.00	1,336,840.00
06/01/2032	141,060.00	141,060.00	, ,
12/01/2032	1,196,060.00	1,196,060.00	1,337,120.00
06/01/2033	128,400.00	128,400.00	, ,
12/01/2033	1,208,400.00	1,208,400.00	1,336,800.00
06/01/2034	115,440.00	115,440.00	, ,
12/01/2034	1,220,440.00	1,220,440.00	1,335,880.00
06/01/2035	102,180.00	102,180.00	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
12/01/2035	1,232,180.00	1,232,180.00	1,334,360.00
06/01/2036	88,620.00	88,620.00	1,001,000
12/01/2036	1.248.620.00	1.248.620.00	1,337,240.00
06/01/2037	74,700.00	74,700.00	.,00.,2.0.00
12/01/2037	1,259,700.00	1,259,700.00	1,334,400.00
06/01/2038	60,480.00	60,480.00	.,00.,.00.00
12/01/2038	1,275,480.00	1,275,480.00	1,335,960.00
06/01/2039	45,900.00	45,900.00	1,000,000.00
12/01/2039	1,290,900.00	1,290,900.00	1,336,800.00
06/01/2040	30,960.00	30,960.00	1,000,000.00
12/01/2040	1,305,960.00	1,305,960.00	1,336,920.00
06/01/2041	15,660.00	15,660.00	1,000,020.00
12/01/2041	1,320,660.00	1,320,660.00	1,336,320.00
	28,043,109.38	28,043,109.38	28,043,109.38



#### **SUMMARY OF BONDS REFUNDED**

#### MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
12/21/16: 2016 COPs	s, SERIAL:				
	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
			5,225,000.00		
12/21/16: 2016 COPs	s, TERM36:				
	12/01/2032	4.000%	595,000.00	12/01/2026	100.000
	12/01/2033	4.000%	620,000.00	12/01/2026	100.000
	12/01/2034	4.000%	645,000.00	12/01/2026	100.000
	12/01/2035	4.000%	670,000.00	12/01/2026	100.000
	12/01/2036	4.000%	700,000.00	12/01/2026	100.000
			3,230,000.00		
12/21/16: 2016 COPs	TFRM41				
12/21/10. 2010 001 0	12/01/2037	4.000%	725,000.00	12/01/2026	100.000
	12/01/2038	4.000%	755,000.00	12/01/2026	100.000
	12/01/2039	4.000%	785,000.00	12/01/2026	100.000
	12/01/2040	4.000%	815,000.00	12/01/2026	100.000
	12/01/2041	4.000%	850,000.00	12/01/2026	100.000
			3,930,000.00		
12/21/16: 2016 COPs	TERM46				
12/2 1/ 10. 20 10 COF	12/01/2042	4.000%	885,000.00	12/01/2026	100.000
	12/01/2042	4.000%	920.000.00	12/01/2026	100.000
	12/01/2044	4.000%	955,000.00	12/01/2026	100.000
	12/01/2045	4.000%	995,000.00	12/01/2026	100.000
	12/01/2046	4.000%	1,035,000.00	12/01/2026	100.000
			4,790,000.00		
			17,175,000.00		





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

12/16/2020

Dated Date 12/16/2020

**Delivery Date** 

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Principal	Interest	Net Escrow Receipts	PV Factor	Present Value to 12/16/2020 @ 0.3180628%
06/01/2021	315,839.00	27,661.60	343,500.60	0.998544431	343,000.61
12/01/2021	697,724.00	30,775.82	728,499.82	0.996958953	726,284.42
06/01/2022	305,827.00	29,972.96	335,799.96	0.995375993	334,247.22
12/01/2022	711,026.00	29,774.17	740,800.17	0.993795546	736,203.91
06/01/2023	298,388.00	29,312.00	327,700.00	0.992217608	325,149.71
12/01/2023	718,597.00	29,103.13	747,700.13	0.990642176	740,703.28
06/01/2024	290,700.00	28,600.11	319,300.11	0.989069246	315,809.92
12/01/2024	725,932.00	28,367.55	754,299.55	0.987498813	744,869.91
06/01/2025	282,886.00	27,714.21	310,600.21	0.985930873	306,230.34
12/01/2025	738,183.00	27,417.18	765,600.18	0.984365423	753,630.35
06/01/2026	275,005.00	26,494.45	301,499.45	0.982802459	296,314.40
12/01/2026	15,350,404.00	26,095.69	15,376,499.69	0.981241976	15,088,066.94
	20,710,511.00	341,288.87	21,051,799.87		20,710,511.00

#### **Escrow Cost Summary**

Purchase date Purchase cost of securities	12/16/2020 20,710,511.00
Target for yield calculation	20.710.511.00





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2021	315,839	0.110%	315,839.00
SLGS	12/01/2021	697,724	0.120%	697,724.00
SLGS	06/01/2022	305,827	0.130%	305,827.00
SLGS	12/01/2022	711,026	0.130%	711,026.00
SLGS	06/01/2023	298,388	0.140%	298,388.00
SLGS	12/01/2023	718,597	0.140%	718,597.00
SLGS	06/01/2024	290,700	0.160%	290,700.00
SLGS	12/01/2024	725,932	0.180%	725,932.00
SLGS	06/01/2025	282,886	0.210%	282,886.00
SLGS	12/01/2025	738,183	0.250%	738,183.00
SLGS	06/01/2026	275,005	0.290%	275,005.00
SLGS	12/01/2026	15,350,404	0.340%	15,350,404.00
		20,710,511		20,710,511.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
12/16/2020	20,710,511	0.13	20,710,511.13	0.318063%
	20,710,511	0.13	20,710,511.13	





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

	Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate	Total Cost
Dec 16, 2	020:							
	SLGS	Certificate	06/01/2021	06/01/2021	315,839	0.110%	0.110%	315,839.00
	SLGS	Certificate	12/01/2021	12/01/2021	697,724	0.120%	0.120%	697,724.00
	SLGS	Note	06/01/2022	06/01/2021	305,827	0.130%	0.130%	305,827.00
	SLGS	Note	12/01/2022	06/01/2021	711,026	0.130%	0.130%	711,026.00
	SLGS	Note	06/01/2023	06/01/2021	298,388	0.140%	0.140%	298,388.00
	SLGS	Note	12/01/2023	06/01/2021	718,597	0.140%	0.140%	718,597.00
	SLGS	Note	06/01/2024	06/01/2021	290,700	0.160%	0.160%	290,700.00
	SLGS	Note	12/01/2024	06/01/2021	725,932	0.180%	0.180%	725,932.00
	SLGS	Note	06/01/2025	06/01/2021	282,886	0.210%	0.210%	282,886.00
	SLGS	Note	12/01/2025	06/01/2021	738,183	0.250%	0.250%	738,183.00
	SLGS	Note	06/01/2026	06/01/2021	275,005	0.290%	0.290%	275,005.00
	SLGS	Note	12/01/2026	06/01/2021	15,350,404	0.340%	0.340%	15,350,404.00
					20,710,511			20,710,511.00

#### **SLGS Summary**

SLGS Rates File	16SEP20
Total Certificates of Indebtedness	1,013,563.00
Total Notes	19,696,948.00
Total original SLGS	20,710,511.00





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
12/16/2020		0.13	0.13	0.13
06/01/2021	343,500.00	343,500.60	0.60	0.73
12/01/2021	728,500.00	728,499.82	-0.18	0.55
06/01/2022	335,800.00	335,799.96	-0.04	0.51
12/01/2022	740,800.00	740,800.17	0.17	0.68
06/01/2023	327,700.00	327,700.00		0.68
12/01/2023	747,700.00	747,700.13	0.13	0.81
06/01/2024	319,300.00	319,300.11	0.11	0.92
12/01/2024	754,300.00	754,299.55	-0.45	0.47
06/01/2025	310,600.00	310,600.21	0.21	0.68
12/01/2025	765,600.00	765,600.18	0.18	0.86
06/01/2026	301,500.00	301,499.45	-0.55	0.31
12/01/2026	15,376,500.00	15,376,499.69	-0.31	
	21,051,800.00	21,051,800.00	0.00	





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/16/2020						17,175,000	17,175,000
06/01/2021			343,500	343,500		17,175,000	17,175,000
12/01/2021	385,000	4.000%	343,500	728,500	1,072,000	16,790,000	16,790,000
06/01/2022	000,000		335,800	335,800	.,0.2,000	16,790,000	16,790,000
12/01/2022	405,000	4.000%	335,800	740,800	1,076,600	16,385,000	16,385,000
06/01/2023	100,000	1.00070	327,700	327,700	1,010,000	16,385,000	16,385,000
12/01/2023	420,000	4.000%	327,700	747,700	1,075,400	15,965,000	15,965,000
06/01/2024	120,000	1.00070	319,300	319,300	1,010,100	15,965,000	15,965,000
12/01/2024	435,000	4.000%	319,300	754,300	1,073,600	15,530,000	15,530,000
06/01/2025	.00,000		310,600	310,600	.,0.0,000	15,530,000	15,530,000
12/01/2025	455,000	4.000%	310,600	765,600	1,076,200	15,075,000	15,075,000
06/01/2026	100,000	1.00070	301,500	301,500	1,010,200	15,075,000	15,075,000
12/01/2026	470,000	4.000%	301,500	771,500	1,073,000	14,605,000	14,605,000
06/01/2027	0,000		292,100	292,100	.,0.0,000	14,605,000	14,605,000
12/01/2027	490,000	4.000%	292,100	782,100	1,074,200	14,115,000	14,115,000
06/01/2028	,		282,300	282,300	.,,	14,115,000	14,115,000
12/01/2028	510,000	4.000%	282,300	792,300	1,074,600	13,605,000	13,605,000
06/01/2029	0.10,000		272,100	272,100	1,011,000	13,605,000	13,605,000
12/01/2029	530,000	4.000%	272,100	802,100	1,074,200	13,075,000	13,075,000
06/01/2030	,		261,500	261,500	.,,	13,075,000	13,075,000
12/01/2030	550,000	4.000%	261,500	811,500	1,073,000	12,525,000	12,525,000
06/01/2031	,		250,500	250,500	,,	12,525,000	12,525,000
12/01/2031	575,000	4.000%	250,500	825,500	1,076,000	11,950,000	11,950,000
06/01/2032	,		239,000	239,000		11,950,000	11,950,000
12/01/2032	595,000	4.000%	239,000	834,000	1,073,000	11,355,000	11,355,000
06/01/2033	,		227,100	227,100	, ,	11,355,000	11,355,000
12/01/2033	620,000	4.000%	227,100	847,100	1,074,200	10,735,000	10,735,000
06/01/2034			214,700	214,700		10,735,000	10,735,000
12/01/2034	645,000	4.000%	214,700	859,700	1,074,400	10,090,000	10,090,000
06/01/2035			201,800	201,800		10,090,000	10,090,000
12/01/2035	670,000	4.000%	201,800	871,800	1,073,600	9,420,000	9,420,000
06/01/2036			188,400	188,400		9,420,000	9,420,000
12/01/2036	700,000	4.000%	188,400	888,400	1,076,800	8,720,000	8,720,000
06/01/2037			174,400	174,400		8,720,000	8,720,000
12/01/2037	725,000	4.000%	174,400	899,400	1,073,800	7,995,000	7,995,000
06/01/2038			159,900	159,900		7,995,000	7,995,000
12/01/2038	755,000	4.000%	159,900	914,900	1,074,800	7,240,000	7,240,000
06/01/2039			144,800	144,800		7,240,000	7,240,000
12/01/2039	785,000	4.000%	144,800	929,800	1,074,600	6,455,000	6,455,000
06/01/2040			129,100	129,100		6,455,000	6,455,000
12/01/2040	815,000	4.000%	129,100	944,100	1,073,200	5,640,000	5,640,000
06/01/2041			112,800	112,800		5,640,000	5,640,000
12/01/2041	850,000	4.000%	112,800	962,800	1,075,600	4,790,000	4,790,000
06/01/2042			95,800	95,800		4,790,000	4,790,000
12/01/2042	885,000	4.000%	95,800	980,800	1,076,600	3,905,000	3,905,000
06/01/2043	000 000	4.0000/	78,100	78,100	4 070 000	3,905,000	3,905,000
12/01/2043	920,000	4.000%	78,100	998,100	1,076,200	2,985,000	2,985,000
06/01/2044	055 000	4.0000/	59,700	59,700	1.074.400	2,985,000	2,985,000
12/01/2044	955,000	4.000%	59,700	1,014,700	1,074,400	2,030,000	2,030,000
06/01/2045	005 000	4.0000/	40,600	40,600	1.076.000	2,030,000	2,030,000
12/01/2045	995,000	4.000%	40,600	1,035,600	1,076,200	1,035,000 1,035,000	1,035,000
06/01/2046 12/01/2046	1,035,000	4.000%	20,700 20,700	20,700 1,055,700	1,076,400	1,035,000	1,035,000
12/01/2040	1,000,000	7.00070	20,700	1,000,700	1,070,400		
	17,175,000		10,767,600	27,942,600	27,942,600		





(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)
Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Total Escrow Cost	Modified Duration (years)	PV of 1 bp change	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Global Proceeds Escrow: 20,710,511.13	5.131	10,623.13	0.318063%	0.318063%	18,211,034.71	2,499,476.32	0.10
20,710,511.13		10,623.13			18,211,034.71	2,499,476.32	0.10

Delivery date Arbitrage yield 12/16/2020 2.856002%

#### DISCLAIMER



(San Mateo County, California)

Taxable Advance Refunding of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

**MID-PENINSULA WATER DISTRICT** 

Assumes: Private Placement; No DSRF; 2041 Final Term; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

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# (San Mateo County, California) Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026 Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call

[Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

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(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call

[Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

12/16/2020

Dated Date 12/16/2020

Delivery Date

20,895,000.00
20,895,000.00
0.40
0.13 20,710,511.00
20,710,511.13
180,000.00
4,488.87





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	2.369964%
Escrow yield	0.318063%
Value of Negative Arbitrage	2,049,999.83
Bond Par Amount	20,895,000.00
True Interest Cost	2.369964%
Net Interest Cost	2.352277%
All-In TIC	2.487223%
Average Coupon	2.352277%
Average Life	8.457
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 2.369964%	20,718,467.43
Net PV Savings	-172,043.70
Percentage savings of refunded bonds	-1.001710%

#### **SAVINGS**



#### MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Date	Prior Debt Service	Refunding Debt Service	Refunding Receipts	Refunding Net Cash Flow	Savings	Annual Savings	Present Value to 12/16/2020 @ 2.3699643%
12/16/2020			4,488.87	-4,488.87	4,488.87		4,488.87
06/01/2021	343,500.00	244,210.31	,	244,210.31	99,289.69		98,223.28
12/01/2021	728,500.00	1,401,411.25		1,401,411.25	-672,911.25	-569,132.69	-657,888.07
06/01/2022	335,800.00	251,940.00		251,940.00	83,860.00	000,.02.00	81,027.61
12/01/2022	740,800.00	1,421,940.00		1,421,940.00	-681,140.00	-597,280.00	-650,426.89
06/01/2023	327,700.00	237,022.50		237,022.50	90,677.50	00.,200.00	85,574.74
12/01/2023	747,700.00	1,437,022.50		1,437,022.50	-689,322.50	-598.645.00	-642,913.34
06/01/2024	319,300.00	221,722.50		221,722.50	97,577.50	000,010100	89,942.22
12/01/2024	754.300.00	1,451,722.50		1,451,722.50	-697,422.50	-599,845.00	-635,321.89
06/01/2025	310,600.00	206,040.00		206,040.00	104,560.00	,	94,134.19
12/01/2025	765,600.00	1,466,040.00		1,466,040.00	-700,440.00	-595,880.00	-623,213.26
06/01/2026	301,500.00	189,975.00		189,975.00	111,525.00	,	98,066.78
12/01/2026	771,500.00	1,479,975.00		1,479,975.00	-708,475.00	-596,950.00	-615,684.41
06/01/2027	292,100.00	139,502.50		139,502.50	152,597.50		131,058.44
12/01/2027	782,100.00	1,534,502.50		1,534,502.50	-752,402.50	-599,805.00	-638,633.56
06/01/2028	282,300.00	125,203.75		125,203.75	157,096.25		131,780.53
12/01/2028	792,300.00	1,545,203.75		1,545,203.75	-752,903.75	-595,807.50	-624,178.56
06/01/2029	272,100.00	110,648.75		110,648.75	161,451.25		132,280.17
12/01/2029	802,100.00	1,560,648.75		1,560,648.75	-758,548.75	<b>-</b> 597,097.50	-614,215.49
06/01/2030	261,500.00	95,786.25		95,786.25	165,713.75		132,611.06
12/01/2030	811,500.00	1,575,786.25		1,575,786.25	-764,286.25	-598,572.50	-604,451.13
06/01/2031	250,500.00	80,616.25		80,616.25	169,883.75		132,782.53
12/01/2031	825,500.00	1,590,616.25		1,590,616.25	-765,116.25	-595,232.50	-591,017.66
06/01/2032	239,000.00	65,138.75		65,138.75	173,861.25		132,727.15
12/01/2032	834,000.00	1,605,138.75		1,605,138.75	-771,138.75	-597,277.50	-581,799.63
06/01/2033	227,100.00	49,353.75		49,353.75	177,746.25		132,533.39
12/01/2033	847,100.00	1,624,353.75		1,624,353.75	<i>-</i> 777,253.75	-599,507.50	-572,758.60
06/01/2034	214,700.00	33,210.00		33,210.00	181,490.00		132,173.82
12/01/2034	859,700.00	1,638,210.00		1,638,210.00	-778,510.00	<b>-</b> 597,020.00	-560,326.12
06/01/2035	201,800.00	16,758.75		16,758.75	185,041.25		131,622.21
12/01/2035	871,800.00	1,651,758.75		1,651,758.75	<b>-</b> 779,958.75	-594,917.50	-548,297.40
06/01/2036	188,400.00				188,400.00		130,890.88
12/01/2036	888,400.00				888,400.00	1,076,800.00	609,987.57
06/01/2037	174,400.00				174,400.00	4 070 000 00	118,343.08
12/01/2037	899,400.00				899,400.00	1,073,800.00	603,160.93
06/01/2038	159,900.00				159,900.00	4 074 000 00	105,977.27
12/01/2038	914,900.00				914,900.00	1,074,800.00	599,269.02
06/01/2039	144,800.00				144,800.00	4 074 000 00	93,734.77
12/01/2039	929,800.00				929,800.00	1,074,600.00	594,847.47
06/01/2040	129,100.00				129,100.00	1 072 200 00	81,625.58
12/01/2040	944,100.00				944,100.00 112,800.00	1,073,200.00	589,932.00
06/01/2041 12/01/2041	112,800.00				,	1 075 600 00	69,658.96
06/01/2042	962,800.00				962,800.00	1,075,600.00	587,608.30 57,793,16
12/01/2042	95,800.00 980,800.00				95,800.00 980,800.00	1,076,600.00	57,783.16 584,655.69
06/01/2043	78,100.00				78,100.00	1,076,000.00	46,010.26
12/01/2043	998,100.00				998,100.00	1,076,200.00	581,114.43
06/01/2044	59,700.00				59,700.00	1,070,200.00	34,351.51
12/01/2044	1,014,700.00				1,014,700.00	1,074,400.00	577,023.03
06/01/2045	40,600.00				40,600.00	1,017,400.00	22,817.36
12/01/2045	1,035,600.00				1,035,600.00	1,076,200.00	575,195.40
06/01/2046	20,700.00				20,700.00	.,0.0,200.00	11,362.60
12/01/2046	1,055,700.00				1,055,700.00	1,076,400.00	572,706.05
	27,942,600.00	25,051,459.06	4,488.87	25,046,970.19	2,895,629.81	2,895,629.81	-172,043.70

#### **Savings Summary**

PV of savings from cash flow -172,043.70

Net PV Savings -172,043.70

#### **SAVINGS BY MATURITY**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Adjusted Savings	Adjusted Savings Percent
12/21/16: 2016 COF	Ps. 2016COP:				
SERIAL	12/01/2021	4.000%	385,000.00	-13,143.58	-3.414%
	12/01/2022	4.000%	405,000.00	-23,764.39	-5.868%
	12/01/2023	4.000%	420,000.00	-35,065.57	-8.349%
	12/01/2024	4.000%	435,000.00	-46,496.83	-10.689%
	12/01/2025	4.000%	455,000.00	-58,479.96	-12.853%
	12/01/2026	4.000%	470,000.00	-69,243.87	-14.733%
	12/01/2027	4.000%	490,000.00	-64,110.20	-13.084%
	12/01/2028	4.000%	510,000.00	-58,528.56	-11.476%
	12/01/2029	4.000%	530,000.00	-52,386.08	-9.884%
	12/01/2030	4.000%	550,000.00	-45,757.23	-8.319%
	12/01/2031	4.000%	575,000.00	-39,165.79	-6.811%
TERM36	12/01/2032	4.000%	595,000.00	-31,598.49	-5.311%
	12/01/2033	4.000%	620,000.00	-23,822.76	-3.842%
	12/01/2034	4.000%	645,000.00	-15,544.47	-2.410%
	12/01/2035	4.000%	670,000.00	-6,832.62	-1.020%
	12/01/2036	4.000%	700,000.00	-8,033.52	-1.148%
TERM41	12/01/2037	4.000%	725,000.00	-334.71	-0.046%
	12/01/2038	4.000%	755,000.00	7,752.82	1.027%
	12/01/2039	4.000%	785,000.00	16,328.76	2.080%
	12/01/2040	4.000%	815,000.00	25,223.84	3.095%
	12/01/2041	4.000%	850,000.00	34,881.12	4.104%
TERM46	12/01/2042	4.000%	885,000.00	44,946.84	5.079%
	12/01/2043	4.000%	920,000.00	55,483.48	6.031%
	12/01/2044	4.000%	955,000.00	66,544.57	6.968%
	12/01/2045	4.000%	995,000.00	78,437.32	7.883%
	12/01/2046	4.000%	1,035,000.00	90,666.21	8.760%
			17,175,000.00	-172,043.70	

Note: Calculated Using Remaining Maturities





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Bond Componen	Maturity t Date	Amount	Rate	Yield	Price
Term Loan:					
	12/01/2021	1,135,000	2.050%	2.270%	100.000
	12/01/2022	1,170,000	2.050%	2.270%	100.000
	12/01/2023	1,200,000	2.050%	2.270%	100.000
	12/01/2024	1,230,000	2.050%	2.270%	100.000
	12/01/2025	1,260,000	2.050%	2.270%	100.000
	12/01/2026	1,290,000	2.050%	2.270%	100.000
	12/01/2027	1,395,000	2.050%	2.270%	100.000
	12/01/2028	1,420,000	2.050%	2.270%	100.000
	12/01/2029	1,450,000	2.050%	2.270%	100.000
	12/01/2030	1,480,000	2.050%	2.270%	100.000
	12/01/2031	1,510,000	2.050%	2.270%	100.000
	12/01/2032	1,540,000	2.050%	2.270%	100.000
	12/01/2033	1,575,000	2.050%	2.270%	100.000
	12/01/2034	1,605,000	2.050%	2.270%	100.000
	12/01/2035	1,635,000	2.050%	2.270%	100.000
		20,895,000			
	ated Date elivery Date		12/16/2020 12/16/2020		
Fir	rst Coupon	(	06/01/2021		
	r Amount iginal Issue Discount	20,8	395,000.00		
	oduction nderwriter's Discount	20,8	395,000.00	100.000000%	
	rchase Price crued Interest	20,8	395,000.00	100.000000%	
Ne	et Proceeds	20,8	395,000.00		

#### **BOND SUMMARY STATISTICS**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Dated Date	12/16/2020
Delivery Date	12/16/2020
First Coupon	06/01/2021
Last Maturity	12/01/2035
Arbitrage Yield	2.369964%
True Interest Cost (TIC)	2.369964%
Net Interest Cost (NIC)	2.352277%
All-In TIC	2.487223%
Average Coupon	2.352277%
Average Life (years)	8.457
Weighted Average Maturity (years)	8.457
Duration of Issue (years)	7.479
Par Amount	20,895,000.00
Bond Proceeds	20,895,000.00
Total Interest	4,156,459.06
Net Interest	4,156,459.06
Bond Years from Dated Date	176,699,375.00
Bond Years from Delivery Date	176,699,375.00
Total Debt Service	25,051,459.06
Maximum Annual Debt Service	1,674,045.00
Average Annual Debt Service	1,674,749.35
Underwriter's Fees (per \$1000) Average Takedown Other Fee	
Total Underwriter's Discount	

Bid Price 100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Term Loan	20,895,000.00	100.000	2.352%	8.457	05/31/2029	26,118.75
	20,895,000.00			8.457		26,118.75
		TIC		All-In TIC	Arbitrage Yield	
Par Value + Accrued Interest + Premium (Discount) - Underwriter's Discount	:	20,895,000.00	20,	895,000.00	20,895,000.00	
- Cost of Issuance Expense - Other Amounts			-	180,000.00		
Target Value		20,895,000.00	20,	715,000.00	20,895,000.00	
Target Date Yield		12/16/2020 2.369964%		12/16/2020 2.487223%	12/16/2020 2.369964%	

#### **DETAILED BOND DEBT SERVICE**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

#### **Term Loan**

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
12/01/2021	1,135,000	2.050%	510,621.56	1,645,621.56	19,760,000	19,760,000
12/01/2022	1,170,000	2.050%	503,880.00	1,673,880.00	18,590,000	18,590,000
12/01/2023	1,200,000	2.050%	474,045.00	1,674,045.00	17,390,000	17,390,000
12/01/2024	1,230,000	2.050%	443,445.00	1,673,445.00	16,160,000	16,160,000
12/01/2025	1,260,000	2.050%	412,080.00	1,672,080.00	14,900,000	14,900,000
12/01/2026	1,290,000	2.050%	379,950.00	1,669,950.00	13,610,000	13,610,000
12/01/2027	1,395,000	2.050%	279,005.00	1,674,005.00	12,215,000	12,215,000
12/01/2028	1,420,000	2.050%	250,407.50	1,670,407.50	10,795,000	10,795,000
12/01/2029	1,450,000	2.050%	221,297.50	1,671,297.50	9,345,000	9,345,000
12/01/2030	1,480,000	2.050%	191,572.50	1,671,572.50	7,865,000	7,865,000
12/01/2031	1,510,000	2.050%	161,232.50	1,671,232.50	6,355,000	6,355,000
12/01/2032	1,540,000	2.050%	130,277.50	1,670,277.50	4,815,000	4,815,000
12/01/2033	1,575,000	2.050%	98,707.50	1,673,707.50	3,240,000	3,240,000
12/01/2034	1,605,000	2.050%	66,420.00	1,671,420.00	1,635,000	1,635,000
12/01/2035	1,635,000	2.050%	33,517.50	1,668,517.50		
	20,895,000		4,156,459.06	25,051,459.06		

#### **Bond Variable Rate Table**

Begin	End	Interest
Date	Date	Rate
12/16/2020	12/01/2026	

#### **DETAILED BOND DEBT SERVICE**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

#### **Term Loan**

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/16/2020						20,895,000	20.895.000
06/01/2021			244.210.31	244.210.31		20.895.000	20,895,000
12/01/2021	1,135,000	2.050%	266,411.25	1,401,411.25	1,645,621.56	19,760,000	19,760,000
06/01/2022			251,940.00	251,940.00	, ,	19,760,000	19,760,000
12/01/2022	1,170,000	2.050%	251,940.00	1,421,940.00	1,673,880.00	18,590,000	18,590,000
06/01/2023			237,022.50	237,022.50		18,590,000	18,590,000
12/01/2023	1,200,000	2.050%	237,022.50	1,437,022.50	1,674,045.00	17,390,000	17,390,000
06/01/2024			221,722.50	221,722.50		17,390,000	17,390,000
12/01/2024	1,230,000	2.050%	221,722.50	1,451,722.50	1,673,445.00	16,160,000	16,160,000
06/01/2025			206,040.00	206,040.00		16,160,000	16,160,000
12/01/2025	1,260,000	2.050%	206,040.00	1,466,040.00	1,672,080.00	14,900,000	14,900,000
06/01/2026			189,975.00	189,975.00		14,900,000	14,900,000
12/01/2026	1,290,000	2.050%	189,975.00	1,479,975.00	1,669,950.00	13,610,000	13,610,000
06/01/2027			139,502.50	139,502.50		13,610,000	13,610,000
12/01/2027	1,395,000	2.050%	139,502.50	1,534,502.50	1,674,005.00	12,215,000	12,215,000
06/01/2028			125,203.75	125,203.75		12,215,000	12,215,000
12/01/2028	1,420,000	2.050%	125,203.75	1,545,203.75	1,670,407.50	10,795,000	10,795,000
06/01/2029			110,648.75	110,648.75		10,795,000	10,795,000
12/01/2029	1,450,000	2.050%	110,648.75	1,560,648.75	1,671,297.50	9,345,000	9,345,000
06/01/2030			95,786.25	95,786.25		9,345,000	9,345,000
12/01/2030	1,480,000	2.050%	95,786.25	1,575,786.25	1,671,572.50	7,865,000	7,865,000
06/01/2031	4 = 40 000	0.0=00/	80,616.25	80,616.25		7,865,000	7,865,000
12/01/2031	1,510,000	2.050%	80,616.25	1,590,616.25	1,671,232.50	6,355,000	6,355,000
06/01/2032		0.0=00/	65,138.75	65,138.75		6,355,000	6,355,000
12/01/2032	1,540,000	2.050%	65,138.75	1,605,138.75	1,670,277.50	4,815,000	4,815,000
06/01/2033	. ===	0.0=00/	49,353.75	49,353.75		4,815,000	4,815,000
12/01/2033	1,575,000	2.050%	49,353.75	1,624,353.75	1,673,707.50	3,240,000	3,240,000
06/01/2034		0.0=00/	33,210.00	33,210.00		3,240,000	3,240,000
12/01/2034	1,605,000	2.050%	33,210.00	1,638,210.00	1,671,420.00	1,635,000	1,635,000
06/01/2035	4 005 000	0.0500/	16,758.75	16,758.75	4 000 547 50	1,635,000	1,635,000
12/01/2035	1,635,000	2.050%	16,758.75	1,651,758.75	1,668,517.50		
	20,895,000		4,156,459.06	25,051,459.06	25,051,459.06		

#### **Bond Variable Rate Table**

Begin	End	Interest
Date	Date	Rate
12/16/2020	12/01/2026	2.550%





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

#### **Debt Service of Proposed and Unrefunded Bonds**

	Proposed Debt Service (net of		
Date	Accrued)	Total	Annual Total
06/01/2021	244,210.31	244,210.31	
12/01/2021	1,401,411.25	1,401,411.25	1,645,621.56
06/01/2022	251,940.00	251,940.00	
12/01/2022	1,421,940.00	1,421,940.00	1,673,880.00
06/01/2023	237,022.50	237,022.50	
12/01/2023	1,437,022.50	1,437,022.50	1,674,045.00
06/01/2024	221,722.50	221,722.50	
12/01/2024	1,451,722.50	1,451,722.50	1,673,445.00
06/01/2025	206,040.00	206,040.00	
12/01/2025	1,466,040.00	1,466,040.00	1,672,080.00
06/01/2026	189,975.00	189,975.00	
12/01/2026	1,479,975.00	1,479,975.00	1,669,950.00
06/01/2027	139,502.50	139,502.50	
12/01/2027	1,534,502.50	1,534,502.50	1,674,005.00
06/01/2028	125,203.75	125,203.75	
12/01/2028	1,545,203.75	1,545,203.75	1,670,407.50
06/01/2029	110,648.75	110,648.75	
12/01/2029	1,560,648.75	1,560,648.75	1,671,297.50
06/01/2030	95,786.25	95,786.25	
12/01/2030	1,575,786.25	1,575,786.25	1,671,572.50
06/01/2031	80,616.25	80,616.25	
12/01/2031	1,590,616.25	1,590,616.25	1,671,232.50
06/01/2032	65,138.75	65,138.75	
12/01/2032	1,605,138.75	1,605,138.75	1,670,277.50
06/01/2033	49,353.75	49,353.75	
12/01/2033	1,624,353.75	1,624,353.75	1,673,707.50
06/01/2034	33,210.00	33,210.00	
12/01/2034	1,638,210.00	1,638,210.00	1,671,420.00
06/01/2035	16,758.75	16,758.75	
12/01/2035	1,651,758.75	1,651,758.75	1,668,517.50
	25,051,459.06	25,051,459.06	25,051,459.06





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
12/21/16: 2016 CO	Ps, SERIAL:				
	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00	10/01/0000	400.000
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000% 4.000%	530,000.00	12/01/2026	100.000
	12/01/2030 12/01/2031	4.000%	550,000.00 575,000.00	12/01/2026 12/01/2026	100.000 100.000
	12/01/2031	4.000%	5,225,000.00	12/01/2020	100.000
			5,225,000.00		
12/21/16: 2016 CO					
	12/01/2032	4.000%	595,000.00	12/01/2026	100.000
	12/01/2033	4.000%	620,000.00	12/01/2026	100.000
	12/01/2034	4.000%	645,000.00	12/01/2026	100.000
	12/01/2035	4.000%	670,000.00	12/01/2026	100.000
	12/01/2036	4.000%	700,000.00	12/01/2026	100.000
			3,230,000.00		
12/21/16: 2016 CO	Ps, TERM41:				
	12/01/2037	4.000%	725,000.00	12/01/2026	100.000
	12/01/2038	4.000%	755,000.00	12/01/2026	100.000
	12/01/2039	4.000%	785,000.00	12/01/2026	100.000
	12/01/2040	4.000%	815,000.00	12/01/2026	100.000
	12/01/2041	4.000%	850,000.00	12/01/2026	100.000
			3,930,000.00		
12/21/16: 2016 CO	Ps. TERM46:				
	12/01/2042	4.000%	885,000.00	12/01/2026	100.000
	12/01/2043	4.000%	920,000.00	12/01/2026	100.000
	12/01/2044	4.000%	955,000.00	12/01/2026	100.000
	12/01/2045	4.000%	995,000.00	12/01/2026	100.000
	12/01/2046	4.000%	1,035,000.00	12/01/2026	100.000
		_	4,790,000.00		
			17,175,000.00		
			, -,		





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00

#### **ESCROW CASH FLOW**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Date	Principal	Interest	Net Escrow Receipts	PV Factor	Present Value to 12/16/2020 @ 0.3180628%
06/01/2021	315,839.00	27,661.60	343,500.60	0.998544431	343,000.61
12/01/2021	697,724.00	30,775.82	728,499.82	0.996958953	726,284.42
06/01/2022	305,827.00	29,972.96	335,799.96	0.995375993	334,247.22
12/01/2022	711,026.00	29,774.17	740,800.17	0.993795546	736,203.91
06/01/2023	298,388.00	29,312.00	327,700.00	0.992217608	325,149.71
12/01/2023	718,597.00	29,103.13	747,700.13	0.990642176	740,703.28
06/01/2024	290,700.00	28,600.11	319,300.11	0.989069246	315,809.92
12/01/2024	725,932.00	28,367.55	754,299.55	0.987498813	744,869.91
06/01/2025	282,886.00	27,714.21	310,600.21	0.985930873	306,230.34
12/01/2025	738,183.00	27,417.18	765,600.18	0.984365423	753,630.35
06/01/2026	275,005.00	26,494.45	301,499.45	0.982802459	296,314.40
12/01/2026	15,350,404.00	26,095.69	15,376,499.69	0.981241976	15,088,066.94
	20,710,511.00	341,288.87	21,051,799.87		20,710,511.00

#### **Escrow Cost Summary**

Purchase date Purchase cost of securities	12/16/2020 20,710,511.00
Target for yield calculation	20.710.511.00





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2021	315,839	0.110%	315,839.00
SLGS	12/01/2021	697,724	0.120%	697,724.00
SLGS	06/01/2022	305,827	0.130%	305,827.00
SLGS	12/01/2022	711,026	0.130%	711,026.00
SLGS	06/01/2023	298,388	0.140%	298,388.00
SLGS	12/01/2023	718,597	0.140%	718,597.00
SLGS	06/01/2024	290,700	0.160%	290,700.00
SLGS	12/01/2024	725,932	0.180%	725,932.00
SLGS	06/01/2025	282,886	0.210%	282,886.00
SLGS	12/01/2025	738,183	0.250%	738,183.00
SLGS	06/01/2026	275,005	0.290%	275,005.00
SLGS	12/01/2026	15,350,404	0.340%	15,350,404.00
		20,710,511		20,710,511.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
12/16/2020	20,710,511	0.13	20,710,511.13	0.318063%
	20,710,511	0.13	20,710,511.13	

#### **ESCROW DESCRIPTIONS**



## MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

	Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate	Total Cost
Dec 16, 2	020:							
	SLGS	Certificate	06/01/2021	06/01/2021	315,839	0.110%	0.110%	315,839.00
	SLGS	Certificate	12/01/2021	12/01/2021	697,724	0.120%	0.120%	697,724.00
	SLGS	Note	06/01/2022	06/01/2021	305,827	0.130%	0.130%	305,827.00
	SLGS	Note	12/01/2022	06/01/2021	711,026	0.130%	0.130%	711,026.00
	SLGS	Note	06/01/2023	06/01/2021	298,388	0.140%	0.140%	298,388.00
	SLGS	Note	12/01/2023	06/01/2021	718,597	0.140%	0.140%	718,597.00
	SLGS	Note	06/01/2024	06/01/2021	290,700	0.160%	0.160%	290,700.00
	SLGS	Note	12/01/2024	06/01/2021	725,932	0.180%	0.180%	725,932.00
	SLGS	Note	06/01/2025	06/01/2021	282,886	0.210%	0.210%	282,886.00
	SLGS	Note	12/01/2025	06/01/2021	738,183	0.250%	0.250%	738,183.00
	SLGS	Note	06/01/2026	06/01/2021	275,005	0.290%	0.290%	275,005.00
	SLGS	Note	12/01/2026	06/01/2021	15,350,404	0.340%	0.340%	15,350,404.00
					20,710,511			20,710,511.00

#### **SLGS Summary**

SLGS Rates File	16SEP20
Total Certificates of Indebtedness	1,013,563.00
Total Notes	19,696,948.00
Total original SLGS	20,710,511.00





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
12/16/2020		0.13	0.13	0.13
06/01/2021	343,500.00	343,500.60	0.60	0.73
12/01/2021	728,500.00	728,499.82	-0.18	0.55
06/01/2022	335,800.00	335,799.96	-0.04	0.51
12/01/2022	740,800.00	740,800.17	0.17	0.68
06/01/2023	327,700.00	327,700.00		0.68
12/01/2023	747,700.00	747,700.13	0.13	0.81
06/01/2024	319,300.00	319,300.11	0.11	0.92
12/01/2024	754,300.00	754,299.55	-0.45	0.47
06/01/2025	310,600.00	310,600.21	0.21	0.68
12/01/2025	765,600.00	765,600.18	0.18	0.86
06/01/2026	301,500.00	301,499.45	-0.55	0.31
12/01/2026	15,376,500.00	15,376,499.69	-0.31	
	21,051,800.00	21,051,800.00	0.00	





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Taxable Converting to Tax-Exempt of 12/1/2026 Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call

[Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
12/16/2020						17,175,000	17,175,000
06/01/2021			343,500	343,500		17,175,000	17,175,000
12/01/2021	385,000	4.000%	343,500	728,500	1,072,000	16,790,000	16.790.000
06/01/2022	363,000	4.000 /0	335,800	335,800	1,072,000	16,790,000	16,790,000
12/01/2022	405,000	4.000%	·	•	1,076,600	16,385,000	16,385,000
06/01/2023	403,000	4.000%	335,800	740,800	1,070,000	16,385,000	16,385,000
12/01/2023	420.000	4.0009/	327,700	327,700	1.075.400	15,965,000	
06/01/2024	420,000	4.000%	327,700 319,300	747,700 319,300	1,075,400	15,965,000	15,965,000 15,965,000
12/01/2024	435,000	4.000%	319,300	754,300	1,073,600	15,530,000	15,530,000
06/01/2025	433,000	4.00070	310,600	310,600	1,073,000	15,530,000	15,530,000
12/01/2025	455,000	4.000%	310,600	765,600	1,076,200	15,075,000	15,075,000
06/01/2026	433,000	4.00070	301,500	301,500	1,070,200	15,075,000	15,075,000
12/01/2026	470,000	4.000%	301,500	771,500	1,073,000	14,605,000	14,605,000
06/01/2027	470,000	4.00070	292,100	292,100	1,070,000	14,605,000	14,605,000
12/01/2027	490,000	4.000%	292,100	782,100	1,074,200	14,115,000	14,115,000
06/01/2028	100,000	1.00070	282,300	282,300	1,011,200	14,115,000	14,115,000
12/01/2028	510,000	4.000%	282,300	792,300	1,074,600	13,605,000	13,605,000
06/01/2029	010,000	1.00070	272,100	272,100	1,01 1,000	13.605.000	13,605,000
12/01/2029	530,000	4.000%	272,100	802,100	1,074,200	13,075,000	13,075,000
06/01/2030	000,000		261,500	261,500	.,0,200	13,075,000	13,075,000
12/01/2030	550,000	4.000%	261,500	811,500	1,073,000	12,525,000	12,525,000
06/01/2031	000,000		250,500	250,500	.,0.0,000	12,525,000	12,525,000
12/01/2031	575,000	4.000%	250,500	825,500	1,076,000	11,950,000	11,950,000
06/01/2032			239,000	239,000	.,,	11,950,000	11,950,000
12/01/2032	595,000	4.000%	239,000	834,000	1,073,000	11,355,000	11,355,000
06/01/2033	,		227,100	227,100	1,010,000	11,355,000	11,355,000
12/01/2033	620,000	4.000%	227,100	847,100	1,074,200	10,735,000	10,735,000
06/01/2034			214,700	214,700		10,735,000	10,735,000
12/01/2034	645,000	4.000%	214,700	859,700	1,074,400	10,090,000	10,090,000
06/01/2035			201,800	201,800		10,090,000	10,090,000
12/01/2035	670,000	4.000%	201,800	871,800	1,073,600	9,420,000	9,420,000
06/01/2036			188,400	188,400		9,420,000	9,420,000
12/01/2036	700,000	4.000%	188,400	888,400	1,076,800	8,720,000	8,720,000
06/01/2037			174,400	174,400		8,720,000	8,720,000
12/01/2037	725,000	4.000%	174,400	899,400	1,073,800	7,995,000	7,995,000
06/01/2038			159,900	159,900		7,995,000	7,995,000
12/01/2038	755,000	4.000%	159,900	914,900	1,074,800	7,240,000	7,240,000
06/01/2039		4.0000/	144,800	144,800		7,240,000	7,240,000
12/01/2039	785,000	4.000%	144,800	929,800	1,074,600	6,455,000	6,455,000
06/01/2040	0.45.000	4.0000/	129,100	129,100	4 070 000	6,455,000	6,455,000
12/01/2040	815,000	4.000%	129,100	944,100	1,073,200	5,640,000	5,640,000
06/01/2041	050 000	4.0000/	112,800	112,800	4.075.000	5,640,000	5,640,000
12/01/2041	850,000	4.000%	112,800	962,800	1,075,600	4,790,000	4,790,000
06/01/2042	005 000	4.0000/	95,800	95,800	1.076.600	4,790,000	4,790,000
12/01/2042 06/01/2043	885,000	4.000%	95,800 78,100	980,800 78,100	1,076,600	3,905,000 3,905,000	3,905,000 3,905,000
12/01/2043	920,000	4.000%	78,100 78,100	998,100	1,076,200	2,985,000	2,985,000
06/01/2044	920,000	4.00070	59,700	59,700	1,070,200	2,985,000	2,985,000
12/01/2044	955,000	4.000%	59,700	1,014,700	1,074,400	2,983,000	2,030,000
06/01/2045	000,000	7.00070	40,600	40,600	1,077,700	2,030,000	2,030,000
12/01/2045	995,000	4.000%	40,600	1,035,600	1,076,200	1,035,000	1,035,000
06/01/2046	220,000	50075	20,700	20,700	.,5.5,200	1,035,000	1,035,000
12/01/2046	1,035,000	4.000%	20,700	1,055,700	1,076,400		
	17,175,000		10,767,600	27,942,600	27,942,600		

#### **ESCROW STATISTICS**



#### MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call [Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

Total Escrow Cost	Modified Duration (years)	PV of 1 bp change	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Global Proceeds Escrow: 20,710,511.13	5.131	10,623.13	0.318063%	0.318063%	18,660,511.22	2,049,999.83	0.08
20,710,511.13		10,623.13			18,660,511.22	2,049,999.83	0.08

Delivery date Arbitrage yield 12/16/2020 2.369964%

#### DISCLAIMER



MID-PENINSULA WATER DISTRICT

(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Taxable Converting to Tax-Exempt of 12/1/2026

Assumes: Private Placement; No DSRF; 2035 Final Term; 12/01/30 Call

[Rates as of 09/17/2020 - Preliminary for Discussion Purposes]

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(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

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# MID-PENINSULA WATER DISTRICT (San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

Bond Proceeds:	
Par Amount	21,040,000.00
	21,040,000.00
Uses:	
Refunding Escrow Deposits:	0.42
Cash Deposit SLGS Purchases	0.13 20,710,511.00
ezee i dionace	20,710,511.13
Delivery Date Expenses:	
Cost of Issuance	220,000.00
Underwriter's Discount	105,200.00
	325,200.00
Other Uses of Funds:	4 000 07
Rounding Amount	4,288.87
	21,040,000.00





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date	12/16/2020
Delivery Date	12/16/2020
Arbitrage yield	1.731043%
Escrow yield	0.318063%
Value of Negative Arbitrage	1,438,763.56
Bond Par Amount	21,040,000.00
True Interest Cost	1.797547%
Net Interest Cost	1.745650%
All-In TIC	1.938136%
Average Coupon	1.745650%
Average Life	8.211
Par amount of refunded bonds	17,175,000.00
Average coupon of refunded bonds	4.000000%
Average life of refunded bonds	15.632
PV of prior debt to 12/16/2020 @ 1.731043%	22,381,581.15
Net PV Savings	1,345,870.02
Percentage savings of refunded bonds	7.836216%





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Prior Debt Service	Refunding Debt Service	Refunding Receipts	Refunding Net Cash Flow	Savings	Annual Savings	Present Value to 12/16/2020 @ 1.7310433%
12/16/2020			4,288.87	-4,288.87	4,288.87		4,288.87
06/01/2021	343.500.00	136,176.01	1,200101	136,176.01	207,323.99		205,692.62
12/01/2021	728,500.00	1,443,555.65		1,443,555.65	-715,055.65	-503,442.79	-703,341.53
06/01/2022	335,800.00	146,412.43		146,412.43	189,387.57	000,112.70	184,686.50
12/01/2022	740,800.00	1,461,412.43		1,461,412.43	-720,612.43	-531,224.86	-696,694.99
06/01/2023	327,700.00	143,578.60		143,578.60	184,121.40	001,224.00	176,482.83
12/01/2023	747,700.00	1,463,578.60		1,463,578.60	-715,878.60	-531,757.20	-680,291.18
06/01/2024	319,300.00	139,942.00		139,942.00	179,358.00	001,707.20	168,979.29
12/01/2024	754,300.00	1,464,942.00		1,464,942.00	-710,642.00	-531,284.00	-663,774.94
06/01/2025	310,600.00	135,284.63		135,284.63	175,315.37	001,201.00	162,348.11
12/01/2025	765,600.00	1,470,284.63		1,470,284.63	-704,684.63	-529,369.26	-646,962.79
06/01/2026	301,500.00	129,590.85		129,590.85	171,909.15	020,000.20	156,473.49
12/01/2026	771,500.00	1,474,590.85		1,474,590.85	-703,090.85	-531,181.70	-634,469.10
06/01/2027	292,100.00	121,567.93		121,567.93	170,532.07	001,101.10	152,567.61
12/01/2027	782,100.00	1,486,567.93		1,486,567.93	-704,467.93	-533,935.86	-624,848.57
06/01/2028	282,300.00	112,743.20		112,743.20	169,556.80	000,000.00	149,102.88
12/01/2028	792,300.00	1.492.743.20		1.492.743.20	-700,443.20	-530,886.40	-610,662.14
06/01/2029	272,100.00	101,972.30		101,972.30	170,127.70	000,000.10	147,048.42
12/01/2029	802,100.00	1,501,972.30		1.501.972.30	-699.872.30	-529,744.60	-599,737.77
06/01/2030	261,500.00	90,345.30		90,345.30	171,154.70	,	145,408.13
12/01/2030	811,500.00	1,515,345.30		1,515,345.30	-703,845.30	-532,690.60	-592,835.68
06/01/2031	250,500.00	77,798.18		77,798.18	172,701.82	,	144,215.28
12/01/2031	825,500.00	1,527,798.18		1,527,798.18	-702,298.18	-529,596.36	-581,424.30
06/01/2032	239,000.00	64,305.93		64,305.93	174,694.07	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	143,386.10
12/01/2032	834,000.00	1,539,305.93		1,539,305.93	-705,305.93	-530,611.86	-573,936.30
06/01/2033	227,100.00	49,843.55		49,843.55	177,256.45	•	143,003.11
12/01/2033	847,100.00	1,554,843.55		1,554,843.55	-707,743.55	-530,487.10	-566,078.43
06/01/2034	214,700.00	34,334.53		34,334.53	180,365.47		143,024.80
12/01/2034	859,700.00	1,569,334.53		1,569,334.53	-709,634.53	-529,269.06	-557,891.76
06/01/2035	201,800.00	17,748.85		17,748.85	184,051.15		143,453.45
12/01/2035	871,800.00	1,587,748.85		1,587,748.85	-715,948.85	-531,897.70	-553,237.64
06/01/2036	188,400.00				188,400.00		144,333.75
12/01/2036	888,400.00				888,400.00	1,076,800.00	674,765.39
06/01/2037	174,400.00				174,400.00		131,325.18
12/01/2037	899,400.00				899,400.00	1,073,800.00	671,446.87
06/01/2038	159,900.00				159,900.00		118,348.97
12/01/2038	914,900.00				914,900.00	1,074,800.00	671,346.80
06/01/2039	144,800.00				144,800.00		105,341.41
12/01/2039	929,800.00				929,800.00	1,074,600.00	670,621.32
06/01/2040	129,100.00				129,100.00		92,314.80
12/01/2040	944,100.00				944,100.00	1,073,200.00	669,299.25
06/01/2041	112,800.00				112,800.00		79,280.92
12/01/2041	962,800.00				962,800.00	1,075,600.00	670,892.51
06/01/2042	95,800.00				95,800.00		66,181.96
12/01/2042	980,800.00				980,800.00	1,076,600.00	671,756.44
06/01/2043	78,100.00				78,100.00		53,032.20
12/01/2043	998,100.00				998,100.00	1,076,200.00	671,923.70
06/01/2044	59,700.00				59,700.00		39,845.34
12/01/2044	1,014,700.00				1,014,700.00	1,074,400.00	671,425.90
06/01/2045	40,600.00				40,600.00		26,634.45
12/01/2045	1,035,600.00				1,035,600.00	1,076,200.00	673,545.58
06/01/2046	20,700.00				20,700.00	4 070 400 65	13,347.58
12/01/2046	1,055,700.00				1,055,700.00	1,076,400.00	674,885.34
	27,942,600.00	24,055,668.22	4,288.87	24,051,379.35	3,891,220.65	3,891,220.65	1,345,870.02

#### **Savings Summary**

PV of savings from cash flow 1,345,870.02

Net PV Savings 1,345,870.02





# MID-PENINSULA WATER DISTRICT (San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Adjusted Savings	Adjusted Savings Percent
12/21/16: 2016 COF	Ps, 2016COP:				
SERIAL	12/01/2021	4.000%	385,000.00	-7,656.96	-1.989%
	12/01/2022	4.000%	405,000.00	-9,716.34	-2.399%
	12/01/2023	4.000%	420,000.00	-12,911.31	-3.074%
	12/01/2024	4.000%	435,000.00	-17,336.63	-3.985%
	12/01/2025	4.000%	455,000.00	-23,043.51	-5.065%
	12/01/2026	4.000%	470,000.00	-33,888.00	-7.210%
	12/01/2027	4.000%	490,000.00	-25,752.98	-5.256%
	12/01/2028	4.000%	510,000.00	-25,053.58	-4.912%
	12/01/2029	4.000%	530,000.00	-19,481.58	-3.676%
	12/01/2030	4.000%	550,000.00	-14,684.63	-2.670%
	12/01/2031	4.000%	575,000.00	-10,768.82	-1.873%
TERM36	12/01/2032	4.000%	595,000.00	-7,837.44	-1.317%
	12/01/2033	4.000%	620,000.00	-5,515.30	-0.890%
	12/01/2034	4.000%	645,000.00	-4,411.06	-0.684%
	12/01/2035	4.000%	670,000.00	-4,695.76	-0.701%
	12/01/2036	4.000%	700,000.00	55,906.76	7.987%
TERM41	12/01/2037	4.000%	725,000.00	69,583.76	9.598%
	12/01/2038	4.000%	755,000.00	85,758.02	11.359%
	12/01/2039	4.000%	785,000.00	101,536.19	12.935%
	12/01/2040	4.000%	815,000.00	119,057.36	14.608%
	12/01/2041	4.000%	850,000.00	137,166.95	16.137%
TERM46	12/01/2042	4.000%	885,000.00	157,133.58	17.755%
	12/01/2043	4.000%	920,000.00	177,281.91	19.270%
	12/01/2044	4.000%	955,000.00	198,201.22	20.754%
	12/01/2045	4.000%	995,000.00	221,469.41	22.258%
	12/01/2046	4.000%	1,035,000.00	245,528.79	23.723%
			17,175,000.00	1,345,870.02	

Note: Calculated Using Remaining Maturities





# MID-PENINSULA WATER DISTRICT (San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Taxable Serial Bond:					
	12/01/2021	1,295,000	0.331%	0.331%	100.000
	12/01/2022	1,315,000	0.431%	0.431%	100.000
	12/01/2023	1,320,000	0.551%	0.551%	100.000
	12/01/2024	1,325,000	0.703%	0.703%	100.000
	12/01/2025	1,335,000	0.853%	0.853%	100.000
	12/01/2026	1,345,000	1.193%	1.193%	100.000
	12/01/2027	1,365,000	1.293%	1.293%	100.000
	12/01/2028	1,380,000	1.561%	1.561%	100.000
	12/01/2029	1,400,000	1.661%	1.661%	100.000
	12/01/2030	1,425,000	1.761%	1.761%	100.000
	12/01/2031	1,450,000	1.861%	1.861%	100.000
	12/01/2032	1,475,000	1.961%	1.961%	100.000
	12/01/2033	1,505,000	2.061%	2.061%	100.000
	12/01/2034	1,535,000	2.161%	2.161%	100.000
	12/01/2035	1,570,000	2.261%	2.261%	100.000
		21,040,000			
Dated	Data		12/16/2020		
	ry Date		12/16/2020		
First C	•		06/01/2021		
	•				
Par An Origina	nount al Issue Discount	21,0	040,000.00		
Produc	ction	21,0	040,000.00	100.000000%	
Under	writer's Discount	2-	105,200.00	-0.500000%	
	ase Price ed Interest	20,9	934,800.00	99.500000%	
Net Pr	oceeds	20,9	934,800.00		





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date Delivery Date First Coupon Last Maturity	12/16/2020 12/16/2020 06/01/2021 12/01/2035
Arbitrage Yield True Interest Cost (TIC) Net Interest Cost (NIC) All-In TIC Average Coupon	1.731043% 1.797547% 1.745650% 1.938136% 1.745650%
Average Life (years) Weighted Average Maturity (years) Duration of Issue (years)	8.211 8.211 7.598
Par Amount Bond Proceeds Total Interest Net Interest Bond Years from Dated Date Bond Years from Delivery Date Total Debt Service Maximum Annual Debt Service Average Annual Debt Service	21,040,000.00 21,040,000.00 3,015,668.22 3,120,868.22 172,753,333.33 172,753,333.33 24,055,668.22 1,608,135.86 1,608,178.38
Underwriter's Fees (per \$1000) Average Takedown Other Fee	5.000000
Total Underwriter's Discount	5.000000
Bid Price	99.500000

Bond Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Taxable Serial Bond	21,040,000.00	100.000	1.746%	8.211	03/02/2029	15,559.60
	21,040,000.00			8.211		15,559.60
		TIC		All-In TIC	Arbitrage Yield	
Par Value + Accrued Interest + Premium (Discount) - Underwriter's Discount - Cost of Issuance Expense - Other Amounts		21,040,000.00 -105,200.00	-	040,000.00 105,200.00 220,000.00	21,040,000.00	
Target Value		20,934,800.00	20,	714,800.00	21,040,000.00	
Target Date Yield		12/16/2020 1.797547%		12/16/2020 1.938136%	12/16/2020 1.731043%	





Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Dated Date 12/16/2020 Delivery Date 12/16/2020

Period Ending	Principal	Coupon	Interest	Debt Service	Bond Balance	Total Bond Value
12/01/2021	1,295,000	0.331%	284,731.66	1,579,731.66	19,745,000	19,745,000
12/01/2022	1,315,000	0.431%	292,824.86	1,607,824.86	18,430,000	18,430,000
12/01/2023	1,320,000	0.551%	287,157.20	1,607,157.20	17,110,000	17,110,000
12/01/2024	1,325,000	0.703%	279,884.00	1,604,884.00	15,785,000	15,785,000
12/01/2025	1,335,000	0.853%	270,569.26	1,605,569.26	14,450,000	14,450,000
12/01/2026	1,345,000	1.193%	259,181.70	1,604,181.70	13,105,000	13,105,000
12/01/2027	1,365,000	1.293%	243,135.86	1,608,135.86	11,740,000	11,740,000
12/01/2028	1,380,000	1.561%	225,486.40	1,605,486.40	10,360,000	10,360,000
12/01/2029	1,400,000	1.661%	203,944.60	1,603,944.60	8,960,000	8,960,000
12/01/2030	1,425,000	1.761%	180,690.60	1,605,690.60	7,535,000	7,535,000
12/01/2031	1,450,000	1.861%	155,596.36	1,605,596.36	6,085,000	6,085,000
12/01/2032	1,475,000	1.961%	128,611.86	1,603,611.86	4,610,000	4,610,000
12/01/2033	1,505,000	2.061%	99,687.10	1,604,687.10	3,105,000	3,105,000
12/01/2034	1,535,000	2.161%	68,669.06	1,603,669.06	1,570,000	1,570,000
12/01/2035	1,570,000	2.261%	35,497.70	1,605,497.70		
	21,040,000		3,015,668.22	24,055,668.22		





Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

#### **Debt Service of Proposed and Unrefunded Bonds**

Date	Proposed Debt Service (net of Accrued)	Total	Annual Total
06/01/2021	136,176.01	136,176.01	_
12/01/2021	1,443,555.65	1,443,555.65	1,579,731.66
06/01/2022	146,412.43	146,412.43	
12/01/2022	1,461,412.43	1,461,412.43	1,607,824.86
06/01/2023	143,578.60	143,578.60	
12/01/2023	1,463,578.60	1,463,578.60	1,607,157.20
06/01/2024	139,942.00	139,942.00	
12/01/2024	1,464,942.00	1,464,942.00	1,604,884.00
06/01/2025	135,284.63	135,284.63	
12/01/2025	1,470,284.63	1,470,284.63	1,605,569.26
06/01/2026	129,590.85	129,590.85	
12/01/2026	1,474,590.85	1,474,590.85	1,604,181.70
06/01/2027	121,567.93	121,567.93	
12/01/2027	1,486,567.93	1,486,567.93	1,608,135.86
06/01/2028	112,743.20	112,743.20	
12/01/2028	1,492,743.20	1,492,743.20	1,605,486.40
06/01/2029	101,972.30	101,972.30	
12/01/2029	1,501,972.30	1,501,972.30	1,603,944.60
06/01/2030	90,345.30	90,345.30	
12/01/2030	1,515,345.30	1,515,345.30	1,605,690.60
06/01/2031	77,798.18	77,798.18	
12/01/2031	1,527,798.18	1,527,798.18	1,605,596.36
06/01/2032	64,305.93	64,305.93	
12/01/2032	1,539,305.93	1,539,305.93	1,603,611.86
06/01/2033	49,843.55	49,843.55	
12/01/2033	1,554,843.55	1,554,843.55	1,604,687.10
06/01/2034	34,334.53	34,334.53	
12/01/2034	1,569,334.53	1,569,334.53	1,603,669.06
06/01/2035	17,748.85	17,748.85	
12/01/2035	1,587,748.85	1,587,748.85	1,605,497.70
	24,055,668.22	24,055,668.22	24,055,668.22





Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
12/21/16: 2016 COP	s, SERIAL:				
	12/01/2021	4.000%	385,000.00		
	12/01/2022	4.000%	405,000.00		
	12/01/2023	4.000%	420,000.00		
	12/01/2024	4.000%	435,000.00		
	12/01/2025	4.000%	455,000.00		
	12/01/2026	4.000%	470,000.00		
	12/01/2027	4.000%	490,000.00	12/01/2026	100.000
	12/01/2028	4.000%	510,000.00	12/01/2026	100.000
	12/01/2029	4.000%	530,000.00	12/01/2026	100.000
	12/01/2030	4.000%	550,000.00	12/01/2026	100.000
	12/01/2031	4.000%	575,000.00	12/01/2026	100.000
			5,225,000.00		
12/21/16: 2016 COP	s, TERM36:				
	12/01/2032	4.000%	595,000.00	12/01/2026	100.000
	12/01/2033	4.000%	620,000.00	12/01/2026	100.000
	12/01/2034	4.000%	645,000.00	12/01/2026	100.000
	12/01/2035	4.000%	670,000.00	12/01/2026	100.000
	12/01/2036	4.000%	700,000.00	12/01/2026	100.000
			3,230,000.00		
12/21/16: 2016 COP	s, TERM41:				
	12/01/2037	4.000%	725,000.00	12/01/2026	100.000
	12/01/2038	4.000%	755,000.00	12/01/2026	100.000
	12/01/2039	4.000%	785,000.00	12/01/2026	100.000
	12/01/2040	4.000%	815,000.00	12/01/2026	100.000
	12/01/2041	4.000%	850,000.00	12/01/2026	100.000
			3,930,000.00		
12/21/16: 2016 COP	s. TERM46:				
	12/01/2042	4.000%	885,000.00	12/01/2026	100.000
	12/01/2043	4.000%	920,000.00	12/01/2026	100.000
	12/01/2044	4.000%	955,000.00	12/01/2026	100.000
	12/01/2045	4.000%	995,000.00	12/01/2026	100.000
	12/01/2046	4.000%	1,035,000.00	12/01/2026	100.000
			4,790,000.00		
-			17,175,000.00		_





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

> Dated Date 12/16/2020 12/16/2020 **Delivery Date**

Period Ending	Principal	Interest	Principal Redeemed	Total
06/01/2021		343,500.00		343,500.00
12/01/2021	385,000.00	343,500.00		728,500.00
06/01/2022		335,800.00		335,800.00
12/01/2022	405,000.00	335,800.00		740,800.00
06/01/2023		327,700.00		327,700.00
12/01/2023	420,000.00	327,700.00		747,700.00
06/01/2024		319,300.00		319,300.00
12/01/2024	435,000.00	319,300.00		754,300.00
06/01/2025		310,600.00		310,600.00
12/01/2025	455,000.00	310,600.00		765,600.00
06/01/2026		301,500.00		301,500.00
12/01/2026	470,000.00	301,500.00	14,605,000.00	15,376,500.00
	2,570,000.00	3,876,800.00	14,605,000.00	21,051,800.00





Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Principal	Interest	Net Escrow Receipts	PV Factor	Present Value to 12/16/2020 @ 0.3180628%
06/01/2021	315,839.00	27,661.60	343,500.60	0.998544431	343,000.61
12/01/2021	697,724.00	30,775.82	728,499.82	0.996958953	726,284.42
06/01/2022	305,827.00	29,972.96	335,799.96	0.995375993	334,247.22
12/01/2022	711,026.00	29,774.17	740,800.17	0.993795546	736,203.91
06/01/2023	298,388.00	29,312.00	327,700.00	0.992217608	325,149.71
12/01/2023	718,597.00	29,103.13	747,700.13	0.990642176	740,703.28
06/01/2024	290,700.00	28,600.11	319,300.11	0.989069246	315,809.92
12/01/2024	725,932.00	28,367.55	754,299.55	0.987498813	744,869.91
06/01/2025	282,886.00	27,714.21	310,600.21	0.985930873	306,230.34
12/01/2025	738,183.00	27,417.18	765,600.18	0.984365423	753,630.35
06/01/2026	275,005.00	26,494.45	301,499.45	0.982802459	296,314.40
12/01/2026	15,350,404.00	26,095.69	15,376,499.69	0.981241976	15,088,066.94
	20,710,511.00	341,288.87	21,051,799.87		20,710,511.00

#### **Escrow Cost Summary**

Purchase date	12/16/2020
Purchase cost of securities	20,710,511.00
Target for yield calculation	20,710,511.00





Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Type of Security	Maturity Date	Par Amount	Rate	Total Cost
SLGS	06/01/2021	315,839	0.110%	315,839.00
SLGS	12/01/2021	697,724	0.120%	697,724.00
SLGS	06/01/2022	305,827	0.130%	305,827.00
SLGS	12/01/2022	711,026	0.130%	711,026.00
SLGS	06/01/2023	298,388	0.140%	298,388.00
SLGS	12/01/2023	718,597	0.140%	718,597.00
SLGS	06/01/2024	290,700	0.160%	290,700.00
SLGS	12/01/2024	725,932	0.180%	725,932.00
SLGS	06/01/2025	282,886	0.210%	282,886.00
SLGS	12/01/2025	738,183	0.250%	738,183.00
SLGS	06/01/2026	275,005	0.290%	275,005.00
SLGS	12/01/2026	15,350,404	0.340%	15,350,404.00
		20,710,511		20,710,511.00

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost	Yield
12/16/2020	20,710,511	0.13	20,710,511.13	0.318063%
	20,710,511	0.13	20,710,511.13	





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project) Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call [Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

	Type of Security	Type of SLGS	Maturity Date	First Int Pmt Date	Par Amount	Rate	Max Rate	Total Cost
Dec 16, 20	020:							
	SLGS	Certificate	06/01/2021	06/01/2021	315,839	0.110%	0.110%	315,839.00
	SLGS	Certificate	12/01/2021	12/01/2021	697,724	0.120%	0.120%	697,724.00
	SLGS	Note	06/01/2022	06/01/2021	305,827	0.130%	0.130%	305,827.00
	SLGS	Note	12/01/2022	06/01/2021	711,026	0.130%	0.130%	711,026.00
	SLGS	Note	06/01/2023	06/01/2021	298,388	0.140%	0.140%	298,388.00
	SLGS	Note	12/01/2023	06/01/2021	718,597	0.140%	0.140%	718,597.00
	SLGS	Note	06/01/2024	06/01/2021	290,700	0.160%	0.160%	290,700.00
	SLGS	Note	12/01/2024	06/01/2021	725,932	0.180%	0.180%	725,932.00
	SLGS	Note	06/01/2025	06/01/2021	282,886	0.210%	0.210%	282,886.00
	SLGS	Note	12/01/2025	06/01/2021	738,183	0.250%	0.250%	738,183.00
	SLGS	Note	06/01/2026	06/01/2021	275,005	0.290%	0.290%	275,005.00
	SLGS	Note	12/01/2026	06/01/2021	15,350,404	0.340%	0.340%	15,350,404.00
					20,710,511			20,710,511.00

#### **SLGS Summary**

SLGS Rates File	16SEP20
Total Certificates of Indebtedness	1,013,563.00
Total Notes	19,696,948.00
Total original SLGS	20.710.511.00





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
12/16/2020		0.13	0.13	0.13
06/01/2021	343,500.00	343,500.60	0.60	0.73
12/01/2021	728,500.00	728,499.82	-0.18	0.55
06/01/2022	335,800.00	335,799.96	-0.04	0.51
12/01/2022	740,800.00	740,800.17	0.17	0.68
06/01/2023	327,700.00	327,700.00		0.68
12/01/2023	747,700.00	747,700.13	0.13	0.81
06/01/2024	319,300.00	319,300.11	0.11	0.92
12/01/2024	754,300.00	754,299.55	-0.45	0.47
06/01/2025	310,600.00	310,600.21	0.21	0.68
12/01/2025	765,600.00	765,600.18	0.18	0.86
06/01/2026	301,500.00	301,499.45	-0.55	0.31
12/01/2026	15,376,500.00	15,376,499.69	-0.31	
	21,051,800.00	21,051,800.00	0.00	





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)

Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call

[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

					Annual		
Period		_		Debt	Debt	Bond	Total
Ending	Principal	Coupon	Interest	Service	Service	Balance	Bond Value
12/16/2020						17,175,000	17,175,000
06/01/2021			343,500	343,500		17,175,000	17,175,000
12/01/2021	385.000	4.000%	343,500	728,500	1,072,000	16,790,000	16,790,000
06/01/2022	000,000		335,800	335,800	.,0.2,000	16,790,000	16,790,000
12/01/2022	405,000	4.000%	335,800	740,800	1,076,600	16,385,000	16,385,000
06/01/2023	400,000	4.00070	327,700	327,700	1,070,000	16,385,000	16,385,000
12/01/2023	420,000	4.000%	327,700	747,700	1,075,400	15,965,000	15,965,000
06/01/2024	420,000	4.00070	319,300	319,300	1,070,400	15,965,000	15,965,000
12/01/2024	435,000	4.000%	319,300	754,300	1,073,600	15,530,000	15,530,000
06/01/2025	400,000	4.00070	310,600	310,600	1,070,000	15,530,000	15,530,000
12/01/2025	455,000	4.000%	310,600	765,600	1,076,200	15,075,000	15,075,000
06/01/2026	433,000	4.000 /0	301,500	301,500	1,070,200	15,075,000	15.075.000
	470,000	4.000%	•		1,073,000		-,,
12/01/2026	470,000	4.000%	301,500	771,500	1,073,000	14,605,000	14,605,000
06/01/2027	400.000	4.0000/	292,100	292,100	1 074 200	14,605,000	14,605,000
12/01/2027	490,000	4.000%	292,100	782,100	1,074,200	14,115,000	14,115,000
06/01/2028	E10 000	4.0000/	282,300	282,300	1 074 600	14,115,000	14,115,000
12/01/2028	510,000	4.000%	282,300	792,300	1,074,600	13,605,000	13,605,000
06/01/2029	500.000	4.0000/	272,100	272,100	4.074.000	13,605,000	13,605,000
12/01/2029	530,000	4.000%	272,100	802,100	1,074,200	13,075,000	13,075,000
06/01/2030	550.000	4.0000/	261,500	261,500	4 070 000	13,075,000	13,075,000
12/01/2030	550,000	4.000%	261,500	811,500	1,073,000	12,525,000	12,525,000
06/01/2031		4.0000/	250,500	250,500		12,525,000	12,525,000
12/01/2031	575,000	4.000%	250,500	825,500	1,076,000	11,950,000	11,950,000
06/01/2032			239,000	239,000		11,950,000	11,950,000
12/01/2032	595,000	4.000%	239,000	834,000	1,073,000	11,355,000	11,355,000
06/01/2033			227,100	227,100		11,355,000	11,355,000
12/01/2033	620,000	4.000%	227,100	847,100	1,074,200	10,735,000	10,735,000
06/01/2034	0.4= 000	4.0000/	214,700	214,700		10,735,000	10,735,000
12/01/2034	645,000	4.000%	214,700	859,700	1,074,400	10,090,000	10,090,000
06/01/2035			201,800	201,800		10,090,000	10,090,000
12/01/2035	670,000	4.000%	201,800	871,800	1,073,600	9,420,000	9,420,000
06/01/2036	700 000	4.0000/	188,400	188,400	4.070.000	9,420,000	9,420,000
12/01/2036	700,000	4.000%	188,400	888,400	1,076,800	8,720,000	8,720,000
06/01/2037	705.000	4.0000/	174,400	174,400	4 070 000	8,720,000	8,720,000
12/01/2037	725,000	4.000%	174,400	899,400	1,073,800	7,995,000	7,995,000
06/01/2038	755.000	4.0000/	159,900	159,900	4.074.000	7,995,000	7,995,000
12/01/2038	755,000	4.000%	159,900	914,900	1,074,800	7,240,000	7,240,000
06/01/2039		4.0000/	144,800	144,800		7,240,000	7,240,000
12/01/2039	785,000	4.000%	144,800	929,800	1,074,600	6,455,000	6,455,000
06/01/2040	0.4= 000	4.0000/	129,100	129,100		6,455,000	6,455,000
12/01/2040	815,000	4.000%	129,100	944,100	1,073,200	5,640,000	5,640,000
06/01/2041			112,800	112,800		5,640,000	5,640,000
12/01/2041	850,000	4.000%	112,800	962,800	1,075,600	4,790,000	4,790,000
06/01/2042			95,800	95,800		4,790,000	4,790,000
12/01/2042	885,000	4.000%	95,800	980,800	1,076,600	3,905,000	3,905,000
06/01/2043			78,100	78,100		3,905,000	3,905,000
12/01/2043	920,000	4.000%	78,100	998,100	1,076,200	2,985,000	2,985,000
06/01/2044			59,700	59,700		2,985,000	2,985,000
12/01/2044	955,000	4.000%	59,700	1,014,700	1,074,400	2,030,000	2,030,000
06/01/2045			40,600	40,600		2,030,000	2,030,000
12/01/2045	995,000	4.000%	40,600	1,035,600	1,076,200	1,035,000	1,035,000
06/01/2046			20,700	20,700		1,035,000	1,035,000
12/01/2046	1,035,000	4.000%	20,700	1,055,700	1,076,400		
	17 175 000		10.767.000	27.042.000	27.040.000		
	17,175,000		10,767,600	27,942,600	27,942,600		





(San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

Total Escrow Cost	Modified Duration (years)	PV of 1 bp change	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
20,710,511.13	5.131	10,623.13	0.318063%	0.318063%	19,271,747.51	1,438,763.56	0.06
20,710,511.13		10,623.13			19,271,747.51	1,438,763.56	0.06

Delivery date Arbitrage yield 12/16/2020 1.731043%

#### **DISCLAIMER**



MID-PENINSULA WATER DISTRICT (San Mateo County, California)

Taxable Advance Refunding Certificates of Participation (2016 Financing Project)
Assumes: Public Issuance; No DSRF; 2035 Final Maturity; 12/01/30 Call
[Rates as of 09/16/2020 - Preliminary for Discussion Purposes]

D.A. Davidson and Co. ('The Firm or 'D.A. Davidson') is serving as underwriter or placement agent on the prospective transaction, not as municipal advisor. As an underwriter, D.A. Davidson's primary role is to purchase or place securities or notes for distribution in an arms-length transaction. D.A. Davidson is acting in its own interests and does not owe you a fiduciary duty with respect to the information presented herein, or with respect to the transaction contemplated and any discussions, undertakings and procedures leading thereto. Pursuant to the federal securities laws, during the course of this transaction D.A. Davidson also owes certain duties to the capital markets and to the investing public. Furthermore, no information contained within constitutes a 'recommendation' or 'advice' within the meaning of Section 15B of the Exchange Act, with any existing or proposed Municipal Securities Rulemaking Board rules, or any other state or federal law, regulation, or statute. You should discuss the information and material contained in this communication with any and all internal or external advisors and experts, including without limitation your own legal, accounting, tax, financial and other advisors, that the municipal entity or obligated person deems appropriate before acting on this information or material. The information contained herein is limited to factual information describing one or more types of debt financing structures, and may include options such as fixed rate debt, variable rate debt, general obligation debt, debt secured by various types of revenues, or insured debt, among other alternatives.

Furthermore, should D.A. Davidson present multiple scenarios or even a comparison of the general characteristics of potential debt financing structures along with the risks, advantages, and disadvantages of each, D.A. Davidson is not providing any recommendation(s) or advice in regards to the scenarios presented or features of any particular option. The factual information presented herein and described above does not, and should not be construed to, contain subjective assumptions, opinions, or views. The conduct of D.A. Davidson's personnel or the content and manner of their presentation(s) should not in any way be construed as a suggestion, advice, or an opinion.

Information about interest rates and terms for SLGs is based on current publically available data, and treasury or agency rates for open-market escrows are tied to prevailing market interest rates for these types of credits; these do not necessarily reflect costs or rates that D.A. Davidson will be able to secure should you select the firm to act as underwriter or placement agent. All such information is gathered from publically available sources or from prevailing market rates. Should you retain D.A. Davidson as underwriter or placement agent, the firm will be able to provide more particular information as well as advice in connection with the relevant transaction.



#### AGENDA ITEM NO. 7.C.

DATE: September 24, 2020

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: ADOPT RESOLUTION NO. 2020-31 AUTHORIZING A WATER

SERVICE AGREEMENT BETWEEN THE MID-PENINSULA WATER DISTRICT AND MP FIREHOUSE SQUARE ASSOCIATES, LP, FOR A MIXED-USE DEVELOPMENT LOCATED AT 1300 EL CAMINO REAL IN

**BELMONT, CA** 

\_\_\_\_\_

#### **RECOMMENDATION:**

Approve Resolution 2020-31.

#### **FISCAL IMPACT:**

The Water Service Agreement (WSA) details the fees and charges due from the Developer to the District for their share of capacity, water demand offset, water meter and fire service installation fees, inspection fees, and the plan check fees that total \$500,437.40. Here is a summary of the fees, which have been fully paid to the MPWD by the Developer:

2 – 1-1/2" services w/Cap Chrg &	WDO Fee	\$ 71,438.00
66 - Multi-Fam services w/Cap Cl	nrg & WDO Fee	\$424,380.00
1 - Existing Service Credit		(\$10,043.00)
1 – District Inspection Services		\$ 14,662.40
<u> </u>	Total Fees & Charges	\$500.437.40

<sup>\*</sup>Note: developer paid separately a fee of \$5,000 used for internal/external plan reviews

#### **DISCUSSION:**

The project is a mixed-use development with ground level retail and 66 residential units sitting on 31,363 square feet of property located at 1300 El Camino Real. Water service to the site consists of a 5/8-inch residential type service. To be constructed by the developer are four (4) 1-1/2" metered service connections, one (1) 8-inch private fire service connection, the relocation of one (1) existing 5/8-inch metered service (they are

getting credit for), one (1) existing fire hydrant and one (1) gate valve to isolate the fire hydrant.

After reviewing an initial site plan for the development, and after some internal discussions and external communications with the Developer, the domestic water for the 66 multi-family units is to be provided from a 4-inch domestic water service through two (2) 1-1/2-inch AMI water meters from an existing 8-inch PVC on 5<sup>th</sup> Avenue, the ground floor retail space units will be supplied from the same 4-inch domestic service through two (2) 1-1/2" different AMI water meters, the private fire hydrant will be fed from an existing 8-inch PVC line on 5<sup>th</sup> Avenue, and the relocated existing 5/8-inch service for landscape irrigation is also being fed from the 8-inch PVC main on 5<sup>th</sup> Avenue.

The remainder of the WSA has sections focused on such things as a timeframe for getting started on building the water system; inspection of the water system facilities by District staff; payment of fees and charges to the District; warranty and indemnity; the conveyance of easements, grant deeds, recorded tract map or lands in a form acceptable to the District for public infrastructure on the private property; and acceptance of the water system constructed by the Developer.

The WSA was prepared by District Counsel and staff before being shared with the Developer for comment and concurrence with terms.

Attachments: F	Resolution No	. 2020-31
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Water Service Agreement – 1300 El Camino Real

DO ADD ACTION	A DDD OVED	DENUED	DOOTDONED	07455.01	DECTION	
BOARD ACTION:	APPROVED:	DENIED:	POSTPONED	): STAFF DI	RECTION:	
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	

#### RESOLUTION NO. 2020-31

AUTHORIZING A WATER SERVICE AGREEMENT
BETWEEN THE MID-PENINSULA WATER DISTRICT AND
MP FIREHOUSE SQUARE ASSOCIATES, LP,
FOR A MIXED-USE DEVELOPMENT PROJECT
LOCATED AT 1300 EL CAMINO REAL IN BELMONT, CA

\* \* \*

#### MID-PENINSULA WATER DISTRICT

**WHEREAS**, the Mid-Peninsula Water District (District) normally serves water to customers through water meters located within the public right of way; and

WHEREAS, the MP Firehouse Square Associates, LP, (Developer) proposes a mixed-use development project at 1300 El Camino Real in Belmont, California, including 66 multi-family residential units served by two (2) 1-1/2-inch AMI water meters, ground floor retail space will be served by two (2) different 1-1/2-inch AMI water meters, one (1) existing and relocated 5/8-inch AMI water meter for irrigation purposes, and one (1) 8-inch private fire service connection, and one (1) private fire hydrant. The water meters will be located in the public right of way and the fire hydrant on private property; and

WHEREAS, the District is requiring a Water Service Agreement to formalize the creation of a Water Utility System, timely installation of said Water Utility System, provisions for District personnel to inspect construction of said Water Utility System, a calculation of fees and charges due from Developer to the District prior to the District's acceptance of the Water Utility System, conveyance of title to the Water Utility System by the Developer to the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to execute the Water Service Agreement, in a form approved by legal counsel, between the District and MP Firehouse Square Associates, LP, for the mixed-use development project located at 1300 El Camino Real in Belmont, CA.

	REGULARLY passed and adopted th	is 24th day of September 2020.
	AYES:	
	NOES:	
	ABSTENTIONS:	
	ABSENCES:	
		BOARD PRESIDENT
		BOARD I REGIDENT
ATTE	ST:	
BOAF	RD SECRETARY	

#### WATER SERVICE AGREEMENT

#### 1300 EL CAMINO REAL

THIS AGREEMENT is made as of this \_\_\_\_\_ day of September 2020, between MID-PENINSULA WATER DISTRICT ("District") and MP FIREHOUSE SQUARE ASSOCIATES, L.P. ("Owner").

THE PARTIES AGREE AS FOLLOWS:

#### 1. RECITALS

This Agreement is entered into regarding the following facts and circumstances.

- A. District is a public agency organized under the provisions of the California Water Code and is engaged in the storage, transmission and sale of water for domestic purposes within San Mateo County.
- B. Owner is a California limited liability company engaged in the development of real property within the geographical limits of the District. Owner is the owner of certain real property consisting of approximately 31,363 sq. ft. (0.72) acres located at 1300 El Camino Real, in the City of Belmont, Assessor's Parcel Numbers 045244010 and 045244160 ("the Property"), the location of which is shown on Exhibit A.
- C. Owner has obtained approval from the City of Belmont for, and proposes to construct on the Property, sixty-six (66) single-family residences, and ground level retail space, the general layout of which is as shown on Exhibit B (the "Project").

In total, the Property will require water service consisting of four (4) one and one-half inch (1-1/2") metered service connections, one (1) eight inch (8") private fire service connection, and the relocation of one (1) existing five-eighth inch (5/8") meter, one (1) existing fire hydrant, and one (1) existing gate valve.

#### 2. APPROVAL OF WATER UTILITY SYSTEM

The Water Utility System is shown on and described in the attached *Firehouse*Square (hereinafter, collectively, the "reviewed submittal documents"), as approved by the

District. A copy of the reviewed submittal documents is on file at the office of the District and is incorporated herein by this reference as Exhibit C.

"Water Utility System" means the water mains, valves, service lines from the water mains to the meters, fittings, valves and housing thereof, fire hydrants, valve cans, and all appurtenances thereto, except water meters required to service the Project, as depicted and described in the reviewed submittal documents.

#### INSTALLATION

- A. Owner shall commence installation of the Water Utility System no later than twelve (12) months, subject to extension for force majeure events not the fault of Owner, after the date of this Agreement and shall complete its installation within eighteen (18) months after the date of this Agreement. If installation is not commenced and/or completed by such dates, the District may terminate this Agreement, unless the delay is solely attributable to events, such as fire, flood or earthquake, which are beyond the control of, and not the fault of, Owner.
- B. Owner shall install the Water Utility System in accordance with the location and sizes shown on the reviewed submittal documents identified in Section 2, in accordance with such specifications and standards as the District may prescribe, and in

accordance with the further reasonable directions of the District Engineer and District General Manager. Construction shall include off site facilities and connections to existing facilities and shall be performed in a manner satisfactory to the District.

#### 3. INSPECTION; CONSTRUCTION

- A. Prior to commencing construction of the Water Utility System, Owner shall furnish to the District, at Owner's expense, a report by a competent soils engineer or soils laboratory indicating that the compaction in the fills within which water facilities are to be installed is in accordance with the District's specifications and standards, or meets such other criteria as the District may prescribe.
- B. Owner shall notify District in writing at least ten (10) days in advance of the proposed starting date for construction of the Water Utility System and shall not commence construction unless the District inspector or authorized agent is at the site of the work when said construction begins. District agrees to make the District inspector or authorized agent available to be on site, provided the ten (10)-day advance notice is given by Owner or Owner's representative. If construction is not continuous, District shall be notified at least forty-eight (48) hours in advance of the resumption of said construction. Any work performed without notice to District may be rejected by District on that ground alone. The District inspector or authorized agent will observe and inspect facilities solely to protect the interests of the District and to determine whether the completed work is acceptable to District and can be incorporated into the District system. The District does not assume thereby any responsibility for the operations or safety practices of Owner, Owner's agents or contractors. Owner is responsible for correct location of all facilities that it installs. The District inspector or authorized agent will not inspect facilities installed "downstream" of the individual meters.

- C. Owner shall permit District's employees and authorized agents to inspect the Water Utility System, and the plans and materials therefor, at any reasonable time before, during, or after installation.
- D. Owner shall repair at its expense (or, at the option of District, shall reimburse District for the actual cost of repairs effected by it) any damage to District property caused by Owner, its agents, employees, or contractors in constructing the Water Utility System.

#### 4. PAYMENT OF FEES AND CHARGES

The Owner will pay applicable fees and charges as follows:

A. <u>Capacity and Water Demand Offset Fees</u>. Concurrently with the execution of this Agreement, Owner shall pay Capacity and Water Demand Offset fees in the amount of FOUR HUNDRED EIGHTY-FIVE THOUSAND SEVEN HUNDRED SEVENTY-FIVE AND NO/100 DOLLARS (\$485,775.00), calculated as follows:

Connection and Wa		ty Charges ter Demand set Fees	Number of Connections	Total Cost	
1-1/2 inch		\$35,719.00	2	\$71,438.00	
Multi-Family R	Residential	\$6,430.00	66	\$424,380.00	
Existing Service	e Credit	-\$10,043.00	1	-\$10,043.00	

B. Hot –Tap Connection Installations, Meter Installations, Water and Fire

Service Inspection Fees, Hydrant and Gate Valve Relocation Inspection Fees, and Existing Meter

Relocation Inspection Fees. Concurrently with the execution of this Agreement, Owner shall deposit FOURTEEN THOUSAND SIX HUNDRED SIXTY-TWO AND 40/100 DOLLARS (\$14,662.40) towards the cost of inspection of the Owner-installed 8-inch (8") fire service, inspection for one (1) four-inch (4") domestic supply main with four (4) one and one-half inch

(1-1/2") meter connections, inspection of the relocation of one (1) existing gate valve, one (1) existing fire hydrant, and one (1) existing metered service. The District shall install four (4) one-and one-half inch (1-1/2") individual water meters and radio transmitters. Owner will pay the District's actual cost of inspection of Owner-installed equipment and the purchase and installation of the hot-taps and meters at the time it wishes to arrange for meter installation. If the actual cost is less than the deposit, the difference will be refunded. If the actual cost is more than the deposit, Owner shall pay the difference.

- C. <u>Plan Check</u>. Prior to the execution of this Agreement, Owner has deposited FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00), which is the amount due for the District staff and Engineer's costs in reviewing plans and preparation of plan check comments and associated water service documents.
- D. <u>Total Due with Agreement</u>. The total payment due concurrently with execution of this Agreement shall be FIVE HUNDRED THOUSAND FOUR HUNDRED THIRTY-SEVEN AND 40/100 DOLLARS (\$500,437.40), which represents the sum of fees listed in paragraphs 4.A. and 4.B.
- E. Payment Due Prior to Acceptance. Owner shall reimburse District for District's actual out-of-pocket costs paid and incurred for engineering, legal, and inspection services directly related to the Project, including continued engineering review of "final" plans and all construction inspection services in excess of the amounts attributable to inspection paid under Sections 4.B. and 4.C. This will include costs incurred by the District due to the District's involvement in any disputes regarding the installation or use of the Water Utility System or the compliance with any of the terms and conditions of this Agreement. District will submit copies

of invoices for all such work to Owner upon completion of the Water Utility System. Owner will pay the amount due promptly and in any event prior to acceptance of the Project by the District. The District will not provide water service to the Property until all fees and charges have been paid by Owner, including all costs the District incurs that must be reimbursed to the District.

#### 5. <u>WARRANTY/INDEMNITY</u>

- A. Owner guarantees all work done under this Agreement will be free from faulty materials and workmanship for a period of two (2) years from the date of acceptance of the Water Utility System by the District. Owner agrees to repair or replace all work through the warranty period that is not in accordance with the requirements of this Agreement, without any cost or expense to the District.
- B. District shall not be responsible or held liable in any manner whatsoever for any injury or damage which may be done to any person or property (or other loss or liability) as a result of the installation of the Water Utility System.
- C. Owner, on its behalf and on behalf of its successors in interest, hereby agrees to waive any claims against District arising from or related to the events and activities described in Subsections 4.A. and 4.B. above, and to indemnify the District and hold it free, safe and harmless of, from and against any and all liability for the death of or injury to any person and for the loss of, or damage to, any property (including the loss of its use and including against any and all claims by subsequent purchasers of the Property or units constructed on the Property) that may arise from such events and activities. Owner further agrees to defend, with counsel reasonably acceptable to the District, all such claims, actions, or suits, and to pay all charges of

attorneys and all other costs and expenses incurred by the District. The agreements contained in this paragraph shall survive the performance of the remainder of this Agreement and shall remain in full force and effect notwithstanding such performance.

D. The provisions of Sections 6.B. and 6.C. shall not be applicable to injury or damage, loss or liability caused by the District's sole, active negligence or willful misconduct.

#### 6. INSURANCE

- A. Owner or its construction contractor shall, at its cost, maintain in full force and effect during the period beginning with commencement of construction of the Water Utility System and terminating no earlier than thirty (30) days after completion thereof and approval by District for its connection with the District's distribution system, a policy or policies of liability insurance, as follows:
- 1. Bodily and personal injury liability in an amount not less than One Million Dollars (\$1,000,000.00) per person and Two Million Dollars (\$2,000,000.00) per occurrence; and
- 2. Property damage insurance in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

Such policies shall insure District as an additional insured against any and all liability for the death of or injury to any person and for the loss of or damage to any property which may arise by reason of acts done or omitted to be done as a result of the installation of the Water Utility System by or on behalf of Owner and shall further insure District against any and all costs and expenses, including attorneys' fees, which District may incur in resisting any claim which may be made against District for any such injury or damage.

#### B. Each such policy shall:

1. be issued by an insurance company or companies qualified to do business in California and approved in writing by District;

- 2. name District, its Directors, officers, agents and employees, as additional insureds;
- 3. specify that it acts as Primary Insurance; the insurer being liable thereunder for the full amount of any loss up to and including the total limit of liability without right of contribution from any insurance effected by District;
- 4. provide that the policy shall not be cancelled or altered without thirty (30) days' prior written notice to District; and
  - 5. otherwise be in form reasonably satisfactory to District.
- C. Owner or its contractor shall always provide and maintain during the course of installation of the Water Utility System, Worker's Compensation Insurance in conformance with the laws of the State of California. Such policy shall provide that the underwriter thereof waives all right of subrogation against District by reason of any claim arising out of or connected with installation of the Water Utility System and that such policy shall not be cancelled or altered without thirty (30) days' prior written notice to District.
- D. Copies of all policies required above (or Certificates of Insurance satisfactory to District) shall be delivered to District at least ten (10) days prior to commencement of construction of the Water Utility System.

#### 7. SIZING OF INTERIOR PLUMBING; WATER PRESSURE

It is Owner's responsibility to see that water pressure at all fixture units is sufficient; District shall have no responsibility to inspect the installation of interior plumbing fixtures or piping.

#### 8. CONVEYANCE OF TITLE TO UTILITY SYSTEM

Full right, title and interest in and to all elements of the Water Utility System installed pursuant hereto will be granted to District upon written notice of acceptance thereof by District and without the necessity for any further action by Owner. There shall be no obligation

upon District to pay or reimburse to Owner any part of the cost of Water Utility System. Owner warrants that upon such passage of title to District, the title shall be free and clear from all mechanics and materialmen liens that could arise from construction of the Water Utility System, charges and encumbrances whatsoever. All water meters installed by the District are and will remain the property of District.

#### 9. ACCEPTANCE BY DISTRICT

District shall accept the Water Utility System when all of the following conditions have been met: (1) completion of the Water Utility System; (2) certification by the District inspector or authorized agent upon completion that the Water Utility System has been constructed in accordance with this Agreement; (3) furnishing by Owner of evidence that it has paid all costs incurred in constructing the Water Utility System; (4) performance by Owner of all of its obligations under this Agreement, which are to be completed prior to acceptance of the Water Utility System, including payment of all sums due the District; (5) furnishing by Owner of two sets of non-ammonia type mylar reproducible drawings of the completed improvements showing "as-built" conditions; and (6) conveyance of easements referenced in Section 10.

Upon acceptance, and payment for the fees, costs, and charges owed to the District, District shall provide water utility service to the Project.

Upon acceptance, Owner shall be relieved of all future obligations to maintain the elements of the Subdivision Utility System that is conveyed to the District pursuant to Section 9 of this Agreement, subject to Owner's obligation to repair defects as required by this Agreement.

#### 10. EXECUTION AND PERFORMANCE OF AGREEMENT

Execution of this Agreement is a condition precedent to issuance by District of any letters, approvals, consents, or communications to any state, municipal, local or other public

bodies regarding the availability of water service to the area to be developed. Full performance of and compliance with each term of this Agreement by Owner is a condition precedent to water service by District.

#### 11. DISTRICT REGULATIONS

Owner shall always abide by and faithfully observe all District ordinances, resolutions, rules and regulations presently in effect, including current fee schedules, or which may hereafter be enacted or amended from time to time.

#### 12. ASSIGNMENT

Owner's rights under this Agreement may be assigned only in connection with a sale or conveyance of the Property. No such assignment shall be valid or binding on the District unless the assignee executes a written instrument, in form and substance satisfactory to District, assuming all of Owner's obligations under this Agreement, which have not been fully performed as of the date of assignment. Such assignment shall not release Owner from any of its obligations to District under this Agreement.

This Agreement shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. If the Owner or a permitted successor or assignee shall disincorporate, forfeit its articles or right of incorporation, or otherwise fully terminate without a successor or assign, District shall have no further obligations under this Agreement.

#### 13. NOTICE

Any notice required by this Agreement shall be satisfied by a notice in writing, either delivered personally or sent by regular or certified mail, postage prepaid, and addressed as follows:

District:

Mid-Peninsula Water District

3 Dairy Lane P.O. Box 129

Belmont, CA 94002

Attention: General Manager

Owner:

MP Firehouse Square Associates, L.P.

1970 Broadway, Suite 100

Oakland Ca 94612 Attention: Shelly Brock

#### 14. CONSTRUCTION OF AGREEMENT

Both parties have participated in preparing this Agreement. This Agreement shall be construed reasonably and not in favor of or against either party hereto on the grounds that one party prepared the Agreement.

#### 15. ENTIRE AGREEMENT

This Agreement, including the Exhibits which are hereby incorporated by reference, contains the entire agreement between the parties hereto. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist.

#### 16. APPLICABLE LAW

This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California. Except as expressly provided for herein, this Agreement is not intended to, and does not, modify the District's rights to exercise the legislative discretion accorded to it by the laws of California. Any lawsuit related to this Agreement shall be commenced and prosecuted in the County of San Mateo, State of California.

#### 17. AMENDMENT

Any amendment hereof, including any oral modification allegedly supported by new consideration, shall not be effective unless reduced to a writing signed by both parties.

#### 18. <u>TIME</u>

Time is of the essence of the Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

MID-PENINSULA WATER DISTRICT

MP FIREHOUSE SQUARE ASSOCIATES, L.P.

By:\_\_\_\_\_
Tammy A. Rudock, General Manager

Approved as to Form:

District Counsel

Abigail Potluri,

# EXHIBIT A

Location of the Subdivision

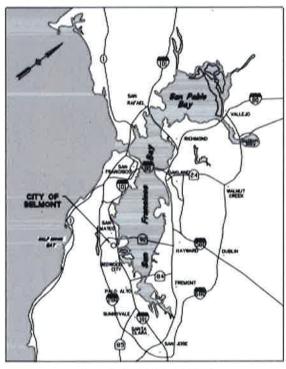
1300 El Camino Real Belmont, CA 94002

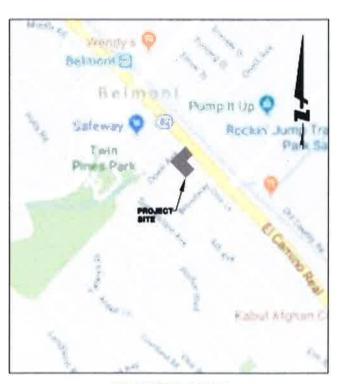
APNs: 045244010 and 045244160

#### **EXHIBIT B**

### **Project Description**

A mixed-use development with 2 ground level retail spaces and 66 residential units sitting on 31,363 square feet of property located at 1300 El Camino Real.



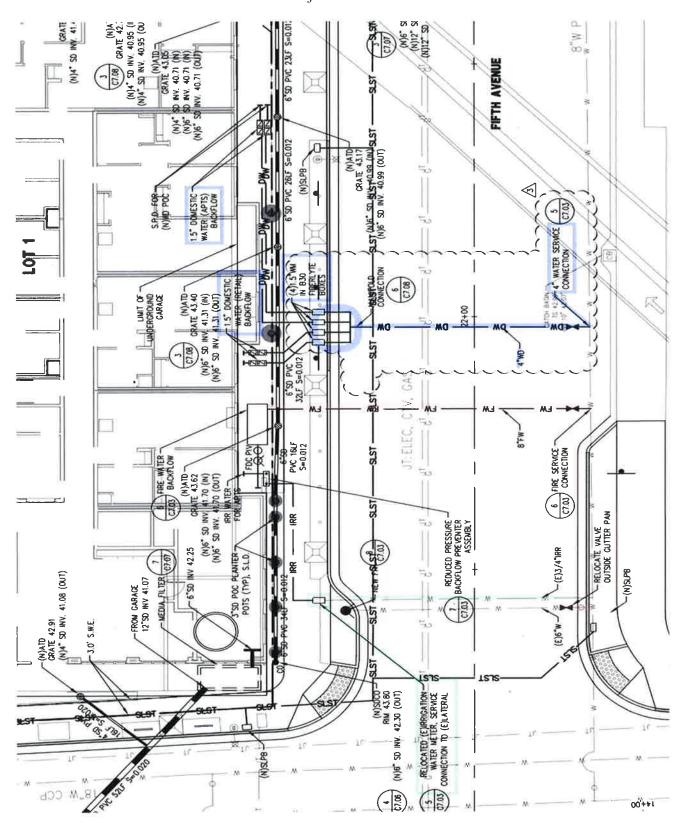


LOCATION MAP

VICINITY MAP

#### **EXHIBIT C**

### Project Plans





#### AGENDA ITEM NO. 7.D.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2020-32 APPROVING MPWD OTHER POST-

**EMPLOYMENT BENEFITS (OPEB) AND PENSION RATE STABILIZATION** 

PROGRAM (PRSP) FUNDING POLICY

#### RECOMMENDATION

Adopt Resolution 2020-32.

#### **FISCAL IMPACT**

The funding policy establishes a 10-year parallel payment plan for the MPWD's OPEB and pension liabilities. Moreover, it will alleviate annual operating costs.

#### **BACKGROUND**

Last year the MPWD completed the financial pre-funding of its Section 115 Trust Plan for its OPEB and pension liabilities. (Reference this month's Administrative Services Manager's report for the latest update on that combined trust plan.)

Staff researched and established what it believes are best management practices for continued funding of these long-term liabilities, and utilization of the plan funds for the intended purposes—OPEB and pension UAL (Unfunded Accrued Liability) expenses. By having a funding policy, a control mechanism will be in place by which the trust plan can be prudently managed based upon established protocols and in compliance with the bi-annual GASB 75 actuarial reports for the OPEB and the annual CalPERS actuarial report for the pension UAL. The policy's objective is at the end of ten years, the MPWD will have paid off its liabilities, with the understanding that there are unknown market impacts that could impact the trust plan investments and future staffing levels could impact the liabilities.

The policy allows for flexibility by the Board of Directors during fiscal years that might present economic challenges for the MPWD.

We engaged the Board's financial auditor David Becker, CPA and the District Counsel in the review of the funding policy and received valuable input.

This policy was last reviewed with the Board on May 28, 2020. Based on the input received during that Board meeting, staff revised the policy and reviewed it most recently with the Finance Committee on September 9, 2020, and they supported staff in moving it forward for consideration by the Board.

Attachments: Resolution 2020-32

OPEB and PRSP Funding Policy

BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:	STAFF DIR	ECTION:	
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	

#### **RESOLUTION 2020-32**

# APPROVING OTHER POST-EMPLOYMENT BENEFITS (OPEB) AND PENSION RATE STABILIZATION PROGRAM (PRSP) FUNDING POLICY

\* \* \*

#### **MID-PENINSULA WATER DISTRICT**

WHEREAS, the Mid-Peninsula Water District (MPWD) desires to adopt a formal policy concerning the administration and management of the funding and payment of its OPEB and pension liabilities; and

WHEREAS, staff collaborated with and received input from the Board's financial auditor, David Becker, CPA and District Counsel during development of the funding policy; and

**WHEREAS,** on April 21, 2020, staff initially discussed the funding policy with the Board Finance Committee, which supported staff's direction with the policy; and

**WHEREAS**, the policy was presented and discussed with the Board of Directors at its regular meeting on May 28, 2020, and staff received feedback; and

**WHEREAS**, on September 9, 2020, staff discussed the revised funding policy with the Board Finance Committee, which supported staff's direction with the revised policy; and

WHEREAS, the funding policy establishes a 10-year plan for the MPWD to pay off its OPEB and pension liabilities from the MPWD's Section 115 Trust at PARS (Public Agency Retirement Services), with the understanding that there are unknown future market conditions that could impact the trust investments and liabilities, and that future staffing impacts could impact the liabilities; and

WHEREAS, the funding policy will alleviate MPWD operating costs; and

WHEREAS, staff recommends the Board of Directors adopt the new OPEB and PRSP funding policy, which policy demonstrates the MPWD's commitment to fiscal responsibility and prudent financial planning and management.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District that the new OPEB and PRSP Funding Policy attached as Exhibit "A" and incorporated herein is hereby approved.

<b>REGULARLY PASSED AND ADOPTED</b> this 24 <sup>th</sup> day of September 2020.
AYES:
NOES:
ABSTENTIONS:
ABSENCES:
BOARD PRESIDENT
ATTEST:
BOARD SECRETARY



# OTHER POST-EMPLOYMENT BENEFITS (OPEB) AND PENSION RATE STABILIZATION PROGRAM (PRSP) FUNDING POLICY

#### **SECTION 1 – POLICY STATEMENT**

The Mid-Peninsula Water District (MPWD) established a combined Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Program (PRSP) Internal Revenue Service (IRS) Section 115 Trust account with the Public Agency Retirement System (PARS) to fund post-employment healthcare and pension benefits for its employees, which is essential to ensure fiscal responsibility, a key organizational goal of the MPWD.

#### **SECTION 2 – PURPOSE**

The purpose of the OPEB and PRSP Funding Policy (Policy) is to establish a methodology and process for funding current and future costs associated with the MPWD's contractual obligations to provide retiree healthcare and pension benefits as set forth in MPWD policies and applicable bargaining agreements and contracts. A properly designed funding policy sends a positive signal to ratepayers, investors, and regulatory and credit rating agencies that the MPWD is committed to maintaining the long-term fiscal strength of the MPWD.

#### **SECTION 3 – POLICY ADOPTION AND IMPLEMENTATION**

The Board of Directors for the MPWD is responsible for adopting the OPEB and PRSP Funding Policy and for approving any significant revision. The General Manager, or their designee, is responsible for developing administrative procedures, as needed, to implement the Policy. In this role, the General Manager, or their designee, is authorized to make minor administrative changes in the Policy as long as they are intended to carry out the purpose of this Policy and will not significantly impact the Policy.

#### SECTION 4 - MPWD COMBINED SECTION 115 TRUST AND PLAN

The MPWD established its Internal Revenue Code Section 115 tax-exempt and irrevocable trust (Trust) account and adopted the OPEB Plan with the Public Agency Retirement System (PARS) as follows:

- A. On April 28, 2011 via Resolution 2011-04 Approved PARS OPEB Healthcare Trust and Plan; and
- B. On February 22, 2018 via Resolution 2018-03 Approved PARS Combined OPEB and PRSP Section 115 Trust and OPEB Plan.

In 2018, OPEB funds were transferred to the MPWD's newly approved PARS Combined OPEB and PRSP Trust ("Trust"), which included additional funds approved for scheduled contributions to and allocated to the OPEB, and funds that were approved for scheduled contributions to and allocated to the PRSP.

Trust funds can only be utilized for payment (including reimbursement of operating costs) of the MPWD's OPEB and pension costs.

<u>During each annual budget preparation and review process, and for approval by the Board of</u> Directors, the General Manager will:

- Include proposed OPEB and pension liability contributions to the MPWD Combined Section 115 Trust and Plan, as itemized in Section 6 hereinbelow, or in lesser amounts depending upon the financial circumstances of the MPWD at the time, and
- Include when trust funds will be utilized for payment of MPWD OPEB and pension liabilities, as described in Section 7 hereinbelow.

The following outlines the governance and administration of the MPWD Trust and Plan:

- The MPWD Board of Directors has the authority to establish the Trust account with PARS and adopt the PARS Plan, serve as the Plan Administrator, and define policies for the administration of the Trust and Plan.
- General Manager and staff have day-to-day administrative responsibility for the Trust and Plan and will develop and manage procedures in accordance with the Board-adopted policies.
- Trust Administrator, PARS, maintains plan documents, which serve as the MPWD's "substantive plan" under GASB, and provides ongoing consulting, reporting and plan accounting records.
- Trustee, currently US Bank, is the trustee and custodian and safeguards the assets of the Trust, holds the investments for safekeeping, and makes disbursements from the Trust on request.
- Investment Manager, currently Highmark Capital Management, selects specific investments within the portfolio allocation under the MPWD's adopted investment strategy, and manages those assets accordingly.

# **SECTION 5 – ASSET ALLOCATION INVESTMENT STRATEGY**

PARS provides flexibility to the MPWD in the selection of the investment strategy for its funds in the Trust, giving the MPWD the ability to select from among pre-set options with various target yields and levels of risk, and whether to adopt a discretionary or directed investment approach.

Within the Trust, the MPWD has the option of pre-funding either or both of the OPEB both OPEB and PRSP accounts. In either case, the MPWD has the ability to select one of five (5) Investment Options, with different projected rates of return and risks, that best suits its desired or expected return on its investments, given the corresponding risk level, in the Trust. Each

Investment Option allocates the assets in varying investment combinations of equity, fixed income, and cash.

The available Trust Investment Options are:

- Conservative
- Moderately Conservative
- Moderate
- Balanced
- Capital Appreciation.

The Board of Directors will annually review the Trust performance and select the most appropriate Investment Option for the Trust. The Board of Directors has selected the discretionary investment approach, under which the Trustee and its Investment Manager have absolute authority for selecting specific investments for the MPWD Trust account, subject to the Investment Option selected by the Board of Directors.

This Policy recognizes that there will be market and other economic volatility, and that actual experience of the Trust will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic and financially sound manner.

#### **SECTION 6 – ANNUAL CONTRIBUTIONS**

To establish realistic and appropriate thresholds for annual contributions to the Trust based on the actuarial valuation under GASB of the MPWD's OPEB liabilities, and CalPERS' actuarial valuation of the MPWD's pension liabilities, the MPWD adopts the following contribution schedules:

TRUST ACCOUNT	MINIMUM	MAXIMUM
OPEB	\$196,860*	Unlimited
	10-Year Schedule:	
	06/30/2020 \$196,860	
	06/30/2021 \$196,860	
	06/30/2022 \$196,860	
	06/30/2023 \$196,860	
	06/30/2024 \$196,860	
	06/30/2025 \$196,860	
	06/30/2026 \$196,860	
	06/30/2027 \$196,860	
	06/30/2028 \$196,860	
	06/30/2029 \$196,860	
PRSP	\$50,000**	Unlimited

10-Year Schedule:	
06/30/2020 \$ 50,000	
06/30/2021 \$ 60,000	
06/30/2022 \$ 70,000	
06/30/2023 \$ 80,000	
06/30/2024 \$ 90,000	
06/30/2025 \$100,000	
06/30/2026 \$100,000	
06/30/2027 \$100,000	
06/30/2028 \$100,000	
06/30/2029 \$100,000	

<sup>\*</sup>Per the 10-year funding schedule (Closed Group) within the MPWD's GASB 75 OPEB Actuarial Valuation Report dated April 22, 2020, for FYE June 30, 2019 prepared by Pacific Crest Actuaries, LLC. Contributing at this level, the OPEB Trust account is projected to be funded so as toto fully pre-fund the MPWD's OPEB liabilities by FY 2028/2029.

\*\*The PRSP Trust account was funded so as toto fully pre-fund the MPWD's pension liabilities (per the CalPERS Actuarial Valuation Report as of June 30, 2016) by the MPWD as of FYE 2018/2019. This contribution provides a reasonable level of continued prefunding of future MPWD pension liabilities and benefits.

The minimum contribution amounts are based on the assumptions of the MPWD maintaining a balance of \$1,000,000 of unrestricted net position as of the end of each fiscal year. In the event the MPWD's unrestricted net position falls below \$1,000,000 for any fiscal year, the Board of Directors may suspend all contributions until the unrestricted net position exceeds the \$1,000,000 threshold.

Contributions itemized in the above schedules will not be made to the MPWD PARS Trust until after the fiscal year financial audit is finalized and presented to the Board of Directors.

Adjustments in contribution amounts, if necessary, will be made accordingly during the MPWD mid-year budget review process and approval by the Board of Directors.

#### **SECTION 7 – ANNUAL WITHDRAWALS**

To establish realistic and appropriate thresholds for annual withdrawals, the MPWD adopts the following limitations on withdrawals from the Trust:

TRUST ACCOUNT	MINIMUM	MAXIMUM
ОРЕВ	\$-0-	Actual Costs for Retiree Healthcare Benefits•
PRSP	\$-0-	\$266,599••
		10-Year Payment Schedule: 06/30/2020 \$208,844 06/30/2021 \$214,587 06/30/2022 \$220,488

06/30/2023 \$226,552
06/30/2024 \$232,782
<u>06/30/2025 \$239,184</u>
<u>06/30/2026 \$245,761</u>
06/30/2027 \$252,520
<u>06/30/2028 \$259,464</u>
<u>06/30/2029 \$266,599</u>

<sup>•</sup>Reimburses the MPWD for fiscal year MPWD Operating Budget expenditures for retiree health<u>care</u> coverage. <u>Will vary depending upon number and ages of retirees.</u>

For any fiscal year in which the MPWD's annual required contribution to CalPERS, plus the MPWD's unfunded accrued liability (UAL) payment to CalPERS, exceeds the maximum withdrawal amount from the PRSP Trust account, the Board of Directors may suspend contributions to the PRSP Trust account.

Withdrawals itemized in the above schedules will not be made from the MPWD PARS Trust until after the fiscal year financial audit is finalized and presented to the Board of Directors.

Adjustments in withdrawal amounts, if necessary, will be made accordingly during the MPWD mid-year budget review process and approval by the Board of Directors.

#### SECTION 8 – REPORTING AND MAINTENANCE OF POLICY

A progress report and presentation will be provided by PARS to the MPWD on an annual basis after the end of each Plan year (September 30<sup>th</sup>).

Trust fund levels, including contributions, withdrawals, earnings, and fees will be monitored by staff during the fiscal year and reported to the Board of Directors on a quarterly basis.

This OPEB and PRSP Funding Policy will be reviewed on a biennial basis to ensure conformance with the MPWD's strategic goals and objectives, and updated as necessary in accordance with material changes in actuarial valuations of the MPWD's OPEB and pension liabilities, underlying assumptions, applicable regulations, or governing standards.

<sup>••</sup>Maximum annual payment per the MPWD's CalPERS Actuarial Valuation for FYE June 30, 2018 and the 10-Year Amortization Schedule to pay off the MPWD's Unfunded Accrued Liabilities.



# AGENDA ITEM NO. 7.E.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER AND APPROVE REVISED DRAFT REQUEST FOR PROPOSAL

FOR PROFESSIONAL ACCOUNTING SERVICES AND OPTIONAL DISTRICT TREASURER SERVICES, AND NOTICE OF INTENTION TO FILL DISTRICT

TREASURER VACANCY

#### RECOMMENDATION

Approve RFP and Notice for posting and distribution.

**FISCAL IMPACT** - None.

#### **BACKGROUND**

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

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

Options considered by the Board:

- 1. Interview Sheldon Chavan, CPA (recommended by Jeff Ira), and determine if he should be appointed as District Treasurer.
- 2. Create a notice for the open District Treasurer position within the MPWD service community and interview candidates.
- 3. Create and advertise an RFP/RFQ for District Treasurer and professional accounting services and interview candidates.
- 4. Revise the draft RFP into two (2) distinct tasks--District Treasurer duties and professional accounting services expectations. That revised draft is attached for review.
- 5. Proceed with a "hybrid" approach—RFP for professional accounting services and notice of vacancy for the District Treasurer position.
- 6. Do not fill the District Treasurer vacancy.

The District Treasurer and professional accounting services have historically been provided by contract at the MPWD, and all other public official positions at the MPWD are by contract—General Manager, District Engineer, and District Counsel.

# **DISCUSSION**

During its regular meetings on May 28, 2020, June 25, 2020, and July 23, 2020 the Board discussed the District Treasurer vacancy.

In July, direction was provided by the Board to include the optional District Treasurer services (the Board's option) within the RFP and include the expected services and deliverables in the vacancy notice for the District Treasurer position. Further, it was advised that it be clear that the simultaneous RFP and notice processes would be going on to advise prospective CPA firms and/or candidates.

Staff revised the RFP and notice to fill the District Treasurer vacancy and reviewed with the Board Finance Committee on September 9, 2020, and they supported staff in moving it forward for consideration by the Board .

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

BOARD ACTION:	APPROVED:	DENIED:	_ POSTPONED:	STAFF D	IRECTION:	
LINANIMOLIS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLΔ	



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

# REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL ACCOUNTING SERVICES AND OPTIONAL DISTRICT TREASURER SERVICES

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

NOTE: Simultaneously with the issuance of this RFP the Board of Directors authorized the separate posting of a Notice of Intention to Fill the Vacancy of its District Treasurer position. Respondents are required to propose to provide the professional accounting services along with the optional services of the District Treasurer.

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

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

#### by 12:00PM on Friday, October 30, 2020.

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

All questions should be transmitted in writing via email by 12:00PM on Friday, October 16, 2020 to the MPWD General Manager, Tammy Rudock, at <a href="mailto:tammyr@midpeninsulawater.org">tammyr@midpeninsulawater.org</a>.

RFP KEY DATES	
Request for Proposal Issued	September 25, 2020
Deadline for Submitting RFP Questions	By 12:00PM on October 16, 2020
Deadline for MPWD's Response to RFP Questions	By 4:00PM on October 23, 2020
Due Date for Proposals to MPWD	By 12:00PM on October 30, 2020

# A. SCOPE OF SERVICES

The successful CPA or firm shall agree to contract with the MPWD to provide the Professional Accounting Services and optional (at the District's sole discretion) District Treasurer services. The following table breaks down the expected services, frequencies, and deliverables:

SERVICE		OPTIONAL
FREQUENCY	PROFESSIONAL ACCOUNTING SERVICES	DISTRICT TREASURER
MONTHLY	<ul> <li>Coordinate with Administrative Services Manager at month-end, when all data entry and reports are ready, and review:         <ul> <li>A/R summary;</li> <li>A/P summary;</li> <li>Bank reconciliation statements and reports;</li> <li>BNY 2016 COP bank statements and reports;</li> <li>LAIF statements and reports;</li> <li>PARS statements related to OPEB and PRSP, and related GASB actuarial report; and</li> <li>Monthly spreadsheets/work papers, including each account reconciliation.</li> </ul> </li> </ul>	Attend all regular and/or special meetings of the Board of Directors and participate as District Treasurer.
	Identify and investigate any discrepancies with bank statement balances to bank reconciliation reports.	
	Prepare or review journals entered in general ledger system, including sales journal, general journals for depreciation, insurance, retirement expense, notes payable, miscellaneous bank activities, and investment income/expense, payroll journal, and fund balance adjustments.	
	Review internally prepared financial statements and recommend revisions as needed for compliance with GAAP.	
	<ul> <li>Identify and investigate any unusual account activities and resolve with staff.</li> <li>Provide a report to the Board of any findings</li> </ul>	
OLIABTERIV	and/or recommendations.	Provide written
QUARTERLY		summary overview report of accounting activities to General Manager.

		OPTIONAL
FREQUENCY	PROFESSIONAL ACCOUNTING SERVICES	DISTRICT TREASURER
		Attend Board Finance Committee meetings and participate as member (as scheduled).
ANNUAL	Work with MPWD's financial auditor regarding accounting inquiries, as needed.	<ul> <li>Prepare special reports         as requested by the         Board of Directors or     </li> </ul>
	Prepare and submit timely to the State Controller's Office the Annual Financial Transactions Report and	General Manager.
	Local Government Compensation Report.	<ul><li>Meet with General Manager regarding</li></ul>
	Review and evaluate accounting personnel duties and recommend changes to ensure proper cross training of accounting staff to allow for future succession planning.	overall MPWD financial management.
	Evaluate the MPWD's use of the financial management system—currently Springbrook accounting software—to ensure full utilization of the system capabilities to eliminate duplication of effort in the MPWD's use of independent spreadsheets.	
	Prepare special reports as requested by the General Manager.	

# **B. QUALIFICATIONS**

Respondents to this RFP shall have the following qualifications:

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

#### C. INSURANCE REQUIREMENTS

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

#### D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

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

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

#### **E. RFP SUBMITTAL REQUIREMENTS**

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

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

#### F. WITHDRAWAL OF PROPOSAL

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

#### **G. SELECTION CRITERIA**

- 1. Knowledge of California special districts and working with governing bodies.
- 2. Governmental accounting experience, qualifications, and references, including automated financial management systems.
- 3. Fee schedule(s).
- 4. Completeness of response to the RFP.
- 5. Ability of the CPA or firm to meet or exceed the RFP submittal requirements.

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

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

#### H. TERM OF CONTRACT

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

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

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

#### I. EVALUATION AND AWARD

Contract award, if made, will be made to the Respondent that submits the proposal considered most advantageous to MPWD based on the criteria set forth in Section G above. Respondents shall bear all costs incurred in the preparation of the Proposal and participation in the Proposal process. At the District's sole discretion, the District may award a contract for the Professional Accounting Services only, or award a contract for both the Professional Accounting Services and the District Treasurer services.

#### J. AGREEMENT FOR PROFESSIONAL SERVICES

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

#### K. CONFIDENTIALITY OF PROPOSALS

The California Public Records Act (California Government Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for explanation, exception or substitution, response to these specifications,

protest or any other written communication between MPWD and the Respondent shall be available to the public.

If the Respondent believes any communication contains trade secrets or other proprietary information that the Respondent believes would cause substantial injury to the Respondent's competitive position if disclosed, the Respondent shall request that MPWD withhold from disclosure the proprietary or other confidential information by marking each page containing such information as confidential. The Respondent may not designate its entire proposal or bid as confidential. Additionally, Respondent may not designate its cost proposal or any required bid forms or certifications as confidential.

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

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

#### L. CONFLICT OF INTEREST

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

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

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



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

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

NOTE: Simultaneously with the posting of this notice, the Board of Directors authorized the issuance a Request for Proposal (RFP) for Professional Accounting Services, and Optional District Treasurer Services. Respondents to the RFP have the option of proposing to provide the professional accounting services only or including the services of the District Treasurer.

The term of the District Treasurer position is from the date of appointment until terminated by the Board of Directors.

Candidates must be at least 18 years of age. Residency within the MPWD service area is desired.

Applications should include:

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

**By 12:00PM on Friday, October 30, 2020,** applicants are directed to submit either one (1) electronic copy of their proposal via email to:

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

OR

one (1) paper copy by mail to:

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

At a regular meeting of the MPWD Board of Directors on Wednesday, November 18, 2020 at 6:30PM each approved applicant may be asked to make a 5-minute presentation to the Board. The Board

meeting will be conducted through a virtual platform and details for access to the meeting will be provided by the General Manager to each applicant the week before the Board meeting.

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

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

**All questions should be transmitted in writing via email** to the MPWD General Manager, Tammy Rudock, at <a href="mailto:tammyr@midpeninsulawater.org">tammyr@midpeninsulawater.org</a>.

KEY DATES	
Notice of Vacancy Posted by MPWD	September 25, 2020
Due Date for Applications to MPWD	By 12:00PM on October 30, 2020
Board Meeting Presentation by Applicants	November 18, 2020

# **EXPECTED DISTRICT TREASURER SERVICES, FREQUENCIES, AND DELIVERABLES**

EXI ECIED DIG.	THE THEASURER SERVICES, TREQUERREES, AND DELIVERABLES
MONTHLY	<ul> <li>Attend all regular and/or special meetings of the Board of Directors and participate as District Treasurer. A stipend will be paid</li> </ul>
QUARTERLY	Attend Board Finance Committee meetings and participate as member (as scheduled). A stipend will be paid.
ANNUALLY	Meet with General Manager regarding overall MPWD financial management.
AS NEEDED	Prepare special reports as requested by the Board of Directors or General Manager.



### AGENDA ITEM NO. 7.F.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

# SUBJECT: CONSIDER RESOLUTION 2020-33 APPROVING REVISED MPWD COMPENSATION PLAN, INCLUDING:

- 1. THREE (3) NEW CLASSFICATION DESCRIPTIONS FOR ASSISTANT GENERAL MANAGER, ADMINISTRATIVE SUPERVISOR, AND MANAGEMENT ANALYST,
- 2. REVISED ORGANZATIONAL CHART, AND
- 3. REVISED SALARY CHARTS ADDING THE POSITIONS OF ADMINISTRATIVE SUPERVISOR AND MANAGEMENT ANALYST TO REPRESENTED EMPLOYEES AND ASSISTANT GENERAL MANAGER TO UNREPRESENTED EMPLOYEES

# **RECOMMENDATION**

Adopt Resolution 2020-33.

#### **FISCAL IMPACT**

Total: Approximately \$80,000 in increased annual salaries/benefits, which can be accommodated within the FY 2020/2021 Operating Budget:

- \$25,000 for three (3) reclassified employees (including benefits), and
- \$55,000 in salary only (no benefits) for the temporary part-time retired annuitant to be hired.

Two of the three employees were already receiving 5% additional duty pay, which was budgeted, and there were budget savings within the Miscellaneous Professional Services line item that will cover the salary for the added temporary part-time position.

# **BACKGROUND**

MPWD Compensation Plan - 2018

The MPWD Compensation Plan was adopted by the Board on September 27, 2018 via Resolution 2018-19. The plan was significantly revised after the 2017 Classification Study by Koff & Associates, and 2018 Total Compensation Study by Koff & Associates and related bargaining with the MPWD Employee Association in 2018.

The MPWD Compensation Plan includes the Employee Position Classifications, Organizational Chart, and Salary Schedules for the Represented and Unrepresented Employees.

#### Organizational Review/Chart - 2018

I was last before the Board with an organizational review on April 26, 2018. That was when I shared what were my projections for staff retirements—three (3) positions by December 31, 2020, except one will not be your General Manager since I agreed to delay my retirement until 2023. However, there will still be three (3) retirements by December 31, 2020:

- One Lead Operator, effective November 3, 2020,
- One Maintenance Technician, effective September 2020, and
- One Maintenance Technician, effective July 2019.

As a result, within the existing MPWD Compensation Plan is the attached Organizational Chart dated September 27, 2018, which allowed for a few expanded positions in Operations for succession planning (22 FTEs). Here is what has happened since then:

- 1. An Operations Supervisor voluntarily severed his employment in March 2019, and we did not fill that position.
- 2. In mid-2019, the MPWD recruited and filled positions in Operations with two (2) Maintenance Technicians (Operators-in-Training as we like to call them). We went through two (2) recruitments but were unsuccessful in finding certified Water System Operators. The MPWD also utilized the services of a temporary employee organization specializing in water operations in California while searching for new hires. We filled a third position in Operations a few months ago with the last candidate on the eligibility list for Maintenance Technician in anticipation, of the staff member's retirement this month.

The MPWD Organizational Chart was updated on March 18, 2019 (19.5 FTEs) and is attached for reference.

#### DISCUSSION

Since 2019

Strategic Action Item #4-2/20 from the MPWD 2019-2020 Strategic Plan required an organizational review and update for succession planning.

Last summer, we converted an experienced temporary employee to an Administrative Assistant, rather than fill the Accountant position in Administration.

Three (3) of the four (4) new MPWD employees were introduced at the beginning of the Board meeting this evening, because they successfully completed the introductory period for new hires.

As the Board may recall, late last year I reported that based upon need and service level efficiencies, we had added duties to a few employees to see if we could accommodate the extra workload on existing staffing levels. While it has been challenging, especially with the burden of the COVID-19 pandemic, the employees truly stepped up and have been successful with their new duties and responsibilities. Automation and new technology and equipment helped as well.

Time was right for another organizational review because planning for the future was imperative.

#### Need versus Want

Reorganizations are never easy or simple. There can be many differences among staff about the direction of the organization. As General Manager, I seek first to identify what the organizational needs are and how they best serve the ratepayers at the highest level of competencies and efficiencies. Next, I look to existing staffing and their duties and performance levels, including employee initiative and motivation. As mentioned above, last year we met with certain qualified staff members and shared

ideas for succession planning and proposed extra workload, functions, programs, and duties/responsibilities, and they were met with favorable response. Additional pay (per the MPWD Personnel rules) was granted after the employees were able to satisfactorily prove they could perform the new duties/functions.

**Succession Planning Needed for General Manager Position.** As the Board and staff knows, my planned retirement is August 1, 2023. More and more day-to-day administrative and operational General Manager duties have been delegated to Operations Manager Rene Ramirez. It is time to reclassify him to Assistant General Manager. He will continue to be responsible for the management of Operations and the CIP Program, as he transitions into the higher level administrative, planning, and policy development functions of the General Manager role.

That means a large chunk of his administrative duties as Operations Manager will be assigned to a new Management Analyst position that can manage those duties. An internal Administrative Specialist is being proposed for reclassification.

Succession Planning Needed for Administrative Services Manager Position. Finally, we have a plan! This is something the Board has inquired about several times over the years. We have a plan now to ensure there is backup for Candy Pina and eventually a potential internal candidate for succession. Accounts payable and payroll are the first functions for training between Candy Pina and Misty Malczon, which are targeted for completion by the end of this calendar year. We intend to continue training for that position, including integration of the automated financial management system as much as possible into current practices and procedures.

Succession Planning Needed for the Lead Billing Administrative Specialist. This has also become a reality for the MPWD! There was the expected learning curve with the transition a few years ago to the Springbrook/Accela financial management system, including billing, and staff has done a very good job getting this far. Credit goes to Misty Malczon in getting the duties of her job as automated as possible, including, along with the billing system, the monthly billing process and customer account noticing. She is now training Administrative Assistants now assigned to her for monthly billing, accounts receivable, customer payments, payment plans, and monthly noticing (among other tasks identified), which is also a significant succession plan for the MPWD.

**Succession Planning for Operations Manager Position.** This position will remain vacant until needed. As the timing nears my retirement, it would be prudent to find a candidate for this job. Management will seek someone that is interested in upward mobility and could likely transition to the Assistant General Manager and General Manager roles in the future.

**Succession Planning for Operations Supervisors.** We have some time, but a succession plan is necessary for the Operations team leaders. It will become a priority within the next five (5) years.

The "want" of this story is that each employee wants to be considered for additional duty and pay where possible. That is natural. In response to one-on-one employee meetings with me as General Manager within the past 18 months, individual Water System Operators expressed an interest in a possible Senior Water System Operator classification. I requested their input into what that might look like and how it better served the ratepayers. However, I never received any feedback. Respectfully, during the subject reorganization, Management permitted Koff & Associates to meet with the Water System Operators and Lead Operators and garner their input. However, what resulted was what appeared to more like acknowledgement of service longevity than performance-based additional duties or higher levels of responsibilities and accountabilities to better enhance the MPWD's service levels. The MPWD's Lead Operator position is a promotional track for the Water System Operator willing to take on

those challenges. I see organizational benefits to updating the Lead Operator position classification and Management remains open to working with the MPWD Employee Association if they are interested.

Management is also aware that there is potential interest in clarification of the promotional track for Administrative Assistants to Administrative Specialists. Again, Management sees organizational benefits and remains open for discussion.

#### Proposed New Employee Classifications

Earlier this year Management reached out to Koff & Associates for their professional services in developing new classification descriptions. That way there would be consistency with the existing classifications approved in 2017. We met with impacted employees about their job duties and responsibilities, including the additional ones, and the proposed position titles. They provided valuable feedback, which was incorporated into the proposed classifications.

Three (3) new employee position classifications resulted:

- 1. Assistant General Manager
- 2. Administrative Supervisor
- 3. Management Analyst.

The proposed classifications are included in the attached revised plan.

#### Proposed Organizational Chart

Attached is the proposed MPWD Organizational Chart dated September 14, 2020, which was reviewed with the impacted staff first, and then with the Board's Finance Committee on September 9, 2020, and includes reclassification of the following positions:

- The Operations Manager to Assistant General Manager (AGM),
- One (1) Administrative Specialist to Administrative Supervisor, and
- The other Administrative Specialist to Management Analyst.

As we advance to the next chart, in yellow we highlighted the positions that meet the eligibility criteria now for retirement. And the next chart reflects my projections for employee positions that will likely be retired within five (5) years in red, and within ten (10) years in blue. This will be ever so useful as we move forward for continued and updated succession planning and employee cross-training with capable and interested internal candidates.

A temporary part-time Management Analyst is proposed that will report to the General Manager to provide management level administrative support. An experienced candidate has been secured that is a retired annuitant and will come to the MPWD with not only superior administrative skills but also management abilities. She will initially be responsible for crafting the major policy documents that have been on my plate:

- 1. Financial Control Policy,
- 2. Water Service Regulations (from the Water Service Ordinance No. 103), and
- 3. Records Retention Policy.

She is a former Interim General Manager and is experienced with administrative services, customer services, water and sewer operations, rate setting, and utility billing, human resources, payroll, accounting, and is a certified Special District Clerk. She has 25+ years' experience of public service.

There are laws around hiring a retired annuitant in California. The next agenda item will address the action necessary to secure the employment of the added temporary part-time Management Analyst to the General Manager.

Salary Range Recommendation for New Classifications - Internal Alignment Review Koff & Associates also reviewed for internal equity the MPWD organization and existing salary schedules. Their proposed salary range recommendations are attached for reference, which Management supported. The MPWD Salary Schedules for Represented and Unrepresented Employees were updated accordingly to include with the revised MPWD Compensation Plan.

#### MPWD Employee Association Meet and Confer

Management met and conferred with the MPWD Employee Association first on September 10, 2020 to share the proposed organizational changes and charts, and on September 24, 2020 to share the revised MPWD Compensation Plan, including the new classification descriptions and salary charts.

All other employee classifications within the plan will remain unchanged (dated November 2017).

### Proposed Revised MPWD Compensation Plan - 2020

Attached is the revised MPWD Compensation Plan in its entirety. Once approved it will be distributed to all employees and posted to the website.

Attachments: Resolution 2020-33

Organizational Charts dated September 27, 2018, March 18, 2019, and three (3) dated September 14, 2020

Koff & Associates Proposed Salary Chart

Revised MPWD Compensation Plan dated September 24, 2020

BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:	STAFF DIRE	CTION:	
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	
ONAMINIOUS	_ 2000A	SCHWIDT	WIILLLIN	WANDLIN	V L L L A	

#### **RESOLUTION NO. 2020-33**

# APPROVING THE REVISED MPWD COMPENSATION PLAN

\* \* \*

### **MID-PENINSULA WATER DISTRICT**

WHEREAS, the Mid-Peninsula Water District's (MPWD) Compensation Plan was approved on September 27, 2018, and included the following attachments:

Employee Classification Descriptions, Organizational Chart, and Salary Schedules for represented and unrepresented employees; and

WHEREAS, the organization was reviewed for operational efficiencies and development, and succession planning, and three (3) new employee position classifications were added—Assistant General Manager, Administrative Supervisor, and Management Analyst, together with the corresponding salary schedules and organizational chart; and

WHEREAS, Management met and conferred first with impacted reclassified employees for input, and then with the MPWD Employee Association members on September 10, 2020, and September 24, 2020, regarding the organizational changes; and

**WHEREAS**, the Board Finance Committee reviewed the organizational charts on September 9, 2020; and

WHEREAS, the Board of Directors reviewed the complete revised MPWD Compensation Plan on September 24, 2020 and found it to be consistent with the District's overall policies, goals and economic standards.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District that the revised MPWD Compensation Plan dated September 24, 2020 is approved and replaces the plan dated September 28, 2018 in its entirety.

REGULARLY PASSED AND ADOPTED this 24th day of September 2020.

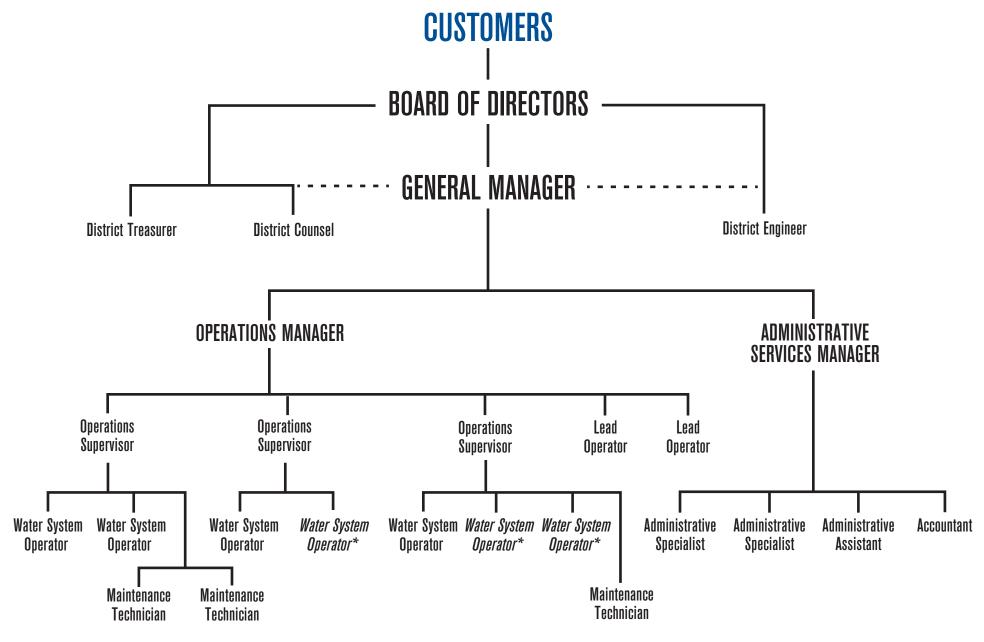
AYES:
NOES:
ABSTENTIONS:
ABSENCES:

BOARD PRESIDENT

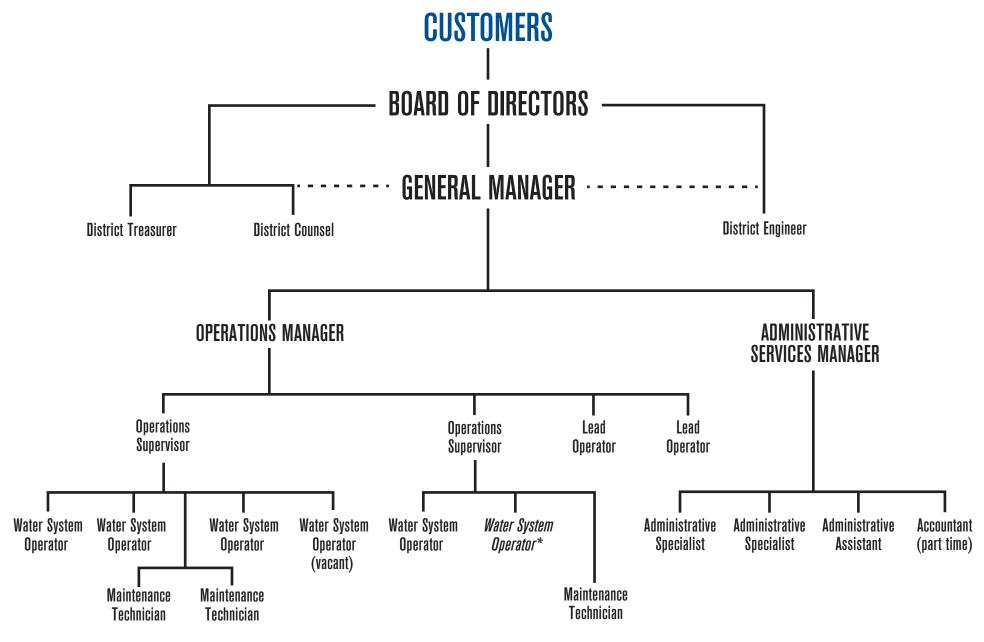
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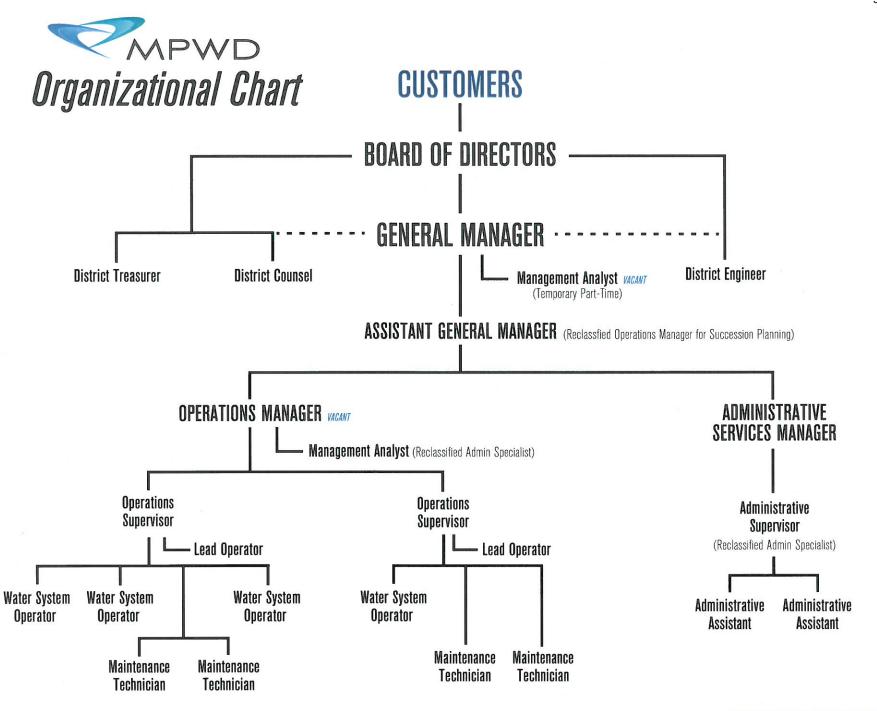
**BOARD SECRETARY** 

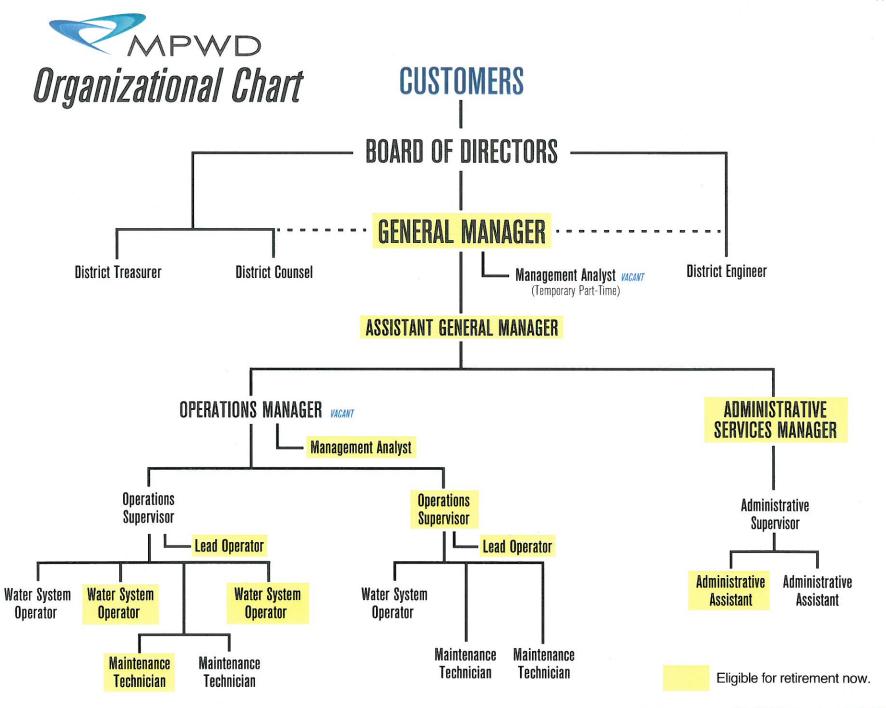
# MPWD ORGANIZATIONAL CHART

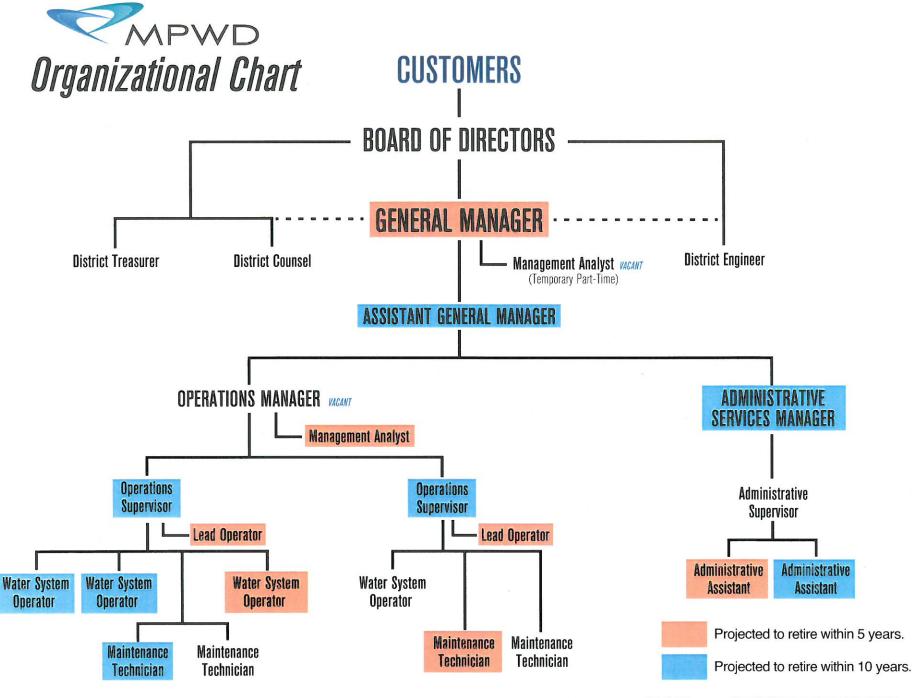


# MPWD ORGANIZATIONAL CHART









19.5 FTEs Draft September 14, 2020

# Mid-Peninsula Water District Salary Range Placement Recommendations September 2020

Classification Title	Proposed Salary Range	Proposed Minimum Monthly Salary	Proposed Maximum Monthly Salary	Internal Alignment Recommendation
Accountant	20	\$6,897	\$8,967	
Administrative Assistant	7	\$5,004	\$6,505	
Administrative Services Manager	36	\$10,239	\$13,311	
Administrative Specialist	13	\$5,803	\$7,543	
Administrative Supervisor	23	\$7,428	\$9,656	Internal alignment: 25% below Admin Services Manager.
Assistant General Manager	42	\$11,874	\$15,437	Internal alignment: 20% below General Manager.
General Manager	N/A	N/A	\$17,664	
Lead Operator	16	\$6,249	\$8,123	
Maintenance Technician	6	\$4,881	\$6,346	
Management Analyst	21	\$7,070	\$9,191	Internal alignment: 20% above Administrative Specialist.
Operations Manager	36	\$10,239	\$13,311	
Operations Supervisor	27	\$8,199	\$10,658	
Water System Operator	11	\$5,523	\$7,180	



#### COMPENSATION PLAN

The Mid-Peninsula Water District's (MPWD) Compensation Plan is designed to provide fair and comparable salaries to employees. Total compensation studies will be periodically commissioned to ensure that wages and benefits are competitive with similar utility agencies.

The foundation for the compensation plan is based on the following key principles:

- A. **Pay for Performance** An MPWD employee earns their compensation. Superior performance equals superior compensation. Personal initiative and creative results will be rewarded.
- B. **Providing Opportunity** Career opportunities are available, further education and professional development is promoted, and compensation levels are industry competitive.
- C. **Employees are Significant Stakeholders in the MPWD** It is through collective performance, effort, and contributions—employee and organizational—that positive outcomes are created (e.g., effective leadership, MPWD image sustainability or enhancement, and improved morale).

This Compensation Plan replaces and supersedes all salary plans, revisions, and amendments previously adopted by the MPWD.

# MPWD Compensation (Salary) Plan History:

- Revised Compensation Plan adopted September 24, 2020 (Resolution 2020-33)
- Compensation Plan adopted September 27, 2018 (Resolution 2018-19)
- Salary Plan Amendment adopted October 22, 2009 (Resolution 2009-10)
- Salary Plan adopted March 23, 2006 (Resolution 2006-05)

# SECTION 1.0 EMPLOYEE POSITION DESCRIPTIONS

The following MPWD position descriptions are attached collectively as Exhibit A:

- A. General Manager
- B. Assistant General Manager
- C. Operations Manager
- D. Administrative Services Manager
- E. Administrative Supervisor
- F. Operations Supervisor
- G. Lead Operator
- H. Water System Operator
- I. Maintenance Technician
- J. Management Analyst
- K. Administrative Specialist
- L. Accountant
- M. Administrative Assistant

# SECTION 2.0 ORGANIZATIONAL CHART

The MPWD Organizational Chart is attached as Exhibit B.

#### SECTION 3.0 SALARIES

All full-time and part-time employees will be paid within an established salary range.

For new hires, factors considered in establishing the base salary are education, previous work experience, position, grade level, and other relevant factors. The General Manager will assign a base salary within the range established for the appropriate classification under the MPWD Salary Schedule.

For existing employees, adjustments to base salary generally occur as a result of performance evaluation, a promotion, a demotion, or significant increase or decrease in job responsibilities, as well as business circumstances and other relevant factors.

#### Section 3.1 SALARY SCHEDULES

Salary ranges for represented and unrepresented personnel classifications will be established by the Board of Directors and reviewed annually, and are set forth in the MPWD Salary Schedules attached as Exhibit C.

# Section 3.2 ADVANCEMENT WITHIN SALARY RANGE

Salary increases shall be based on merit as established by a record of the employee's performance and shall require recommendation by the Administrative Services Manager or Operations Manager, and approval by the General Manager. No increase in salary shall be automatic merely upon completion of a specified period of service.

Salary advancement shall be capped so as not to exceed any maximum rate established in the salary range for the employee's position.

An employee will be granted five percent (5%) Additional Duty Pay for a maximum of twelve (12) months when an employee is serving in, or training for, a position of a higher classification. The General Manager's approval is required in advance of such an assignment.

Employees that reach the maximum rate of their salary range may be eligible to receive an annual lump-sum payment based on their merit, as reflected in the employee's annual performance review. The payment shall be determined by the established performance-based ranges as set forth in the MPWD Salary Schedules and provided to the employee on or near their annual salary review date. The annual lump-sum payment will not increase the employee's base rate of pay or otherwise affect employee's benefits and compensation.

A salary adjustment may be withheld in case of an unsatisfactory employee performance evaluation.

#### SECTION 4.0 PERFORMANCE PLAN AND REVIEW

The MPWD's Performance Plan is designed to establish a consistent, equitable, and measurable system for performance-based planning and evaluation.

The objectives are as follows:

- A. Engage the employee so that they know:
  - 1. What is expected; and
  - 2. How expectations are being met; and
  - 3. Ways to improve and enhance performance.
- B. Establish a written record of employee accomplishments, future work expectations, performance objectives, and career goals.
- C. Provide the management tool for objective performance-based planning and review.

# Section 4.1 PERFORMANCE EVALUATION PROCEDURES

Employees will be evaluated in writing using the performance criteria form at the following times during their tenure at the MPWD:

- A. At the end of ninety (90) days during the introductory period;
- B. At the end of the six-month introductory period;
- C. At annual performance review;
- D. At any promotion;
- E. At any demotion; and
- F. During a special review which may be performed at any time.

At the beginning of the appraisal period, the Supervisor and/or Manager and employee should meet to discuss the employee's responsibilities and record the performance objectives the employee will strive to achieve during the forthcoming appraisal period.

During the appraisal period, the employee and Supervisor and/or Manager should meet whenever it is appropriate to review progress, discuss ways to improve, and agree on changes that may be needed in direction or responsibilities.

At the end of the appraisal period, the employee should complete their self-assessment of their performance. The Supervisor and/or Manager should evaluate and rate the employee's overall performance and record the employee's key strengths as well as areas where improvement could be a significant influence on the employee's future performance.

Managers will recommend merit increases based on the employee's performance for approval by the General Manager.

# SECTION 5.0 MERIT GUIDELINES

Employees that meet the expectations of their jobs or perform above expectations may be eligible to receive an adjustment in salary at the time of their annual performance evaluation. The amount of the merit award will vary according to the employee's performance contributions and available operational budget.

# MPWD MERIT PAY MATRIX

OVERALL PERFORMANCE	CORRESPONDING
APPRAISAL RATING	SALARY INCREASE
Consistently Exceeds Expectations	4.1% to 5.0%
Employees that provide an exceptional level of performance and service and	
regularly and substantially exceed job standards and expectations, including	
performance objectives. They are outstanding performers that work with little	
to no supervision and generate output that is exceptionally high in quality,	
quantity, and timeliness. They are self-driven leaders that take initiative and	
assume a very high level of responsibility for their performance, contribute to	
the articulation and definition of new programs, processes, and services, and	
serve as a positive role model for, and active mentor to, other staff. Employees	
at this level have typically achieved extraordinary results that have readily	
demonstrable benefits to the MPWD.	
Exceeds Expectations	3.1% to 4.0%
Employee performance regularly exceeds the work requirements and	
performance objectives, noticeably above the level of others holding	
comparable positions, with minimal direction or supervisory follow-up. They	
exhibit leadership skills and demonstrate the ability to take initiative and excel	
in their performance. Employees are knowledgeable of MPWD operations and	
the relationship and duties of related jobs and co-workers. They are fully	
engaged and excel at teamwork and collaboration.	
Successfully Meets Expectations	1.6% to 3.0%
Employees that meet and occasionally exceed job standards and achieve	
performance objectives. Their output is consistent with quality standards and	
delivered with minimal error or follow-up. Employees are reliably competent,	
productive, communicative, and understand and support MPWD goals.	
Partially Meets Expectations/Needs Improvement	0.0% to 1.5%
Employees that do not regularly meet overall expectations or achieve their	
performance objectives. They occasionally perform below standards but have	
demonstrated some willingness or ability to improve performance and resolve	
deficiencies to improve performance. Employees require more than normal	
supervision to complete assignments and/or additional counseling, training, or	
experience to meet standards. Employee cannot be relied upon and must	
improve performance to an effective level within a defined period.	
Unsatisfactory Performance	0.0%
Employees at this level clearly and consistently fail to meet all or most	
significant job expectations and/or are limited to the most basic assignments.	
They may not respond to counseling or training, and/or demonstrate	
unwillingness or inability to improve. The General Manager may choose to	
enforce an alternative measure such as demotion, suspension, reduction in pay,	
or termination to correct deficiencies in employee performance.	



# **EXHIBIT A**

# **EMPLOYEE CLASSIFICATION DESCRIPTIONS**



NOVEMBER 2017 FLSA: NON-EXEMPT

#### **ACCOUNTANT**

#### **DEFINITION**

Under general supervision, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports; prepares financial and statistical reports, provides information to District staff regarding accounting practices and procedures, and reconciles general ledger accounts; assists in preparing the District's annual and mid-year budgets; prepares year-end audit reports and schedules; and performs related work as required.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises no supervision over staff.

#### **CLASS CHARACTERISTICS**

This is a journey-level professional accounting classification. While most work is subject to review from the Administrative Services Manager, incumbents exercise discretion and independent judgment in performing accounting and financial activities for the District. Successful performance of the work requires considerable knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Administrative Services Manager in that the latter has management responsibility for all administrative services functions and programs.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional and technical assistance in the administration and implementation of the District's financial, auditing, and accounting programs and activities including accounts payable, utility billing, accounts receivable, payroll, and reporting.
- Prepares journal entries and reconciles general ledger, subsidiary accounts, and other accounting transactions and reports; compiles and prepares periodic financial schedules and reports; maintains spreadsheets on interest income and expenses.
- Assists in preparation of monthly, quarterly, and annual financial statements and footnotes; prepares a variety of periodic, and special financial reports for operational use, and for presentation to the Board of Directors.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Monitors cash receipts and reconciles monthly bank statements.
- Reviews accounting documents to ensure accurate information and calculations, and makes original and correcting journal entries; examines supporting documentation for accuracy and completeness, and to ensure proper authorizations; prepares and maintains control and subsidiary accounting records involving fixed assets and other special accounts.

Accountant Page 2 of 3

- Coordinates and performs grants administration and reporting; ensures compliance with federal, state and local regulations.
- ➤ Verifies the accuracy of timekeeping reports and calculations; researches discrepancies and makes corrections; prepares state and federal tax reports, W-2's, and 1099's.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- > Reviews documentation submitted for accuracy and conformance to legal and procedural requirements.
- ➤ Participates in the compilation and preparation of the annual budget, including assisting management with budget preparation, providing estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Assists in preparing audit schedules for external auditors and assists the Administrative Services Manager during the annual auditing process; confers with managers and staff regarding new or modified fiscal procedures and ensures that internal controls are observed.
- ➤ Attends meetings, conferences, workshops, and training sessions, and reviews publications to maintain current knowledge of principles, practices, and new developments in accounting and reporting requirements, policies and procedures; recommends and implements changes to accounting policy and procedures to ensure compliance with governmental requirements and regulations.
- Assists the Administrative Services Manager with special projects as required.
- Performs other duties as assigned.

#### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting, auditing and their application to special district operations, financial statement preparation, and methods of financial control and reporting.
- > General principles and practices of data processing and its applicability to accounting operations.
- Applicable federal, state, and local ordinances, resolutions and laws affecting financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- > English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### Ability to:

- Analyze financial data and draw sound conclusions.
- Analyze, post, balance, and reconcile complex financial data and accounts.
- Ensure proper authorization and documentation for disbursements.
- > Evaluate and recommend improvements in operations, procedures, policies or methods.
- Analyze situations accurately and recommend effective course of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare clear, complete and concise financial statements and reports.
- Understand, interpret, apply, and explain applicable federal, state, and local policies, procedures, laws, and regulations.

Accountant Page 3 of 3

- Collect, obtain, evaluate, and interpret technical and specialized financial information correctly and explain information clearly, accurately, and concisely to customers.
- Establish and maintain a variety of files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- > Operate modern office equipment, including computer equipment and software programs.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- ➤ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- > Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

# **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and four (4) years of professional accounting experience. Experience in a governmental or public utility setting is desirable.

#### **Licenses and Certifications:**

None.

# **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: NON-EXEMPT

#### **ADMINISTRATIVE ASSISTANT**

### **DEFINITION**

Under general supervision, performs a variety of responsible customer support and billing duties related to the establishment and maintenance of customer accounts; provides direct customer service associated with utility payments, requests for service, responding to complaints, and providing information; performs a wide variety of clerical accounting support duties in the preparation, maintenance, and processing of accounts payable transactions and records; and performs related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class where incumbents are expected to perform the full range of customer service and clerical accounting support duties and are required to work independently and use sound judgment. The work requires application and interpretation of policies, procedures, and regulations and involves frequent contact with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Specialist in that the latter is responsible for overseeing all monthly utility billing functions and performs the more complex customer service duties such as determining and approving account adjustments.

# **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- Provides front-line customer service support by greeting customers at the front desk or by telephone.
- Responds and provides information to customer inquiries and complaints in person or by telephone; researches, identifies potential causes, and provides recommendations for the resolution of unusual billing situations; and represents the District to callers and visitors in a professional and customer friendly manner.
- Interprets policies and procedures and explains service fees, rates, and procedures to customers; may waive fees under appropriate circumstances and with supervisory approval.
- Receives and processes service requests and transfer orders, sets up and closes accounts, processes "in and out" tags; determines and collects necessary charges and secures legal documents regarding property descriptions and ownership; resolves issues and problems regarding the processing of orders and delinquent accounts.
- Receives, audits, and processes customer payments, balances monies received, and prepares receipts; assists with completing bank deposits and posting payments to customer accounts.

- Receives, stamps, codes, processes, and scans invoices; prepares checks for mailing; maintains records of invoices and check stubs.
- Inputs expense statements into the financial system for payment.
- Assists with District's records retention program including scanning records and files and maintaining a records tracking and maintenance schedule.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of applications, records, and files.
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in District files.
- Composes, types, formats, and proofreads a wide variety of reports, letters, documents, and correspondence; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming mail; prepares and distributes outgoing mail.
- Maintains, updates, and retrieves information from District record systems and specialized databases.
- > Performs related duties as assigned.

### **QUALIFICATIONS**

### **Knowledge of:**

- Practices and procedures related to accounting for receipts and the maintenance of customer accounts.
- Terminology and practices of financial and account document processing and recordkeeping, including accounts payable and utility billing.
- District policies and procedures related to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- > Basic business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- ➤ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

# Ability to:

- > Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- > Respond to and effectively prioritize multiple phone calls and other requests or interruptions.
- Perform detailed customer service and accounting office support work accurately and in a timely manner.
- Balance cash receipts and maintain accurate financial records.
- Make accurate arithmetic, financial, and statistical computations.
- Compose correspondence independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Interpret, apply, explain, and ensure compliance with applicable District policies and procedures.
- Maintain detailed and accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- ➤ Operate modern office equipment, including computer equipment and specialized software programs.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- > Understand, and adhere to established District standards, policies, and procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

# **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in providing general customer service and basic accounting support, and knowledge of work processes and clerical office administration procedures.

## Licenses and Certifications:

> Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: EXEMPT

#### ADMINISTRATIVE SERVICES MANAGER

### **DEFINITION**

Under general direction, plans, supervises, coordinates, and reviews the work of staff performing customer service, utility billing, finance, accounting, water conservation, public outreach, and administrative support functions; administers finance and human resources; acts as the Board Secretary; serves as a liaison and coordinates assigned activities with other District departments and external agencies to ensure compliance with reporting/procedures; provides responsible and complex administrative and operational assistance to the General Manager; and performs related work as required.

# **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direction and supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the Administrative Services Department. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, regulatory compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and administrative analyses and studies. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- Assumes managerial responsibility for all projects, programs, and activities of the Administrative Services Department, including customer service, utility billing, accounts receivable, water conservation, public outreach, and office management.
- ➤ Directs and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures while ensuring financial, regulatory, and legal requirements are met.
- > Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with District standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct

- deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and administers the District and department budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- > Contributes to the overall quality of the District's service by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Administers the daily human resources functions and activities, including benefits administration, recruitment and selection, classification and compensation, employee relations, property and liability insurances, and risk management.
- > Supervises and participates in all activities related to the District's finance and accounting function, including accounts payable, accounts receivable, payroll, year-end closing, bank reconciliation, and financial reporting.
- > Directs and oversees the completion of the District's annual audit; works with external auditors to ensure responses are complete, well documented, and provided in a timely manner.
- Plans, directs, and coordinates customer service and utility billing activities; oversees payment processing and electronic bill systems.
- In coordination with the General Manager, oversees the implementation of water conservation and public outreach programs.
- Acts as the Board Secretary; attends a variety of meetings; prepares meeting agendas and gathers background information for agenda items; assembles and distributes agenda packets, meeting records, and all enclosures for mailings; sets up meeting rooms; reviews and approves minutes; distributes documents resulting from Board action; prepares legal and informational notices on behalf of the District.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, financial, and regulatory reports related to assigned activities and services; presents information to the Board of Directors and other external councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to administrative services programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

### **QUALIFICATIONS**

# **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of finance, budget administration, general and governmental accounting, auditing, and reporting functions; sound financial management policies and procedures.
- Principles and practices of customer service and utility billing functions.
- Principles and practices of human resources administration.
- Principles and practices of water conservation and public outreach program administration.
- Principles, practices, and procedures related to public agency recordkeeping and the Board Secretary function.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- > Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching administrative services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- ➤ Technical, legal, financial, and public relations problems associated with the management of administrative services projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical administrative services programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Evaluate and develop improvements in procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

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- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files, recordkeeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- > Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

# **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field, and five (5) years of increasingly responsible experience managing and/or supervising finance and accounting functions. Experience in a governmental or public utility setting is preferred and experience human resources and/or customer service is desirable.

# Licenses and Certifications:

> Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

# **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: NON-EXEMPT

#### **ADMINISTRATIVE SPECIALIST**

### **DEFINITION**

Under general supervision, coordinates and oversees utility billing and customer service functions; researches and conducts investigations into the more complex or non-routine customer service billing and account issues; serves as administrator for the utility billing system; plans, coordinates, and implements water conservation and public outreach programs; develops reports in compliance with federal, state, and local requirements; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager. May provide technical and functional direction and training to assigned staff as needed.

#### **CLASS CHARACTERISTICS**

This is an advanced journey-level, specialist classification within administrative services responsible for performing a wide range of billing, systems administration, and reporting duties and/or developing and implementing the District's water conservation program and activities, as well as researching, responding to, and resolving complex customer account and billing issues. The work requires application and interpretation of policies, procedures, and regulations and involves frequent contact with the public. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Employees research, select, and apply the most appropriate methods to accomplish assigned tasks and handle problems and deviations in work assignments in accordance with established policies and procedures. Completed work is usually evaluated for soundness, appropriateness, and conformity to policy and requirements and the methods used in arriving at the end results are not usually reviewed in detail. This class is distinguished from the Administrative Services Manager in that the latter has management responsibility for all administrative services functions and programs.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

### When assigned to Utility Billing/Customer Service

- Generates monthly billing by receiving and importing meter reads, reviewing and calculating monthly bills, making adjustments as necessary, creating and sending billing file for printing, and sending out electronic bills.
- Analyzes utility bills by investigating customer usage, researching historical consumption, identifying usage patterns, recommending water use efficiency measures, determining if field investigation is required and scheduling field appointments, and recommending account adjustments.

- Interprets policies and procedures and explains service fees, rates, and procedures to customers; may waive fees under appropriate circumstances and with supervisory approval.
- Prepares utility bills and notices, including final bills, past due notices, 48-hour shut-off warning notices, and shut-offs.
- Receives, processes, and uploads customer automatic payments; receives and processes payments received in-person or via mail; creates bank deposits and uploads deposits to the District's bank account; maintains and balances petty cash box.
- Processes requests for new or cancelled accounts, meter changes, and related utility billing activities as required.
- > Serves as billing system administrator by maintaining and auditing data; creating and maintaining reports; establishing internal controls and procedures; researching, monitoring, and implementing updates and enhancements; troubleshooting basic system issues; coordinating the resolution of system problems with outside vendors; and training staff on process and system changes.
- Participates in the evaluation, development, and documentation of utility billing workflow, policies, and procedures; recommends changes for improvement and efficiency; implements changes upon approval.
- ➤ Generates utility billing and water consumption reports; collects and checks data; researches assigned topics to provide a wide range of information and assistance relating to District billing activities; prepares and assembles reports, manuals, articles, announcements, and other informational materials.

# When assigned to Water Use Efficiency

- Plans, promotes, and implements water conservation, water education, and public outreach initiatives and campaigns; evaluates program effectiveness and makes recommendations, and presentations for the development and implementation of new and/or modified services; coordinates content for Annual Water Conservation Report and District newsletter; updates water conservation website.
- Assists in the preparation and administration of specific program budgets; submits program budget recommendations; forecasts additional funds needed for specific staffing, equipment, materials, and supplies.
- ➤ Delivers water conservation initiatives for District customers, including but not limited to landscape audits, rebate programs, school education programs, and community events; develops and writes water conservation and water education materials.
- Conducts research and analysis related to water use, supply, and demand; receives, completes, and submits surveys from Bay Area Water Supply and Conservation Agency (BAWSCA), San Francisco Public Utilities Commission, State Water Resources Control Board, and the Department of Water Resources; compiles, prepares, and submits reports to various regulatory agencies.
- Represents the District on water conservation issues at the local and regional level; attends and participates in conservation meetings, and serves on committees established by other agencies such as BAWSCA and California Urban Water Conservation Council.
- ➤ Develops and maintains positive working relationships to coordinate program development and implementation with local and state agencies, regulators, community groups, industry professionals, and other stakeholders.
- > Updates the District's Urban Water Management Plan and related reports.

### **All Assignments**

- Responds and provides information to customer inquiries and complaints in person or by telephone; represents the District to callers and visitors in a professional and customer friendly manner.
- Prepares regulatory and staff reports by researching and analyzing data and interpreting results; prepares recommendations for management and/or Board review and action.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of applications, records, and files.
- Prepares, copies, collates, and distributes monthly Board packets and a variety of documents; ensures proper filing of copies in District files; attends Board meetings; takes and prepares meeting minutes; distributes minutes upon approval.
- > Screens calls, visitors, and incoming mail; assists the public at front counter and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public; directs callers to appropriate District staff as necessary.
- ➤ Composes, types, formats, and proofreads a wide variety of reports, letters, documents, and correspondence; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Maintains, updates, and retrieves information from District record systems and specialized databases.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for supervisor approval.
- Monitors changes in laws, regulations, and technology that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures, and ordinances; implements changes as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of utility billing, customer service, water conservation, and related programs as they relate to the area of assignment.
- Performs related duties as assigned.

# **QUALIFICATIONS**

### **Knowledge of:**

### When assigned to Utility Billing/Customer Service

- Practices and procedures related to accounting for receipts and the maintenance of customer accounts.
- Principles and practices of utility billing database management and reporting.
- > Terminology and practices of financial and account document processing and recordkeeping, including accounts payable and utility billing.

# When assigned to Water Use Efficiency

Practices, theories, methods, and techniques used in the administration and evaluation of water conservation and public outreach programs. > Principles, methods, and techniques used in the distribution of information to targeted audiences.

### All Assignments

- Principles and practices of data collection, analysis, identifying trends and patterns, and recommendation development.
- Applicable federal, state, and local laws, regulatory codes, and ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Business arithmetic and basic statistical techniques.
- > Basic business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures.
- Research and reporting methods, techniques, and procedures.
- Recent and ongoing developments, current literature, and sources of information related to assigned programs, projects, and services.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### Ability to:

### When assigned to Utility Billing/Customer Service

- > Perform detailed utility billing and customer service support work accurately and in a timely manner.
- Balance cash receipts and maintain accurate financial records.

# When assigned to Water Use Efficiency

Plan and implement water conservation, public outreach, and related programs, projects, and activities in an independent and cooperative manner.

### All Assignments

- Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Research, analyze, interpret, summarize, and present information and data in an effective manner.
- Respond to and effectively prioritize multiple phone calls and other requests or interruptions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- > Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files and recordkeeping.
- > Make sound, independent decisions within established policy and procedural guidelines.

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- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- ➤ Operate modern office equipment, including computer equipment and specialized software programs.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- > Establish and maintain effective working relationships with those contacted in the course of the work.

# **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate's degree from an accredited college or two (2) years of college-level coursework in accounting, environmental studies, water resources, communication, public administration, business administration, or a related field, and five (5) years of increasingly responsible experience in providing utility billing and/or customer service. Graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or related field is desirable.

# **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

# **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

# **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.



SEPTEMBER 2020 FLSA: NON-EXEMPT

#### ADMINISTRATIVE SUPERVISOR

### **DEFINITION**

Under direction, plans, assigns, organizes, supervises, and reviews the daily operations of a variety of administrative services and accounting functions, including accounts receivable, accounts payable, payroll, utility billing, and customer service; researches and conducts investigations into the more complex or non-routine customer service billing and account issues; plans and coordinates financial recordkeeping and report prepartion activities; provides responsible assistance to District management in area of expertise; acts for the Administrative Services Manager in the Administrative Services Manager's absence; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Administrative Services Manager. Exercises direct supervision over technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff performing a variety of administrative services and accounting functions, including accounts receivable, accounts payable, payroll, utility billing, and customer service support. Incumbents also have project coordination and programmatic responsibilities requiring the maintenance of confidential information and use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Administrative Services Manager in that the latter has management responsibility for all administrative services functions and programs.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- > Supervises the work of assigned staff performing a variety of administrative services and accounting functions, including accounts receivable, accounts payable, payroll, utility billing, and customer service; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- > Determines and recommends equipment, materials, and staffing needs for assigned accounts receivable, accounts payable, payroll, billing, and customer service projects and programs; procures

- equipment and materials required to perform the work; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Establishes internal and quality control procedures for use of assigned billing, automated meter infrastructure (AMI), and accounting systems; oversees collection and downloading of data, preparation and auditing of data, and subsequent production and distribution of reports, notices, and bills.
- > Supervises the collection, reporting, and reconciliation of daily cash receipts, opening and closing of accounts, maintenance of accounts and the preparation and mailing of bills and notices, and posting and retrieval of information on payments and other records; determines shut-offs for nonpayment of bills and supervises service initiation and termination activities; reviews and approves fee waivers.
- Oversees and coordinates collections processes; prepares reports and directs the preparation and issuance of notices, including final bills, past due notices, 48-hour shut-off warning notices, and shutoffs.
- Oversees the process of analyzing utility bills with high or unusual automatic meter readings; interprets policies and procedures and assists assigned staff with explaining service fees, rates, and procedures to customers; waives fees under appropriate circumstances.
- Serves as billing system administrator by maintaining and auditing data; creating and maintaining reports; establishing internal controls and procedures; troubleshooting basic system issues; coordinating the resolution of system problems with outside vendors; researching and participating in design, testing, and implementing new technology solutions to meet business needs; and training staff on process and system changes.
- Researches assigned topics to provide a wide range of information and assistance relating to District billing, AMI, and customer service activities.
- > Supervises and participates in the preparation of a variety of written correspondence, utility billing and water consumption reports, procedures, and other written materials.
- Supervises and participates in the research and interpretation of data and results in the preparation of regulatory and staff reports; prepares and presents recommendations for management and/or Board review and action.
- Supervises and participates in the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect assigned operations; and implements policy and procedural changes as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services related to assigned program areas.
- Acts as Administrative Services Manager duties on a relief basis, including acting as the Board Secretary.
- Performs related duties as assigned.

# **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- ➤ Basic principles and practices of budget administration, general and governmental accounting, and reporting functions.
- Principles and practices of customer service and utility billing functions.
- Principles and practices of database management and reporting.

- Terminology and practices of financial and account document processing and recordkeeping, including accounts receivable, accounts payable, payroll, and utility billing.
- Practices of researching program issues, data collection and analysis, identifying trends and patterns, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable federal, state, and local laws, regulatory codes, and ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Business arithmetic and basic statistical techniques.
- > Basic business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures.
- Recent and ongoing developments, current literature, and sources of information related to assigned programs, projects, and services.
- Modern office practices, methods, and computer equipment and applications.
- > English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

# Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- > Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- > Prepare and administer program budgets; allocate limited resources in a cost-effective manner.
- Supervise administrative services and accounting functions, including accounts receivable, accounts payable, payroll, utility billing, and customer service.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- ➤ Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- > Prepare clear and concise reports, correspondence, procedures, and other written materials.
- > Establish and maintain a variety of manual and computerized files and recordkeeping.
- > Maintain confidentiality of materials, records, files, and other privileged information.
- > Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- ➤ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- > Understand, and adhere to established District standards, policies, and procedures.
- > Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate's degree from an accredited college or two (2) years of college-level coursework in accounting, communication, public administration, business administration, or a related field, and seven (7) years of increasingly responsible experience in performing administrative services functions related to accounts receivable, accounts payable, payroll, utility billing and/or customer service, including two (2) years of advanced journey, lead, and/or supervisory experience. Graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or related field is desirable.

### Licenses and Certifications:

> Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.



SEPTEMBER 2020 FLSA: EXEMPT

### **ASSISTANT GENERAL MANAGER**

### **DEFINITION**

Under administrative direction, provides highly responsible and complex management assistance to the General Manager and Board of Directors in coordinating District activities and internal operations; assists the General Manager in executing the District' mission, vision, goals, and objectives; plans, organizes, manages, and reviews the work of staff responsible for the installation, maintenance, and repair of the District's water distribution system and infrastructure and the operation, control, and maintenance of the District's water production systems and facilities; manages the District's Capital Improvement Program; ensures compliance with water quality and regulatory requirements; acts as General Manager in the General Manager's absence; and performs related duties as assigned.

# **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direction and supervision over operations and maintenance, technical, and administrative support staff through subordinate levels of supervision.

## **CLASS CHARACTERISTICS**

This executive management classification participates in all activities of District operations, including short- and long-term planning and policy development and administration. The incumbent interacts with the Board of Directors and District staff in obtaining and coordinating projects, programs, and information. Successful performance of the work requires a thorough understanding of the role, responsibilities, and authority of the General Manager and the Board, as well as thorough knowledge of public policy, District functions, and activities. This position provides highly complex assistance to the General Manager in a variety of coordinative, analytical, and liaison capacities. The incumbent is accountable for accomplishing District and departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

# **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- As part of the management team, develops, implements, and monitors short- and long-term plans, goals, and objectives focused on achieving the District's mission, strategic plan, and Board priorities.
- > Implements directives and policies from the General Manager and Board of Directors; provides assistance to supervisors and managers in implementing programs and projects; works with supervisors and managers to identify and resolve organizational and operational problems both within departments and across departmental lines.

- Participates in the implementation of goals, objectives, policies, procedures, and work standards for assigned programs and projects.
- Contributes to the overall quality of the District's service by recommending policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and recommends and implements changes.
- Assumes managerial responsibility for all projects, programs, and activities of the operations and maintenance function, including the operations, maintenance, and repair of the District's water distribution and storage systems, related infrastructure, and District facilities and fleet.
- Manages the District's Capital Improvement Program, including the planning, prioritization, and scheduling of long-term capital improvement and short-term maintenance projects in coordination with the Operations Supervisors and General Manager.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with District standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Participates in the preparation of the annual capital improvement and operating budgets for the District; manages assigned department, program, and project budgets; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Manages the planning, development, and implementation of various operations and maintenance programs, including safety, loss prevention, water quality, emergency preparedness and response, environmental compliance, and asset management programs.
- Recommends and administers procedure guidelines and design standards while ensuring that water quality, operational, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality, and innovation in department and District work processes.
- ➤ Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating assigned projects, programs, and services; provides information regarding District requirements.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, operations, and regulatory reports related to assigned activities and services; presents information to the Board of Directors and other external councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to water production and distribution operations and maintenance programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water production and distribution operations and maintenance; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- ➤ Will periodically act for the General Manager in that individual's absence.

Performs related duties as assigned.

# **QUALIFICATIONS**

# **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and contract administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of water production, distribution, and storage systems operations and maintenance program development and administration.
- Principles and practices of capital improvement program development and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors in the governance of the District.
- > General principles of risk management related to the functions of the assigned area.
- > Technical, legal, financial, and public relations problems associated with the management of water production and distribution operations and maintenance projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

# Ability to:

- Recommend, participate in developing, and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Provide administrative, management, and professional leadership for the District.
- Administer complex and technical water production, distribution, and storage systems operations and maintenance, capital improvement, and related programs in an independent and cooperative manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- ➤ Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

# **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil or environmental engineering, business or public administration, or a related field, and six (6) years of management or administrative experience in a public agency setting, preferably in the water industry. Master's degree is desirable. Experience working with an elected Board or Council is desirable.

# **Licenses and Certifications**:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade III or higher Water Distribution Operator Certificate issued by the California State Water Resources Control Board (SWRCB) is preferred.
- Possession of a valid Grade III or higher Water Treatment Operator Certificate issued by the SWRCB is preferred.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

# **ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and

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hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: EXEMPT

#### **GENERAL MANAGER**

### **DEFINITION**

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board of Directors and management staff; encourages and facilitates provision of services to District customers; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; pursues appropriate avenues of economic and community development; and performs related work as required

# SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Exercises direction and supervision to all District staff through subordinate levels of supervision.

# **CLASS CHARACTERISTICS**

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for enforcement of all District ordinances, policies, and procedures, the conduct of all financial and human resources activities and the efficient and economical performance of the District's operations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- Plans, organizes, administers, and evaluates District operations, programs, projects, and activities in accordance with applicable laws, ordinances, and regulations, strategic plan, and Board policies and objectives.
- Directs and coordinates the development and implementation of goals and objectives for the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual capital improvement and operating budgets for the District; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- > Oversees the administration, construction, use and maintenance of all District infrastructure, facilities and equipment.

- Administers and directs labor relations, including discipline, grievances, and all matters relating to the Memoranda of Understanding; represents the District in matters of concern to unions representing District employees; develops and manages the implementation of management strategies for negotiations during meet and confer sessions with various employee organizations.
- > Develops, organizes, and manages various public information and legislative affairs programs related to District services and activities; represents and advocates the District's interests with federal, state, local, and elected and government officials; acts as the District liaison with the media.
- ➤ Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District.
- Provides for contract services and ensures proper performance of obligations to the District; has responsibility for enforcement of all District policies and procedures.
- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- > Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official District files.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

# **QUALIFICATIONS**

# **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of capital improvement program, budget, and contract development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of water production, distribution, and storage systems operations and maintenance program development and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, and procedures of public administration including financial management, human resources, and labor relations programs.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- > General principles of risk management related to the functions of the assigned area.
- > Technical, legal, financial, and public relations problems associated with the management of water production and distribution operations and maintenance projects and programs.

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- > Modern office practices, methods, and computer equipment and applications.
- > English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

## Ability to:

- > Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to, and implement the policies of the Board of Directors.
- > Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Administer complex and technical human resources, financial management, and water production, distribution, and storage systems operations and maintenance, capital improvement, and related programs in an independent and cooperative manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- ➤ Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- > Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- > Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- ➤ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- > Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management, or a related field and seven (7) years of management or administrative experience in a public agency setting, preferably in the water industry. Master's degree is desirable. Experience working with an elected Board or Council is desirable.

### Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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# **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: NON-EXEMPT

#### **LEAD OPERATOR**

### **DEFINITION**

Under general supervision, administers the District's water quality program; administers the District's safety and loss prevention programs; organizes, plans, and assists in scheduling all necessary resources to accomplish operations and maintenance activities; performs a variety of skilled tasks in the installation, maintenance, and repair of the District's water distribution system and infrastructure, and District facilities; performs a variety of skilled tasks in the operation, control, and maintenance of the District's water production systems and facilities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Operations Manager. May exercise technical and functional direction and training to assigned staff.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level class responsible for administering various District programs such as water quality, safety and risk management, operations and maintenance planning, fleet services, and inventory management. Incumbents also perform the full range of technical duties required to ensure that the District's infrastructure, systems, and facilities are maintained in a safe and effective working condition. Performance of the work requires the use of independence, initiative, and discretion. Incumbents are assigned tasks that are varied and complex, requiring the use of discretion and independent judgment within established guidelines, and ensuring the efficient and effective functioning of operations and maintenance areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This position is distinguished from the Operations Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Administers the District's water quality program by utilizing Supervisory Control and Data Acquisition System (SCADA) to ensure efficient operation of the water treatment and distribution systems including wells, water storage tanks, pump stations, and hydrants.
- Monitors and controls the operation of water distribution and storage systems, including monitoring nitrification and coliform levels; performing chemical pump drawdowns; adjusting flows; and calculating, adjusting, and setting optimal chemical dosage levels by adjusting chemical feeders.
- Doserves variations in operating conditions by interpreting meter, gauge, graph readings, and tests results to determine pressure and flow requirements to meet demand.

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- Prepares and maintains detailed logs, records, and reports on a variety of water production system operations, tests, system maintenance performed, operating conditions, and inspection results; submits reports to regulatory agencies such as the State Water Resources Control Board (SWRCB).
- > Takes samples from sampling stations located throughout the District's service area to measure system performance and to ensure compliance with water quality standards; performs basic water quality analysis tests; delivers samples to the laboratory for further testing and analysis; maintains records and databases.
- > Receives and responds to service calls and customer complaints regarding water quality.
- Administers the District's safety program, including maintaining the Injury and Illness Prevention Program; reviews and investigates reports of accidents, identifies any violations, and develops reports for the General Manager; identifies and coordinates training for staff; conducts regular, ongoing safety meetings with staff; administers the safety incentive program; maintains accurate records and reports.
- Administers the District's loss prevention program, including receiving incident reports, investigating loss, and coordinating claim processing with third-party insurance companies.
- Organizes, plans, and schedules all necessary tools, equipment, and vehicles needed to accomplish operations and maintenance activities; maintains inventory of parts, tools, and equipment.
- Estimates costs of operations, maintenance, repair work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for assigned area of responsibility; monitors expenditures.
- Coordinates the fleet maintenance program, including implementing preventative maintenance program, coordinating major maintenance and repair with contractors, completing and maintaining fuel tank inspection reports, and ensuring compliance with environmental and regulatory requirements.
- Performs construction, maintenance, repair, and inspection of District facilities.
- Performs the duties of a Water System Operator, as assigned, including responding to after-hours emergencies, assisting other staff as needed and in emergency or relief situations, and performing on-call, stand by duty on a regular basis.
- ➤ Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Ensures compliance with various water quality and regulatory requirements, such as Environmental Protection Act, National Pollutant Discharge Elimination System (NPDES), SWRCB, and American Water Works Association standards.
- Inspects assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs; appropriately marks areas that need to be repaired.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- ➤ May provide technical and functional direction to staff.
- > Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Performs related duties as assigned.

# **QUALIFICATIONS**

# **Knowledge of:**

- Principles and practices governing water quality program compliance and reporting requirements.
- Policies, regulations, specifications, and requirements governing industrial safety, loss prevention, emergency preparedness, and accident prevention.

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- Principles and practices related to planning and scheduling the operations and maintenance of the water distribution and storage systems and facilities, including ensuring the availability of required equipment, tools, and vehicles.
- Principles, practices, tools, and equipment required to operate and control water distribution and production systems and facilities.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, infrastructure, and District fleet and facilities.
- Basic mechanical, electrical, and hydraulic principles.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work such as handling chemicals and working in and around confined spaces.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Traffic control procedures and traffic sign regulations.
- Principles and procedures of recordkeeping and reporting.
- Basic arithmetic related to the work.
- > Safe driving rules and practices.
- > Basic computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

# Ability to:

- ➤ Develop, modify, implement, and coordinate the provision of a variety of safety training and loss prevention pertinent to water operations, including emergency preparedness and environmental compliance.
- Investigate field and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas.
- Conduct safety inspections, identify problems, and work in collaboration with external regulatory agencies.
- > Work independently and make effective judgments regarding compliance issues.
- Represent the District in matters related to safety, loss prevention, emergency preparedness, and environmental compliance programs as required.
- Plan and schedule operations and maintenance activities while ensuring all necessary tools, equipment, and vehicles needed to accomplish operations and maintenance activities are available.
- Implement and maintain an inventory control system.
- Perform skilled operation and maintenance of water production and storage systems and related infrastructure, facilities, and appurtenances similar to those at the District.
- > Safely and effectively use and operate hand and power tools, mechanical equipment, and light to heavy equipment required for the work.
- ➤ Understand, apply, and ensure compliance with applicable federal, state, and local laws and regulations, and District policies and procedures.
- Make accurate arithmetic calculations.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- ➤ Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.

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- Maintain accurate logs and written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural, guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

# **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in construction, maintenance, and repair of water utilities infrastructure, and/or operation, maintenance, and repair of water production systems and related facilities, including lead responsibility and accountability for a major operations and maintenance function.

### **Licenses and Certifications:**

> Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

In addition, must possess two of the three certifications:

- Possession of a valid Grade II or higher Water Distribution Operator Certificate issued by the California Department of Public Health (CDPH).
- Possession of a valid Grade I Water Treatment Operator Certificate issued by the CDPH.
- Possession of at least one Automotive Service Excellence (ASE) certification required in the Automobile Technician certification series established by National Institute for Automotive Service Excellence.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical

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hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

# **WORKING CONDITIONS**

Required to be on-call and to work various shifts or emergencies during evenings, weekends, and/or holidays.



NOVEMBER 2017 FLSA: NON-EXEMPT

#### **MAINTENANCE TECHNICIAN**

### **DEFINITION**

Under general supervision, makes field customer service calls to investigate and perform service connection, disconnection, meter adjustments, validate meter readings, and related customer service issues; reads meters; identifies and troubleshoots irregularities in meters and related equipment; assists in the installation, maintenance, and repair of the District's water distribution system and infrastructure; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Field Operations Supervisor. Exercises no supervision over staff.

# **CLASS CHARACTERISTICS**

This class is responsible for providing on-site technical field customer service support, reading meters, and assisting in performing construction, maintenance, and repair work to ensure that the District's infrastructure, systems, and facilities are maintained in a safe and effective working condition. Initially under close supervision, incumbents with basic maintenance experience learn District infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform some of the duties required of the Water System Operator, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Reads water meters in accordance with an assigned schedule and route; cleans out and maintains area around meter boxes.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, locating and repairing leaks, and replacing meters as necessary; installs service lines and accounts for the installation of new or replacement meters.
- Receives and responds to service calls and customer complaints regarding issues such as leaks, high or low pressure, consumption levels, water conservation, and water quality; advises customers of problems and suggests solutions.
- Proactively and in a timely fashion contacts customers with high bills and/or unusual activity; conducts in-person site visits with customers as needed.
- > Connects or disconnects water services according to work orders issued by customer service staff.

- Validates meter readings through re-readings in situations where readings appear to be abnormally high or low, verifying consumption, and checking for leaks; communicates with customers on how to detect leaks and manage water usage.
- ➤ Visits customer properties that are due to be shut off due to late payments and either tagging their home or talking to them in person.
- Assists in the construction, maintenance, and repair activities of District water utilities systems and infrastructure, including fire hydrants, pipelines, water production facilities and related pumping equipment, residential and commercial water meters, valve cans, meter boxes, water distribution valves, wells, and related facilities.
- Maintains, flushes, and repairs fire hydrants.
- Performs grounds maintenance such as mowing, weed abatement, and picking up trash and debris in and around pump stations, wells, tanks, and other District facilities.
- Reads and interprets maps and diagrams in the performance of the work.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs preventative maintenance on vehicles and equipment; ensures proper functioning of equipment and vehicles needed.
- > Operates and maintains light, medium, and heavy-duty equipment such as backhoes, skip loaders, dump trucks, forklifts, and other equipment appropriate to the functional area of assignment.
- > Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District staff.
- Inspects assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs; appropriately marks areas that need to be repaired.
- Notifies assigned supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Responds to after-hours emergencies and assists other staff as needed in emergency or relief situations.
- Performs related duties as assigned.

# **QUALIFICATIONS**

### **Knowledge of:**

- Basic practices involved in meter installation, reading, and repair.
- District service area, including street and address system.
- ➤ AMR/AMI meters, meter reading equipment, and their respective functions.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems and infrastructure.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work such as handling chemicals and working in and around confined spaces.

Maintenance Technician Page 3 of 4

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- > Traffic control procedures and traffic sign regulations.
- Principles and procedures of recordkeeping and reporting.
- Basic arithmetic related to the work.
- Safe driving rules and practices.
- Basic computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

# **Ability to:**

- Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Safely and effectively operate tools and equipment used in meter installation, reading, and repair.
- > Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Safely and effectively use and operate hand and power tools, mechanical equipment, and light to heavy equipment required for the work.
- ➤ Understand, apply, and ensure compliance with applicable federal, state, and local laws and regulations, and District policies and procedures.
- Make accurate arithmetic calculations.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read and interpret maps and specifications.
- Follow department policies and procedures related to assigned duties.
- Maintain accurate logs and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural, guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience in the construction, maintenance, and repair of water utilities infrastructure, and/or the operation, maintenance, and repair of water production systems and related facilities.

# **Licenses and Certifications:**

- Possession of a valid California Driver's License is desirable.
- Possession of a valid Grade I Water Distribution Operator Certificate issued by the California Department of Public Health is desirable.

# **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

# **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

### **WORKING CONDITIONS**

Required to work various shifts or emergencies during evenings, weekends, and/or holidays as needed.



SEPTEMBER 2020 FLSA: NON-EXEMPT

#### MANAGEMENT ANALYST

### **DEFINITION**

Under direction, performs administrative, financial, budgetary, and statistical analyses in support of District activities, functions, and programs; plans, develops, and implements assigned programs; analyzes practices and procedures and makes recommendations for administrative and operational improvements; administers construction contracts; develops reports in compliance with federal, state, and local requirements; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Operations Manager. Provide technical and functional direction and training to assigned staff as needed.

#### **CLASS CHARACTERISTICS**

This is an advanced journey-level professional classification responsible for performing analytical work in support of a District operations, functions, programs, and projects. Positions perform the full range of duties as assigned, maintaining confidentiality, working independently, exercising judgment and initiative, and providing lead direction to assigned staff. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Services Manager in that the latter has management responsibility for all administrative services functions and programs.

# **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Plans, organizes, coordinates, directs, or conducts administrative studies relating to the activities or operation of the District or an assigned program or function; determines analytical techniques and statistical and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations regarding staffing, cost analysis, productivity, work flow and design, and policy or procedure development or modification; discusses findings with management and prepares and presents report of study results and recommendations.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Develops and administers department, programmatic, and project budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for the programs to which assigned.

- Conducts research or project analyses of water conservation, water use, supply, demand, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; receives, completes, and submits surveys from Bay Area Water Supply and Conservation Agency (BAWSCA), San Francisco Public Utilities Commission, State Water Resources Control Board, and the Department of Water Resources; compiles, prepares, and submits reports to various regulatory agencies, including Urban Water Management Plan.
- ▶ Plans, promotes, and implements water conservation, water education, and public outreach initiatives, events, and campaigns; evaluates program effectiveness and makes recommendations and presentations for the development and implementation of new and/or modified services; develops and writes water conservation and water education materials; represents the District on water conservation issues at the local and regional level; coordinates content for Annual Water Conservation Report and District newsletter; updates water conservation website.
- Assists in administering the District's loss prevention program, including receiving incident and investigation reports and coordinating claim processing with third-party insurance companies.
- Authors sections of management, operational, staff, legal, regulatory, and financial reports, external communications, and related publications; presents reports to the Board of Directors and other boards, councils, committees, and commissions.
- Participates in research, development, conversion, installation, and maintenance information technology projects for assigned applications and systems.
- > Develops and oversees requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.
- Maintains accurate records and files; develops records management systems and complies with retention schedules; maintains District personnel files.
- Participates on a variety of interdisciplinary committees and commissions and represents the District to a variety of community and stakeholder groups.
- Monitors changes in laws, regulations, and technology that may affect assigned operations; and implements policy and procedural changes as required.
- Attends and participates in meetings with officials of other governmental agencies, businesses, and community groups, professional groups, and the public regarding assigned projects and programs; responds to requests for information from the public on District programs or projects.
- Provides general administrative support to the Operations Manager and department staff, including preparing correspondence, memoranda, and reports, performing data entry, and maintaining schedules and records.
- Performs related duties as assigned.

### **QUALIFICATIONS**

# **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and contract administration.
- Principles, methods, and techniques used in the distribution of information to specific audiences.
- Principles and techniques of conducting analytical and research studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports and correspondence.

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- Applicable federal, state, and local laws, regulatory codes, and ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Recordkeeping principles and procedures.
- > Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze administrative, operational and organizational problems, evaluate alternatives, and reach sound conclusions.
- > Collect, evaluate, and interpret varied data, either in statistical or narrative form.
- Plan and implement assigned programs, projects, and activities in an independent and cooperative manner.
- ➤ Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- > Prepare clear and concise reports, correspondence, procedures, and other written materials.
- > Maintain confidentiality of materials, records, files, and other privileged information.
- Perform detailed administrative support work accurately and in a timely manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- ➤ Operate modern office equipment, including computer equipment and specialized software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

#### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate's degree from an accredited college or two (2) years of college-level coursework in business, public administration, or a related field, and seven (7) years of increasingly responsible experience in administrative and management analysis and/or program management. Graduation from an accredited

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four-year college or university with major coursework in business, public administration, or related field is desirable.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- ➤ Possession and maintenance of a Grade I Water Use Efficiency Practitioner certificate issued by the American Water Works Association California-Nevada Section, and/or Board Secretary/Clerk Certification from California Special Districts Association is required.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: NON-EXEMPT

#### **OPERATIONS SUPERVISOR**

#### **DEFINITION**

Under general direction, plans, assigns, organizes, supervises, and reviews the daily construction, operation, control, maintenance, and repair of the District's water distribution and storage systems and infrastructure and District facilities; plans, prioritizes, and schedules capital improvement and maintenance projects; administers the District's asset management program; conducts research and analysis related to water use, supply, and demand; provides responsible and complex administrative and operational assistance to the Operations Manager; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Operations Manager. Exercises supervision over operations and maintenance staff.

#### **CLASS CHARACTERISTICS**

This is a full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff responsible for constructing, operating, controlling, maintaining, and repairing water distribution and storage systems and facilities. Incumbents also have project coordination and programmatic responsibilities requiring the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Operations Manager in that the latter has management responsibility for all operations and maintenance functions and activities of the District.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- > Supervises the work of assigned staff in the construction, operation, control, maintenance, and repair of water distribution and storage systems and infrastructure and District facilities; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors activities of assigned work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- > Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards; ensures that tools, equipment and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- > Determines and recommends equipment, materials, and staffing needs for assigned operations, maintenance, and repair projects and programs; procures equipment, materials, and tools required

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- to perform the work; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Participates in the design, engineering, construction, and field inspection processes for Capital Improvement Program and maintenance projects to ensure contractors' compliance with District standards and regulatory requirements; attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
- Plans, prioritizes, and schedules long-range capital improvement and maintenance projects in coordination with other supervisory staff and management.
- > Supervises a variety of scheduled and emergency operations, maintenance, and repair activities of water distribution and storage systems and District facilities, including Supervisory Control and Data Acquisition System, pump stations, regulators, generators, wells, tanks, and other related facilities.
- > Supervises water quality and sampling program; reviews results and reports; recommends system adjustments as necessary to ensure compliance with water quality standards.
- > Oversees plan review for new construction and remodels by reviewing applicant's plans for compliance with state codes and District standards.
- Supervises the inspection, installation, and repair of automated meter reading/infrastructure (AMR/AMI) water meters.
- > Supervises the implementation of the District's hydrant maintenance and valve turning programs.
- Administers backflow and cross-connection inspection programs.
- Administers the District's asset management program, including creating and maintaining maps utilizing Geographic Information System; receives and reviews leak reports, determines maintenance needs and costs, and estimates water loss; participates in developing and scheduling maintenance plans.
- Conducts research and analysis related to water use, supply, and demand; analyzes trends in population, demographics, and water usage, supply, and demand to forecast and anticipate current and future needs; develops recommendations to meet water needs; writes technical reports.
- Provides staff assistance to the Operations Manager by preparing and maintaining a variety of construction, maintenance, and repair reports, records, and files; ensures the proper documentation of activities.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on water distribution and storage systems and infrastructure construction, operation, maintenance, and repair issues and projects.
- > Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation; maintains current on new technology by meeting with vendors as needed.
- Assists operations and maintenance staff in emergency or relief situations.
- Performs related duties as assigned.

#### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures. Operations Supervisor Page 3 of 4

- Principles and practices of water distribution and storage systems operations and maintenance program development and administration.
- Principles, practices, equipment, tools, and materials of water distribution and storage systems operations and maintenance.
- > Principles and practices of administering and maintaining an asset management program.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of budget and capital improvement program development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- > Occupational hazards and safety principles, practices, and procedures of water distribution systems and infrastructure, including related equipment and hazardous materials.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct water distribution and storage systems operations and maintenance, backflow and cross-connection, AMI/AMR, and asset management programs.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- ldentify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex water production and distribution system operations and maintenance duties, and operate related equipment safely and effectively.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, recordkeeping, and project management systems.
- > Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- > Operate modern office equipment, including computer equipment and software programs.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- ➤ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- > Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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#### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and seven (7) years of increasingly responsible experience in construction, maintenance, and repair of water utilities infrastructure and/or operation, maintenance, and repair of water production systems and related facilities, including four (4) years of lead or supervisory experience.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade III or higher Water Distribution Operator Certificate issued by the California Department of Public Health (CDPH).
- Possession of, or ability to obtain a valid Grade I Water Treatment Operator Certificate issued by the CDPH within 18 months of employment.
- If assigned to backflow prevention program, possession of a Backflow Device Tester Certificate issued by the American Water Works Association (AWWA).
- If assigned to cross-connection program, possession of a Cross-Connection Specialist Certificate issued by AWWA.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate abovementioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

#### **WORKING CONDITIONS**

Required to be on-call and to work various shifts or emergencies during evenings, weekends, and/or holidays.



NOVEMBER 2017 FLSA: EXEMPT

#### **OPERATIONS MANAGER**

#### **DEFINITION**

Under general direction, plans, organizes, manages, and reviews the work of staff responsible for the installation, maintenance, and repair of the District's water distribution system and infrastructure and the operation, control, and maintenance of the District's water production systems and facilities; manages the District's Capital Improvement Program, including long- and short-term project planning and overseeing the design, construction, maintenance, and operations of water production and distribution systems, facilities, and infrastructure; ensures compliance with water quality and regulatory requirements; provides responsible and complex support to the General Manager in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the General Manager. Exercises direction and supervision over operations and maintenance staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the operations and maintenance of District water distribution and storage systems, facilities, and related infrastructure. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, regulatory compliance, and program evaluation. Incumbents serve as a professional resource for organizational, managerial, and operational analyses and studies. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes managerial responsibility for all projects, programs, and activities of the Operations Department, including the operations, maintenance, and repair of the District's water distribution and storage systems, related infrastructure, and District facilities and fleet.
- ➤ Directs and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within District policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- > Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with District standards, including program and project priorities and

- performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and administers the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- ➤ Contributes to the overall quality of the District's service by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Recommends and administers procedure guidelines and design standards while ensuring that water quality, operational, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Manages the District's Capital Improvement Program, including the planning, prioritization, and scheduling of long-term capital improvement and short-term maintenance projects in coordination with the Operations Supervisors and General Manager.
- ➤ Participates in the design, engineering, construction, and field inspection processes for District projects and private developments to ensure contractors' and developers' compliance with District standards and regulatory requirements; attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating water production and distribution operations and maintenance projects, programs, and services; provides information regarding District requirements.
- Manages the development and implementation of various operations and maintenance programs, including safety, loss prevention, water quality, emergency preparedness and response, environmental compliance, and asset management programs.
- Provides highly complex staff assistance to the General Manager; develops and reviews staff, operations, and regulatory reports related to assigned activities and services; presents information to the Board of Directors and other external councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to water production and distribution operations and maintenance programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water production and distribution operations and maintenance; researches emerging products and enhancements and their applicability to meet District needs.
- Monitors changes in regulations and technology that may affect District operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

#### **QUALIFICATIONS**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of capital improvement program, budget, and contract development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of water distribution and storage systems operations and maintenance program development and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Technical, legal, financial, and public relations problems associated with the management of water production and distribution operations and maintenance projects and programs.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- ➤ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- > Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- > Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- ➤ Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- > Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Oversee the development and maintenance of a variety of manual and computerized files, recordkeeping, and project management systems.
- > Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- > Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- ➤ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- ➤ Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil or environmental engineering, business or public administration, or a related field, and five (5) years of increasingly responsible experience managing and/or supervising water distribution and production operations and maintenance or a related field.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade III or higher Water Distribution Operator Certificate issued by the California Department of Public Health (CDPH) is preferred.
- ➤ Possession of a valid Grade III or higher Water Treatment Operator Certificate issued by the CDPH is preferred.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves walking in operational areas to identify problems or hazards and to conduct field inspections of projects and work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and

Operations Manager Page 5 of 5

hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.



NOVEMBER 2017 FLSA: NON-EXEMPT

#### WATER SYSTEM OPERATOR

#### **DEFINITION**

Under general supervision, performs a variety of work in the installation, maintenance, and repair of the District's water distribution system and infrastructure; operates, controls, and maintains the District's water production systems and facilities; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Field Operations Supervisor. Exercises no supervision over staff. May provide technical and functional direction and training to assigned staff as needed.

#### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for performing the full range of technical duties required to ensure that the District's infrastructure, systems, and facilities are maintained in a safe and effective working condition. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Lead Operator in that the latter is responsible for providing technical and functional direction to lower-level operations staff and for performing the most complex operations and maintenance duties assigned.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs construction, maintenance, and repair activities of District water utilities systems and infrastructure, including fire hydrants, pipelines, water production facilities and related pumping equipment, residential and commercial water meters, valve cans, meter boxes, water distribution valves, wells, and related facilities.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, locating and repairing leaks, and replacing meters as necessary; installs service lines and accounts for the installation of new or replacement meters.
- Flushes water mains to ensure water quality meets California State Water Resources Control Board standards.
- > Repairs concrete after water distribution system maintenance, including sidewalk panels, structural foundations, and temporary and final street patches.
- ➤ Uses valve-turning equipment to isolate and shut down pre-designated water lines for routine maintenance and in emergency situations; ensures proper shut-down of services by utilizing sounding equipment and flow rates; provides explanations to the public during shut-downs.

- Installs, maintains, flushes, and repairs fire hydrants.
- ➤ Utilizes Supervisory Control and Data Acquisition System to ensure efficient operation of the water treatment and distribution systems including wells, water storage tanks, pump stations, and hydrants.
- ➤ Observes variations in operating conditions by interpreting meter, gauge, graph readings, and tests results to determine pressure and flow requirements to meet demand.
- Prepares and maintains detailed logs, records, and reports on a variety of water production system operations, tests, system maintenance performed, operating conditions, and inspection results.
- Performs maintenance and repair of treatment water system facilities and equipment such as pumps, motors, valves, storage tanks, cathodic protection test stations, anodes, rectifiers, backup generators, and related equipment.
- > Takes samples from sampling stations located throughout the District's service area to measure system performance and to ensure compliance with water quality standards; delivers samples for further testing and analysis; maintains records.
- Receives and responds to service calls and customer complaints regarding issues such as leaks, high or low pressure, consumption levels, and water quality; turns water service on and off; resolves or refers issues to supervisor.
- Monitors contractors working with and around underground services to ensure the work is appropriately performed to District standards and meet regulatory requirements; coordinates work with other utilities service providers; addresses discrepancies as necessary.
- Performs grounds maintenance such as mowing, weed abatement, and picking up trash and debris in and around pump stations, wells, tanks, and other District facilities.
- > Reads and interprets maps and diagrams in the performance of the work.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Operates and maintains light, medium, and heavy-duty equipment such as backhoes, skip loaders, dump trucks, forklifts, and other equipment appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District staff.
- Inspects assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs; appropriately marks areas that need to be repaired.
- Notifies assigned supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; prepares work orders or notes service requirements.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- May provide technical and functional direction to staff in the absence of a Lead Operator and Operations Supervisor.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Responds to after-hours emergencies and assists other staff as needed in emergency or relief situations.
- Performs on-call, stand by duty on a regular basis.
- Performs related duties as assigned.

#### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices, tools, and equipment required to operate and control water distribution and production systems and facilities.
- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems and infrastructure.
- > Basic mechanical, electrical, and hydraulic principles.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work such as handling chemicals and working in and around confined spaces.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- > Traffic control procedures and traffic sign regulations.
- Principles and procedures of recordkeeping and reporting.
- Basic arithmetic.
- Safe driving rules and practices.
- > Basic computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- ➤ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

#### Ability to:

- Operate, control, maintain, and repair water production systems and related infrastructure, facilities, and appurtenances similar to those at the District.
- > Troubleshoot maintenance problems and determine materials and supplies required for repair.
- > Safely and effectively use and operate hand and power tools, mechanical equipment, and light to heavy equipment required for the work.
- ➤ Understand, apply, and ensure compliance with applicable federal, state, and local laws and regulations, and District policies and procedures.
- Make accurate arithmetic calculations.
- > Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Maintain accurate logs and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural, guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Water System Operator Page 4 of 4

#### **Education and Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of experience in the construction, maintenance, and repair of water utilities infrastructure, and/or operation, maintenance, and repair of water production systems and related facilities.

#### **Licenses and Certifications:**

- > Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade II or higher Water Distribution Operator Certificate issued by the California Department of Public Health.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

#### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

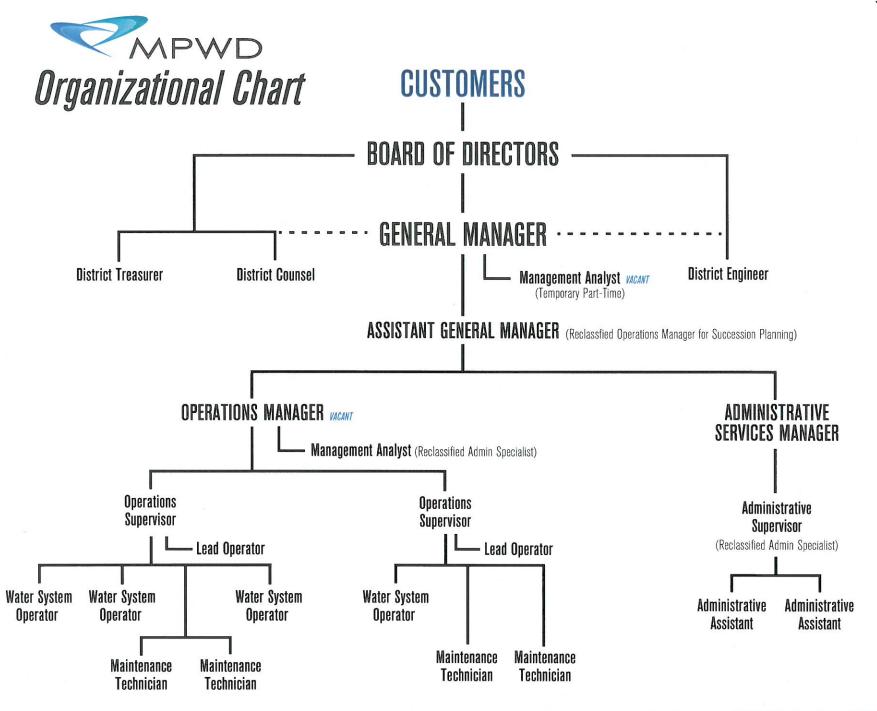
#### **WORKING CONDITIONS**

Required to be on-call and to work various shifts or emergencies during evenings, weekends, and/or holidays.



## **EXHIBIT B**

## MPWD ORGANIZATIONAL CHART





## **EXHIBIT C-2**

## UNREPRESENTED EMPLOYEES – MANAGEMENT EXEMPT





#### **UNREPRESENTED EMPLOYEES - MANAGEMENT EXEMPT**

#### **SALARY SCHEDULE**

PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	FY 2021/2022 SALARY RANGE	2.2% LIVING WAGE ADJ EFFECTIVE 08/01/20 Resolution 2020-23 * 07/23/20 FY 2020/2021 SALARY RANGE	3.9% LIVING WAGE ADJ EFFECTIVE 08/01/19 Resolution 2019-17 * 07/25/19 FY 2019/2020 SALARY RANGE	MARKET MEDIAN EFFECTIVE 10/01/18 Resolution 2018-20 * 09/27/18  FY 2018/2019 SALARY RANGE
Assistant General Manager – NEW (09/24/2020)			\$142,492 - \$185,240/Year \$11,874 - \$15,437/Month	N/A	N/A
Administrative Services Manager			\$122,871 - \$159,731/Year \$10,239 - \$13,311/Month	\$120,226 - \$156,293/Year \$10,019 - \$13,024/Month	\$115,713 - \$150,426/Year \$9,643 - \$12,536/Month
Operations Manager			\$122,871 - \$159,731/Year \$10,239 - \$13,311/Month	\$120,226 - \$156,293/Year \$10,019 - \$13,024/Month	\$115,713 - \$150,426/Year \$9,643 - \$12,536/Month



## **EXHIBIT C-1**

# REPRESENTED EMPLOYEES – MPWD EMPLOYEE ASSOCIATION



EXHIBIT C-1 MPWD Compensation Plan September 24, 2020

## REPRESENTED EMPLOYEES – MPWD EMPLOYEE ASSOCIATION SALARY SCHEDULE

			2.2% LIVING WAGE ADJ EFFECTIVE 08/01/20 Resolution 2020-23 * 07/23/20	3.9% LIVING WAGE ADJ EFFECTIVE 08/01/19 Resolution 2019-17 * 07/25/19	MARKET MEDIAN EFFECTIVE 10/01/18 Resolution 2018-20 * 09/27/18
PERSONNEL CLASSIFICATION	FY 2022/2023 SALARY RANGE	FY 2021/2022 SALARY RANGE	FY 2020/2021 SALARY RANGE	FY 2019/2020 SALARY RANGE	FY 2018/2019 SALARY RANGE
Accountant			\$82,769 - \$107,600/Year	\$80,987 - \$105,283/Year	\$77,947 - \$101,331/Year
			\$6,897 - \$8,967/Month	\$6,749 - \$8,774/Month	\$6,496 - \$8,444/Month
Administrative Assistant			\$60,041 - \$78,055/Year	\$58,749 - \$76,375/Year	\$56,544 - \$73,508/Year
			\$5,003 - \$6,505/Month	\$4,896 - \$6,365/Month	\$4,712 - \$6,126/Month
Administrative Specialist			\$69,630 - \$90,520/Year	\$68,131 - \$88,571/Year	\$65,574 - \$85,246/Year
			\$5,803 - \$7,543/Month	\$5,678 - \$7,381/Month	\$5,465 - \$7,104/Month
Administrative Supervisor			\$89,133 - \$115,873/Year	N/A	N/A
- NEW (09/24/20)			\$7,428 - \$9,656/Month		
Lead Operator			\$74,984 - \$97,479/Year	\$73,370 - \$95,381/Year	\$70,616 - \$91,801/Year
			\$6,249 - \$8,123/Month	\$6,114 - \$7,948/Month	\$5,885 - \$7,650/Month
Maintenance Technician			\$58,577 - \$76,151/Year	\$57,316 - \$74,512/Year	\$55,165 - \$71,715/Year
			\$4,881 - \$6,346/Month	\$4,776 - \$6,209/Month	\$4,597 - \$5,976/Month
Management Analyst –			\$84,838 - \$110,289/Year	N/A	N/A
NEW (09/24/20)			\$7,070 - \$9,191/Month		



#### EXHIBIT C-1 MPWD Compensation Plan September 24, 2020

Operations Supervisor	\$98,386 - \$127,902/Year \$96,268 - \$125,149/Year \$9	92,654 - \$120,451/Year
	\$8,199 - \$10,659/Month \$8,022 - \$10,429/Month \$7	7,721 - \$10,038/Month
Water System Operator	\$66,275 - \$86,158/Year \$64,848 - \$84,303/Year \$6	52,414 - \$81,139/Year
	\$5,523 - \$7,180/Month \$5,404 - \$7,025/Month \$5	5,201 - \$6,762/Month



#### AGENDA ITEM NO. 7.G.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESOLUTION 2020-34 AUTHORIZING THE TEMPORARY

PART-TIME EMPLOYMENT OF RETIRED ANNUITANT MONIQUE MADRID IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 7522.56 AND

21224 AND EXECUTIVE ORDER N-25-20

#### **RECOMMENDATION**

Adopt Resolution 2020-34.

#### **FISCAL IMPACT**

Approximately \$55,000 in salary only (no benefits), which can be accommodated within the FY 2020/2021 Operating Budget, because there are projected budget savings within the Miscellaneous Professional Services line item that staff will transfer during the mid-year budget review to the Salaries/Wages line item.

#### **DISCUSSION**

Reference the preceding staff report and attachments for detailed information about the position within the reorganization.

A temporary part-time Management Analyst is proposed that will report to the General Manager to provide management level administrative support. An experienced candidate has been secured that is a retired CalPERS annuitant and will come to the MPWD with not only superior administrative skills but also management abilities. Here name is Monique Madrid and I have personal previous experience working with her at Cambria CSD.

She will initially be responsible for crafting the major policy documents that have been on my plate:

- 1. Financial Control Policy,
- 2. Water Service Regulations (from the Water Service Ordinance No. 103), and
- 3. Records Retention Policy.

She is a former Interim General Manager and is experienced with administrative services, customer services, water and sewer operations, rate setting, and utility billing, human resources, payroll, accounting, and is a certified Special District Clerk. She has 25+ years' experience of public service. Monique will be an asset on the team here at the MPWD, and a valuable resource for future employment or professional services should they be required by the MPWD.

In California, there are specific laws around a CalPERS employer hiring a retired CalPERS annuitant.
Staff worked closely with District Counsel and the attached resolution is necessary to secure the
employment of Monique Madrid. Also attached is the offer of employment, which will be attached to the
resolution.

•		
Attachments:	Resolution 2020-34	
Allaciiiieiile.	NC301411011 ZUZU-34	

MPWD Offer of Employment to Monique Madrid dated September 21, 2020

BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:	STAFF DIRE	CTION:
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA

#### **RESOLUTION NO. 2020-34**

#### APPROVING THE TEMPORARY APPOINTMENT OF RETIRED ANNUITANT MONIQUE MADRID IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 7522.56 AND 21224, AND EXECUTIVE ORDER N-25-20

\* \* \*

#### **MID-PENINSULA WATER DISTRICT**

**WHEREAS**, the Mid-Peninsula Water District is a Water District duly organized and operating pursuant to the County Water District Law, California Water Code sections 30000 to 33901 et seq.; and

**WHEREAS**, the Board of Directors of the Mid-Peninsula Water District ("District") may take all actions necessary for the proper administration of the District; and

**WHEREAS**, the General Manager and Board of Directors may contract for or employ any professional service required by the District or for the performance of work or services that cannot satisfactorily or economically be performed by the regular employees of the District; and

**WHEREAS**, Monique Madrid [CalPERS ID # redacted] will retire from the Cambria Community Services District, effective October 1, 2020; and

WHEREAS, the General Manager of the District has determined that the Appointee has the skills needed to perform higher level administrative management work, including policy development and records retention implementation, and to ensure adequate staffing to perform such work during the statewide state of emergency due to the COVID-19 pandemic, and wishes to appoint Monique Madrid (the "Appointee") as an extra help retired annuitant on a temporary part-time basis to perform such duties; and

**WHEREAS**, the Appointee will be a retired annuitant entitled to receive retirement benefit payments under the California Public Employees' Retirement System ("CalPERS"), which benefits were accrued based on service with the District, and/or one or more additional CalPERS contracting agencies; and

**WHEREAS**, the Appointee's employment as a retired annuitant is subject to the requirements of sections 7522.56 and 21224 of the Government Code, which govern the appointment of extra help retired annuitants by a CalPERS contracting agency; and

WHEREAS, pursuant to State of California Executive Order N-25-20, issued after the Governor of the State of California declared a statewide state of emergency due to the COVID-19 pandemic, in order to ensure adequate staffing for public agencies during the statewide state of emergency, the 180-day break-in-service requirement and work hour limitations for retired annuitants set forth in sections 7522.56 and 21224 of the Government Code, are suspended effective March 12, 2020 until the state of emergency is lifted; and

- WHEREAS, requirements set forth in sections 7522.56 and 21224 of the Government Code regarding payment to retired annuitants of no more than the maximum monthly base salary paid to employees performing comparable duties, and the prohibitions on receipt by retired annuitants of a Golden Handshake or of any benefit, incentive, or compensation in lieu of benefit or other form of compensation in addition to hourly pay rate, continue to apply during the state of emergency under Executive Order N-25-20; and
- WHEREAS, the Board of Directors intends that the appointment of Monique Madrid as an extra help retired annuitant meet all applicable, non-suspended requirements of sections 7522.56 and 21224 of the Government Code; and
- **WHEREAS**, the General Manager and Board of Directors, and Monique Madrid certify that Monique Madrid has not and will not receive a Golden Handshake or any other retirement-related incentive; and
- **WHEREAS**, the entire employment agreement, contract or appointment document between Monique Madrid and the District has been reviewed by the Board of Directors and is attached hereto; and
- **WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and
- **WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and
- **WHEREAS**, the maximum hourly rate for employees performing comparable duties to those the Appointee will perform is \$53.02 and the minimum hourly rate is \$40.79, and
- **WHEREAS**, the hourly rate paid to the Appointee will be between \$40.79 the minimum hourly rate and \$53.02 the maximum hourly rate, to be determined by the General Manager as authorized by the Board of Directors; and
- **WHEREAS**, the Appointee has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to the hourly pay rate.

#### NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the Board of Directors hereby certifies the nature of the appointment of Monique Madrid as described herein and the attached appointment document, and that this appointment is necessary to perform the critically needed duties described herein for the Mid-Peninsula Water District, because Monique Madrid possesses extensive, highly specialized skills and experience needed to attend to higher level administrative management work, including policy development and records retention implementation, in order to ensure

adequate staffing to perform such work during the statewide state of emergency and approves the temporary appointment of Monique Madrid as described herein.

### **REGULARLY PASSED AND ADOPTED** this 24<sup>th</sup> day of September 2020.

AYES:	
NOES:	
ABSTENTIONS:	
ABSENCES:	
	BOARD PRESIDENT
ATTEST:	
BOARD SECRETARY	



September 21, 2020

Monique Madrid [Address Redacted]

Re: Offer of Temporary Part-Time Employment at the MPWD

as Management Analyst, subject to CalPERS Retired Annuitant Laws

#### Dear Monique:

We are looking forward to you joining our team after your retirement from the Cambria Community Services District, effective October 1, 2020.

As we discussed. because MPWD will employ you after you have retired under, and will become eligible to begin receiving retirement benefit payments from the California Public Employees' Retirement System ("CalPERS"), i.e. after you become a CalPERS "retired annuitant", the reasons for and the terms of your employment must meet specific requirements in order for you to continue to receive your CalPERS retirement benefits while you are employed by MPWD. Because your employment is subject to these CalPERS retired annuitant laws (Government Code Sections 7522.56 and 21224), a formal resolution for your appointment is required, which is attached for your review (Resolution 2020-34). The Board of Directors will consider it on September 24, 2020.

In general, CalPERS law prohibits a retired annuitant from employment with a CalPERS employer unless she is reinstated from retirement. California Government Code sections 7522.56 and 21224, however, allow a retired annuitant, such as you, to work for a public agency employer, such as MPWD, without reinstatement into CalPERS and loss or interruption of her CalPERS benefits if she is employed by appointment that:

- 1. Is either (i) in an emergency to prevent stoppage of work, or (ii) because she has special skills needed to perform work of "limited duration";
- 2. Does not exceed 960 hours in any fiscal year for all CalPERS employers;
- 3. Provides for an hourly rate of pay that is neither less the minimum nor more than the maximum monthly base salary paid by the employer to other employees who perform comparable duties, as listed on a publicly available pay schedule, divided by 173.33; and
- 4. Does not provide for any other benefit, incentive, compensation in lieu of benefits, or other form of compensation.

Monique Madrid September 21,2020 Page 2

Under this exception, the retiree generally cannot be employed within 180 days of her retirement, unless she did not receive any incentive to retire, and the appointment is:

1) employer certified as necessary to fill a critically needed position before 180 days has passed, and 2) approved by the employer's governing body at a public meeting. In addition, to qualify for this exception, the retiree cannot have received any unemployment compensation arising out her prior employment during the 12-month period preceding the appointment. By accepting this offer of employment, you are certifying that you have not received unemployment compensation during the 12-month period preceding this appointment.

Further, you are aware that California's Governor declared a statewide emergency due to the COVID-19 pandemic, and in order to ensure adequate staffing for public agencies during the declared emergency, the 180-day break-in-service requirement and work hour limitations for retired annuitants set forth in Government Code Sections 7522.56 and 21224 and described above are suspended effective March 12, 2020, until the emergency is lifted.

MPWD has determined that you have specialized skills needed to perform the work for which you are being employed, and that your employment is permitted under CalPERS law currently in effect. However, if CalPERS were to conclude that your employment by MPWD does not meet the aforementioned requirements for an exception to reinstatement from retirement currently in effect, and that you are "unlawfully employed," you would be subject to penalties, which could include:

- Mandatory reinstatement from retirement, retroactive to the effective date of this offer this means that your retirement benefits payments will stop;
- Required reimbursement of CalPERS for the total retirement benefits you received during the period of "unlawful employment";
- Required payment, through MPWD, of any employee retirement contributions that would have been submitted during your period of "unlawful employment"; and
- Required reimbursement of CalPERS for any administrative expenses incurred to process your mandatory reinstatement to the extent you are found to be at fault.

Finally, as discussed, we offer you this position on the following terms and conditions:

1. Your position title will be Management Analyst, a non-exempt position that is "terminable at will" and will include the duties and responsibilities outlined in the attached position description. "Terminable at will" means that you may terminate your employment at any time, for any reason or no reason, with or without cause or notice to MPWD. Similarly, MPWD may terminate your employment at any time for any legal reason, with or without cause and upon notice to you. As a courtesy, however, we ask that you provide MPWD with

Monique Madrid September 21,2020 Page 3

> notice should you decide to end your employment so that we may insure a smooth transition. "Terminable at will" also means that terms and conditions of your employment with MPWD may be modified at the discretion of MPWD with or without notice to you. Examples of the types of terms and conditions of employment that are within the discretion of MPWD to modify at any time include, but are not limited to: promotion, demotion, transfers, hiring and discharge decisions, lavoff or recall, rules, hours and schedules, work assignments, job duties and responsibilities, determinations concerning the use of methods equipment or facilities and any other terms and conditions that MPWD may determine to be necessary for the safe, efficient and economic operation of its business. Only the Board of Directors has the authority to make any agreement limiting MPWD discretion to modify terms and conditions of your employment or for other than "at will" employment, and any such agreement must be in writing. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. By accepting this offer of employment, you agree that your employment is terminable at will as described herein and acknowledge that, other than by written agreement with the Board of Directors, your employment cannot be changed from "at will."

- 2. You will report to me as General Manager.
- 3. Conditions of employment include a criminal background check, contact with previous employers and references, DMV report, and verification of identity and right to work in the United States (I-9 form). We will provide the necessary background check forms after your acceptance.
- 4. Your personal vehicle insurance (e.g., copy of the declarations page) will be required, along with a valid California driver's license.
- 5. Your start date should be on or about Monday, October 5, 2020. We will work with you after all pre-employment requirements are satisfied.
- 6. Your work schedule will temporary based upon the workload assigned by the General Manager. It will also be part-time (up to 30 hours per week unless more hours are approved in advance or authorized by me as General Manager). Finally, your employment will be a remote assignment with periodical in-person meetings at the MPWD as needed and mutually determined. Your travel expenses will be reimbursed by the MPWD.
- 7. Your compensation will be \$50 per hour, payable every other Friday.
- 8. No other benefit, incentive, compensation in lieu of benefit, or other form of compensation will be paid in accordance with law related to CalPERS retired annuitants. This means that you will not be entitled to receive vacation, dental, medical, vision, disability or life insurance benefits in this position. You will not earn service credit or otherwise earn additional retirement benefits under CalPERS during your period of employment with MPWD.
- 9. As a result of the COVID-19 pandemic and San Mateo County Health Officer's shelter-inplace order, the MPWD is committed to working safely as an essential service and critical infrastructure water supplier. Each employee must adhere to added safety procedures as outlined in the attachment. Please review carefully to ensure your commitment as well.

Monique Mad September 2 <sup>-</sup> Page 4	
	a formal confirmation of our job offer, please signify your formal acceptance by g and returning a signed copy to me. Please let me know if you need us to mail by you.
We are looking	ng forward to having you join our team!
Sincerely,	
Tammy A. Ru General Mana	
Attachments:	Resolution 2020-34 MPWD Management Analyst Position Description MPWD Employee Workplace Safety Procedures During COVID-19 Pandemic
	n my understanding and acceptance of the foregoing job offer and agree that it erms of employment with the MPWD, and that there are no other terms expressed
Monique Mad	lrid Date



#### AGENDA ITEM NO. 7.H.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE UPDATE FROM GENERAL MANAGER ON MPWD 2019-2020

STRATEGIC PLAN

#### **RECOMMENDATION**

Receive report through August 31, 2020.

#### FISCAL IMPACT

None.

#### **DISCUSSION**

The Board approved a two-year strategic plan on February 28, 2019, and it is attached for reference. A progress report (through December 31, 2019) was delivered to the Board on January 15, 2020.

Attached is an updated progress report for the 2019-2020 Measures of Success prioritized within the MPWD Strategic Plan. Of the 46 total strategic priorities for 2019-2020

Twenty-three (23) have been completed	2019 Priority Nos. 1-3/19, 1-4/19, 2-1/19, 2-2/19, 2-3/19, 2-4/19, 2-5/19, 3-1/19, 3-4/19, 3-5/19, 4-1/19, 4-2/19, 4-3/19, 5-1/19, 5-2/19, and 5-5/19 2020 Priority Nos. 1-3/20, 2-1/20, 2-3/20, 2-4/20, 4-2/20, 5-2/20, and 5-4/20
One (1) is in progress and projected to be completed on October 22, 2020	2019 Priority No. 5-3/19
One (1) is in progress and projected to be completed by December 31, 2020	2020 Priority No. 5-5/20
One (1) is in progress and projected to be completed by January 31, 2021	2020 Priority No. 3-5/20
Five (6) are in progress and projected to be completed by March 31, 2021	2019 Priority Nos. 5-4/19, 5-6/19, and 5-7/19
·	2020 Priority Nos. 2-2/20, 3-6/20 and 5-3/20

Nine (9) are in progress and projected to be completed by June 30, 2021	2019 Priority Nos. 3-2/19 and 5-7/19 2020 Priority Nos. 3-1/20, 3-2/20, 3-3/20, 3-4/20, 4-1/20, 5-1/20, and 5-6/20
One (1) is in progress and ongoing	2019 Priority No. 3-3/19
Four (4) are to be determined by the Board	2019 Priority Nos. 1-1/19 and 1-2/19 2020 Priority Nos. 1-1/20 and 4-3/20

#### In summary:

- Over one-half of the action items (25) will be completed by the end of this calendar year.
- Seven (7) action items will be completed in the first quarter of 2021.
- Nine (9) more action items will be completed by FYE June 30, 2021.
- One (1) ongoing item should be removed from the strategic plan because Standard Operating Procedures are process- and regulatory-driven and in a constant state of flux—always being reviewed, tested, revised and updated as needed.
- The remaining four (4) items should be re-evaluated by the Board during the 2021-2022 Strategic Planning process in January 2021.

Attachments:	MPWD 2019-2020 Strategic Plan
	Dungungan Damant data d Cantanahan

Progress Report dated September 24, 2020

BOARD ACTION:	APPROVED:	DENIED:	_ POSTPONED:_	STAFF DIF	RECTION:	
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	



### 2019-2020 STRATEGIC PLAN PROGRESS REPORT September 24, 2020

Strategic Element #1 – External Relationships and Customer Service

**Strategic Element #2 – Resource Management** 

Strategic Element #3 – Infrastructure Management and Operations

Strategic Element #4 – Human Resources Management

Strategic Element #5 – Financial Management

2019-2020 MEASURES OF SUCCESS (Through August 31, 2020)

PRIORITY NO.	ACTION ITEM	STATUS
1-1/19	Coordinate with Belmont Chamber of Commerce for presentation of 2019 "State of District – <i>Celebrating 90</i> "	As determined by the Board.
	Years of Service" Address.	GM and Board President collaborated on
		and staff implemented proactive
		messaging for the MPWD 90 <sup>th</sup>
		Anniversary, including a special logo,
		press release, street banners in Belmont
		and at the MPWD Dairy Lane
		headquarters (front and back of building),
		a special edition newsletter, a webpage, business cards, a lapel pin, special swag
		for community events and promotion of
		continued water conservation, and
		reference in the MPWD CCR and ALL
		MPWD press releases and messaging.
1-1/20	Coordinate with Belmont Chamber of Commerce for presentation of 2020 "State of District" Address.	To be determined by the Board.
1-2/19	Coordinate meeting between Belmont city officials and MPWD officials for continued project coordination and	To be determined by the Board.
	efficiencies.	Two attempts were made with Belmont
		during 2019, to no avail. Staffing issues at
		Belmont, including City Manager
		retirement and recruitment, occupied the
		organization.
1-2/20	Develop coordination agreement between MPWD and City of Belmont for long-term strategy.	To be determined by the Board.
	or zament on long term strategy.	

PRIORITY NO.	ACTION ITEM	STATUS
		When a meeting is coordinated with Belmont officials, this strategy can be further explored.
1-3/19	Implement new customer account/service fees.	Completed.
1-4/19	Continue website maintenance and data updates and apply for SDLF District Transparency Certificate of Excellence.	An SOP (Standard Operating Procedure) for website maintenance and staff accountability is in DRAFT format. After staff input and a training session, the SOP will be finalized by October 31, 2020.
1-3/20	Upgrade website for increased transparency and user-friendly resources.	Completed. Report delivered to Board on July 23, 2020.

PRIORITY NO.	ACTION ITEM	STATUS
2-1/19	Annual CCR by July 1st.	Completed.
2-1/20	Annual CCR by July 1 <sup>st</sup> .	Completed.
2-2/19	Continue distribution system unidirectional flushing program.	Staff completed more system flushing in the first half of 2019 than in previous years in preparation for the construction of the Hillcrest Pressure Regulating Station as part of the CIP. MPWD records were updated.
2-2/20	Continue distribution system unidirectional flushing program.	Staff will continue the flushing program in Winter 2020 as part of its O&M activities. Projected completion by March 31, 2021.
2-3/19	Promote online Sensus Customer Portal with public outreach.	Customers are already using the portal. The AMI meter change-out capital project was completed, and meters programmed by staff.  Formal launch and outreach to all customers occurred with newsletter distributed to all customers in late July 2020.
2-4/19	Annual MPWD Conservation Report to customers by September 30 <sup>th</sup> .	Completed.
2-4/20	Annual MPWD Conservation Report to customers by September 30 <sup>th</sup> .	Completed in January 2021 as part of the MPWD's annual Water Awareness Calendar program. It was well received by customers.
2-5/19	Comply with DDW/SWRCB regulations: "A California Way of Life":  A. Prepare for regulatory leak detection monitoring/reporting.  B. Prepare for new service shut-off regulations.  C. Prepare for implementation of Low-Income Water Rate Assistance Program.	Completed and ongoing.     B. Completed.     C. Regulatory status unclear due to COVID-19 Pandemic.
2-3/20	Continue compliance with DDW/SWRCB regulations: "A California Way of Life".	Staff has provided updates on these activities in its quarterly reports to the Board.

PRIORITY NO.	ACTION ITEM	STATUS	
3-1/19	Complete updated Emergency Operations Plan	Completed. To be presented to Board on September 24, 2020 for adoption.	
3-2/19	Review/revise/update Water Service Ordinance No. 103.	Projected completion June 30, 2021.	
3-3/19	Continue development of O&M Manual.	In progress and ongoing.	
3-1/20	Finalize development of O&M Manual.	Ongoing. Always a work in progress. Staff will present a summary of completed SOPs by June 30, 2021.	
3-2/20	Develop records/email retention policy.	Projected completion June 30, 2021.	
3-3/20	Develop business interruption/resumption procedures.	Projected completion June 30, 2021.	
3-4/19	Continued CIP:  A. Construct Hillcrest Pressure Regulating Station.  B. Construct FY 2018/2019 water main replacements:  1. Notre Dame Avenue Loop Closure  2. Zone 5 Fire Hydrant Upgrades  3. Tahoe Drive Area Improvements.  C. Complete engineering design and construct El Camino Real WMR.  D. Complete engineering design:  1. Phase 1 – SR 101 Crossing at PAMF  2. Old County Road WMR  3. Dekoven Tanks Replacement  4. Dekoven Tank Utilization Project  5. Belmont Canyon Road Improvements.  E. Complete AMI meter change-out project.  F. Continue coordination of capital improvement projects with surrounding local agencies (Belmont, San Carlos, San Mateo City/County).	<ul> <li>A. Completed and in service.</li> <li>B. Completed and in service.</li> <li>C. Out to bid. Construction and CM/CI contract awards scheduled for October 22<sup>nd</sup> Board meeting.</li> <li>D. 1. Construction contract award scheduled for September 24<sup>th</sup> Board meeting.</li> <li>2. 60% design completed and reviewed.</li> <li>3. 60% design completed and reviewed.</li> <li>4. Replaced with reprioritized project and not in current CIP.</li> <li>5. Reprioritized to FY 2023/2024 CIP.</li> <li>E. Completed.</li> <li>F. Continued and ongoing.</li> </ul>	
3-4/20	Continued CIP:  A. Construct:  1. Phase 1 – SR 101 Crossing at PAMF 2. Old County Road WMR 3. Dekoven Tanks Replacement 4. Dekoven Tank Utilization Project 5. Belmont Canyon Road Improvements.  B. Complete engineering design: 1. Williams Avenue, Ridge Road, Hillman Avenue Improvements 2. Monte Cresta Drive/Alhambra Drive Improvements.	<ul> <li>A. 1. Construction contract award scheduled for September 24<sup>th</sup> Board meeting.</li> <li>2. 60% design completed and reviewed.</li> <li>3. 60% design completed and reviewed.</li> <li>4. Replaced with reprioritized project and not in current CIP.</li> <li>5. Reprioritized to FY 2023/2024 CIP.</li> <li>B. 1. Replaced with reprioritized project and not in current CIP.</li> <li>2. Replaced with reprioritized project and not in current CIP.</li> </ul>	

PRIORITY NO.	ACTION ITEM	STATUS
3-5/19	Review and update Comprehensive System Analysis and CIP (dated August 19, 2016), including cost estimates, and plan for execution.	Completed.
3-5/20	Demolish abandoned pump station at 1510 Folger Drive.	In progress. Projected completion by January 31, 2021.
3-6/20	Develop capital project to rehabilitate MPWD Operations Center at 3 Dairy Lane.	In progress. Projected completion by March 31, 2021.

PRIORITY NO.	ACTION ITEM	STATUS
4-1/19	Review and update MPWD Personnel Manual.	Completed.
4-2/19	With employee involvement, create updated performance evaluation tool and updated annual review process.	New performance evaluation tool completed. In progress with automation of evaluation process.
4-1/20	Implement updated employee performance review tool and process.	Delayed by COVID-19 pandemic.  Projected completion by June 30, 2021.
4-2/20	Reorganization for 2021 employee succession planning, including General Manager position.	Completed. To be presented to Board on September 24, 2020 for adoption as part of MPWD Compensation Plan update.
4-3/19	Review/update Rules of Board for SDLF District Transparency Certificate of Excellence.	Completed.
4-3/20	Create a development program that will support Board functioning and expertise.	To be determined by Board.

PRIORITY NO.	ACTION ITEM	STATUS
5-1/19	Complete transition to full AMI system billing, including one billing cycle for all customers.	Completed.
5-1/20	Complete 5-year water rate plan, including notice to customers, Proposition 218 hearing, and adopt rate plan effective July 1, 2020.	In progress with HFH consulting team. Projected completion for effective date of July 1, 2021.
5-2/19	Continue quarterly reporting on 2016 COP financial status.	Completed.
5-2/20	Continue quarterly reporting on 2016 COP financial status.	Completed.
5-3/19	Discuss potential \$8 million funding gap in 2016 COP CIP and plan alternatives.	The funding gap is a projection based upon completed CIP projects and the engineer's estimates (updated in 2020) for projects scheduled to be completed. Also, reprioritized and phased projects are impacting the projected gap in funding.  A reconciliation will be provided with the next quarterly COP Quarterly Project Report due on October 22, 2020.
5-4/19	Develop long-term financial forecast model and 10-year financial plan.	Project completion by March 31, 2021.
5-4/20	Update Conflict of Interest Code as needed.	Completed, adding District Treasurer position, and submitted to County in July 2021 (Resolution 2020-22).
5-5/19	Create financial plan policy for PARS OPEB and PRSP prefunded liabilities.	Completed.
5-5/20	Cost-of-service fees review and update.	In progress with consultant Dan Bergmann. Planned for Finance Committee review and discussion in October 2020. Projected completion by December 31, 2020.
5-6/19	Determine whether water rate study will be needed for next 5-year plan for Proposition 218 hearing process.	In progress.  Project completion by March 31, 2021.
5-6/20	Review capacity charges and water demand offset fees and consider CPI adjustments.	In progress with RDN consulting team. Projected completion for effective date of July 1, 2021.

PRIORITY NO.	ACTION ITEM	STATUS
5-7/19	Continue development of MPWD Financial Control Policy Manual, including the review/update and/or development of the following policies:  A. Procurement policy (2005)	Draft policy document to Finance Committee anticipated by December 2020.
	<ul> <li>B. Accounts payable/receivable policy</li> <li>C. Billing/Invoicing policy</li> <li>D. Cash disbursement (check-writing) policy</li> <li>E. Customer Billing policy</li> <li>F. Credit card management policy.</li> </ul>	Projected completion by March 31, 2021.
5-3/20	Continued review/update and development of MPWD financial control policies:  A. Investment policy (2007)  B. Compensation and Expense Reimbursement for Board Members (2007)  C. Capitalization Policy (2013).	Same response as updated for Priority #5-7/19 above.



# 2019-2020 STRATEGIC PLAN

February 28, 2019

### Board of Directors:

Louis Vella, President Matt Zucca, Vice President Dave Warden, Director Brian Schmidt, Director Kirk Wheeler, Director

## **Appointed Officials:**

Julie Sherman, District Counsel Joubin Pakpour, District Engineer Jeff Ira, District Treasurer

### **Executive Staff:**

Tammy Rudock, General Manager Candy Pina, Board Secretary/Administrative Services Manager Rene Ramirez, Operations Manager



### **MISSION STATEMENT**

The mission of the Mid-Peninsula Water District is to deliver a safe, high quality, reliable supply of water for current and future generations in a cost effective, environmentally sensitive and efficient manner.

## **VISION STATEMENT**

The MPWD strives to be recognized by our ratepayers, the community we serve, and other agencies for our outstanding service and enlightened water conservation programs. We will employ innovative approaches to water and energy sustainability to achieve cutting edge environmental efficiency and a competitive rate structure. We will commit ourselves to provide community information and water education.

### STRATEGIC GOALS

- 1. To effectively manage the water resources, demands and infrastructure for the District.
- 2. To operate the District at the highest level of service to ratepayers at the lowest expense.
- 3. To maintain an environment that fosters open and candid communication with the community, ratepayers, staff, and directors.
- 4. To keep current with water issues and industry best management standards.

### INTRODUCTION

The Mid-Peninsula Water District (MPWD) Board of Directors holds its special strategic planning session in January of each year, and this year it was on January 10, 2019. The planning session was facilitated by consultant, Julie Brown, and she started with identification by Directors and staff of the most notable MPWD accomplishments from the 2017-2018 plan period:

- Cost of service updates.
- Implementation of financial management system, including billing system improvements.
- Pre-funding OPEB and Pension liabilities.
- Delivering on MPWD capital program commitments.
- Working safe.
- Successful completion of labor negotiations.
- Completion of new employee performance descriptions.
- Completion of total compensation study and development of new Compensation Plan.
- Staff leadership development.
- Completion of joint capital project with City of Belmont.
- Rules of the Board approved.
- Financial management continued to be sound.
- Took longer, broader views of work (rates and charges, finances, capital program).
- Continued to "run the business" with a small group of individuals.

Priority items were identified and discussed by Directors and staff for the 2019-2020 Strategic Plan and are included in the attached plan documents. Basic measures for success are identified in Attachment 1.

For 2019, there were no changes for the MPWD Vision and Mission Statements, and Strategic Goals. Director Assignments were updated and that roster is also attached.

Staff's reports dated December 29, 2017, and January 10, 2019, on MPWD 2017 and 2018 Accomplishments, respectively, are attached for information at the end of the plan documents.



# 2019-2020 STRATEGIC PLAN

# **STRATEGIC ELEMENT #1** – External Relationships and Customer Service

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
Goal:	Priority No. 1-1/19: Coordinate with	Priority No. 1-1/20: Coordinate with
Maintain effective working	Belmont Chamber of Commerce for	Belmont Chamber of Commerce for
relationships with external agencies	presentation of 2019 "State of the District –	presentation of 2020 "State of the District"
	Celebrating 90 Years of Service" address.	address.
Objectives:		
Maintain appropriate agency	Priority No. 1-2/19: Coordinate meeting	Priority No. 1-2/20: Develop coordination
presence in local, regional and state	between Belmont city officials and MPWD	agreement between MPWD and City of
industry organizations and activities	officials for continued project coordination and efficiencies.	Belmont for long-term strategy.
Maintain outreach and project	*	
coordination with City of Belmont,		
City of San Carlos, and the County of San Mateo		
San Mateo		
Goal:	Priority No. 1-3/19: Implement new	Priority No. 1-3/20: Upgrade website for
Maintain organizational standards	customer account/service fees.	increased transparency and user-friendly
that ensure a high level of service	*	resources.
orientation for our ratepayers	Priority No. 1-4/19: Continue website	
Objective	maintenance and data updates and apply for	
Objective:	SDLF District Transparency Certificate of	
Provide ratepayers with prompt, professional and courteous service	Excellence.	



**STRATEGIC ELEMENT #2** – Resource Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
Goal:	Priority No. 2-1/19: Annual CCR by July 1st.	Priority No. 2-1/20: Annual CCR by July 1st.
nsure water quality meets desired		
juality standards	Priority No. 2-2/19: Continue distribution	Priority No. 2-2/20: Continue distribution
	system unidirectional flushing program.	system unidirectional flushing program.
<u>Dbjective</u> :		
Vater quality standards for		
WRCB/Division of Drinking Water		
ire met		
Soal:	Priority No. 2-3/19: Promote online Sensus	Priority No. 2 2/20: Continuo complianos
Develop long-term resource	Customer Portal with public outreach.	Priority No. 2-3/20: Continue compliance with DDW/SWRCB regulations: Long-Term
ustainability through energy and	Customer Portal with public outreath.	Urban Water Conservation Policy – "A
vater conservation measures	Priority No. 2-4/19: Annual MPWD	California Way of Life".
vater conservation measures	Conservation Report to customers by	Canjornia way of Life .
Objectives:	September 30 <sup>th</sup> .	Priority No. 2-4/20: Annual MPWD Water
Participate in BAWSCA water supply	September 50 .	Conservation Report to customers by
eliability and water conservation	Priority No. 2-5/19: Comply with	September 30 <sup>th</sup> .
projects	DDW/SWRCB regulations: Long-Term Urban	September 30 .
nojects	Water Conservation Policy – "A California	
Develop plan for meeting SB7X per	Way of Life":	
rapita water demand goals (20%	A. Prepare for regulatory leak detection	
eduction by 2020)	monitoring/reporting.	
Eduction by 2020)	B. Prepare for new service shut-off	
Monitor fuel and energy use to	regulations.	
dentify opportunities for	C. Prepare for implementation of Low	
mprovement efficiencies	Income Water Rate Assistance Program.	



# STRATEGIC ELEMENT #3 – Infrastructure Management and Operations

0 0 1. (01 : !		
Core Goals/Objectives  Goal: Maintain operations and maintenance procedures  Objective: Develop standard operating procedures in accordance with best management practices as an organized manual  Goal:	Priority No. 3-1/19: Complete updated Emergency Response Plan.  Priority No. 3-2/19: Review/revise/update Water Service Ordinance No. 103.  Priority No. 3-3/19: Continue development of O&M Manual.  Priority No. 3-4/19: Continued CIP:	Priority No. 3-1/20: Finalize development of O&M manual.  Priority No. 3-2/20: Develop records/email retention policy.  Priority No. 3-3/20: Develop business interruption/resumption procedures.  Priority No. 3-4/20: Pending Board
Maintain long-term capital improvement plan  Objective: Review MPWD infrastructure modeling for assessment of capital improvement priorities, and assess other fixed assets in accordance with best management practices	<ul> <li>A. Construct Hillcrest Pressure Regulating Station.</li> <li>B. Construct FY 2018/2019 water main replacements: <ol> <li>Notre Dame Avenue Loop Closure;</li> <li>Zone 5 Fire Hydrant Upgrades;</li> <li>Civic Lane Improvements; and</li> <li>Tahoe Drive Area Improvements.</li> </ol> </li> <li>C. Complete engineering design and construct El Camino Real WMR.</li> <li>D. Complete engineering design: <ol> <li>Phase 1 – SR 101 Crossing at PAMF Medical Center;</li> <li>Old County Road WMR;</li> <li>Dekoven Tanks Replacement;</li> <li>Dekoven Tank Utilization Project; and</li> <li>Belmont Canyon Road Improvements.</li> </ol> </li> <li>E. Complete AMI meter change-out project.</li> <li>F. Continue coordination of capital improvement projects with surrounding local agencies (Belmont, San Carlos, San Mateo City/County).</li> </ul> <li>Priority No. 3-5/19: Review and update Comprehensive System Analysis and CIP (dated August 19, 2016), including cost estimates, and plan for execution.</li>	approval of UPDATED Comprehensive System Analysis and CIP - Continued CIP: A. Construct:  1. Phase 1 – SR 101 Crossing at PAMF Medical Center; 2. Old County Road WMR; 3. Dekoven Tanks Replacement; 4. Dekoven Tank Utilization Project; and 5. Belmont Canyon Road Improvements. B. Complete engineering design: 1. Williams Avenue, Ridge Road, Hillman Avenue Improvements; and 2. Monte Cresta Drive/Alhambra Drive Improvements.  Priority No. 3-5/20: Demolish abandoned pump station at 1510 Folger.  Priority No. 3-6/20: Develop capital project to rehabilitate MPWD Operations Center at 3 Dairy Lane.



# **STRATEGIC ELEMENT #4** – Human Resources Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
Goal: Develop and maintain systems and processes for effective workforce management  Objectives: Develop/maintain effective workforce to meet organizational needs	Priority No. 4-1/19: Review and update MPWD Personnel Manual.  Priority No. 4-2/19: With employee involvement, create updated performance evaluation tool and update annual review process.	Priority No. 4-1/20: Implement updated employee performance review tool and process.  Priority No. 4-2/20: Reorganization for 2021 employee succession planning, including General Manager position.
Maintain:  Appropriate communication channels with employees  Positive work environment and employee satisfaction  Organizational human resources policy manual		
Goal: Develop and maintain Board of Directors procedures for effective and transparent governance  Objective: Develop and maintain Board of Directors policies and procedures	Priority No. 4-3/19: Review/update Rules of the Board for SDLF District Transparency Certificate of Excellence.	Priority No. 4-3/20: Create a development program that will support Board functioning and expertise.



# **STRATEGIC ELEMENT #5** – Financial Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
Goal:	Priority No. 5-1/19: Complete transition to	Priority No. 5-1/20: Complete 5- year water
Establish and achieve annual budget	full AMI system billing, including one billing	rate plan noticing to customers, conduct
trends	cycle for all customers.	Proposition 218 hearing, and adopt rate plan
		effective July 1, 2020.
Objectives:	Priority No. 5-2/19: Continue quarterly	
Complete annual budget process on	reporting on 2016 COP financial status.	Priority No. 5-2/20: Continue quarterly
a timely basis		reporting on 2016 COP financial status.
	Priority No. 5-3/19: Discuss potential \$8	3
Monitor financial projections for	million funding gap in 2016 COP CIP and plan	Priority No. 5-3/20: Continued
accurate forecasting	alternatives.	review/update and development of MPWD
		financial control policies:
Maintain/monitor schedules of water	Priority No. 5-4/19: Develop long-term	A. Investment policy (2007);
rates, water capacity charges, and	financial forecast model and 10-year	B. Compensation and Expense
miscellaneous fees	financial plan.	Reimbursement for Board Members
	- · · · · · · · · · · · · · · · · · · ·	(2007); and
Update, monitor and implement	Priority No. 5-5/19: Create financial plan	C. Capitalization policy (2013).
capital plan	policy for PARS OPEB and PRSP liabilities.	Duisvitus No. 5 4/30. Undete Conflict of
	Brigate No. 5 C/10: Determine whether	Priority No. 5-4/20: Update Conflict of Interest Code as needed.
	Priority No. 5-6/19: Determine whether water rate study will be needed for next 5-	interest code as needed.
	year plan for Proposition 218 hearing	Priority No. 5-5/20: Cost-of-service fees
	process.	review and update.
	process.	l review and update.
	Priority No. 5-7/19: Continue development	Priority No. 5-6/20: Review capacity
	of MPWD Financial Control Policy Manual,	charges and water demand offset fees and
	including the review/update and/or	consider CPI adjustments.
	development of the following policies:	consider of radjustments.
	A. Procurement policy (2005);	
	B. Accounts payable/receivable policy;	1 1 1 1 1 1 1 1
	C. Billing/Invoicing policy;	
	D. Cash disbursement (check-writing)	
	policy;	
	E. Customer Billing policy; and	
	F. Credit card management policy.	



# 2019-2020 STRATEGIC PLAN

# ATTACHMENT #1 BASIC MEASURES OF SUCCESS

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#1 – External Relationships and Customer Service	Maintain effective working relationships with external agencies  Maintain organizational standards that ensure a high level of service orientation for our ratepayers	External relationships:  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  Conduct at least one community education event with BAWSCA  Provide timely and useful customer communications  Monitor customer satisfaction via a measurable survey  Proactive MPWD advocacy focusing on common constituent message development and community promotion
#2 – Resource Management	Ensure water quality meets desired quality standards  Develop long-term resource sustainability through energy and water conservation measures	<ul> <li>Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards</li> <li>Prepare and transmit timely CCR</li> <li>Implement feasible water quality inspection recommendations</li> <li>Maintain active involvement in BAWSCA water supply reliability and water conservation project activity</li> <li>Continue water use efficiency messaging to meet regional and statewide water conservation goals</li> <li>Support continued off-peak hour pumping</li> <li>Explore use of solar power as market costs drop</li> </ul>

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#3 – Infrastructure Management and Operations	Maintain operations and maintenance procedures  Maintain long-term capital improvement plan	Monitor O&M procedures and revise as appropriate  Continue coordination of CIP with City of Belmont and City of San Carlos
#4 – Human Resources Management	Develop and maintain systems and processes for effective workforce management  Develop and maintain Board of Directors procedures for effective and transparent governance	<ul> <li>Monitor recruitment/retention levers for funding/implementation action</li> <li>Review recruitment /hiring process plans</li> <li>Meet and confer with MPWD Employee         Association as applicable</li> <li>Maintain organization chart</li> <li>Create organizational succession plan</li> <li>Plan annual training plan/calendar around available budget funds</li> <li>Regular GM/staff meetings and communications</li> <li>Develop/update and maintain administrative procedures</li> <li>Recognize employee service milestones</li> <li>Celebrate employee accomplishments</li> <li>Monitor staff job satisfaction</li> <li>Review Employee Safety and Loss Prevention Program</li> <li>Fiscal Year safety incident and loss prevention report to Board</li> <li>Create/maintain/update Board of Directors policies</li> <li>Review Annual Planning Schedule for Board of Directors for updates</li> </ul>
#5 – Financial Management	Establish and achieve annual budget trends	Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment  Budget process addressing District priorities
		completed by June 30  Review performance on a monthly basis so that targeted allocation is achieved  Comprehensive budget document, including charts/graphs  Apply for budget and/or financial transparency certification  Incorporate capital plan priorities in annual budget  Incorporate modeling into annual budgeting process;
		use tools to develop scenario that can be used as operating circumstances change



DATE:

December 29, 2017

TO:

MPWD Board of Directors

FROM:

Tammy Rudock General Manager

RE:

Summary of Significant 2017 MPWD Accomplishments

## SIGNIFICANT MPWD ACCOMPLISHMENTS IN 2017

### 1. FINANCE

- A. Quarterly reporting initiated for 2016 COP CIP, including reconciliation report and project fund report and tracking graph. Reports presented to Board at regular meetings in April, July, and October 2017.
- B. Increased cash reserves--\$6.5 million to date—and MPWD options, including pre-funding CalPERS UAL (Unfunded Accrued Liability)--\$1.8 million via PARS PRSP (Pension Rate Stabilization Program), and potential to fund remaining balance of the PARS OPEB (Other Post-Employment Benefits)--\$2.4 million liability less \$900,000 OPEB balance = \$1.5 million.
- C. Completed FMS transition and utility billing system, including public outreach and implementation of new bill pay online at MPWD website.
- D. Settled claims/change orders with R. J. Gordon Construction, Inc., regarding Alameda de las Pulgas Water Main Replacement project. \$55K compared to almost \$200K demanded in claims/change orders.
- E. Effective 01/01/17, lowest cost healthcare plan coverage, or CDHP, implemented at MPWD. This has far reaching impacts for cost savings because employee continues to have a choice in coverage, but will be responsible for the difference in cost, and employees will pay a percentage of the annual increase in premiums.
- F. Initiated policy development beginning with Debt Management Policy and Cash Reserve Policy.

### 2. CAPITAL

- A. 2016 COP CIP initiated:
  - i. Construction of 2017 Water Main Replacement Project;
  - ii. Engineering design commenced on 2018 Water Main Replacement Project;
  - iii. Engineering design commenced on SR 101 Crossing @ PAMF;

- iv. Engineering design commenced on El Camino Real WMR; and
- v. Engineering design commenced on Old County Road WMR.
- B. Joint Agreement between MPWD and City of Belmont finalized and engineering design completed on water mains (Davey Glen, Belburn/Academy, and Francis) that will be replaced in coordination with Belmont's sewer system upgrades.

## 3. ORGANIZATION/OPERATIONS

- A. Adopted revised MPWD Personnel Manual effective October 26, 2017. All employee acknowledgments were signed.
- B. Implemented redesigned MPWD website, including expanded CIP webpage and much more data and information. Working with SDLF on transparency certification.
- C. Continued communication sessions and safety meetings, and included several "lunch and learn" sessions with staff. Participated in Operations team meetings as well.
- D. No new litigation initiated in 2017. Managed litigation filed against the MPWD along with liability carriers and defense teams. Dismissed by plaintiff: Samir Shaikh, et ux. v. MPWD, San Mateo County Case No. 538041, and Judgment awarded in favor of MPWD: Maskay, Inc., d/b/a Eurotech, et al. v. MPWD, San Mateo County Case No. 536467.
- E. Managed several liability and property claims (resulting from water main breaks) with the ACWA JPIA, including a large cross-country water main and numerous claims.

## 4. WATER CONSERVATION/EFFICIENCY

- A. There was no mandatory or voluntary conservation target this year as a result of the abundance of precipitation, but the MPWD continued monthly reporting to SWRCB, public education, local student field trips, annual water use awareness calendar contest, and customer messaging.
- B. Participated in numerous community events, including Belmont National Night Out, Belmont Earth Day, and Belmont Public Works Day.
- C. Co-sponsored three community education events with BAWSCA at MPWD:
  - i. Parent/Child Workshop: Basic Horticulture 101 (May 11, 2017); and
  - ii. Parent/Child Workshop: Edible Gardening (November 14, 2017).



DATE:

January 10, 2019

TO:

MPWD Board of Directors

FROM:

Tammy Rudock General Manager

RE:

Summary of Significant 2018 MPWD Accomplishments

## SIGNIFICANT MPWD ACCOMPLISHMENTS IN 2018

### 1. FINANCE

- A. Quarterly reporting refined for 2016 COP CIP, including reconciliation report and project fund report and tracking graph. Reports presented to Board at regular meetings in April, July, and October 2018.
- B. Developed and implemented new cash reserve and debt management policies.
- C. Pre-funded remaining balance of the PARS OPEB (Other Post-Employment Benefits)--\$2.4 million liability less \$900,000 OPEB account balance = \$1.5 million.
- D. Pre-funded CalPERS Pension Liability (UAL—Unfunded Accrued Liability portion)--\$1.6 million via PARS PRSP (Pension Rate Stabilization Program).
- E. FYE June 30, 2018 financial audit completed with unqualified opinion.
- F. Completed GASB 75 OPEB for FYE June 30, 2017 actuarial analysis and report and presented to Board (now required every two years).
- G. Continued FMS (Financial Management System) transition and utility billing system improvements, including public outreach for online bill pay.
- H. Updated Water Capacity Charges and Water Demand Offset Fees effective 10/01/18.
- I. Updated Miscellaneous Fees Schedule for implementation effective 01/01/19. Public outreach included all customers and more with targeted accounts.
- J. Effective 01/01/17, the CDHP (Consumer Driven Health Plan) was implemented as the standard plan cost at MPWD. This has far reaching impacts for cost savings because employee continues to have a choice in coverage, but will be responsible for the difference in cost, and employees will pay a percentage of the annual increase in premiums.

### 2. CAPITAL

- A. Continued 2016 COP CIP:
  - i. Completed construction of 2017 Water Main Replacement Project;
  - ii. Hillcrest Pressure Regulating Station project out to bid.

- iii. Engineering design completed for 2018 Water Main Replacement Project;
- iv. Engineering design at 90% for SR 101 Crossing @ PAMF;
- v. Engineering design at 60% for El Camino Real WMR;
- vi. Engineering design at 30% for Old County Road WMR;
- vii. Engineering design initiated for Dekoven Tanks Replacement project.
- B. Completed construction of water main replacements (Davey Glen, Belburn/Academy, and Francis) joint project with City of Belmont's sewer system upgrades.
- C. AMI change-out program continued. Anticipated completion by FYE 2019.

## 3. ORGANIZATION/OPERATIONS

- A. Managed a large volume of planning and development activities, including developer meetings, USA locates, service upgrades, and new service installations.
- B. Maintained updated MPWD website, including expanded CIP webpage. Application for CSDA (California Special District Association) SDLF (Special District Leadership Foundation) transparency certification to be filed by 02/28/19.
- C. Continued communication sessions and safety meetings, and included several "lunch and learn" sessions with staff. Participated in Operations team meetings as well.
- D. Worked with ACWA (Association of California Water Agencies) JPIA (Joint Powers Insurance Authority) and settled litigation—*Felactu, et ux. v MPWD*.
- E. Managed several liability and property claims (resulting from water main breaks) with the ACWA JPIA.
- F. Reorganization (for succession planning) completed for recruitment of up to three (3) Water System Operator positions in anticipation of upcoming employee retirements. One (1) part-time Accountant (no benefits) also added.
- G. Successfully bargained and executed a 5-year labor agreement with the MPWD Employee Association.

## 4. WATER CONSERVATION/EFFICIENCY

- A. Published annual Water Conservation report and distributed to customers.
- B. Continued detailed quarterly water conservation activity updates (attached to GM report).
- C. There was no mandatory or voluntary conservation target this year, but the MPWD continued monthly reporting to SWRCB (State Water Resources Control Board), public outreach/education on water conservation, local student field trips, annual water use awareness calendar contest, and customer messaging.
- D. Participated in numerous community events, including Belmont National Night Out, Belmont Earth Day, and Belmont Public Works Day. Jonathan Anderson, Water System Operator, placed second in the first annual San Mateo County Roadeo event. The San Jose Chapter of the APWA (American Public Works Association) funded travel and hotel expenses for Jonathan to participate in the nation event in Kansas City, and the MPWD paid for meals and incidental expenses.
- E. Co-sponsored two community education events with BAWSCA at MPWD:
  - i. Parent/Child Workshop: Attracting Good Bugs to Your Garden (June 2, 2018); and
  - ii. DIY Workshop: Design Your Own Native Garden (October 16, 2018).



### AGENDA ITEM NO. 7.I.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE UPDATE FROM GENERAL MANAGER REGARDING ACTIONS TAKEN

**DURING COVID-19 PANDEMIC** 

### **RECOMMENDATION**

Receive report.

**FISCAL IMPACT** – None.

### **BACKGROUND**

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

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

### **DISCUSSION**

The Board President requested I provide a monthly report on actions taken or decisions made during the declared emergency that were outside of established policy. Five (5) new actions (*italicized* below) were added to the list since the July 23<sup>rd</sup> report:

- In September 2020:
  - Revised Employee Workplace Safety Procedures During COVID-19 Pandemic (attached). All employees participated in revisions and signed.
- In August and September 2020:
  - Staff continued working on the El Camino Real WMR Capital Project, including final prebidding/construction review and customer outreach activities with TRC Companies, Inc., which exceeded my contract signature authority of \$25,000. The Operations Manager presented a contract amendment for the Board's approval on this month's Consent agenda since the project and services were budgeted.
- By August 31, 2020:
  - Allowed employees to cash out up to 80 hours of vacation leave to avoid bumping up against their vacation leave accrual caps.

## On August 25, 2020:

 Amended MPWD's ICMA-RC (International City Managers Association-Retirement Corporation) 457 Plan to allow for CARES Act Coronavirus Related Distributions. I have authority to amend the plan as the designated Plan Administrator but wanted to report it out to the Board.

### • On August 13, 2020:

 Approved one additional month adjustment relief for a customer that had a water heater leak (three months instead of two).

### On April 14, 2020:

 Credit card and debit card fees were suspended (and refunded for payments made since March 17, 2020) through the end of this fiscal year (June 30, 2020) or until further notice after discussion with the Board at a future meeting.

### On March 18, 2020:

- Terminations of service for non-payment were suspended through the end of this fiscal year (June 30, 2020) or until further notice after discussion with the Board at a future meeting.
- All fees related to late payments were suspended through the end of this fiscal year
   (June 30, 2020) or until further notice after discussion with the Board at a future meeting.

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

UNANIMOUS\_\_\_\_ ZUCCA\_\_\_ SCHMIDT\_\_\_ WHEELER\_\_\_ WARDEN\_\_\_ VELLA\_\_\_



# EMPLOYEE WORKPLACE SAFETY PROCEDURES DURING CORONAVIRUS-19 PANDEMIC

According to the <u>Center for Disease Control</u> (CDC) and the <u>World Health Organization</u> (WHO), coronavirus, like the flu, is spread from person to person contact, breathing or contacting respiratory droplets from an infected person, and contacting surfaces contaminated with a virus.

Per MPWD Personnel Rules Section 5.04 all MPWD employees have been declared disaster service workers during the declared emergency – *Coronavirus-19 Pandemic*. MPWD operations are considered essential services by all authorities. These procedures are extremely important to protect personal, co-worker (and their families), and customer and general public health and welfare.

Any employee that does not wish to report to work during the declared emergency for personal reasons MUST complete (sign and date) and submit to their supervisor for General Manager's approval an MPWD Leave of Absence form that designates the employee's leave accruals to use for their pay while out on leave.

While working at any and all MPWD facilities, offices, and systems each employee is required and agrees to take these preventative steps to keep the employee and others healthy:

- While on MPWD premises and job sites a face mask is always required, except while working in an office or workspace that is distanced from others, or while eating or drinking.
- Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol.
- Maintain safe social distancing by keeping at least 6 feet about two arm lengths away from others in the workplace, and when you must go out in public avoid gatherings of more than 10 people.
- As much as possible, it is preferred that we limit our social gatherings outside of our immediate families.
- The following situations require that an employee self-quarantine at home for seven (7) days using their individual leave accruals for the time off work:
  - > Every instance when an employee travels outside California; and
  - ➤ Every instance when an employee socializes with a group greater than ten (10) individuals, WITHOUT WEARING A FACE MASK.

Employees that can work remotely may be allowed to do so with the advance approval of their Supervisor and the General Manager.

- Avoid handshakes and touching others.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect workplace and vehicle surfaces <u>daily</u> and high-touch surfaces frequently throughout the day. High-touch surfaces include telephones, smartphones, remote controls, shared printers and copiers, counters, tabletops, toilets, sinks, appliances, doorknobs, bathroom fixtures, toilets, keyboards, computer mouses, tablets, vehicle door handles, and vehicle steering wheels and dashboards.
- Tools and equipment should be cleaned <u>daily</u> and sanitized.
- One employee per vehicle to maintain safe distancing as best possible.



- Avoid using other employees' telephones, desks, offices, computers, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Cover your coughs and sneezes. Use a tissue to cover your nose and mouth, and throw used tissues in a lined trash can. If a tissue isn't available, cough or sneeze into your elbow not your hands. Wash your hands immediately.
- Avoid close contact with people who are sick.
- <u>STAY AT HOME</u> if you suspect you or anyone in your family are sick, or you suspect you have been exposed to someone that is ill, with any of the following symptoms: fever, cough, or shortness of breath. No one is to return to work for at least 72 hours after the end of any one of these symptoms.
- Each employee will take their temperature daily when they first report to work at the MPWD and show the reading to a Manager, Supervisor, Lead Operator, or Management Analyst.
  - A weekly checklist that the employee's safe temperature was acknowledged will be initialed by a Manager, Supervisor, Lead Operator, or Management Analyst. The checklist will be maintained by the MPWD for no longer than three (3) weeks. A Manager or their designee will shred the weekly list beyond the 3-week period.
  - The employee's temperature reading must be below 100.4 degrees (CDC standard) to remain at work—NO EXCEPTIONS.
  - Individual thermometers and protective sheaths were provided by the MPWD and distributed to each employee.
- Get plenty of rest to keep your immune system healthy.

According to the CDC, early information shows that some people are at higher risk of getting very sick from COVID-19. This includes older adults (age 65+) and people of any age who:

- Have serious underlying medical conditions, such as heart, lung or liver disease; diabetes; moderate to severe asthma; severe obesity; and renal failure.
- Have a weakened immune system, including undergoing cancer treatment.

People who are pregnant should also be monitored since they are known to be at risk with severe viral illness; however, to date data on COVID-19 has not shown increased risk.

If you are at higher risk for serious illness from COVID-19, it is critical for you to take actions to avoid getting sick. Stay home, avoid close contact with others and follow the other steps above.

#### **IF YOU ARE SICK**

According to the CDC, COVID-19 symptoms include fever, shortness of breath and a cough. Keep track of your symptoms, which may appear two to 14 days after exposure, and call to seek medical attention if your symptoms worsen, such as difficulty breathing. It is very important that you report your exposure or illness to your supervisor or a manager as soon as possible.

#### Mild Illness

Most people have mild illness and are able to recover at home. If you think you are sick or have been around someone that is sick:

• **STAY HOME** and call your doctor for medical advice if you think you have been exposed to COVID-19 and develop symptoms. Older adults and people of any age with serious underlying medical conditions should call a health care provider as soon as symptoms start.



- Separate yourself from other people in your home. On your own, clean and disinfect all surfaces daily and hightouch surfaces frequently throughout the day in your sick room and designated bathroom. Have a healthy household member do the same for surfaces in other parts of the home.
- Wear a facemask if you are around other people (e.g., sharing a room or vehicle) and before you enter a health care provider's office.

### **Emergency Warning Signs**

If your symptoms become severe, call to get medical attention immediately. Warning signs include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Blush lips or face.

Please promptly report any employee in violation of these procedures to a supervisor or manager. An employee will be warned one (1) time if found in violation of these procedures and should there be a second offense they will be immediately sent home, removed from the MPWD's roster of emergency service workers and not allowed to work during the declared emergency, and required to use their personal accrued leave for pay during the time they are not working as a result of violating these procedures.

ACKNOWLEDGED AND UNDERSTOOD this 10 <sup>th</sup> day of September 2020.					
EMPLOYEE	SUPERVISOR				
	GENERAL MANAGER				



TO: Board of Directors

FROM: Tammy A. Rudock

General Manager

DATE: September 24, 2020

### **MANAGER'S REPORT**

### FOLLOW-UP FROM 07/23/2020 REGULAR BOARD MEETING

- ➤ Eighth Amendment to Master Professional Services Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 09-1621-CP was executed.
- > 2016 COP semi-annual reports through June 30, 2020 were posted to the website.
- > Employee salary schedules (effective August 1, 2020) were posted to the website.
- Signed resolutions were posted to the website.

### SALE OF 1513 FOLGER DRIVE IN BELMONT

There has been a lot of interest in the MPWD's property for sale at 1513 Folger Drive. Staff has been busy working with the MPWD's brokers responding to questions, acknowledging COVID-19 safety forms for individuals viewing the premises, and preparing for a discussion with the Board regarding offers made by prospective buyers.

### SALE OF F STREET PARCEL IN SAN CARLOS

The San Mateo County Housing Division continues its due diligence inspections, surveying, and environmental review work, although it was delayed a few months by the COVID-19 Pandemic. Communications are good between our agencies and we expect to present the Board with a purchase agreement for consideration by year's end.

### 3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

#### OCTOBER 22, 2020

- Award Construction Contract for El Camino Real Water Main Replacement Capital Project.
- Award Contract for Professional Services for Construction Management and Inspection Services related to the El Camino Real Water Main Replacement Capital Project.
- Receive annual financial audit report for FYE June 30, 2020.
- Award Contract for Professional Services for Professional Accounting Services and/or Appoint District Treasurer.
- Annual review Catalog of Enterprise Systems.
- Receive report on Development Revenues Compared to MPWD CIP and Water Conservation Program Expenditures through FYE June 30, 2020.
- Closed Session: General Manager annual performance evaluation.
- Required Ethics training reminder.

### **NOVEMBER 18, 2020**

- Consider/Approve annual Board meeting schedule.
- Schedule January 2021 strategic planning Special Board meeting.
- Receive annual PARS OPEB trust account performance review and confirm investment strategy.
- Closed Session: General Manager annual performance evaluation.

## **DECEMBER 17, 2020**

- Election of officers (followed by reception).
- Award Construction Contract for Dekoven Tanks Replacement Capital Project.
- Receive BAWSCA report (carry over from November).
- Complete General Manager performance evaluation and consider amended employment agreement and salary schedule effective January 1, 2021.

#### **UPCOMING MEETINGS/EVENTS**

HIA Meeting (Belmont): CANCELED (until further notice) CSDA Annual Conference (Palm Desert): CANCELED

CSDA Special District Leadership Academy – Governance Conference (South Lake Tahoe): CANCELED

ACWA 2020 Fall Conference & Exhibition (Virtual): December 2-3, 2020 CSDA Annual Conference (Monterey): August 30 – September 2, 2021



TO: Board of Directors

FROM: Candy Pina

DATE: September 24, 2020

### **ADMINISTRATIVE SERVICES MANAGER'S REPORT**

## **FINANCIAL REPORTING:**

## **Schedule of Cash and Investments:**

SCHEDULE OF CASH AND INVESTMENTS							
	BALANCE	BALANCE	BALANCE				
CASH ACCOUNT	7/31/2020	8/31/2020	@9/18/20				
PETTY CASH	\$400	\$400	\$400				
CASH DRAWER	\$200	\$200	\$200				
WELLS FARGO CHECKING	\$725,864	\$313,248	\$133,219				
LAIF	\$6,659,292	\$6,659,292	\$7,609,292				
BNY INSTALLMENT ACCOUNT	\$627,478	\$827,509	\$827,509				
TOTAL	\$8,013,234	\$7,800,648	\$8,570,619				

### **Water Revenue Report:**

WATER REVENUES for FISCAL YEAR 2019/2020								
Water Fixed Total								
	Total	Commodity	System	Water				
Month	Units	Charges	Charges	Revenues	Misc Rev			
JUL	127,235	1,155,373	265,043	1,420,416	1,372			
AUG	130,402	1,190,550	262,741	1,453,291	1,384			
TOTAL	257,637	2,345,923	527,784	2,873,707	2,756			

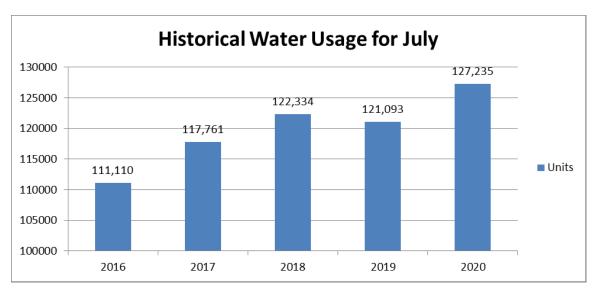
Please note the following: Total Units for each month on this report are calculated when customer meters are read:

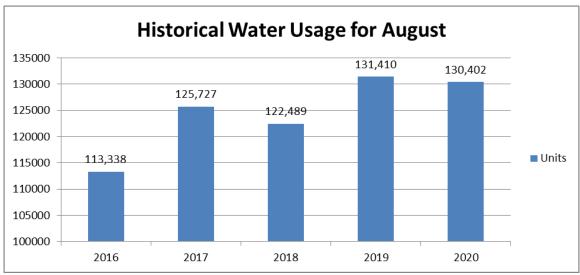
Zone 2 meters are read on the 1st of each month

Zone 3 meters are read on the 5<sup>th</sup>

Zones 1, 4, 5, 6, 7, 8 and 9 are read on the  $15^{th}$ 

In the Operations Manager's report, units being reported are based on SFPUC reads, which occurs at 8:00 a.m. on the last day of each month.





### **CONFERENCES, TRAINING, & MEETINGS:**

- 1) Candy Pina: 08/04-05/20 Human Resources Boot Camp Conference
- 2) Misty Malczon/Candy Pina: 08/06/20 ADP timesheets demonstration
- 3) Candy Pina: 08/11/20 Executive Team Meeting
- 4) Misty Malczon/Candy Pina: 08/11/20 -Leadership Team Meeting
- 5) Misty Malczon/Candy Pina: 08/13/20 Fee Schedule Meeting with Dan Bergmann
- 6) Candy Pina: 08/18-19/20 Financial Management for Special District Conference
- 7) Candy Pina: 08/18/20 Meeting with Wulff Hansen & Co regarding Debt refinancing and bond related matters
- 8) Candy Pina: 08/25/20 Executive Team Meeting
- 9) Misty Malczon/Candy Pina: 08/25/20 -Leadership Team Meeting
- 10) Candy Pina: 08/25/20 Kick-off meeting with ADP Comprehensive Services Implementation
- 11) Misty Malczon/Candy Pina: 08/27/20 Fee Schedule Meeting with Dan Bergmann
- 12) Candy Pina: 09/01/20 Time & Attendance Module Review with ADP

- 13) Candy Pina: 09/01/20 Meeting with Tia Sharp reviewing Furniture Implementation
- 14) Misty Malczon/Candy Pina: 09/02/20 Water Rates Study with HFH
- 15) Misty Malczon: 09/02/20 Digital Document Training with Ray Morgan
- 16) All Staff: 09/03/20 Mandatory Lunch and Learn meeting with MPWD staff
- 17) Candy Pina: 09/08/20 Executive Team Meeting
- 18) Misty Malczon/Candy Pina: 09/08/20 Leadership Team Meeting
- 19) All Staff: 09/10/20 Safety Meeting IPad Training
- 20) Candy Pina: 09/17/20 Mini Finance Session with Brian Schmidt & Bud Levine
- 21) All Staff: 09/17/20 Retirement Luncheon for Brad Burwell
- 22) Candy Pina: 09/21/20 MPWD Capacity Fee Update meeting with RDN
- 23) Candy Pina: 09/22/20 Executive Team Meeting
- 24) Misty Malczon/Candy Pina: 09/22/20 Leadership Team Meeting
- 25) All Staff: 09/24/20 Safety Meeting
- 26) Misty Malczon: 09/28/20 Management & Supervisory Training Program (4 weeks)

### **PUBLIC SERVICE ETHICS EDUCATION (AB 1234)**

Everyone is current with their Ethics training. The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

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

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

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

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

# <u>SEXUAL HARASSMENT PREVENTION EDUCATION (AB 1825 FOR MANAGERS, SB 1343 FOR EMPLOYEES, AB 1661 FOR ELECTED OFFICIALS)</u>

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

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



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: September 24, 2020

# **OPERATIONS REPORT – July and August**

### **Projects:**

- Notified by District Engineer's office that scope of work requested by District staff for the Dekoven Tanks Replacement Project, capital project 08-1621-CP, may require a contract amendment. Additional scope and PSA approved by Board in December 2018 for \$196,300. Staff has requested additional work related to a maintenance bridge across top of both tanks, water treatment chemical feed/storage on site, tank constructability review and front of property improvement plan;
- District's corrosion consultant, JDH Consultants completed their cathodic protection survey, which is conducted every other year;
- Completed service upgrades at: 2004 Mezes, 2812 Monte Cresta, 3105 Marburger and 424 Oxford;
- Installed the new XiO SCADA hardware at the Hersom Pump Station;
- Installed 180 feet of new 8-inch PVC pipe on Hill Street. This section of pipe had no history of repairs, but during some preliminary investigation prior to development in the area, staff found the pipeline with severe external corrosion. The old 6-inch cast iron pipe was abandoned in place. The project was completed in-house as maintenance and included 2-one-inch services, 1-two-inch service, 1-four-inch fire service, one fire hydrant and 1 eight-inch gate valve for the development;
- Held kick-off virtual meetings for: Urban Water Management Plan Update, Rate and Financial Model Study, and Water Capacity Charge Study;
- Held discussion regarding upcoming ECR capital project and outreach program
- Discussed the 50% plans for the Dekoven Tank Replacement capital project;
- Held internal meeting to discuss the Emergency Response Plan policy document;
- Met District Engineer and Surveyor on Mezes Avenue at the old Hersom Tank site to discuss property boundary survey;
- Opened bids for PAMF capital project 04-1621-CP;
- Repaired the ½" air supply line to the Dekoven Hydropneumatic Tank station;
- Repaired service leaks at: 1000 Broadway, 2284-2286 Hastings, 2864 Wakefield, and 1801 Belburn; and

- Repaired water main leaks at: 2880 Wakefield, 1100 Ralston, 1557 Vine, and 3808 Naughton.

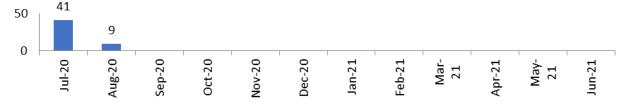
## **Maintenance:**

- Had the Exbourne and Hallmark Tank Sites cleared of overgrown trees and shrubs by the District's contracted landscape company;
- Cleaned, disinfected and placed the smaller of the two tanks at Dekoven that had been off-line back in service;
- Ops staff completed meter maintenance in Zone 3, which was mentioned in last Ops Report, as the last Zone to complete;
- Completed paving at past leak locations on Molitor, Monserat, Broadway, North Road and Sequoia;
- Responded to and completed 184 and 195 USA (underground service alerts) requests during the months of July and August respectively;



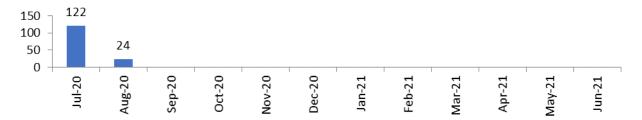
- During the months of July and August 41 and 9 fire hydrants received a visit, received some maintenance and/or service respectively. The effort equates to 6% of the system's 847 fire hydrants;





 During the month of July 122 valves were exercised and in August the number of valves exercised was 24. This equates to 5% of the system's 2,780 valves as being exercised;

# Valve Maintenance \*146 of 2780 - 5% Exercised



- Collected a requisite 55 water samples during July and 44 water samples during August for bacteriological testing from 11 sample station sites. None of the samples tested positive for total coliform;
- Continued to routinely monitor, less frequently, water system dead-ends continued for disinfectant residual; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues, as often as possible, as a part of regular water quality monitoring.

**System Repairs:** 

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
7/18/20	2284/2286 Hastings	Service Repair	Polybutylene	1976	See next cell
7/19/20	2284/2286 Hastings	Replace Service	Polybutylene	1976	15,000
7/21/20	2880 Wakefield	Main Repair	ACP	1972	23,000
7/28/20	2864 Wakefield	Service Repair	Polybutylene	1972	100
8/10/20	1801 Belburn	Service Repair	Polybutylene	1970	100
8/17/20	1100 Ralston	Main Repair	Cast Iron Pipe	1952	500,000
8/19/20	740 Holly	Service Repair	Copper	1990	150
8/28/20	1557 Vine	Main Repair	Cast Iron Pipe	1958	500
8/30/20	3808 Naughton	Pipe Ring Break	Cast Iron Pipe	1956	1500

### **Development:**

Staff is currently working with developers on 55 development projects:

## Mixed Use Commercial/Multi-Family Residential: 10

- 1300 El Camino Real; a 66-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor covering 0.72 acres
- o 1320 El Camino Real; a 15-unit town home residential project (area not provided)
- o 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres
- o 900 El Camino Real; a 37-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor (area not provided)
- 425-501 Old County Road; a 94-unit multi-family residential project (area not provided on our water system improvement plans)
- o 800 Laurel Avenue; a 16-unit town home residential project (area not provided)
- o 800-803 Belmont Avenue; a 125-unit multi-family residential project (area not provided)
- o 815 Old County Road; a 177-unit multi-family residential project (area not provided)
- o 1324 Old County Road; a 2 or 3 unit multi-family with ground floor retail space
- o 608 Harbor: a 103-unit multi-family development

### Commercial: 10

- Reviewing Plans 4
- Approvals Received 4
- o In Construction 2

## Residential: 35

- Plans In Review 18
- o Plans Through Staff Approval Process 12
- o Project In Construction 5

### **Administration:**

- Keeping abreast, from a distance, of city's sewer rehab project;
- Participating in weekly calls with District Engineer and General Manager;
- Held discussions with new sewer contractor working on Shoreway Road for Silicon Valley Clean Water WWTF and their new large diameter pipeline;
- Participated in JPIA Leadership group virtual meeting;
- Got survey ready for mailing to customers along recently completed capital project in various neighborhoods about 240 mailings;
- Met with District Engineer to start update for Construction Standards and Specifications;
- Met with internal work group on preparation of District's Risk and Resiliency Assessment;
- Work and review an SOP on District Claims Procedures;
- Participated in a virtual pre-construction meeting of the Fire House Square development;
- Evaluated employee due during month;
- Participating in Agenda Review meetings;
- Participating in Executive Team and Leadership Team meetings; and

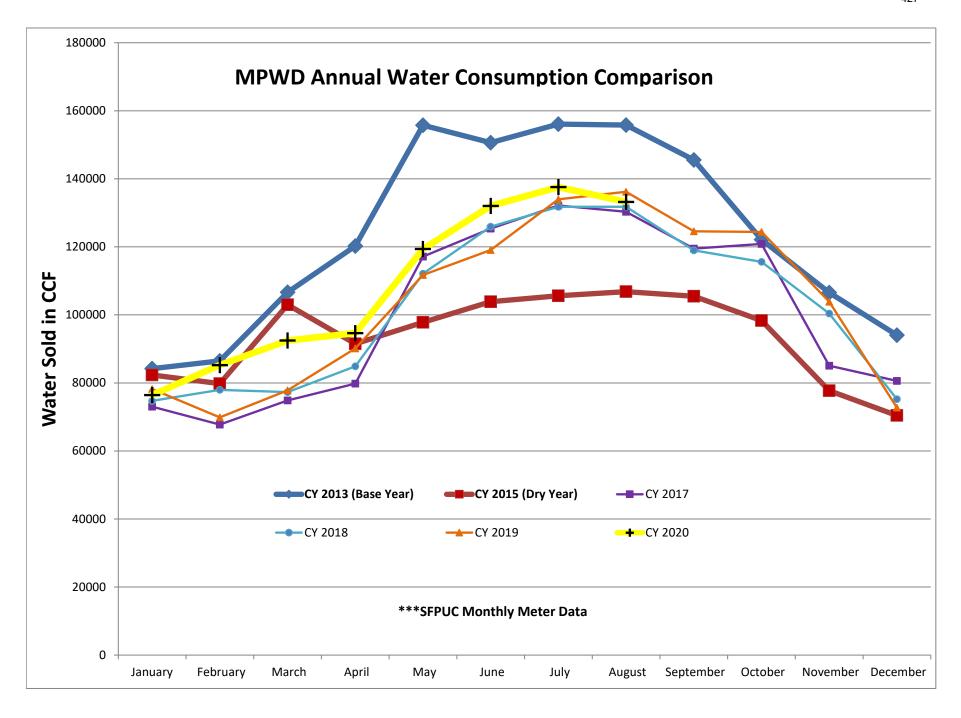
- Continue to actively manage power use for pumping operations via SCADA.

# **Water Conservation:**

Recent 3-Month Comparison Summary (added a month due to lack of August meeting)

2019/2020 MONTH	2019/2020 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2019/2020 R-GPCD**	2013 R-GPCD
June 2020	132,038	150.614	-12.3%	-12.7%	110.0	122.6
Julie 2020	132,036	130,014	-12.370	-12.770		
July 2020	137,560	156,081	-11.9%	-11.9%	111.0	122.9
August 2020	133,220	155,788	-14.5%	-13.2%	107.5	122.7

2018/2019 MONTH	2018/2019 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2018/2019 R-GPCD**	2013 R-GPCD
June 2019	119,062	150,614	-20.9%	-17.3%	99.2	122.6
July 2019	133,986	156,081	-14.2%	-14.2%	108.1	122.9
August 2019	136,191	155,788	-12.6%	-13.4%	109.8	122.7





TO: Board of Directors

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

District Engineer

DATE: September 24, 2020

## **DISTRICT ENGINEER'S REPORT**

# NO WRITTEN REPORT THIS MONTH

#### MID-PENINSULA WATER DISTRICT OPERATIONS BUDGET FOR FY 2020-2021 SUMMARY

9/18/2020 0:00

DESCRIPTION OPERATING REVENUE	APPROVED	ACTUALS		
ODEDATING DEVENUE	FY 2020-2021 BUDGET \$	7/1/2020 7/31/2020	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
JPERATING REVENUE	<u>'</u>		·	
WATER COMMODITY CHARGES	9,800,000	1,155,373	8,644,627	11.8%
FIXED SYSTEM CHARGES	3.000.000	265,043	2,734,957	8.8%
FIRE SERVICE CHARGES	14.000	1.372	12.628	9.8%
MISC CUSTOMER ACCOUNT FEES	49.750	(427)	50.177	-0.9%
MISCELLANEOUS OPERATING	60,000	- (127)	60,000	N/A
PROPERTY TAX REVENUE	268.000	2.080	265.920	0.8%
TOTAL OPERATING REVENUE *	13,191,750	1,423,441	11,768,309	10.8%
WATER SYSTEM CAPACITY CHARGES	40,000	-	40.000	N/A
WATER DEMAND OFFSET CHARGES	20.000	_	20,000	N/A
SERVICE LINE & INSTALLATION CHARGES	60,000	6,359	53,641	10.6%
MISCELLANEOUS NON-OPERATING *	75,000	4,713	70,287	6.3%
NTEREST REVENUE - LAIF *	75,000	8,105	66.895	10.8%
NTEREST REVENUE - COP	150.000	805	149,195	0.5%
LEASE OF PHYSICAL PROPERTY *	175,000	8,989	166.011	5.1%
LANDSCAPE PERMIT REVENUE	10,000	9,800	200	98.0%
TOTAL NON-OPERATING REVENUE	605,000	38,770	566,230	6.4%
TOTAL REVENUE	13,796,750	1,462,211	12,334,539	10.6%
	10,100,100	1,402,211	12,004,000	10.070
OPERATING EXPENDITURES (OP EXP)	T		1	
SALARIES & WAGES	2,148,750	128,150	2,020,600	6.0%
PAYROLL TAXES & BENEFITS	1,320,352	98,202	1,222,150	7.4%
PURCHASED WATER	5,667,168	611,132	5,056,036	10.8%
OUTREACH & EDUCATION	66,000	4,895	61,105	7.4%
M&R - OPS SYSTEM	458,557	14,462	444,095	3.2%
M&R - FACILITIES & EQUIPMENT	141,625	9,097	132,528	6.4%
SYSTEM SURVEYS	85,000	24,960	60,040	29.4%
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	,		, ,	
		,	,	
	, ,			5.3%
		,		8.0%
NET OPERATING SURPLUS/LOSS	(425,370)	324.071	(749,442)	-76.2%
TRANSFER FROM WORKING CAPITAL RESERVES*	425,370	(324,071)	749,442	-76.2%
NET TRANSFERS TO CAPITAL		(024,011)	. 40,442	N/A
TEL TIME END TO CALLIAE	1.80	2.37	-	14/7
ADMINISTRATION & EQUIPMENT MEMBERSHIP & GOV FEES BAD DEBT & CLAIMS JTILITIES PROFESSIONAL SERVICES TRAINING/TRAVEL & RECRUITMENT RESTRICTED EARNINGS DEPRECIATION DEBT SERVICE TOTAL OPERATING EXPENSES	346,500 261,894 56,000 347,600 886,675 61,500 225,000 1,080,000 1,069,500 14,222,121	25,201 11,611 92 10,201 47,133 167 8,910 87,712 56,217 <b>1,138,140</b>	321,299 250,283 55,909 337,399 839,542 61,333 216,090 992,288 1,013,283 13,083,981	

<sup>\*</sup> Revenues included in Debt Service Coverage Ratio

#### MID-PENINSULA WATER DISTRICT CAPITAL BUDGET FOR FY 2020-2021 CAPITAL IMPROVEMENT PROGRAM (CIP)

PROJ #	PROJECT NAME	CAPITAL FY 2020-2021 BUDGET \$	ACTUAL 07/01/20 07/31/20	BALANCE/ (OVER BUDGET)	2016 COP FUNDED BUDGET \$	ACTUAL 07/01/20 07/31/20	BALANCE/ (OVER BUDGET)
15-76	El Camino Real Water Main Replacement				3,520,000	-	3,520,000
	Dekoven Tanks Replacement				3,850,000	-	3,850,000
15-72-A	SR 101 Crossing at PAMF Hospital – Phase 1 (Water				595,000	-	595,000
	Main Construction within easement on PAMF property in						
	San Carlos from Industrial Road to PAMF property line						
	west of SR101)						
15-86	Folger Pump Station Demolition - Project #15-86	330,000	-	-			
20-05	Transmission Water Main Assessments	220,000	ı	-			
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	-			
	(Planning, Architectural/Engineering Design, and						
	Construction Support, including Contingencies)						
20-01	Hastings Drive Service Connection Replacements; and	138,000	-	-			
15-40	Hastings Drive Water Main Replacement (Planning,	88,000	-	-			
	Engineering Design, and Construction Support, including						
	Contingencies)						
15-88	Vine Street (Zone 5) Improvements (Planning,	165,000	-	-			
	Engineering Design, and Construction Support, including						
	Contingencies)						
N/A	Miscellaneous Capital Outlay/Projects	50,000	-	-			
	TOTAL	1,141,000	-	1,141,000	7,965,000	-	7,965,000
	DEPRECIATION	1,080,000	87,712	992,288			
	NET OPERATING SURPLUS/LOSS	(425,370)	324,071	(749,441)			
	TRANSFER FROM WORKING CAPITAL RESERVES*	425,370	(324,071)	749,441			
	NET TRANSFERS TO CAPITAL	61,000	(87,712)	148,712			
	CAPITAL OUTLAY/CAPITAL PROJECTS	(1,141,000)	-	(1,141,000)			
	NET RESULTS OF CAPITAL	-	(0)	0			

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

DESCRIPTION	31-Jul-20	31-Jul-19	\$ Change	% Change			
ASSETS							
CURRENT ASSETS							
Total Checking/Savings	8,021,339	4,383,361	3,637,978	83.0%			
Total COP Funds	11,520,959	14,459,680	-2,938,720	-20.32%			
Total Accounts Receivable	1,491,031	1,180,516	310,515	26.3%			
Total Other Current Assets	444,402	201,265	243,137	120.81%			
TOTAL CURRENT ASSETS	21,477,731	20,224,821	1,252,910	6.2%			
FIXED ASSETS							
Fixed Assets	51,712,887	50,329,339	1,383,548	2.75%			
Accumulated Depreciation	-29,417,557	-28,281,732	-1,135,826	-4.02%			
Construction in Progress	4,341,903	2,347,431	1,994,472	84.96%			
TOTAL FIXED ASSETS	26,637,232	24,395,039	2,242,194	9.19%			
TOTAL OTHER ASSETS	721,495	2,226,591	-1,505,096	-67.6%			
TOTAL ASSETS	48,836,459	46,846,451	1,990,008	4.25%			
LIABILITIES							
LIABILITIES							
LIABILITIES CURRENT LIABILITIES							
	852,116	422,846	429,270	101.52%			
CURRENT LIABILITIES	852,116 961,850	422,846 1,392,101	429,270 -430,251	101.52% -30.91%			
CURRENT LIABILITIES  Total Accounts Payable	·		,				
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities	961,850	1,392,101	-430,251	-30.91%			
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES	961,850	1,392,101	-430,251	-30.91% - <b>0.05%</b>			
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES	961,850 <b>1,813,966</b>	1,392,101 <b>1,814,947</b>	-430,251 - <b>981</b>	-30.91% -0.05% -2.14%			
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)	961,850 <b>1,813,966</b> 17,175,000	1,392,101 <b>1,814,947</b> 17,550,000	-430,251 - <b>981</b> -375,000	-30.91% -0.05% -2.14% -3.95%			
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)	961,850 <b>1,813,966</b> 17,175,000 823,748	1,392,101 <b>1,814,947</b> 17,550,000 857,637	-430,251 - <b>981</b> -375,000 -33,888	-30.91% -0.05% -2.14% -3.95% -59.85%			
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)	961,850 <b>1,813,966</b> 17,175,000 823,748 915,934	1,392,101 <b>1,814,947</b> 17,550,000 857,637 2,281,061	-430,251 <b>-981</b> -375,000 -33,888 -1,365,127	-30.91% -0.05% -2.14% -3.95% -59.85% -8.58%			
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES	961,850 1,813,966 17,175,000 823,748 915,934 18,914,682	1,392,101 1,814,947 17,550,000 857,637 2,281,061 20,688,698	-430,251 -981 -375,000 -33,888 -1,365,127 -1,774,015	-30.91% -0.05% -2.14% -3.95% -59.85% -8.58%			
CURRENT LIABILITIES Total Accounts Payable Total Other Current Liabilities TOTAL CURRENT LIABILITIES LONG TERM LIABILITIES Total COP Financing Debt (B) Total COP Premium (B) Total Other Long Term Liabilities (B) TOTAL LONG TERM LIABILITIES TOTAL LIABILITIES	961,850 1,813,966 17,175,000 823,748 915,934 18,914,682	1,392,101 1,814,947 17,550,000 857,637 2,281,061 20,688,698	-430,251 -981 -375,000 -33,888 -1,365,127 -1,774,015	-30.91% -0.05%  -2.14% -3.95% -59.85% -8.58% -7.89%			
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES  EQUITY  Reserves  Fund Bal Invest in Util Plant	961,850 <b>1,813,966</b> 17,175,000 823,748 915,934 <b>18,914,682</b> <b>20,728,648</b>	1,392,101 1,814,947 17,550,000 857,637 2,281,061 20,688,698 22,503,644	-430,251 -981 -375,000 -33,888 -1,365,127 -1,774,015 -1,774,997	-30.91% -0.05%  -2.14% -3.95% -59.85% -8.58% -7.89%			
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES  EQUITY  Reserves	961,850 1,813,966 17,175,000 823,748 915,934 18,914,682 20,728,648	1,392,101 1,814,947 17,550,000 857,637 2,281,061 20,688,698 22,503,644 3,921,896	-430,251 -981 -375,000 -33,888 -1,365,127 -1,774,015 -1,774,997 2,737,396	-30.91% -0.05%  -2.14% -3.95% -59.85% -8.58% -7.89%  69.8% 9.19%			
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES  EQUITY  Reserves  Fund Bal Invest in Util Plant	961,850 1,813,966 17,175,000 823,748 915,934 18,914,682 20,728,648 6,659,292 26,637,232	1,392,101 1,814,947 17,550,000 857,637 2,281,061 20,688,698 22,503,644 3,921,896 24,395,039	-430,251 -981  -375,000 -33,888 -1,365,127 -1,774,015 -1,774,997  2,737,396 2,242,194	-30.91% -0.05%  -2.14% -3.95% -59.85% -8.58% -7.89%  69.8% 9.19% -30.56%			

<sup>(</sup>A) CalPERS Net Pension Liability - GASB 68 requirement.

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

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

DESCRIPTION   Jul 20-Jul 20   Jul 19-Jul 19   S Change   % Change   Marcome   Marcom					
NCOME	DESCRIPTION	Jul 20-Jul 20	Jul 19-Jul 19	\$ Change	% Change
OPERATING REVENUE	ORDINARY INCOME/EXPENSE				
INTEREST INCOME	INCOME				
CAPITAL CONTRIBUTION   12,693   51,745   -39,052   -75,47%   -30,052   -75,47%   -30,052   -75,47%   -30,052   -30	OPERATING REVENUE	1,423,441		82,300	6.14%
TOTAL INCOME   29,860		8,910		,	
TOTAL INCOME		12,693	51,745	-39,052	
EXPENSE   226,352   160,512   65,840   41,02%		-,	•	,	
PERSONNEL COSTS   226,352   160,512   65,840   41.02%     PURCHASED WATER   611,132   596,236   14,896   2.5%     DUTREACH/EDUCATION   4,895   5.300   4-405   7.764%     M&4 - OPS SYSTEMS   14,462   -9,357   23,819   254.55%     M&4 - OPS SYSTEMS   14,462   -9,357   23,819   254.55%     FACILITIES & EQUIPMENT   9,097   13,547   -4,450   -32.85%     FACILITIES & EQUIPMENT   22,900   0 24,960   100.0%     OFFICE SUPPLIES & EQUIPMENT   25,201   26,985   -1,784   -6.61%     MEMBERSHIP & GOV FEES   11,611   20,972   -9,362   -44.64%     MEMBERSHIP & GOV FEES   11,650   -1,449   -12,44%     MET REVENUE (REVENUE)   11,650   -1,449   -12,44%     MET REVENUE/(EXPENSE)   985,301   873,731   111,570   12,77%     NET ORDINARY INCOME   489,603   600,987   -111,385   -18,53%     OTHER EXPENSE   985,301   873,731   111,570   12,77%     NET ORDINARY INCOME   489,603   600,987   -111,385   -18,53%     OTHER EXPENSE   143,929   142,430   1,499   1,1%     NET REVENUE/(EXPENSES)   345,674   458,558   -112,884   -24,6%     TOTAL OTHER EXPENSE   48,910   -24,66%     NET REVENUE/(EXPENSES)   -4,910   -24,66%     NET REVENUE/(EXPENSES NET OPERATING SURPLUS   -24,66%     TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS   -24,66%	TOTAL INCOME	1,474,903	1,474,718	185	0.01%
PURCHASED WATER					
OUTREACH/EDUCATION	PERSONNEL COSTS	226,352	160,512	65,840	41.02%
M84 - OPS SYSTEMS		611,132	596,236	14,896	2.5%
FACILITIES & EQUIPMENT		•			
MAJOR MAINTENANCE   24,960   0   24,960   100.0%					
OFFICE SUPPLIES & EQUIPMENT         25,201         26,985         -1,784         -6.61%           MEMBERSHIP & GOV FEES         11,611         20,972         -9,362         -44.64%           BAD DEBT & CLAIMS         92         0         92         100.0%           UTILITIES         10,201         11,650         -1,449         -12,44%           PROFESSIONAL SERVICES         47,133         43,867         3,266         7,45%           TRAINING & TRAVEL         167         4,021         -3,853         -95.84%           TOTAL EXPENSES         985,301         873,731         111,570         12.77%           NET ORDINARY INCOME         489,603         600,987         -111,385         -18.53%           OTHER INCOME/EXPENSE           OTHER EXPENSE           DEPRECIATION         87,712         85,234         2,478         2.91%           DEBT SERVICE PRINCIPAL & INTEREST PAYMENT         56,055         57,093         -1,038         -1.82%           COP FINANCING COSTS         162         102         60         58.78%           NET REVENUE/(EXPENSES)         345,674         458,558         -112,884         -24.6%           RECONCILIATION TO OPERATING SURPLUS         11,284		,	,		
MEMBERSHIP & GOV FEES				,	
BAD DEBT & CLAIMS   92   0   92   100.0%    UTILITIES   10,201   11,650   -1,449   -12,44%    PROFESSIONAL SERVICES   47,133   43,867   3,266   7,45%    TRAINING & TRAVEL   167   4,021   -3,863   -95,84%    TOTAL EXPENSES   985,301   873,731   111,570   12,77%    NET ORDINARY INCOME   489,603   600,987   -111,385   -18,53%    OTHER INCOME/EXPENSE    OTHER EXPENSE    DEPRECIATION   87,712   85,234   2,478   2,91%    DEBT SERVICE PRINCIPAL & INTEREST PAYMENT   56,055   57,093   -1,038   -1,82%    TOTAL OTHER EXPENSE   162   102   60   58,78%    TOTAL OTHER EXPENSE   143,929   142,430   1,499   1.1%    NET REVENUE/(EXPENSES)   345,674   458,558   -112,884   -24,6%    RECONCILIATION TO OPERATING BUDGET   48,910    CAPITAL CONTRIBUTION   -12,693    TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS   -21,602					
UTILITIES			= -,	,	
PROFESSIONAL SERVICES   47,133   43,867   3,266   7.45%     TRAINING & TRAVEL   167   4,021   -3,853   -95.84%     TOTAL EXPENSES   985,301   873,731   111,570   12.77%     NET ORDINARY INCOME   489,603   600,987   -111,385   -18.53%     OTHER INCOME/EXPENSE					
TRAINING & TRAVEL 167 4,021 -3,853 -95.84% TOTAL EXPENSES 985,301 873,731 111,570 12.77% NET ORDINARY INCOME 489,603 600,987 -111,385 -18.53% OTHER INCOME/EXPENSE OTHER EXPENSE DEPRECIATION 87,712 85,234 2,478 2.91% DEBT SERVICE PRINCIPAL & INTEREST PAYMENT 56,055 57,093 -1,038 -1.82% COP FINANCING COSTS 162 102 60 58.78% TOTAL OTHER EXPENSE 143,929 142,430 1,499 1.1% NET REVENUE/(EXPENSES) 345,674 458,558 -112,884 -24.6% RECONCILIATION TO OPERATING BUDGET ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS INTEREST INCOME - LAIF & COP INTEREST — -8,910 CAPITAL CONTRIBUTION -12,693 TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602					
TOTAL EXPENSES 985,301 873,731 111,570 12.77% NET ORDINARY INCOME 489,603 600,987 -111,385 -18.53%  OTHER INCOME/EXPENSE  OTHER EXPENSE  DEPRECIATION 87,712 85,234 2,478 2.91% DEBT SERVICE PRINCIPAL & INTEREST PAYMENT 56,055 57,093 -1,038 -1.82% COP FINANCING COSTS 162 102 60 58.78%  TOTAL OTHER EXPENSE 143,929 142,430 1,499 1.1% NET REVENUE/(EXPENSES) 345,674 458,558 -112,884 -24.6%  RECONCILIATION TO OPERATING BUDGET  ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS  INTEREST INCOME - LAIF & COP INTEREST -8,910 CAPITAL CONTRIBUTION -12,693 TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS		•			
NET ORDINARY INCOME		-			
OTHER INCOME/EXPENSE           DEPRECIATION         87,712         85,234         2,478         2.91%           DEBT SERVICE PRINCIPAL & INTEREST PAYMENT         56,055         57,093         -1,038         -1,82%           COP FINANCING COSTS         162         102         60         58,78%           TOTAL OTHER EXPENSE         143,929         142,430         1,499         1.1%           NET REVENUE/(EXPENSES)         345,674         458,558         -112,884         -24.6%           RECONCILIATION TO OPERATING BUDGET         458,558         -112,884         -24.6%           INTEREST INCOME - LAIF & COP INTEREST         -8,910         -8,910           CAPITAL CONTRIBUTION         -12,693           TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS         -21,602		· · · · · · · · · · · · · · · · · · ·	•	•	
OTHER EXPENSE           DEPRECIATION         87,712         85,234         2,478         2.91%           DEBT SERVICE PRINCIPAL & INTEREST PAYMENT         56,055         57,093         -1,038         -1.82%           COP FINANCING COSTS         162         102         60         58.78%           TOTAL OTHER EXPENSE         143,929         142,430         1,499         1.1%           NET REVENUE/(EXPENSES)         345,674         458,558         -112,884         -24.6%           RECONCILIATION TO OPERATING BUDGET         458,558         -112,884         -24.6%           INTEREST INCOME - LAIF & COP INTEREST         -8,910         -8,910           CAPITAL CONTRIBUTION         -12,693           TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS         -21,602	NET ORDINARY INCOME	489,603	600,987	-111,385	-18.53%
DEPRECIATION       87,712       85,234       2,478       2.91%         DEBT SERVICE PRINCIPAL & INTEREST PAYMENT       56,055       57,093       -1,038       -1.82%         COP FINANCING COSTS       162       102       60       58,78%         TOTAL OTHER EXPENSE       143,929       142,430       1,499       1.1%         NET REVENUE/(EXPENSES)       345,674       458,558       -112,884       -24.6%         RECONCILIATION TO OPERATING BUDGET       ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS       -8,910       -8,910       -8,910       -12,693       -12,693       -12,693       -21,602	OTHER INCOME/EXPENSE				
DEBT SERVICE PRINCIPAL & INTEREST PAYMENT       56,055       57,093       -1,038       -1.82%         COP FINANCING COSTS       162       102       60       58.78%         TOTAL OTHER EXPENSE       143,929       142,430       1,499       1.1%         NET REVENUE/(EXPENSES)       345,674       458,558       -112,884       -24.6%         RECONCILIATION TO OPERATING BUDGET       458,558       -112,884       -24.6%         INTEREST INCOME - LAIF & COP INTEREST       -8,910         CAPITAL CONTRIBUTION       -12,693         TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS       -21,602	OTHER EXPENSE				
COP FINANCING COSTS       162       102       60       58.78%         TOTAL OTHER EXPENSE       143,929       142,430       1,499       1.1%         NET REVENUE/(EXPENSES)       345,674       458,558       -112,884       -24.6%         RECONCILIATION TO OPERATING BUDGET       458,558       -112,884       -24.6%         INTEREST INCOME - LAIF & COP INTEREST       -8,910         CAPITAL CONTRIBUTION       -12,693         TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS       -21,602	DEPRECIATION	87,712	85,234	2,478	2.91%
TOTAL OTHER EXPENSE       143,929       142,430       1,499       1.1%         NET REVENUE/(EXPENSES)       345,674       458,558       -112,884       -24.6%         RECONCILIATION TO OPERATING BUDGET         ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS         INTEREST INCOME - LAIF & COP INTEREST       -8,910         CAPITAL CONTRIBUTION       -12,693         TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS       -21,602	DEBT SERVICE PRINCIPAL & INTEREST PAYMENT	56,055	57,093	-1,038	-1.82%
NET REVENUE/(EXPENSES)  RECONCILIATION TO OPERATING BUDGET  ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS  INTEREST INCOME - LAIF & COP INTEREST  CAPITAL CONTRIBUTION  TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS  -21,602	COP FINANCING COSTS	162	102	60	58.78%
RECONCILIATION TO OPERATING BUDGET  ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS  INTEREST INCOME - LAIF & COP INTEREST -8,910  CAPITAL CONTRIBUTION -12,693  TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602	TOTAL OTHER EXPENSE	143,929	142,430	1,499	1.1%
ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS  INTEREST INCOME - LAIF & COP INTEREST -8,910  CAPITAL CONTRIBUTION -12,693  TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602	NET REVENUE/(EXPENSES)	345,674	458,558	-112,884	-24.6%
INTEREST INCOME - LAIF & COP INTEREST -8,910 CAPITAL CONTRIBUTION -12,693 TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602	RECONCILIATION TO OPERATING BUDGET				
CAPITAL CONTRIBUTION -12,693 TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602	ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS				
CAPITAL CONTRIBUTION -12,693 TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602	INTEREST INCOME - LAIF & COP INTEREST	-8,910			
TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS -21,602	CAPITAL CONTRIBUTION				
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL 324,071	TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS	-21,602			
	NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL	324,071			

#### MID-PENINSULA WATER DISTRICT OPERATIONS BUDGET FOR FY 2020-2021 SUMMARY

9/18/2020 0:00

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DESCRIPTION	APPROVED FY 2020-2021 BUDGET \$	ACTUALS 7/1/2020 8/31/2020	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,800,000	2,345,923	7,454,077	23.9%
FIXED SYSTEM CHARGES	3,000,000	527,784	2,472,216	17.6%
FIRE SERVICE CHARGES	14,000	2,756	11,244	19.7%
MISC CUSTOMER ACCOUNT FEES	49,750	(430)	50,180	-0.9%
MISCELLANEOUS OPERATING	60,000	-	60,000	N/A
PROPERTY TAX REVENUE	268,000	43,138	224,862	16.1%
TOTAL OPERATING REVENUE *	13,191,750	2,919,171	10,272,579	22.1%
WATER SYSTEM CAPACITY CHARGES	40,000	-	40,000	N/A
WATER DEMAND OFFSET CHARGES	20,000	-	20,000	N/A
SERVICE LINE & INSTALLATION CHARGES	60,000	6,359	53,641	10.6%
MISCELLANEOUS NON-OPERATING *	75,000	5,359	69,641	7.1%
INTEREST REVENUE - LAIF *	75,000	16,210	58,790	21.6%
INTEREST REVENUE - COP	150,000	1,477	148,523	1.0%
LEASE OF PHYSICAL PROPERTY *	175,000	12,593	162,407	7.2%
LANDSCAPE PERMIT REVENUE	10,000	9,800	200	98.0%
TOTAL NON-OPERATING REVENUE	605,000	51,798	553,202	8.6%
TOTAL REVENUE	13,796,750	2,970,969	10,825,781	21.5%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,148,750	308,083	1,840,667	14.3%
PAYROLL TAXES & BENEFITS	1,320,352	196,098	1,124,254	14.9%
PURCHASED WATER	5,667,168	1,227,183	4,439,985	21.7%
OUTREACH & EDUCATION	66,000	10,408	55,592	15.8%
M&R - OPS SYSTEM	458,557	73,864	384,693	16.1%
M&R - FACILITIES & EQUIPMENT	141,625	19,443	122,182	13.7%
SYSTEM SURVEYS	85,000	45,600	39,400	53.6%
ADMINISTRATION & EQUIPMENT	346,500	48,189	298,311	13.9%
MEMBERSHIP & GOV FEES	261,894	36,421	225,473	13.9%
BAD DEBT & CLAIMS	56,000	3,856	52,144	6.9%
UTILITIES	347,600	40,059	307,541	11.5%
PROFESSIONAL SERVICES	886,675	84,126	802,549	9.5%
TRAINING/TRAVEL & RECRUITMENT	61,500	2,897	58,603	4.7%
RESTRICTED EARNINGS	225,000	17,687	207,313	7.9%
DEPRECIATION	1,080,000	174,825	905,175	16.2%
DEBT SERVICE	1,069,500	112,111	957,389	10.5%
TOTAL OPERATING EXPENSES	14,222,121	2,400,850	11,821,271	16.9%
NET OPERATING SURPLUS/LOSS	(425,370)	570,119	(995,490)	-134.0%
TRANSFER FROM WORKING CAPITAL RESERVES*	425,370	(570,119)	995,490	-134.0%
NET TRANSFERS TO CAPITAL	-	-	-	N/A
DEBT SERVICE COVERAGE	1.80	2.46		

<sup>\*</sup> Revenues included in Debt Service Coverage Ratio

#### MID-PENINSULA WATER DISTRICT CAPITAL BUDGET FOR FY 2020-2021 CAPITAL IMPROVEMENT PROGRAM (CIP)

PROJ #	PROJECT NAME	CAPITAL FY 2020-2021 BUDGET \$	ACTUAL 07/01/20 08/31/20	BALANCE/ (OVER BUDGET)	2016 COP FUNDED BUDGET \$	ACTUAL 07/01/20 08/31/20	BALANCE/ (OVER BUDGET)
15-76	El Camino Real Water Main Replacement				3,520,000	35,093	3,484,907
	Dekoven Tanks Replacement				3,850,000	70,825	3,779,175
15-72-A	SR 101 Crossing at PAMF Hospital – Phase 1 (Water				595,000	15,558	579,442
	Main Construction within easement on PAMF property in						
	San Carlos from Industrial Road to PAMF property line						
	west of SR101)						
15-86	Folger Pump Station Demolition - Project #15-86	330,000	-	-			
20-05	Transmission Water Main Assessments	220,000	2,525	-			
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	-			
	(Planning, Architectural/Engineering Design, and						
	Construction Support, including Contingencies)						
20-01	Hastings Drive Service Connection Replacements; and	138,000	-	-			
15-40	Hastings Drive Water Main Replacement (Planning,	88,000	-	-			
	Engineering Design, and Construction Support, including						
	Contingencies)						
15-88	Vine Street (Zone 5) Improvements (Planning,	165,000	-	-			
	Engineering Design, and Construction Support, including						
	Contingencies)						
N/A	Miscellaneous Capital Outlay/Projects	50,000	173	-			
	TOTAL	1,141,000	2,699	1,138,302	7,965,000	121,477	7,843,523
	DEPRECIATION	1,080,000	174,825	905,175			
	NET OPERATING SURPLUS/LOSS	(425,370)	570,119	(995,489)			
	TRANSFER FROM WORKING CAPITAL RESERVES*	425,370	(570,119)	995,489			
	NET TRANSFERS TO CAPITAL	61,000	(172,126)	233,126			
	CAPITAL OUTLAY/CAPITAL PROJECTS	(1,141,000)	(2,699)	(1,138,302)			
	NET RESULTS OF CAPITAL	-	0	(0)			

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

DESCRIPTION	31-Aug-20	31-Aug-19	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	7,816,859	5,521,647	2,295,212	41.57%
Total COP Funds	11,472,045	14,112,684	-2,640,639	-18.71%
Total Accounts Receivable	1,487,293	1,480,015	7,278	
Total Other Current Assets	399,814	345,439	54,376	15.74%
TOTAL CURRENT ASSETS	21,176,010	21,459,785	-283,774	-1.32%
FIXED ASSETS				
Fixed Assets	51,712,887	50,408,154	1,304,733	2.59%
Accumulated Depreciation	-29,504,670	-28,452,348	-1,052,322	-3.7%
Construction in Progress	4,467,820	2,508,478	1,959,342	78.11%
TOTAL FIXED ASSETS	26,676,037	24,464,284	2,211,753	9.04%
TOTAL OTHER ASSETS	721,495	2,226,591	-1,505,096	-67.6%
TOTAL ASSETS	48,573,543	48,150,660	422,883	0.88%
LIABILITIES				
CURRENT LIABILITIES				
CURRENT LIABILITIES	254,608	735,189	-480,581	-65.37%
	254,608 1,044,385	735,189 1,415,231	-480,581 -370,845	
CURRENT LIABILITIES  Total Accounts Payable	·			-26.2%
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities	1,044,385	1,415,231	-370,845	-26.2%
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES	1,044,385 <b>1,298,993</b>	1,415,231 <b>2,150,419</b>	-370,845 <b>-851,426</b>	-26.2% <b>-39.59%</b>
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)	1,044,385 <b>1,298,993</b> 17,175,000	1,415,231 <b>2,150,419</b> 17,550,000	-370,845 <b>-851,426</b> -375,000	-26.2% - <b>39.59%</b> -2.14%
CURRENT LIABILITIES  Total Accounts Payable  Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES	1,044,385 <b>1,298,993</b> 17,175,000 821,141	1,415,231 <b>2,150,419</b> 17,550,000 852,423	-370,845 - <b>851,426</b> -375,000 -31,282	-26.2% -39.59% -2.14% -3.67%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)	1,044,385 <b>1,298,993</b> 17,175,000	1,415,231 <b>2,150,419</b> 17,550,000	-370,845 <b>-851,426</b> -375,000	-26.2% -39.59% -2.14% -3.67% -59.85%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)	1,044,385 <b>1,298,993</b> 17,175,000 821,141 915,934	1,415,231 <b>2,150,419</b> 17,550,000 852,423 2,281,061	-370,845 - <b>851,426</b> -375,000 -31,282 -1,365,127	-26.2% -39.59% -2.14% -3.67% -59.85% -8.56%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES	1,044,385 1,298,993 17,175,000 821,141 915,934 18,912,075	1,415,231 <b>2,150,419</b> 17,550,000 852,423 2,281,061 <b>20,683,484</b>	-370,845 <b>-851,426</b> -375,000 -31,282 -1,365,127 <b>-1,771,409</b>	-26.2% -39.59% -2.14% -3.67% -59.85% -8.56%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES	1,044,385 1,298,993 17,175,000 821,141 915,934 18,912,075	1,415,231 <b>2,150,419</b> 17,550,000 852,423 2,281,061 <b>20,683,484</b>	-370,845 <b>-851,426</b> -375,000 -31,282 -1,365,127 <b>-1,771,409</b>	-26.2% -39.59%  -2.14% -3.67% -59.85% -8.56% -11.49%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES  EQUITY  Reserves  Fund Bal Invest in Util Plant	1,044,385 1,298,993 17,175,000 821,141 915,934 18,912,075 20,211,068	1,415,231 2,150,419 17,550,000 852,423 2,281,061 20,683,484 22,833,903	-370,845 <b>-851,426</b> -375,000 -31,282 -1,365,127 <b>-1,771,409</b> <b>-2,622,835</b>	-26.2% -39.59%  -2.14% -3.67% -59.85% -8.56% -11.49%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES  EQUITY  Reserves	1,044,385 1,298,993 17,175,000 821,141 915,934 18,912,075 20,211,068	1,415,231 <b>2,150,419</b> 17,550,000 852,423 2,281,061 <b>20,683,484</b> <b>22,833,903</b> 4,197,535	-370,845 -851,426 -375,000 -31,282 -1,365,127 -1,771,409 -2,622,835	-26.2% -39.59%  -2.14% -3.67% -59.85% -8.56% -11.49%  58.65% 9.04%
CURRENT LIABILITIES  Total Accounts Payable Total Other Current Liabilities  TOTAL CURRENT LIABILITIES  LONG TERM LIABILITIES  Total COP Financing Debt (B)  Total COP Premium (B)  Total Other Long Term Liabilities (B)  TOTAL LONG TERM LIABILITIES  TOTAL LIABILITIES  EQUITY  Reserves  Fund Bal Invest in Util Plant	1,044,385 1,298,993 17,175,000 821,141 915,934 18,912,075 20,211,068 6,659,292 26,676,037	1,415,231 2,150,419 17,550,000 852,423 2,281,061 20,683,484 22,833,903 4,197,535 24,464,284	-370,845 -851,426  -375,000 -31,282 -1,365,127 -1,771,409 -2,622,835  2,461,756 2,211,753	-26.2% -39.59%  -2.14% -3.67% -59.85% -8.56% -11.49%  58.65% 9.04% -48.66%

<sup>(</sup>A) CalPERS Net Pension Liability - GASB 68 requirement.

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

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

DESCRIPTION	Jul 20-Aug 20	Jul 19-Aug 19	\$ Change	% Change
ORDINARY INCOME/EXPENSE				
INCOME				
OPERATING REVENUE	2,919,171	2,802,394	116,777	4.17%
INTEREST INCOME	17,687	69,098	-51,411	-74.4%
CAPITAL CONTRIBUTION	12,693	65,086	-52,394	-80.5%
OTHER INCOME	34,111	111,218	-77,107	-69.33%
TOTAL INCOME	2,983,662	3,047,796	-64,134	-2.1%
EXPENSE				
PERSONNEL COSTS	504,181	362,105	142,076	39.24%
PURCHASED WATER	1,227,183	1,182,628	44,555	3.77%
OUTREACH/EDUCATION	10,408	9,473	935	9.87%
M&4 - OPS SYSTEMS	73,864	-6,836	80,700	1,180.5%
FACILITIES & EQUIPMENT	19,443	21,000	-1,558	-7.42%
MAJOR MAINTENANCE	45,600	0	45,600	100.0%
OFFICE SUPPLIES & EQUIPMENT	48,189	45,482	2,707	5.95%
MEMBERSHIP & GOV FEES	36,421	41,884	-5,463	-13.04%
BAD DEBT & CLAIMS	3,856	0	3,856	100.0%
UTILITIES	40,059	47,900	-7,840	-16.37%
PROFESSIONAL SERVICES	84,126	81,067	3,059	3.77%
TRAINING & TRAVEL	2,897	4,956	-2,059	-41.54%
TOTAL EXPENSES	2,096,228	1,789,659	306,569	17.13%
NET ORDINARY INCOME	887,434	1,258,137	-370,703	-29.46%
OTHER INCOME/EXPENSE				
OTHER EXPENSE				
DEPRECIATION	174,825	169,796	5,029	2.96%
DEBT SERVICE PRINCIPAL & INTEREST PAYMENT	111,786	114,186	-2,400	-2.1%
COP FINANCING COSTS	324	204	120	58.78%
TOTAL OTHER EXPENSE	286,935	284,187	2,749	1.0%
NET REVENUE/(EXPENSES)	600,499	973,951	-373,452	-38.3%
RECONCILIATION TO OPERATING BUDGET				
ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS				
INTEREST INCOME - LAIF & COP INTEREST	-17,687			
CAPITAL CONTRIBUTION	-12,693			
TOTAL ADJUSTMENTS TO INCREASE NET OPERATING SURPLUS	-30,380			
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL	570,119			



#### AGENDA ITEM NO. 8.B.3.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

Candy Pina, Administrative Services Manager

.....

SUBJECT: MPWD ANNUAL REIMBURSEMENTS REPORT FOR FISCAL YEAR

2019/2020 PURSUANT TO GOVERNMENT CODE SECTION 53065.5

#### **RECOMMENDATION**

Review MPWD Annual Reimbursements Report for FY 2019/2020.

#### **FISCAL IMPACT**

None.

#### **DISCUSSION**

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

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

All reimbursements were expenses identified within monthly expenditure reports for regular Board meetings in FY 2019/2020.

The report will be posted to the MPWD website.

Attachment:	MDMD	Annual	Paimhurean	nante Re	anort for	FY 2019/202	วด
Allachment.	MENND	Annual	Reilliburser	nenis Re	BOOLL TOT	F	۷.

BOARD ACTION: APPROVED: DENIED: POSTPONED: STAFF DIRECTION:							
LINIANIMOLIC ZUCCA COUNIDT WHEELED WARDEN VELLA	BOARD ACTION:	APPROVED:	DENIED:	POSTPONED:_	STAFF DIF	RECTION:	
	UNANIMOUS	ZUCCA	SCHMIDT	WHEEL ER	WARDEN	VELLA	



#### **ANNUAL REIMBURSEMENTS REPORT**

#### FOR THE 2019/2020 FISCAL YEAR

Prepared pursuant to Government Code Section 53065.5:

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



#### **ANNUAL REIMBURSEMENTS**

Fiscal Year Ended June 30, 2020

PAYEE	CHECK DATE	AMOUNT	REIMBURSEMENT DESCRIPTION
Anderson, Jonathan	06/04/2020	\$ 200.00	Two (2) Water Distribution Operator recertification courses
Anderson, Michael	04/21/2020	\$ 416.55	Four (4) Water Distribution Operator recertification courses
Leithner, Ron	04/07/2020	\$ 155.00	Small Water Systems course
Olsen, Stan	04/21/2020	\$ 204.17	Office supplies
	06/30/2020 Total	\$ 902.10 \$1, 106.27	Replacement payroll check
Piccolotti, Rob	04/21/2020	\$ 100.00	Effective Utility Management course
	05/05/2020	\$ 162.53	Water Distribution System Operation & Maintenance course
	05/28/2020 Total	\$ 100.00 \$ 362.53	Water Distribution System Safety course
Pina, Candy	08/01/2019	\$ 200.00	Service anniversary gift card
	08/06/2019	\$ 200.00	Gift cards for Wellness program
	09/11/2019	\$ 100.00	Gift cards for Wellness program
	10/24/2019	\$ 100.00	Gift cards for Wellness program
	12/19/2019	\$ 100.00	Gift cards for Wellness program
	01/08/2020	\$ 100.00	Gift cards for Wellness program
	03/19/2020	\$ 100.00	Gift cards for Wellness program
	06/18/2020	\$ 140.00	Gift cards for Wellness program
	12/19/2019	\$ 172.00	Quarterly Administrative staff meeting
	05/05/2020	\$ 3,099.04	Governmental Finance Officers
	Total	\$4,311.04	Association Annual Fall Conference in Los Angeles, CA
L			

PAYEE	CHECK DATE	AMOUNT	REIMBURSEMENT DESCRIPTION
Ramirez, Rene	11/26/2019	\$ 146.16	ACWA JPIA Leadership Essentials
			Program
Rudock, Tammy	07/11/2019	\$ 182.00	2019 CSDA GM Leadership Summit
	09/11/2019	\$ 152.00	2019 CUEMA Leadership Summit
	11/06/2019	\$ 187.07	Annual CalPERS Educational Forum
	01/08/2020	\$ 154.00	ACWA/JPIA Fall Conference
	04/21/2020	\$ 217.01	Building/office supplies
	Total	\$ 892.08	
Schmidt, Brian	08/06/2019	\$ 461.75	Replacement payroll check
	02/07/2020	<u>\$ 235.06</u>	ACWA/JPIA Fall Conference
	Total	\$ 696.81	



#### AGENDA ITEM NO. 8.B.4.

DATE: September 24, 2020

TO: Board of Directors

FROM: Tammy Rudock, General Manager

Candy Pina, Administrative Services Manager

OUD IEGT. DEGEN/E GENERAL MANAGERIO ANNULAL REPORT FOR FIGGAL

SUBJECT: RECEIVE GENERAL MANAGER'S ANNUAL REPORT FOR FISCAL

YEAR ENDED JUNE 30, 2020

#### **RECOMMENDATION**

Receive report.

#### FISCAL IMPACT

None.

#### DISCUSSION

Staff will present a fiscal year-end June 30, 2020 review on the following topics:

- Financial/budget summary;
- Capital program;
- > LAIF reserves; and
- Miscellaneous items.

BOARD ACTION: APPROVED:_		DENIED:	POSTPONED	STAFF DIRECTION:		
UNANIMOUS	ZUCCA	SCHMIDT	WHEELER	WARDEN	VELLA	



# MANAGER'S ANNUAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2020

MPWD Regular Meeting - September 24, 2020

Tammy Rudock, General Manager

## MPWD FYE JUNE 30, 2020

#### • FINANCIAL SUMMARY:

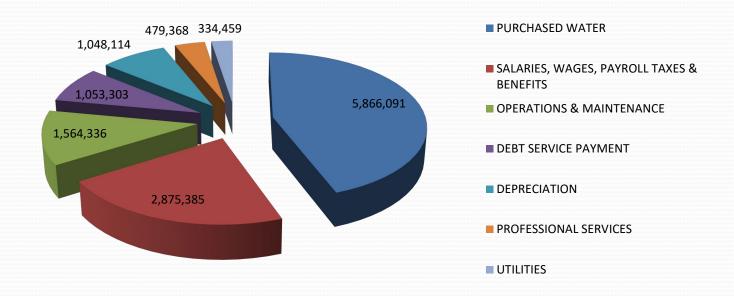
- Operating Revenues \$15,823,538\*
  - FYE June 30, 2019: \$14,713,405
  - FYE June 30, 2018: \$14,189,781
  - FYE June 30, 2017: \$12,212,952
- Operating Expenditures \$13,221,056\*

(Includes Depreciation \$1,048,114 and Debt Service \$1,051,718)

- FYE June 30, 2019: \$11,933,512 (Depreciation \$938,384; and Debt Service \$1,035,868)
- FYE June 30, 2018: \$11,577,153 (Depreciation \$875,033)
- FYE June 30, 2017: \$11,280,481 (Depreciation \$903,949)
- Difference\* \$2,602,482 → TRANSFER TO CAPITAL

<sup>\*</sup>Unaudited

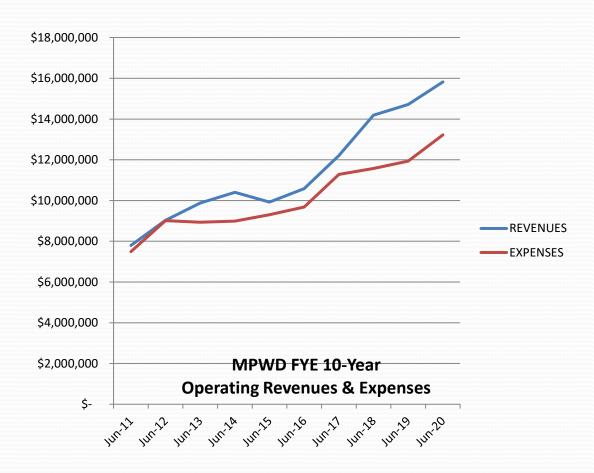
### FYE 2020 OPERATING EXPENDITURES



# OPERATING EXPENDITURES BY PERCENTAGES – FYE 2020

- Purchased Water = 44.5%
- Salaries, Wages, Payroll Taxes, and Benefits = 21.7%
- Operations and Maintenance = 11.8%
- Debt Service = 8.0%
- Depreciation = 7.9%
- Professional Services = 3.6%
- Utilities = 2.5%

Date	REVENUES	EXPENSES
Jun-11	\$ 7,793,618	\$ 7,487,137
Jun-12	\$ 9,028,136	\$ 9,014,267
Jun-13	\$ 9,875,689	\$ 8,934,651
Jun-14	\$ 10,404,868	\$ 8,992,980
Jun-15	\$ 9,922,395	\$ 9,302,930
Jun-16	\$ 10,582,037	\$ 9,677,632
Jun-17	\$ 12,212,952	\$ 11,280,481
Jun-18	\$ 14,189,781	\$ 11,577,153
Jun-19	\$ 14,713,405	\$ 11,933,512
Jun-20	\$ 15,823,538	\$ 13,221,056



## FY 2019/2020 REVENUE FUNDED CAPITAL IMPROVEMENT PROGRAM

- CAPITAL OUTLAY/PROJECTS
  - Capital Revenues:
    - \$1,048,114 Depreciation Budgeted Expenditure
    - \$2,602,482 Operations Net Transfer to Capital
       (Budgeted Net Transfer from Operations was \$283,477)
    - \$3,650,596 total transferred to Capital Reserves
       (Budgeted Transfer to Capital Reserves was \$1,203,477)
  - Capital Expenditures: \$-0-
    - Compared to FY 2018/2019: \$1,552,301
    - Compared to FY 2017/2018: \$ 152,780
    - Compared to FY 2016/2017: \$ 975,565

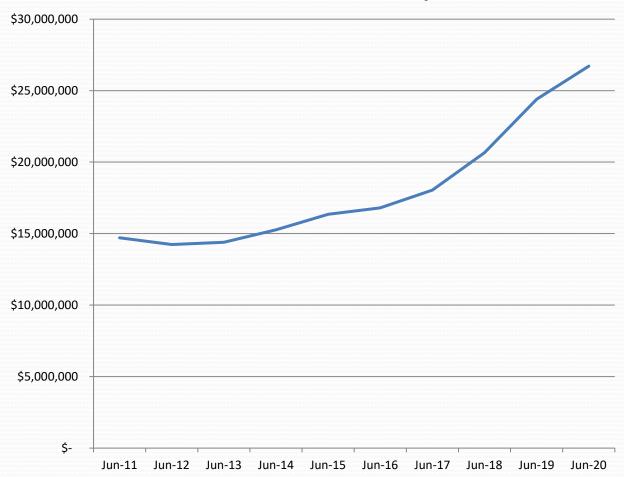
<sup>\*</sup>Unaudited

### FYE June 30, 2020 NET CHANGE IN CAPITAL

						ease
	June 30, 2020		Ju	ne 30, 2019	(Decr	rease)
Land	\$	1,045,264	\$	1,045,264	\$	
Construction in Progress		4,345,242		2,347,431	1,9	97,811
Utility Plant in Service		48,440,406		47,145,817	1,2	94,589
Vehicles		1,718,139		1,711,727		6,411
Computer System		496,385		426,530		69,855
Capital Asset at Cost		56,045,436		52,676,770	3,3	68,666
Less Accumulated Depreciation		(29,329,845)	(	28,281,733)	1,0	48,112
Capital Assets, Net	\$	26,715,591	\$	24,395,037	\$ 2,3	20,554

#### **MPWD FYE 10-Year Net Capital**

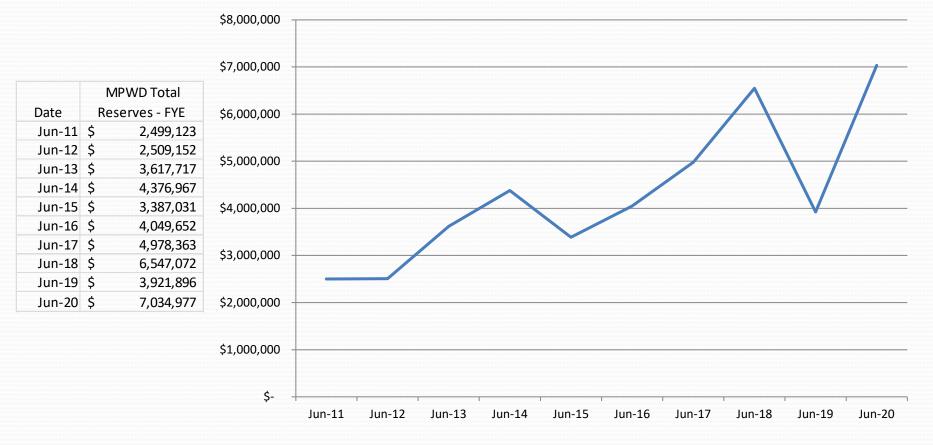




### MPWD LAIF RESERVES - FYE 2020

							E	Budget for
		Balance @		Balance @		Balance @		Reserve
Reserve Account		6/30/2018		06/30/2019	0	6/30/2020		Policy
Capital Reserves	\$	5,047,072	\$	2,421,896	\$	5,534,977	\$	1,500,000
Working Capital Reserves	\$	1,500,000	\$	1,500,000	\$	1,500,000	\$	1,500,000
TOTAL RESERVE FUNDS	\$	6,547,072	\$	3,921,896	\$	7,034,977	\$	3,000,000

#### **MPWD Total Reserves - FYE**



## FY 2019/2020 Miscellaneous

- No Litigation! Resolved Property Line Issue and Fenced at 1510 Folger Drive
- COVID-19 Pandemic
- Final Year of 5-Year Water Rate Plan
- Customer Portal Launched
- Staff Retirements/Recruitments
- Major CIP Projects Nearing Design Completion
- "F" Street Parcel in San Carlos to be Purchased by San Mateo County Housing
- Broker Hired to Sell 1513 Folger Drive in Belmont