



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 26, 2019 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Brad Burwell, Maintenance Technician – 15-Year Service Anniversary
- B. *Special Districts Week* – September 22-28, 2019 (CA Assembly Concurrent Resolution 89)

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on July 25, 2019
(There was no MPWD Board Meeting in August)
- B. Approve Expenditures from July 19, 2019 through September 19, 2019
- C. Approve Resolution 2019-18 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2019/2020
- D. Approve the ACWA Region 5 Nominating Committee's Recommended Slate for Board Term 2020-2021 and Cast Ballot

6. HEARINGS AND APPEALS

None

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

None

8. REGULAR BUSINESS AGENDA

- A. Receive Progress Report on MPWD 2019-2020 Strategic Plan
- B. Review and Approve Request for Proposal for Real Estate Marketing and Brokerage Services to Sell Surplus Real Property located at 1513-1515 Folger Drive in Belmont, CA
- C. Consider Resolution 2019-19 Approving Revised Employee Safety and Loss Prevention Incentive Program
- D. Receive BAWSCA Update

9. 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, 2019
 - 2. Month End August 31, 2019
 - 3. Development Revenues Compared to MPWD CIP and Water Conservation Program Expenditures through Fiscal Year End June 30, 2019
 - 4. General Manager's Annual Report for Fiscal Year Ended June 30, 2019
- C. Director Reports

10. COMMUNICATIONS

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: Thursday, October 24, 2019, at 6:30PM

FOR IMMEDIATE RELEASE



CONTACT: Tammy Rudock
650-591-8941 • TammyR@MidPeninsulaWater.org

3 Dairy Lane, Belmont, CA 94002
tel: 650.591.8941
fax: 650.591.4998
MidPeninsulaWater.org

MPWD COMMEMORATES SPECIAL DISTRICTS WEEK

BELMONT, CA (September, 2019) –Special Districts Week, September 22-28, was established by the California State Legislature earlier this year with bi-partisan approval of Assembly Concurrent Resolution (ACR) 89. The Mid-Peninsula Water District (MPWD) encourages residents and business/industry owners in Belmont, San Carlos, and San Mateo County to support Special Districts Week and continue their long-standing civic engagement with their local government.

“This is a wonderful opportunity to raise awareness about the importance of special districts to our communities. Local governance was the founding principle behind the establishment of special districts in the state of California more than 100 years ago. It’s just as important and vital today as it was back then,” states Tammy Rudock, MPWD’s General Manager. Louis Vella, MPWD Board President, added, “We not only encourage the involvement of customers within the oversight and functioning of MPWD as a special district itself, but also within their own city, county, and state through direct engagement and volunteerism.”

ACR 89 was sponsored by The California Special Districts Association (CSDA), which is a statewide association representing more than 1,000 special districts and affiliate organizations throughout the state. Special districts are local government entities created by a community’s residents, funded by those residents, and overseen by those residents, to provide specialized services and infrastructure.

MPWD was formed in 1929 as a special district with the mission to provide quality water and service to Belmont, San Carlos, and San Mateo County. Celebrating its 90th anniversary this year, MPWD continues its commitment to that mission through ongoing capital improvement projects, sound financial planning, attention to customer service, and community outreach.

“Special districts are formed by residents to provide essential services that they want and need at the local level. They provide an opportunity to have local control while enhancing services that make communities thrive and survive,” said CSDA’s CEO Neil McCormick. He continued, “We appreciate the Legislature’s support in raising awareness and increasing understanding about the special districts that serve our State’s communities.”



ABOUT THE MID-PENINSULA WATER DISTRICT: The MPWD has been functioning as a public utility since 1929, proudly providing service to the communities of Belmont and portions of San Carlos, Redwood City, and unincorporated San Mateo County. The District supplies water to 28,000 consumers within approximately five square miles. It is managed by a five-member elected Board of Directors and 17 full-time employees. For more details, go to the District’s website at MidPeninsulaWater.org

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

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

July 25, 2019
Belmont, California

1. **OPENING**

A. **Call to Order:**

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

B. **Establishment of Quorum:**

PRESENT: Directors Vella, Zucca, Warden, Wheeler and Schmidt.

A quorum was present.

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

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

2. **PUBLIC COMMENTS**

None.

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

General Manager Rudock reported the correct \$100 hourly rate for the John Davidson contract discovered by Director Schmidt on page 9 of the board packet.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Jonathan Anderson, Water System Operator – 20 Year Service Anniversary**

General Manager Rudock introduced Jonathan Anderson to the Board and she and Operations Manager Ramirez shared the many ways his talent and efforts contribute to the success of the District.

The Board congratulated Mr. Anderson on his achievement and President Vella presented him with a plaque award in honor of his twenty years of service.

B. **Tammy Rudock, General Manager – Special District Administrator Certification by Special District Leadership Foundation (June 24, 2019)**

General Manager Rudock reported on her accomplishment and the application requirements for the certification. She also mentioned that the experience was a positive one and advised how much she has enjoyed sharing community outreach ideas with other administrators interested in obtaining the certification. President Vella congratulated the General Manager on her achievement.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of June 27, 2019**

52
53 **B. Approve Expenditures from June 20, 2019 through July 18, 2019**
54

55 **C. Approve Contract for Professional Service in the total amount of \$67,000 with**
56 **John Davidson d/b/a Jrocket77 Design and Marketing for Public**
57 **Outreach/Education/Relations Services, MPWD Website Management and Printing**
58 **Services**
59

60 **D. Approve Resolution 2019-14 Establishing Surplus Item List 19-02 and Declaring**
61 **Two Pickup Trucks in District Inventory as Surplus and Authorizing Staff to Sell**
62 **the items via Govdeals.com**
63

64 **E. Approve 2019 MPWD Catalog of Enterprise Systems per Senate Bill 272**

65 Vice President Zucca moved to approve the minutes for the Regular Board Meeting of
66 June 27, 2019, Expenditures from June 20, 2019 through July 18, 2019, Contract for
67 Professional Services in the total amount of \$67,000 with John Davidson d/b/a/ Jrocket
68 77 Design and Marketing for Public Outreach/Education/Relations Services, MPWD
69 Website Management and Printing Services, and Resolution 2019-14 Establishing
70 Surplus Item List 19-02 and Declaring Two Pickup Trucks in District Inventory as Surplus
71 and Authorizing Staff to sell the items via Govdeals.com. Director Wheeler seconded
72 and it was unanimously approved.
73

74 **6. HEARINGS AND APPEALS**

75 None.
76

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

79 **A. Consider Receive Quarterly Reports on 2016 COP Financing through June 30,**
80 **2019:**

81 **1. Financial Reconciliation Report**

82 Administrative Services Manager Pina reported on activity, cost of issuance, project
83 costs year-to-date and dividends earned. She further shared the COP costs
84 summary requested by the Board.
85

86 Director Schmidt asked staff to add a cumulative interest paid to date line item total
87 to the reconciliation report.
88

89 **2. Capital Project Fund Report**

90 Dan Bergmann of IGService reviewed bullets from the COP Spending Report he
91 provided as of June 30, 2019 and an open Board discussion followed.
92

93 **B. Consider Resolution 2019-15 Accepting as Complete the Hillcrest Pressure**
94 **Regulating Station Project and Authorizing the Recordation of a notice of**
95 **Completion for the Project**

96 District Engineer Pakpour reported on completion of the Hillcrest Pressure Regulating
97 Station. The project came in on budget and within the time contracted. He also
98 acknowledged staff Rick Bisio and Victor Fung with Pakpour Consulting Group, Inc. and
99 thanked both for their construction inspection and project management efforts and the
100 project's success.
101

Rick Bisio, Lead Operator acknowledged the accolades bestowed upon him and shared project highlights with the Board.

Director Wheeler commented on the bubble-up vault drain photograph District Engineer Pakpour provided in his report and Director Schmidt asked staff to remind him how the new valve will help prevent pressure spikes. District Engineer Pakpour explained that the valve will regulate pressure fluctuations from the SFPUC Regional Water System and allow District Operators to set the desired pressure in the District's Zone 1 service territory .

Vice President Zucca moved to approve Resolution 2019-15 Accepting as Complete the Hillcrest Pressure Regulating Station Project and Authorizing the Recordation of a Notice of Completion for the Project. Director Wheeler seconded and it was unanimously approved.

C. Consider Resolution 2019-16 Authorizing a Professional Services Agreement in the amount of \$29,850 with Bay Area Geotechnical Group Engineers (BAGG) for Soil Compaction and Laboratory Testing Services during Construction of the Notre Dame Avenue, Cliffside Court and Tahoe Drive Area Water Main Replacement Capital Project 07-16921-CP

Operations Manager Ramirez reported that the resolution is being brought before the Board because the contract amount exceeds the General Manager's signature authority, adding that the project is set to start next week and all traffic advisory issues have been addressed through the City of Belmont.

Vice President Zucca moved to approve Resolution 2019-16 Authorizing a Professional Services Agreement in the amount of \$29,850 with Bay Area Group Engineers (BAGG) for Soil Compaction and Laboratory Testing Services during Construction of the Notre Dame Avenue, Cliffside Court and Tahoe Drive Area Water Main Replacement Capital Project CP-16921-CP. Director Schmidt seconded and it was unanimously approved.

8. REGULAR BUSINESS AGENDA

A. Receive 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 from JRocket77 Graphic Design and Marketing and Mr. Davidson presented his annual report on the fiscal year 2018-2019 website activities, traffic, and upgrades.

Director Warden acknowledged Mr. Davidson's enthusiasm and passion for the MPWD's website.

B. Approve Resolution 2019-17 Authorizing a 3.9% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2019

General Manager Rudock reported that the 2018 letter agreement between the MPWD and the MPWD Employee Association required an annual review of the local Bay Area Consumer Price Index for wage earners and related living wage adjustments to the salary ranges for represented employees.

Director Schmidt moved to approve Resolution 2019-17 Authorizing a 3.9% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2019. Director Wheeler seconded and it was unanimously approved.

C. Receive BAWSCA Update

General Manager Rudock reported on Water Supply Assessments, Tier 2 Drought planning and implementation and Bay-Delta Plan discussions that took place at the Water Managers' Meeting on Thursday, July 11, 2019.

President Vella reported on local and Hetch Hetchy water supply levels, as well as the Peninsula and Alameda Water Shed Fire Risk Reduction Presentation given at the last BAWSCA Board meeting.

9. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock gave an update on water conservation, staff recruitments and the Board Finance Committee's upcoming meetings to schedule.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina reported on the recent LAIF account transfer she made and credit card fee recovery totals.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez gave an update on the AMI meter change out program, USA locate statistics and new development projects.

3. Supplemented by District Engineer's Report

District Engineer Pakpour reported on pending Capital Improvement Projects (CIP).

B. Financial Reports

Receive Financial Reports for Month Ended June 30, 2019

1. Administrative Services Manager Pina reported on pre-audit Fiscal Year 18-19 budget totals. Director Schmidt requested clarification on the restricted earnings expense line item and General Manager Rudock clarified that LAIF and COP interest is realized under revenues; therefore, the total is recognized under expenditures as well for budget transparency purposes. Director Zucca asked that staff revisit demand offset fees come 2020.

2. MPWD Annual Reimbursements Report for Fiscal Year 2018/2019 (pursuant to Government Code §53065.5)

General Manager Rudock reviewed the Annual Reimbursement Report for the 2018/2019 Fiscal Year.

C. Director Reports

Director Zucca shared that he is interested in hearing staff's plan in response to PG&E's Public Safety Power Shut-off Program.

Director Wheeler reported that ACWA reached out to advise he was not selected as part of the Nominating Committee's recommended slate for the upcoming Region 5 Board election.

President Vella commented the he liked the placement of the 90th Anniversary banner at the Sixth and Ralston Avenue location.

10. COMMUNICATIONS

General Manager Rudock provided each Board member with a copy of the CALPERS Preliminary Investment Returns Article and reported that LAFCO's request for comments on their proposed policy updates on Municipal Services Reviews and Sphere of Influence reviews are due next month.

The Board convened to Closed Session at 8:56PM to discuss two items.

11. CLOSED SESSION

A. Conference with Real Property Negotiators pursuant to Government Code §54956.8

Properties: 1513-1515 Folger Drive in Belmont, CA

Agency Negotiators: General Manager and District Counsel

Negotiating Parties: San Mateo County

Under Negotiation: Price and Terms of Payment

B. Public Employee Appointment Pursuant to Government Code §54957

Title: General Manager

12. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 9:31PM. District Counsel Cassman advised that no reportable action had been taken.

13. ADJOURNMENT

The meeting was adjourned at 9:32PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 9/20/2019 9:27 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
100376	CALPERS	CALPERS	07/19/2019	3,390.86
100377	ICMACONT	ICMA contributions	07/19/2019	3,033.62
100378	HEALTH EQ	Health Equity	07/19/2019	311.54
100379	ADPPAYRL	adp	07/19/2019	13,746.92
100380	ADPPAYRL	adp	07/19/2019	6,731.18
Total for 7/19/2019:				27,214.12
1106	HYDROSCI	HYDROSCIENCE ENGINEERS INC.	07/25/2019	290.92
1107	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	07/25/2019	15,587.25
34991	ATT60197	AT&T 60197	07/25/2019	81.48
34992	BONDSTEW	STEWART BOND	07/25/2019	53.75
34993	BOWENJOH	JOHN BOWEN	07/25/2019	3,057.44
34994	CINTS	CINTAS CORPORATION	07/25/2019	500.44
34995	DFS	DOCUMENT FULFILLMENT SERVICES	07/25/2019	2,515.22
34996	EPSTEIND	DANIEL EPSTEIN	07/25/2019	53.75
34997	GRANITE	GRANITE ROCK, INC.	07/25/2019	1,656.30
34998	GRIGOROM	MIKHAIL GRIGOROVITCH	07/25/2019	1,602.37
34999	HACHCOMI	HACH COMPANY INC	07/25/2019	1,893.68
35000	HARRISJO	JOSHUA HARRIS	07/25/2019	143.00
35001	HOMEDPC	HOME DEPOT	07/25/2019	42.01
35002	Leadersh	LEADERSHIP DEVELOPMENT NETWO	07/25/2019	5,051.00
35003	LEENELSO	NELSON LEE	07/25/2019	53.75
35004	MALCZON	MISTY MALCZON	07/25/2019	20.58
35005	NATLMETR	NATIONAL METER & AUTOMATION	07/25/2019	3,227.52
35006	OCCHECEN	OCCUPATIONAL HEALTH CENTERS O	07/25/2019	176.00
35007	OFFICEDE	OFFICE DEPOT, INC.	07/25/2019	80.00
35008	OFFICTEM	OFFICE TEAM	07/25/2019	340.00
35009	PACOFFIC	PACIFIC OFFICE AUTOMATION	07/25/2019	234.81
35010	PG&E	PG&E CFM/PPC DEPT	07/25/2019	7,826.15
35011	PIT71896	PITNEY BOWES 371896	07/25/2019	147.49
35012	PRECISE	PRECISE, INC.	07/25/2019	1,414.62
35013	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	07/25/2019	34,500.00
35014	SCOTSMAN	WILLIAMS SCOTSMAN	07/25/2019	1,121.34
35015	STANDINS	STANDARD INSURANCE COMPANY	07/25/2019	1,038.21
35016	STEPFORD	STEPFORD BUSINESS, INC.	07/25/2019	114.83
35017	THORPEDE	THORPE DESIGN, iNC.	07/25/2019	34.06
100397	ACCELA	ACCELA, INC. #774375	07/25/2019	2,885.00
100398	WATERTAL	WATERTALENT	07/25/2019	7,360.00
100409	BANKMTO1	Bankcard Mtot Disc	07/25/2019	259.06
100410	ACHRETN	ACH Returns	07/25/2019	525.32
100413	ACHRETN	ACH Returns	07/25/2019	954.46
Total for 7/25/2019:				94,841.81
100411	ADPPRFEE	ADP Payroll Fees	07/26/2019	119.30
100412	TTECHACH	TTECH ACH BILLING	07/26/2019	537.87

Check No	Vendor No	Vendor Name	Check Date	Check Amount
			Total for 7/26/2019:	657.17
100399	CALPERS	CALPERS	07/31/2019	7,543.09
100400	HEALTHEQ	Health Equity	07/31/2019	796.67
100401	ICMACONT	ICMA contributions	07/31/2019	599.64
100402	ADPPAYRL	adp	07/31/2019	30,124.42
100403	ADPPAYRL	adp	07/31/2019	13,124.59
100416	WFBUSCAR	WELLS FARGO -GM	07/31/2019	7,231.64
100417	WFBUSRR	WELLS FARGO-OM	07/31/2019	1,458.19
			Total for 7/31/2019:	60,878.24
35018	ACWA5661	ACWA JPIA	08/01/2019	11,355.84
35019	ATT60197	AT&T 60197	08/01/2019	1,219.48
35020	BAWSCA	BAY AREA WATER SUPPLY & CONSER	08/01/2019	737.76
35021	CARQUEST	CARQUEST AUTO PARTS	08/01/2019	29.12
35022	COMCAST	COMCAST	08/01/2019	616.12
35023	COMCASTB	COMCAST BUSINESS	08/01/2019	630.38
35024	GRANITE	GRANITE ROCK, INC.	08/01/2019	1,455.64
35025	HOMEDPC	HOME DEPOT	08/01/2019	6.52
35026	K119OFCA	K-119 OF CALIFORNIA INC.	08/01/2019	86.53
35027	LINCOLNL	LINCOLN LIFE	08/01/2019	300.00
35028	M&MBACK	M&M BACKFLOW & METER MAINTEN	08/01/2019	702.40
35029	MATCOTLS	MATCO TOOLS	08/01/2019	1,305.00
35030	MHN	MHN	08/01/2019	45.54
35031	NORTHSAF	NORTHERN SAFETY CO. INC.	08/01/2019	38.46
35032	PERSONAL	PERSONAL AWARDS, INC.	08/01/2019	455.53
35033	PETTYCSH	PETTY CASH	08/01/2019	393.69
35034	PG&E	PG&E CFM/PPC DEPT	08/01/2019	17,536.00
35035	PINA	CANDY PINA	08/01/2019	306.51
35036	RANDB	ROBERTS & BRUNE CO. INC.	08/01/2019	5,314.77
35037	ROMIGENG	ROMIG ENGINEERS	08/01/2019	1,634.78
35038	SHIELDSH	SHIELDS HARPER	08/01/2019	14,538.53
35039	STEPFORD	STEPFORD BUSINESS, INC.	08/01/2019	3,960.00
35040	UNDSVSAL	UNDERGROUND SERVICE ALERT	08/01/2019	2,735.19
35041	VERIZON	VERIZON WIRELESS	08/01/2019	907.94
100414	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/01/2019	500.00
100415	WATERTAL	WATERTALENT	08/01/2019	7,600.00
			Total for 8/1/2019:	74,411.73
100404	calpers	CALPERS	08/02/2019	3,558.99
100406	ICMACONT	ICMA contributions	08/02/2019	2,033.62
100407	ADPPAYRL	adp	08/02/2019	13,095.79
100408	ADPPAYRL	adp	08/02/2019	6,413.46
100440	bankmtot	Bankcard Mtot Disc	08/02/2019	3,999.99
100441	bankmtot	Bankcard Mtot Disc	08/02/2019	391.41
100442	AUTHNETG	AUTHNET GATEWAY	08/02/2019	30.00
100443	MERCHANT	MERCHANT	08/02/2019	24.90
100450	bankmtot	Bankcard Mtot Disc	08/02/2019	204.21
			Total for 8/2/2019:	29,752.37
35042	ATT60197	AT&T 60197	08/06/2019	21.36
35043	CARQUEST	CARQUEST AUTO PARTS	08/06/2019	11.70

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35044	CINTS	CINTAS CORPORATION	08/06/2019	500.44
35045	GRANITE	GRANITE ROCK, INC.	08/06/2019	186.21
35046	HOMEDPC	HOME DEPOT	08/06/2019	101.93
35047	NORTHSAF	NORTHERN SAFETY CO. INC.	08/06/2019	317.44
35048	PACFIRE	PACIFIC FIRE SAFE	08/06/2019	838.55
35049	PINA	CANDY PINA	08/06/2019	239.46
35050	RANDB	ROBERTS & BRUNE CO. INC.	08/06/2019	165.49
35051	SCHMIDTB	BRIAN SCHMIDT	08/06/2019	461.75
35052	SFPUCWAT	SFPUC WATER QUALITY	08/06/2019	1,650.00
35053	SHIELDSH	SHIELDS HARPER	08/06/2019	1,336.76
35054	UNLMTTOOI	UNLIMITED TOOL & REPAIR, INC.	08/06/2019	1,473.50
100418	accela	ACCELA, INC. #774375	08/06/2019	780.48
100419	SFWATER	SAN FRANCISCO WATER DEPT	08/06/2019	596,236.00
Total for 8/6/2019:				604,321.07
100444	DEPOSITE	DEPOSITED ITEM RETN UNPAID	08/07/2019	247.92
100448	DEPOSITE	DEPOSITED ITEM RETN UNPAID	08/07/2019	449.56
Total for 8/7/2019:				697.48
100445	ADPPRFEE	ADP Payroll Fees	08/09/2019	290.05
100449	ADPPRFEE	ADP Payroll Fees	08/09/2019	265.45
Total for 8/9/2019:				555.50
100446	CLIENTSV	Client Analysis Svs Charge	08/12/2019	3,613.16
Total for 8/12/2019:				3,613.16
1108	BEYAZ&PA	BEYAZ & PATEL, INC.	08/14/2019	2,719.00
1109	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/14/2019	22,125.46
1110	STOLOSKI	STOLOSKI & GONZALEZ, Inc.	08/14/2019	111,433.84
1111	VALICOOP	VALI COOPER & ASSOCIATES, INC.	08/14/2019	1,080.00
Total for 8/14/2019:				137,358.30
100420	CALPERS	CALPERS	08/15/2019	7,621.17
100421	HEALTHAQ	Health Equity	08/15/2019	696.67
100422	ICMACONT	ICMA contributions	08/15/2019	599.64
100423	ADPPAYRL	adp	08/15/2019	29,122.64
100424	ADPPAYRL	adp	08/15/2019	13,367.70
Total for 8/15/2019:				51,407.82
100425	calpers	CALPERS	08/16/2019	3,558.99
100426	ICMACONT	ICMA contributions	08/16/2019	2,033.62
100427	HEALTHAQ	Health Equity	08/16/2019	261.69
100428	ADPPAYRL	adp	08/16/2019	13,095.78
100429	ADPPAYRL	adp	08/16/2019	6,413.49
100447	TTECHACH	TTECH ACH BILLING	08/16/2019	1,788.52
100451	TTECHACH	TTECH ACH BILLING	08/16/2019	132.11
Total for 8/16/2019:				27,284.20
35055	ACWA5661	ACWA JPIA	08/20/2019	39,903.17

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35056	AIRGAS	AIRGAS, LLC	08/20/2019	424.29
35057	ATT60197	AT&T 60197	08/20/2019	40.71
35058	BPLANDSC	BAY POINTE LANDSCAPE	08/20/2019	2,625.00
35059	CGUHLNB	C G UHLENBERG LLP	08/20/2019	1,600.00
35060	CINTS	CINTAS CORPORATION	08/20/2019	758.04
35061	DFS	DOCUMENT FULFILLMENT SERVICES	08/20/2019	2,486.97
35062	EEAPSAFE	EEAP THE SAFETY PEOPLE, INC.	08/20/2019	555.00
35063	HANSONBR	HANSON, BRIDGETT	08/20/2019	3,920.00
35064	HASSETTH	HASSETT HARDWARE	08/20/2019	39.00
35065	HOMEDPC	HOME DEPOT	08/20/2019	333.42
35066	JULBROWN	JULIE M BROWN & ASSOC	08/20/2019	1,600.00
35067	K119OFCA	K-119 OF CALIFORNIA INC.	08/20/2019	86.84
35068	KELLYMOR	KELLY-MOORE PAINT CO	08/20/2019	10.68
35069	KOFFASSO	KOFF & ASSOCIATES INC	08/20/2019	67.00
35070	LINCOLNL	LINCOLN LIFE	08/20/2019	100.00
35071	M&MBACK	M&M BACKFLOW & METER MAINTEN	08/20/2019	2,330.60
35072	MATCOTLS	MATCO TOOLS	08/20/2019	531.88
35073	OFFICEDE	OFFICE DEPOT, INC.	08/20/2019	438.80
35074	OFFICTEM	OFFICE TEAM	08/20/2019	6,493.15
35075	PACOFFIC	PACIFIC OFFICE AUTOMATION	08/20/2019	252.26
35076	PG&E	PG&E CFM/PPC DEPT	08/20/2019	8.65
35077	PROFORMA	PROFORMA GRAPHICS, INC.	08/20/2019	4,992.64
35078	RMORGAN	RAY MORGAN COMPANY	08/20/2019	4,236.84
35079	RECOLOGY	RECOLOGY SAN MATEO	08/20/2019	674.86
35080	RANDB	ROBERTS & BRUNE CO. INC.	08/20/2019	624.65
35081	RUDOCK	TAMMY RUDOCK	08/20/2019	66.00
35082	SMELECTR	SAN MATEO ELECTRIC SUPPLY	08/20/2019	88.50
35083	SHIELDSH	SHIELDS HARPER	08/20/2019	247.13
35084	STANDINS	STANDARD INSURANCE COMPANY	08/20/2019	1,038.21
35085	TIMBERLI	TIMBERLINE TREE SERVICE, INC.	08/20/2019	2,700.00
35086	VALLEYOL	VALLEY OIL COMPANY	08/20/2019	3,568.13
35087	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	08/20/2019	385.00
35088	BRUGOWEF	BRUCE GOWER	08/20/2019	50.00
35089	SKELLETT	SUSAN KELLETT	08/20/2019	100.00
35090	ILAPSINS	INGA LAPSINS	08/20/2019	145.65
35091	UB*00347	ALEXANDER LO	08/20/2019	632.48
35092	KERRYMAC	KERRY MACDONALD	08/20/2019	50.00
100430	ACCELA	ACCELA, INC. #774375	08/20/2019	3,558.00
100431	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	08/20/2019	6,793.83
100432	LIFTOFFD	LIFTOFF DIGITAL	08/20/2019	610.00
100433	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	08/20/2019	9,862.13
100434	WATERTAL	WATERTALENT	08/20/2019	11,700.00
Total for 8/20/2019:				116,729.51
100452	CALPERS	CALPERS	08/21/2019	-135.15
Total for 8/21/2019:				-135.15
100436	WFBUSRR	WELLS FARGO-OM	08/29/2019	1,004.93
100437	WFBUSCAR	WELLS FARGO -GM	08/29/2019	2,929.33
Total for 8/29/2019:				3,934.26
100453	CALPERS	CALPERS	08/30/2019	7,749.05
100454	HEALTHQ	Health Equity	08/30/2019	749.77

Check No	Vendor No	Vendor Name	Check Date	Check Amount
100455	ICMACONT	ICMA contributions	08/30/2019	1,179.95
100457	ADPPAYRL	adp	08/30/2019	47,605.93
100458	CALPERS	CALPERS	08/30/2019	4,050.06
100459	HEALTH EQ	Health Equity	08/30/2019	211.54
100460	ICMACONT	ICMA contributions	08/30/2019	2,033.62
100461	ADPPAYRL	adp	08/30/2019	13,404.22
100462	ADPPAYRL	adp	08/30/2019	6,597.34
Total for 8/30/2019:				83,581.48
35093	DBAACCUT	ACCUTITE	09/03/2019	550.00
35094	ACWAJPIA	ACWA/JPIA	09/03/2019	1,695.00
35095	ATT60197	AT&T 60197	09/03/2019	126.14
35096	CARQUEST	CARQUEST AUTO PARTS	09/03/2019	3.44
35097	CINTS	CINTAS CORPORATION	09/03/2019	511.86
35098	CITYBELM	CITY OF BELMONT	09/03/2019	3,372.00
35099	COASTCOU	COAST COUNTIES TRUCK & EQUIPMI	09/03/2019	26.23
35100	COMCAST	COMCAST	09/03/2019	616.12
35101	DEMSEYFI	DEMSEY, FILLIGER & ASSOCIATES, L	09/03/2019	750.00
35102	DENNCOC	DENNCO	09/03/2019	139.95
35103	DFS	DOCUMENT FULFILLMENT SERVICES	09/03/2019	2,486.97
35104	GRANITE	GRANITE ROCK, INC.	09/03/2019	848.21
35105	HOMEDPC	HOME DEPOT	09/03/2019	295.62
35106	LINCOLNL	LINCOLN LIFE	09/03/2019	100.00
35107	NAPAAUTO	NAPA AUTO PARTS	09/03/2019	215.00
35108	PG&E	PG&E CFM/PPC DEPT	09/03/2019	28,808.71
35109	RANDB	ROBERTS & BRUNE CO. INC.	09/03/2019	104.05
35110	SHIELDSH	SHIELDS HARPER	09/03/2019	1,459.40
35111	VALLEYOL	VALLEY OIL COMPANY	09/03/2019	2,465.79
35112	VERIZON	VERIZON WIRELESS	09/03/2019	914.48
100438	WATERTAL	WATERTALENT	09/03/2019	3,800.00
Total for 9/3/2019:				49,288.97
100439	SFWATER	SAN FRANCISCO WATER DEPT	09/04/2019	586,391.90
Total for 9/4/2019:				586,391.90
35113	ACWA5661	ACWA JPIA	09/11/2019	39,919.05
35114	ATT60197	AT&T 60197	09/11/2019	1,198.28
35115	BPLANDSC	BAY POINTE LANDSCAPE	09/11/2019	1,625.00
35116	CGUHLENB	C G UHLENBERG LLP	09/11/2019	1,300.00
35117	COMCASTB	COMCAST BUSINESS	09/11/2019	630.38
35118	GRAINGER	GRAINGER	09/11/2019	30.64
35119	GRANITE	GRANITE ROCK, INC.	09/11/2019	388.13
35120	ICONIXWA	ICONIX WATERWORKS, INC.	09/11/2019	1,586.68
35121	INTRTRAF	INTERSTATE TRAFFIC CONTROL INC	09/11/2019	917.70
35122	K119OFCA	K-119 OF CALIFORNIA INC.	09/11/2019	21.63
35123	KOFFASSO	KOFF & ASSOCIATES INC	09/11/2019	737.00
35124	NATLMETR	NATIONAL METER & AUTOMATION	09/11/2019	1,617.35
35125	OFFICEDE	OFFICE DEPOT, INC.	09/11/2019	84.69
35126	OFFICTEM	OFFICE TEAM	09/11/2019	6,471.90
35127	PACOFFIC	PACIFIC OFFICE AUTOMATION	09/11/2019	287.38
35128	PACWEST	PACIFIC WEST SECURITY, INC.	09/11/2019	1,518.00
35129	PG&E	PG&E CFM/PPC DEPT	09/11/2019	3,340.46
35130	PINA	CANDY PINA	09/11/2019	197.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35131	PROFORMA	PROFORMA GRAPHICS, INC.	09/11/2019	1,619.17
35132	RUDOCK	TAMMY RUDOCK	09/11/2019	152.00
35133	STEPFORD	STEPFORD BUSINESS, INC.	09/11/2019	1,400.00
35134	VANGUARE	VANGUARD CLEANING SYSTEMS, INC.	09/11/2019	385.00
100463	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	09/11/2019	2,850.00
100464	LIFTOFFD	LIFTOFF DIGITAL	09/11/2019	122.50
100465	pakpour	PAKPOUR CONSULTING GROUP, INC	09/11/2019	2,454.38
100466	SFPUCWAT	SFPUC WATER QUALITY	09/11/2019	1,925.00
100467	WATERTAL	WATERTALENT	09/11/2019	7,362.50
Total for 9/11/2019:				80,141.82
35135	UB*00345	A&D CONSTRUCTION	09/18/2019	156.00
35136	UB*00357	STEPHANIE ADAMS	09/18/2019	26.73
35137	UB*00350	JEFF ALLARD	09/18/2019	9.81
35138	UB*00375	LOUISE ARATA	09/18/2019	20.67
35139	UB*00349	HELMO CARDENAS	09/18/2019	36.24
35140	UB*00358	RUSSELL CRYDER	09/18/2019	107.73
35141	UB*00152	DAVID DANG	09/18/2019	134.26
35142	UB*00359	DUKES ROOT CONTROL	09/18/2019	2,267.74
35143	UB*00351	ANN GENTSCHKEV	09/18/2019	8.91
35144	UB*00370	GRANITE ROCK COMPANY	09/18/2019	1,870.52
35145	UB*00355	IRA HALL	09/18/2019	129.18
35146	UB*00367	MELISSA JACOBS	09/18/2019	25.12
35147	UB*00361	MIKE KEYNEJAD	09/18/2019	261.79
35148	UB*00348	CRAIG MUSIC	09/18/2019	25.00
35149	UB*00365	ELIZABETH NICOL	09/18/2019	17.35
35150	UB*00335	DAN PRUDHOMME	09/18/2019	40.00
35151	UB*00374	DOUGLAS RYAN	09/18/2019	285.68
35152	UB*00354	PEZHMANN SAFARI	09/18/2019	39.28
35153	UB*00372	SAMRA & SANGHA, LLC	09/18/2019	7.26
35154	UB*00373	CHRISTINA SHEDLETSKY	09/18/2019	22.00
35155	UB*00376	FRANK SKOGLUND	09/18/2019	9.89
35156	UB*00377	FELIPE SO	09/18/2019	26.00
35157	UB*00329	MYRLE SONOBE	09/18/2019	31.69
35158	UB*00366	TREVOR STEWART	09/18/2019	15.44
35159	UB*00369	LAUREN SULLIVAN	09/18/2019	10.74
35160	UB*00363	SHAUNDA TOOMASSON	09/18/2019	89.58
35161	UB*00360	TRANETE ONE LLC	09/18/2019	902.56
35162	UB*00371	TRANETE ONE LLC	09/18/2019	884.78
35163	UB*00352	SUPRIYA VADERHOBBI	09/18/2019	10.27
35164	UB*00368	ANKIT VALLECHA	09/18/2019	715.09
35165	UB*00362	KONSTANTIN VILK	09/18/2019	2,052.76
35166	UB*00364	LAURIE WARD	09/18/2019	24.13
35167	UB*00356	TODD WHEELER	09/18/2019	14.98
35168	UB*00353	MARY WRIGHT	09/18/2019	9.40
35169	AIRGAS	AIRGAS, LLC	09/18/2019	163.92
35170	ATT30348	AT&T	09/18/2019	25.00
35171	ATT60197	AT&T 60197	09/18/2019	42.79
35172	CINTS	CINTAS CORPORATION	09/18/2019	507.82
35173	ESRIINC	ESRI INC	09/18/2019	1,000.00
35174	GLOBALSU	GLOBAL SUN LANDSCAPE	09/18/2019	280.50
35175	GRANITE	GRANITE ROCK, INC.	09/18/2019	671.82
35176	HASSETTH	HASSETT HARDWARE	09/18/2019	21.56
35177	HOMEDPC	HOME DEPOT	09/18/2019	85.88
35178	INDORAIR	INDOOR AIR DESIGN, INC.	09/18/2019	200.00
35179	JAMESMAR	JAMES MARTA & COMPANY	09/18/2019	4,000.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35180	KELLYMOR	KELLY-MOORE PAINT CO	09/18/2019	87.42
35181	MHN	MHN	09/18/2019	45.54
35182	OREILLYA	OREILLY AUTO PARTS, INC.	09/18/2019	131.69
35183	RECOLOGY	RECOLOGY SAN MATEO	09/18/2019	674.92
35184	RANDB	ROBERTS & BRUNE CO. INC.	09/18/2019	296.48
35185	STEPFORD	STEPFORD BUSINESS, INC.	09/18/2019	240.00
35186	ERTOLALI	LINDA ERTOLA	09/18/2019	1,406.52
35187	HARDINGE	EDWARD HARDING	09/18/2019	118.86
35188	KIMSANG	SANG KIM	09/18/2019	2,579.76
35189	ADAMKON	ADAM KONSTANTINOS	09/18/2019	2,739.71
35190	LEAVERJE	JEFF LEAVER	09/18/2019	807.19
35191	LOWILLIA	WILLIAM LO	09/18/2019	4,041.88
35192	LOOLISA	LISA LOO	09/18/2019	1,550.82
35193	MKCONSTR	M. K. CONSTRUCTION CO.	09/18/2019	2,438.79
35194	OROZCOJO	JOSE OROZCO	09/18/2019	7,311.38
35195	PENINCON	PENINSULA CONSTRUCTION COMPAN	09/18/2019	6,098.82
35196	REDDYDEE	DEEPA REDDY	09/18/2019	1,216.33
35197	SILVAERI	ERIC SILVA	09/18/2019	3,355.04
35198	TEYSSIER	PAUL TEYSSIER	09/18/2019	2,067.98
35199	TOORDEEP	DEEPA TOOR	09/18/2019	773.18
100468	ACCELA	ACCELA, INC. #774375	09/18/2019	31,052.00
100469	HANSONBR	HANSON, BRIDGETT	09/18/2019	4,354.00
100470	SCOTSMAN	WILLIAMS SCOTSMAN	09/18/2019	1,188.26

Total for 9/18/2019:

91,864.44

Report Total (291 checks):

2,124,790.20



AGENDA ITEM NO. 5.C.

DATE: September 26, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2019-18 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE MPWD DURING FISCAL YEAR 2019/2020

RECOMMENDATION

Approve Resolution 2019-18, as required by State law, establishing the Appropriations Limit in the amount of \$3,451,319 that will be applicable during Fiscal Year (FY) 2019/2020.

FISCAL IMPACT

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

BACKGROUND

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

DISCUSSION

In 1978 Proposition 13 was passed, which was a property tax reform measure sponsored by the Howard Jarvis Association. The purpose of Proposition 13 was to limit the rate at which property taxes can increase on an annual basis. In 1981, this same group decided to put a similar lid on the expenditures a public agency may incur from "proceeds of taxes" and got Proposition 4 passed, now known as the Gann Limitation. A formula was derived by which to calculate an appropriations limit and applied to all public agencies in the state. Each year the agency is allowed to adjust this limit based on changes in population as well as per capita personal income. The change in the California per capita personal income for the prior year was 3.85%, and the applicable change in population from January 1, 2018 to January 1, 2019 for the District was 0.56%.

The MPWD's adjusted limit for Fiscal Year 2019/2020 will be \$3,451,319.

As required by law, notice of the FY 2019/2020 limit and how it was calculated was posted on September 10, 2019 at two (2) locations—at the MPWD's Dairy Lane headquarters and on the MPWD's website.

Attachments: Resolution 2019-18
MPWD's Notice of Determination of Appropriations Limit for FY 2019/2020

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____
UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2019-18

**ESTABLISHING THE APPROPRIATIONS LIMIT
APPLICABLE TO THE
MID-PENINSULA WATER DISTRICT
DURING FISCAL YEAR 2019/2020**

* * *

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 2018/2019 as \$3,304,717; and

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

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

WHEREAS, the applicable factors for Fiscal Year 2019/2020 are as follows:
(1) the change in the California per capita personal income was 3.85%; and (2) the applicable change in population from January 2018 to January 2019 was 0.56%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the appropriations limit for Fiscal Year 2019/2020 is established as \$3,451,319.

REGULARLY PASSED AND ADOPTED this 26th day of September 2019, by the following vote of the Board.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

President, Board of Directors

ATTEST:

District Secretary



NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019 - 2020

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

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2019-2020 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 26, 2019.

1. Appropriations Limit for Fiscal Year 2018 – 2019	\$3,304,717
2. Population Change (January 1, 2018 - January 1, 2019)	0.56%
3. Change in California per Capita Personal Income Fiscal Year 2018 – 2019	3.85%
4. Fiscal Year 2019 - 2020 Adjustment Factor (1.0056 x 1.0385)	1.0044
5. Fiscal year 2019 - 2020 Appropriations Limit (\$3,304,717 x 1.0044)	\$3,451,319

Dated: September 10, 2019



AGENDA ITEM NO. 5.D.

DATE: September 26, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

**SUBJECT: APPROVE THE ACWA REGION 5 NOMINATING COMMITTEE'S
RECOMMENDED SLATE FOR BOARD TERM 2020-2021 AND CAST BALLOT**

RECOMMENDATION:

Cast ballot for ACWA Region 5 Board Term 2020-2021 per nominating committee's recommended slate.

FISCAL IMPACT:

None.

DISCUSSION:

Attached is the ACWA Region 5 Board electronic ballot. The deadline is September 30, 2019. Also attached is the candidate information received August 13, 2019 from Jack Burgett, a Director from North Coast County Water District.

Staff recommends the recommended slate of candidates.

Attachments: ACWA Region 5 Ballot
Candidate Communication received August 13, 2019 from Jack Burgett

BOARD ACTION: A PPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ VELLA____ ZUCCA____ WARDEN____ SCHMIDT____ WHEELER____

OFFICIAL REGION 5 Board Ballot

2020-2021
TERM



**Please return completed
ballot by September 30, 2019**

E-mail: regionelections@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1** You may either vote for the slate recommended by the Region 5 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2** Please complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

1

Nominating Committee's Recommended Slate

- ☐ I concur with the Region 5 Nominating Committee's recommended slate below.

CHAIR: Frank Mellon, Board Member, East Bay Municipal Utility District

VICE CHAIR: John Varela, Director – District 1, Santa Clara Valley Water District

BOARD MEMBERS:

- **Ernesto A. Avila**, Director, Contra Costa Water District
- **Mary Bannister**, Director – Division B, Pajaro Valley Water Management Agency
- **Jack Burgett**, Director, North Coast County Water District
- **Bill Rosen**, Director, Goleta Water District
- **Katherine A. Stewart**, Director, Vandenberg Village Community Services District

OR

Individual Board Candidate Nominations

- ☐ I do not concur with the Region 5 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- ☐ **Frank Mellon**, Board Member, East Bay Municipal Utility District
- ☐ **Sarah Palmer**, Director, Zone 7 Water Agency
- ☐ **Katherine A. Stewart**, Director, Vandenberg Village Community Services District
- ☐ **John H. Weed**, Director, Alameda County Water District

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- ☐ **Frank Mellon**, Board Member, East Bay Municipal Utility District
- ☐ **Sarah Palmer**, Director, Zone 7 Water Agency
- ☐ **Katherine A. Stewart**, Director, Vandenberg Village Community Services District
- ☐ **John H. Weed**, Director, Alameda County Water District

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- ☐ **Ernesto A. Avila**, Director, Contra Costa Water District
- ☐ **Mary Bannister**, Director – Division B, Pajaro Valley Water Management Agency
- ☐ **Jack Burgett**, Director, North Coast County Water District
- ☐ **Richard (Ric) Lohman**, Director, Montara Water & Sanitary District
- ☐ **Frank Mellon**, Board Member, East Bay Municipal Utility District
- ☐ **Sarah Palmer**, Director, Zone 7 Water Agency
- ☐ **Bill Rosen**, Director, Goleta Water District
- ☐ **Katherine A. Stewart**, Director, Vandenberg Village Community Services District
- ☐ **John Varela**, Director – District 1, Santa Clara Valley Water District
- ☐ **John H. Weed**, Director, Alameda County Water District

2

AGENCY NAME

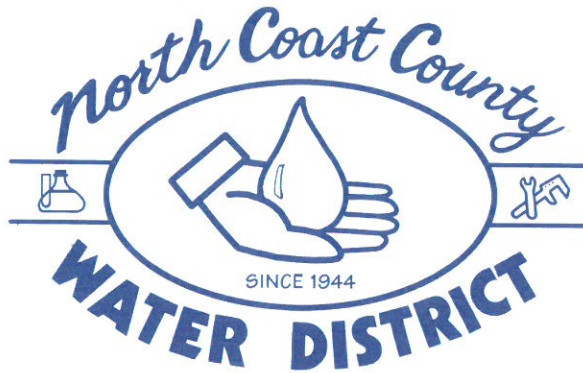
AUTHORIZED REPRESENTATIVE

DATE

DIRECTORS

JOSHUA COSGROVE, *President*
ANNE DE JARNATT, *Vice-President*
THOMAS J. PICCOLOTTI, *Director*
RON ASH, *Director*
JACK BURGETT, *Director*
RUSSELL CONROY,
Director Emeritus

2400 Francisco Blvd.
P.O. Box 1039
Pacifica, CA 94044
www.nccwd.com



STAFF

CARI C. LEMKE
GENERAL MANAGER

SCOTT DALTON
SUPERINTENDENT

Phone (650) 355-3462
Fax (650) 355-0735

CEIVED

AUG 13 2019

far

May 28, 2019

Honorable Board Member:

Currently I am a Director of the ACWA Region 5 Board. Your agency will be asked to vote for the Region 5 Board this fall (between August 1 and September 30). Your participation is critical to the success of our ACWA Region 5 Mission. I am a candidate for re-election and respectfully request your vote.

I am completing my second term on the North Coast County Water District Board of Directors. I am on the Membership Committee, Energy Committee, Groundwater Committee, Capital Improvement Program Committee, and Public Outreach and Conservation Committee. I am also on the Building Seismic Relocation Advisory Committee, Drought Preparedness Advisory Committee, General Manager Recruitment Advisory Committee and Energy Advisory Committee.

During my time on the Board, I have been actively engaged in ACWA and ACWA/JPIA on the Membership, Vote Verification, Energy and Ground Water Committees.

If I am elected for another term to the ACWA Region 5 Board, I will commit to working collaboratively with fellow Board members to provide the best possible service to our forty-nine Region 5 ACWA/JPIA members.

Thank you.

Jack Burgett

Jack Burgett
Director, ACWA Region 5
Director, North Coast County Water District
Phone: (650) 359-5637
Email: dburgettmarine66@att.net



Jack Burgett
P.O. BOX 1039
PACIFICA, CA 94044

(650) 355-3462 District
(650) 799-3055 Cell
(650) 355-0735 Fax

Candidate for:
ACWA REGION 5
BOARD OF DIRECTORS



*Directors Jack Burgett & Joshua
Cosgrove pictured at the December, 2018
reorganization of the NCCWD Board.*

ASSOCIATIONS

Board Member, Board of Directors of the North Coast County Water District
Elected 2012, 2 Years Board President

- Board Member, ACWA Region 5
- Member, ACWA Membership Committee
- Member, ACWA Energy Committee
- Member, ACWA Groundwater Committee
- District Representative, ACWA
- District Representative, ACWA Region 5
- District Representative/ Director, ACWA/JPIA

DISTRICT COMMITTEES SERVED

- Capital Improvement Program Committee
- Public Outreach & Conservation Committee
- Building Seismic Relocation Advisory Committee
- Drought Preparedness Advisory Committee
- General Manager Recruitment Advisory Committee
- Energy Advisory Committee

Over 50 + Years Experience in Local Government, Education, Athletics:

- City College of San Francisco, Athletics
- College of San Mateo, Athletics
- County of San Mateo Superior Court, Grand Juror
- County of San Mateo Superior Court, Law Enforcement Committee
- Jefferson High School, Teacher
- Jefferson High School, Vice-Principal-Administration
- Lick-Wilmerding High School, Athletics
- Thornton High School, Teacher
- United States Marine Corp., Sergeant

ORGANIZATIONS

- Citizen Organization for Police Station (COPS)
- Veterans of Foreign Wars (VFW)
- American Football Coaches Associations (AFCA)

PROFESSIONAL ASSOCIATIONS & LICENSES

- CSDA's Special District Leadership Academy
- Standard Teaching Credential with Specialization in Secondary Teaching

EDUCATION

- San Francisco State University –B.A., Geography
- San Francisco State University – M.A., Educational Administration



AGENDA ITEM NO. 8.A.

DATE: September 26, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: PROGRESS REPORT ON MPWD 2019-2020 STRATEGIC PLAN

RECOMMENDATION

Receive progress report through August 31, 2019.

FISCAL IMPACT

None.

DISCUSSION

The Board approved a two-year strategic plan on February 28, 2019, and it is attached for reference. A mid-year report on the progress of the MPWD Strategic Plan action items was initiated in 2015 and is a resourceful review.

Attached is a progress report for the 2019 Measures of Success prioritized within the MPWD Strategic Plan. Of the 24 strategic priorities for 2019:

7 have been completed	Priority Nos. 1-3/19, 1-4/19, 2-1/19, 2-4/19, 4-1/19, 4-3/19, and 5-2/19
5 are in progress and projected to be completed by December 31, 2019	Priority Nos. 2-3/19, 3-1/19, 3-5/19, 5-1/19 and 5-3/19
2 are in progress and ongoing	Priority Nos. 2-2/19 and 3-3/19
9 multi-component priorities are a combination of being completed/in progress and/or anticipated to carry over to 2020	Priority Nos. 1-2/19, 2-5/19, 3-2/19, 3-4/19, 4-2/19, 5-4/19, 5-5/19, 5-6/19 and 5-7/19
1 is to be determined by the Board	Priority No. 1-1/19

Staff will provide a year-end status report on 2019 strategic items at the January 2020 strategic planning update session/special Board meeting.

Attachments: MPWD 2019-2020 Strategic Plan
Progress Report dated September 26, 2019

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____



2019-2020 STRATEGIC PLAN PROGRESS REPORT September 26, 2019

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 MEASURES OF SUCCESS (Through August 31, 2019)

PRIORITY NO.	ACTION ITEM	STATUS
1-1/19	Coordinate with Belmont Chamber of Commerce for presentation of 2019 “State of District – <i>Celebrating 90 Years of Service</i> ” Address.	To be determined by Board. GM and Board President collaborated on and staff implemented proactive messaging for the MPWD 90 th 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.
1-2/19	Coordinate meeting between Belmont city officials and MPWD officials for continued project coordination and efficiencies.	Dates were provided to Belmont during the first quarter of 2019. Subsequent staffing issues at Belmont prevented final coordination, including City Manager retirement and recruitment. Staff will follow-up in January 2020.
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.	Completed. 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 December 31, 2019.

PRIORITY NO.	ACTION ITEM	STATUS
2-1/19	Annual CCR by July 1 st .	Completed.
2-2/19	Continue distribution system unidirectional flushing program.	Ongoing. 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. Staff will continue the flushing program as part of its O&M activities.
2-3/19	Promote online Sensus Customer Portal with public outreach.	In progress. Some customers are already using the portal. The AMI meter change-out capital project was recently completed and meters programmed by staff. Projected completion by December 31, 2019.
2-4/19	Annual MPWD Conservation Report to customers by September 30 th .	Completed.
2-5/19	Comply with DDW/SWRCB regulations: <i>"A California Way of Life"</i> : 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.	A. Completed and ongoing. B. In progress. Draft policy (required by SB 998 with deadline of 02/01/20) under review. Projected introduction to Board at November regular meeting. C. In progress.

PRIORITY NO.	ACTION ITEM	STATUS
3-1/19	Complete updated Emergency Response Plan	In progress. Projected introduction to Board at November regular Board meeting.
3-2/19	Review/revise/update Water Service Ordinance No. 103.	Projected completion June 30, 2020.
3-3/19	Continue development of O&M Manual.	In progress.
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; and 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 Medical Center; 2. Old County Road WMR; 3. Dekoven Tanks Replacement; 4. Dekoven Tank Utilization Project; and 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).	A. Completed and in service. B. Under construction. C. 100% design completed. In negotiations with CalTrans for permit requirements and night work before bidding project. D. All projects under design. E. Completed. F. Continued and ongoing.
3-5/19	Review and update Comprehensive System Analysis and CIP (dated August 19, 2016), including cost estimates, and plan for execution.	In progress. Board Finance Committee Meeting tentatively scheduled for October 10, 2019 at 11:00AM to begin discussions about funding plan.

PRIORITY NO.	ACTION ITEM	STATUS
4-1/19	Review and update MPWD Personnel Manual.	Completed. Updated manual will be distributed and posted to MPWD website by October 31, 1029.
4-2/19	With employee involvement, create updated performance evaluation tool and updated annual review process.	In progress. GM transferred project management responsibility to ASM. Projected completion June 30, 2020.
4-3/19	Review/update Rules of Board for SDLF District Transparency Certificate of Excellence.	Completed.

PRIORITY NO.	ACTION ITEM	STATUS
5-1/19	Complete transition to full AMI system billing, including one billing cycle for all customers.	AMI billing near completion as staff works out program signal issues. Completed once monthly billing cycle for customers.
5-2/19	Continue quarterly reporting on 2016 COP financial status.	Completed and ongoing.
5-3/19	Discuss potential \$8 million funding gap in 2016 COP CIP and plan alternatives.	In progress and to be coordinated with Board Finance Committee. Board Finance Committee Meeting tentatively scheduled for Thursday, October 10, 2019.
5-4/19	Develop long-term financial forecast model and 10-year financial plan.	To be coordinated with next rate study. Projected introduction with Board Finance Committee: January 2020.
5-5/19	Create financial plan policy for PARS OPEB and PRSP pre-funded liabilities.	To be coordinated with Board Finance Committee. Projected introduction with Board Finance Committee: March 2020.
5-6/19	Determine whether water rate study will be needed for next 5-year plan for Proposition 218 hearing process in 2020.	To be coordinated with Board Finance Committee. Projected introduction with Board Finance Committee: January 2020.
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); B. Accounts payable/receivable policy; C. Billing/Invoicing policy; D. Cash disbursement (check-writing) policy; E. Customer Billing policy; and F. Credit card management policy.	To be coordinated with MWPD Financial Auditor and Board Finance Committee. Projected completion by June 30, 2020.



MID-PENINSULA WATER DISTRICT

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



February 28, 2019

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
<p>Goal: Maintain effective working relationships with external agencies</p> <p>Objectives: <i>Maintain appropriate agency presence in local, regional and state industry organizations and activities</i></p> <p><i>Maintain outreach and project coordination with City of Belmont, City of San Carlos, and the County of San Mateo</i></p>	<p>Priority No. 1-1/19: Coordinate with Belmont Chamber of Commerce for presentation of 2019 “State of the District – <i>Celebrating 90 Years of Service</i>” address.</p> <p>Priority No. 1-2/19: Coordinate meeting between Belmont city officials and MPWD officials for continued project coordination and efficiencies.</p>	<p>Priority No. 1-1/20: Coordinate with Belmont Chamber of Commerce for presentation of 2020 “State of the District” address.</p> <p>Priority No. 1-2/20: Develop coordination agreement between MPWD and City of Belmont for long-term strategy.</p>
<p>Goal: Maintain organizational standards that ensure a high level of service orientation for our ratepayers</p> <p>Objective: <i>Provide ratepayers with prompt, professional and courteous service</i></p>	<p>Priority No. 1-3/19: Implement new customer account/service fees.</p> <p>Priority No. 1-4/19: Continue website maintenance and data updates and apply for SDLF District Transparency Certificate of Excellence.</p>	<p>Priority No. 1-3/20: Upgrade website for increased transparency and user-friendly resources.</p>

STRATEGIC ELEMENT #2 – Resource Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p>Goal: Ensure water quality meets desired quality standards</p> <p>Objective: <i>Water quality standards for SWRCB/Division of Drinking Water are met</i></p>	<p>Priority No. 2-1/19: Annual CCR by July 1st.</p> <p>Priority No. 2-2/19: Continue distribution system unidirectional flushing program.</p>	<p>Priority No. 2-1/20: Annual CCR by July 1st.</p> <p>Priority No. 2-2/20: Continue distribution system unidirectional flushing program.</p>
<p>Goal: Develop long-term resource sustainability through energy and water conservation measures</p> <p>Objectives: <i>Participate in BAWSCA water supply reliability and water conservation projects</i></p> <p><i>Develop plan for meeting SB7X per capita water demand goals (20% reduction by 2020)</i></p> <p><i>Monitor fuel and energy use to identify opportunities for improvement efficiencies</i></p>	<p>Priority No. 2-3/19: Promote online Sensus Customer Portal with public outreach.</p> <p>Priority No. 2-4/19: Annual MPWD Conservation Report to customers by September 30th.</p> <p>Priority No. 2-5/19: Comply with DDW/SWRCB regulations: Long-Term Urban Water Conservation Policy – “A California Way of Life”:</p> <ul style="list-style-type: none"> 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. 	<p>Priority No. 2-3/20: Continue compliance with DDW/SWRCB regulations: Long-Term Urban Water Conservation Policy – “A California Way of Life”.</p> <p>Priority No. 2-4/20: Annual MPWD Water Conservation Report to customers by September 30th.</p>

STRATEGIC ELEMENT #3 – Infrastructure Management and Operations

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p><u>Goal:</u> Maintain operations and maintenance procedures</p> <p><u>Objective:</u> <i>Develop standard operating procedures in accordance with best management practices as an organized manual</i></p>	<p>Priority No. 3-1/19: Complete updated Emergency Response Plan.</p> <p>Priority No. 3-2/19: Review/revise/update Water Service Ordinance No. 103.</p> <p>Priority No. 3-3/19: Continue development of O&M Manual.</p>	<p>Priority No. 3-1/20: Finalize development of O&M manual.</p> <p>Priority No. 3-2/20: Develop records/email retention policy.</p> <p>Priority No. 3-3/20: Develop business interruption/resumption procedures.</p>
<p><u>Goal:</u> Maintain long-term capital improvement plan</p> <p><u>Objective:</u> <i>Review MPWD infrastructure modeling for assessment of capital improvement priorities, and assess other fixed assets in accordance with best management practices</i></p>	<p>Priority No. 3-4/19: Continued CIP:</p> <ul style="list-style-type: none"> A. Construct Hillcrest Pressure Regulating Station. B. Construct FY 2018/2019 water main replacements: <ul style="list-style-type: none"> 1. Notre Dame Avenue Loop Closure; 2. Zone 5 Fire Hydrant Upgrades; 3. Civic Lane Improvements; and 4. Tahoe Drive Area Improvements. C. Complete engineering design and construct El Camino Real WMR. D. Complete engineering design: <ul style="list-style-type: none"> 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. 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). <p>Priority No. 3-5/19: Review and update Comprehensive System Analysis and CIP (dated August 19, 2016), including cost estimates, and plan for execution.</p>	<p>Priority No. 3-4/20: Pending Board approval of UPDATED Comprehensive System Analysis and CIP - Continued CIP:</p> <ul style="list-style-type: none"> A. Construct: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 1. Williams Avenue, Ridge Road, Hillman Avenue Improvements; and 2. Monte Cresta Drive/Alhambra Drive Improvements. <p>Priority No. 3-5/20: Demolish abandoned pump station at 1510 Folger.</p> <p>Priority No. 3-6/20: Develop capital project to rehabilitate MPWD Operations Center at 3 Dairy Lane.</p>

STRATEGIC ELEMENT #4 – Human Resources Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p>Goal: Develop and maintain systems and processes for effective workforce management</p> <p>Objectives: <i>Develop/maintain effective workforce to meet organizational needs</i></p> <p>Maintain:</p> <ul style="list-style-type: none"> ▪ <i>Appropriate communication channels with employees</i> ▪ <i>Positive work environment and employee satisfaction</i> ▪ <i>Organizational human resources policy manual</i> 	<p>Priority No. 4-1/19: Review and update MPWD Personnel Manual.</p> <p>Priority No. 4-2/19: With employee involvement, create updated performance evaluation tool and update annual review process.</p>	<p>Priority No. 4-1/20: Implement updated employee performance review tool and process.</p> <p>Priority No. 4-2/20: Reorganization for 2021 employee succession planning, including General Manager position.</p>
<p>Goal: Develop and maintain Board of Directors procedures for effective and transparent governance</p> <p>Objective: <i>Develop and maintain Board of Directors policies and procedures</i></p>	<p>Priority No. 4-3/19: Review/update Rules of the Board for SDLF District Transparency Certificate of Excellence.</p>	<p>Priority No. 4-3/20: Create a development program that will support Board functioning and expertise.</p>

STRATEGIC ELEMENT #5 – Financial Management

Core Goals/Objectives	2019 Measures of Success*	2020 Measures of Success
<p>Goal: Establish and achieve annual budget trends</p> <p>Objectives: <i>Complete annual budget process on a timely basis</i></p> <p><i>Monitor financial projections for accurate forecasting</i></p> <p><i>Maintain/monitor schedules of water rates, water capacity charges, and miscellaneous fees</i></p> <p><i>Update, monitor and implement capital plan</i></p>	<p>Priority No. 5-1/19: Complete transition to full AMI system billing, including one billing cycle for all customers.</p> <p>Priority No. 5-2/19: Continue quarterly reporting on 2016 COP financial status.</p> <p>Priority No. 5-3/19: Discuss potential \$8 million funding gap in 2016 COP CIP and plan alternatives.</p> <p>Priority No. 5-4/19: Develop long-term financial forecast model and 10-year financial plan.</p> <p>Priority No. 5-5/19: Create financial plan policy for PARS OPEB and PRSP liabilities.</p> <p>Priority No. 5-6/19: Determine whether water rate study will be needed for next 5-year plan for Proposition 218 hearing process.</p> <p>Priority No. 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); B. Accounts payable/receivable policy; C. Billing/Invoicing policy; D. Cash disbursement (check-writing) policy; E. Customer Billing policy; and F. Credit card management policy.</p>	<p>Priority No. 5-1/20: Complete 5- year water rate plan noticing to customers, conduct Proposition 218 hearing, and adopt rate plan effective July 1, 2020.</p> <p>Priority No. 5-2/20: Continue quarterly reporting on 2016 COP financial status.</p> <p>Priority No. 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); and C. Capitalization policy (2013).</p> <p>Priority No. 5-4/20: Update Conflict of Interest Code as needed.</p> <p>Priority No. 5-5/20: Cost-of-service fees review and update.</p> <p>Priority No. 5-6/20: Review capacity charges and water demand offset fees and consider CPI adjustments.</p>

2019-2020 STRATEGIC PLAN

ATTACHMENT #1 BASIC MEASURES OF SUCCESS

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#1 – External Relationships and Customer Service	<p>Maintain effective working relationships with external agencies</p> <p>Maintain organizational standards that ensure a high level of service orientation for our ratepayers</p>	<p>External relationships:</p> <ul style="list-style-type: none"> Attend HIA meetings Attend neighborhood meetings as appropriate Maintain presence at LAFCO meetings Attend local community City Council meetings Attend ACWA JPIA and Region 5 meetings Attend San Mateo CSDA meetings Attend SFPUC meetings Attend BAWSCA meetings Attend Belmont Operational coordination meetings <p>Conduct at least one community education event with BAWSCA</p> <p>Provide timely and useful customer communications</p> <p>Monitor customer satisfaction via a measurable survey</p> <p>Proactive MPWD advocacy focusing on common constituent message development and community promotion</p>
#2 – Resource Management	<p>Ensure water quality meets desired quality standards</p> <p>Develop long-term resource sustainability through energy and water conservation measures</p>	<ul style="list-style-type: none"> Routine water testing and monitoring should meet SWRCB/Department of Drinking Water standards Prepare and transmit timely CCR Implement feasible water quality inspection recommendations Maintain active involvement in BAWSCA water supply reliability and water conservation project activity Continue water use efficiency messaging to meet regional and statewide water conservation goals Support continued off-peak hour pumping Explore use of solar power as market costs drop

STRATEGIC ELEMENTS	CORE GOALS	BASIC MEASURES OF SUCCESS
#3 – Infrastructure Management and Operations	<p>Maintain operations and maintenance procedures</p> <p>Maintain long-term capital improvement plan</p>	<p>Monitor O&M procedures and revise as appropriate</p> <p>Continue coordination of CIP with City of Belmont and City of San Carlos</p>
#4 – Human Resources Management	<p>Develop and maintain systems and processes for effective workforce management</p> <p>Develop and maintain Board of Directors procedures for effective and transparent governance</p>	<ul style="list-style-type: none"> ▪ Monitor recruitment/retention levers for funding/implementation action ▪ Review recruitment /hiring process plans ▪ Meet and confer with MPWD Employee Association as applicable ▪ Maintain organization chart ▪ Create organizational succession plan ▪ Plan annual training plan/calendar around available budget funds ▪ Regular GM/staff meetings and communications ▪ Develop/update and maintain administrative procedures ▪ Recognize employee service milestones ▪ Celebrate employee accomplishments ▪ Monitor staff job satisfaction ▪ Review Employee Safety and Loss Prevention Program ▪ Fiscal Year safety incident and loss prevention report to Board <p>Create/maintain/update Board of Directors policies</p> <p>Review Annual Planning Schedule for Board of Directors for updates</p>
#5 – Financial Management	<p>Establish and achieve annual budget trends</p>	<p>Review proposed fiscal year SFPUC water rate charges and consider MPWD water rate adjustment</p> <p>Budget process addressing District priorities completed by June 30</p> <p>Review performance on a monthly basis so that targeted allocation is achieved</p> <p>Comprehensive budget document, including charts/graphs</p> <p>Apply for budget and/or financial transparency certification</p> <p>Incorporate capital plan priorities in annual budget</p> <p>Incorporate modeling into annual budgeting process; use tools to develop scenario that can be used as operating circumstances change</p>



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 Rodeo 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. 8.B.

DATE: September 26, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW AND APPROVE REQUEST FOR PROPOSAL FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES TO SELL SURPLUS REAL PROPERTY LOCATED AT 1513-1515 FOLGER DRIVE IN BELMONT, CA

RECOMMENDATION

Approve Request for Proposal (RFP) for Real Estate Marketing and Brokerage Services.

FISCAL IMPACT

None, other than professional services of District Counsel (estimated at less than \$2,500).

DISCUSSION

The Board approved the surplus of real property located at 1513-1515 Folger Drive in Belmont. Staff and District Counsel prepared the attached RFP for real estate marketing and brokerage services to list, market, and sell the property.

Attachments: RFP for Real Estate Marketing and Brokerage Services

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

UNANIMOUS____ VELLA____ ZUCCA____ WARDEN____ SCHMIDT____ WHEELER____



Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002
(650) 591-8941

REQUEST FOR PROPOSAL (RFP) FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES

The Mid-Peninsula Water District (MPWD) seeks the services of a realtor/broker or real estate firm to provide marketing and brokerage services for property owned by the MPWD, located at 1513-1515 Folger Drive in Belmont, California. It is the intent of this RFP to have the successful real estate agent/broker/firm enter into a Professional Services Contract with the MPWD to supply real estate services as outlined herein.

The property consists of one (1) building, an asphalt-paved parking lot, a large retaining wall surrounding the property, and mature landscaping. Attached is a survey schematic. An MAI appraisal dated March 2018 and Preliminary Title Opinion dated May 3, 2010 on the property are available and can be found at the MPWD's website.

Respondents are directed to submit two (2) hard copies and one (1) electronic copy on a USB drive of their proposal to:

**Mid-Peninsula Water District
Attention: General Manager
3 Dairy Lane
Belmont, CA 94002**

by 12:00PM on Friday, October 18, 2019. Each Proposal shall be clearly marked indicating the Respondent's name, address, and the solicitation name "Proposal – Real Estate Broker Services".

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 by 12:00PM on Friday, October 11, 2019 to the MPWD General Manager, Tammy Rudock, at tammyr@midpeninsulawater.org.

RFP KEY DATES

Request for Proposal Issued.....	September 27, 2019
Deadline for Submitting RFP Questions.....	By 12:00PM on October 11, 2019
Deadline for MPWD's Response to RFP Questions.....	By 4:00PM on October 14, 2019
Due Date for Proposals to MPWD.....	By 12:00PM on October 18, 2019

A. SCOPE OF SERVICES

The successful real estate agent/broker/firm shall agree to contract with the MPWD to provide the following:

- Perform market analysis, and provide information such as statistics, pricing and valuations, and financial evaluations;
- Determine a course of action to sell the identified real property;
- Provide timeline for the sale process;
- Market, coordinate real estate showings, and sell identified real property;
- Communicate, advise, and negotiate with purchasers, developers, or investors in the real estate transactions on behalf of the MPWD, with the understanding that the final sale decision will be made by the MPWD. Attendance and presentations at meetings of the MPWD Board of Directors may be required; and
- Coordinate real estate appraisals, real estate transaction closings, and all other customary activities and services associated with real estate transactions.

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.

B. BROKER QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of California;
- Must be a member of local Multiple Listings Services (MLS);
- Must have an excellent reputation in the real estate community (requests for references may be made);
- Must be knowledgeable in the local real estate market and have experience with similar type properties; and
- Must be knowledgeable in the use of all public real estate records.

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:

- Payment of a lump sum finder's fee at closing of a sale; or
- Stated commission rate for selling and closing on property; or
- Blend of a stated commission rate with a minimum finder's fee.

E. TERM OF CONTRACT

The contract period for the successful real estate agent/broker/firm will be from the date of contract award until the work is complete, unless terminated sooner in accordance with 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 real estate agents/brokers/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.

F. SELECTION CRITERIA

1. Knowledge of local real estate market and surrounding region.
2. Real estate experience, qualifications, and references.
3. Fee schedule.
4. Completeness of response to the RFP.
5. Ability of the real estate agent/broker/firm to meet or exceed the RFP submittal requirements.

Respondents shall furnish MPWD such additional information as MPWD may reasonably require.

G. RFP SUBMITTAL REQUIREMENTS

Respondents represent that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP, and are capable of performing 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 real estate agent/broker/firm, if any.
3. 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 real estate experience (minimum of five [5] years' proven experience).
5. Describe experience in assisting other local government entities, 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. Fee schedule.
10. State any other costs the MPWD may anticipate relating to the real estate services to be provided.

H. 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 tammyr@midpeninsulawater.org. A telephone request is not acceptable.

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.

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. With the exception of 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. PROTEST PROCEDURES

Proposal protests must follow the following procedures. Protests based upon restrictive specifications or alleged improprieties in the RFP procedure shall be filed in writing with MPWD Acting Secretary at least five (5) calendar days prior to the Proposal due date. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon the recommendation for award of the Contract must be submitted in writing to MPWD Acting Secretary within 48 hours of receipt of notice of the recommendation of award. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

L. 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.

M. 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.

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the ____ day of _____, 2019, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and _____ ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional real estate brokerage services and has issued a Request for Proposals dated _____, 2019, a copy of which is attached and incorporated as Exhibit A; and

WHEREAS, the CONSULTANT desires to furnish such services and has submitted a Proposal dated _____, a copy of which is attached and incorporated as Exhibit B.

NOW, THEREFORE, the parties agree as follows:

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

2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services shall consist of the services set forth in Exhibit A, as supplemented by Exhibit B except when inconsistent with Exhibit A. CONSULTANT understands and agrees that the sale of the real property is subject to MPWD Board of Director approval.

3. TERM. [CUSTOMIZE AS NEEDED]

The term of this Agreement will commence as of the date of contract award and will expire when the work is complete. The CONSULTANT shall furnish the DISTRICT with all the materials, equipment and services called for under this Agreement, and perform all other work, if any, described in the Contract Specifications.

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

4. COMPENSATION. [TBD]

The CONSULTANT agrees to perform all of the services included in Section 2 for a total all inclusive sum not-to-exceed fee of _____ (\$_____), in accordance with Exhibits A and B. The total all inclusive sum shall include all labor, materials, taxes, profit, overhead, insurance, subcontractor/subconsultant costs and all other costs and expenses incurred by the CONSULTANT.

5. MANNER OF PAYMENT. CONSULTANT shall submit a single invoice to DISTRICT upon closing of escrow for the real property sale. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

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

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

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

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

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

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

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

12. INSURANCE.

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

B. Commercial General and Automobile Liability Insurance. CONSULTANT shall also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CONSULTANT and the DISTRICT for liability arising out of the operations and activities of CONSULTANT and any subcontractors. CONSULTANT shall also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The policies 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 an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

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

C. Professional Liability Insurance. 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) for any one claim. This insurance shall be applicable to claims arising out of or related to the performance of this Agreement. Prior to commencing work under this Agreement, CONSULTANT shall furnish to the 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, non-renewal or reduction in limits shall be given to the DISTRICT.

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

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

13. TERMINATION. The DISTRICT shall have the right to terminate this Agreement at any time by giving written notice to the CONSULTANT. In the event of termination for any reason other than the fault of the CONSULTANT, the CONSULTANT shall be compensated in accordance with the provisions of Sections 4 and 5 for the services performed and expenses incurred to the date of such termination, plus any reasonable costs and expenses which are reasonably and necessarily incurred by CONSULTANT to effect such termination. For termination for default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in accordance with the terms and conditions of this Agreement up to the effective date of termination.

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

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

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

If to the CONSULTANT: _____

ATTENTION: _____

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

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

16. MISCELLANEOUS

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

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

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

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

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

F. Attorney's Fees. If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under

this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable legal fees.

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

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

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

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

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

MID-PENINSULA WATER DISTRICT _____ *

By: _____
President of the Board

By: _____

Attest: _____
Secretary for the DISTRICT

Title: _____

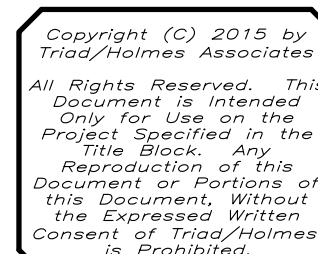
APPROVED AS TO FORM:

By: _____

By: _____
Attorney for the DISTRICT

Title: _____

* If the CONSULTANT is a Corporation, two officers of the corporations consisting of one from each of the following categories must sign the agreement: 1) the President, Vice President or Board Chair and 2) the Secretary, Assistant Secretary, Chief Financial Officer or Assistant Treasurer. If only one officer signs or an individual not specified above, the CONSULTANT will submit satisfactory evidence that the individual is authorized to sign for and bind the corporation.

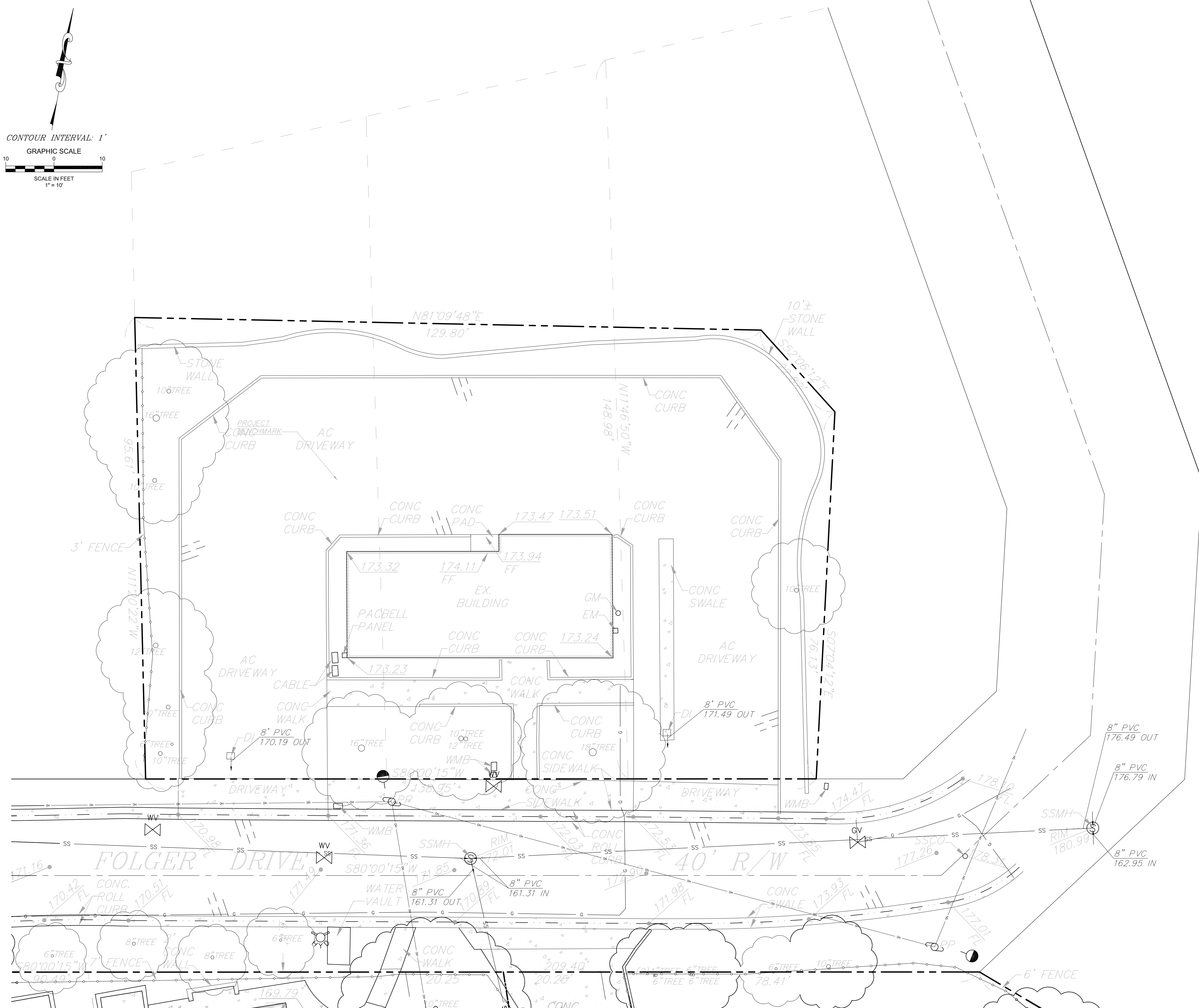
[illegible]

PREPARED FOR:
PAKPOUR CONSULTING
GROUP

TOPOGRAPHY SURVEY


LOTS 5,6, PORT LOTS 7,32,33 & 34
14 MAPS 16, SAN MATEO COUNTY, CA

DATE	10/31/2015	
SCALE	1" = 10'	
DRAWN	MN	
JOB NO.	09.1709	
DWG	1	
SHEET	1	OF 1



LEGEND:

	PROPERTY LINE
	ADJACENT PROPERTY LINE
	WOOD FENCE
	WIRE FENCE
	CENTERLINE
	OVERHEAD UTILITIES
	EASEMENT
	EDGE OF PAVEMENT
	EXISTING GROUND CONTOUR & ELEV.
	SPOT ELEVATION
AC	ASPHALTIC CONCRETE
CONC.	CONCRETE
DI	DRAIN INLET
ELEC	ELECTRIC
FF	FINISH FLOOR
MH	MANHOLE
O.R.	OFFICIAL RECORDS
PP	POWER POLE
RET.	RETAINING
R/W	RIGHT OF WAY
UTIL	UTILITY
WMG	WATER METER BOX
	HYDRANT
	UTILITY POLE
	GUY WIRE
	GAS VALVE
	WATER VALVE
	SEWER MANHOLE
	STORM DRAIN MANHOLE


 TREE SIZE WITH DRIPLINE
 NOTE:
 ACTUAL TREE TRUNK LOCATIONS ARE SHOWN. DRIPLINES SHOWN ARE ONLY APPROXIMATE. DRIPLINES IN AREAS OF PROPOSED CONSTRUCTION SHOULD BE FIELD VERIFIED.

NOTES:

BENCHMARK :
ELEVATIONS ARE BASED ON NGVD 88 DATUM.
PROJECT BENCHMARK IS THE RIM OF THE SEWER
MANHOLE AS SHOWN. ELEVATION = 170.95'

PROJECT SITE(S)

1513 & 1515 FOLGER DRIVE
BELMONT CALIFORNIA
APN-044-351-040
13,273 sq.ft.
0.30 acres

BASIS OF BEARINGS:

THE BEARING OF NORTH 80°00'15" EAST AS SHOWN
HEREON FOR THE CENTERLINE OF FOLGER AVENUE AS
SHOWN ON THAT RECORD OF SURVEY MAP IN THE
OFFICE OF THE RECORDER OF THE COUNTY OF SAN
MATEO, STATE OF CALIFORNIA, IN BOOK 14 OF MAPS
AT PAGE 16, WAS CALCULATED FROM FOUND
SUBDIVISION MONUMENTS WAS TAKEN AS THE BASIS
OF BEARINGS FOR THIS SURVEY

OWNER

MID PENINSULA WATER DISTRICT
3 DAIRY LANE
BELMONT CA 94002

I HEREBY STATE THAT I AM A LICENSED LAND SURVEYOR OF THE STATE OF CALIFORNIA, THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE UNDER MY SUPERVISION IN NOVEMBER 2015, THAT PROPERTY LINES SHOWN HEREON ARE COMPILED FROM RECORD DATA AND DO NOT REFLECT A BOUNDARY SURVEY UNLESS SPECIFICALLY NOTED HEREON, AND THAT THIS MAP DOES NOT INCLUDE EASEMENTS EXCEPT THOSE SPECIFICALLY DELINEATED HEREON.

IF UNDERGROUND UTILITIES, ZONE, SETBACK AND STREET WIDENING DATA ARE SHOWN HEREON, IT IS FOR INFORMATION ONLY, HAVING BEEN OBTAINED FROM AVAILABLE SOURCES NOT CONNECTED WITH THIS CORPORATION. THEREFORE, NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF SAID INFORMATION.

ANDREW K. HOLMES

L.S. 4428



AGENDA ITEM NO. 8.C.

DATE: September 26, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

**SUBJECT: CONSIDER RESOLUTION 2019-19 APPROVING REVISED MPWD
EMPLOYEE SAFETY AND LOSS PREVENTION INCENTIVE
PROGRAM**

RECOMMENDATION

Approve Resolution 2019-19.

FISCAL IMPACT

Up to \$1,000 per fiscal year, per employee— $\$1,000 \times 18 = \$18,000$.

FY 2019/2020 Operating Budget was projected at 80% of the former total program ($\$500 \times 18 = \$9,000$) amount based upon past program actual expenses, or \$7,200. There are funds available to cover the additional costs of the revised program. The additional \$7,200 (80% of $\$18,000 = \$14,400$) will be budgeted during mid-year review.

DISCUSSION

The existing Safety Incentive Program was approved by the MPWD Board of Directors on March 28, 2013. It was revised on June 23, 2015. The program has enhanced safety awareness and the District has not suffered any significant workplace injuries or illnesses or lost days at work, or significant workplace losses, since the program's inception.

The objectives of the program:

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

Management and employees met and discussed increasing the incentives and adding an opportunity for an added presentation of an SOP. Therefore, the following are the goals for the program:

1. Attend 90% of organizational safety meetings.
2. Report a minimum of two (2) safety observations each month. Four (4) safety observations reported each month earns the maximum incentive.
3. Make one safety/loss prevention presentation or demonstration at an organizational safety meeting. The maximum incentive is earned with a presentation originally developed or created by the employee.
4. Make one presentation or demonstration of an SOP (Standard Operating Procedure) developed by employee at an organizational safety meeting.
5. Prevent accidents.
6. Prevent incidents of any kind (e.g., property or equipment loss/damage, environmental, etc.).

The measurement period will be the MPWD fiscal year—July 1st through June 30th.

For minimum participation (payable by July 31st): An employee will receive minimum level incentive pay for achievement of any one or all of the following goals:

- Goal 1 - \$250 (90% attendance at organizational safety meetings)
- Goal 2 - \$125 (Report two [2] safety observations per month)
- Goal 3 - \$125 (Make one safety/loss prevention presentation/demonstration)

For maximum participation (payable by July 31st): An employee will receive maximum incentive pay for achievement of any one or all of the following goals:

- Goal 1 - \$250 (90% attendance at organizational safety meetings)
- Goal 2 - \$250 (Report four [4] safety observations per month)
- Goal 3 - \$250 (Create/develop and make on safety/loss prevention presentation)
- Goal 4 - \$250 (Develop an SOP and present it)

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

Attachment: Resolution 2019-19
Revised Employee Safety and Loss Prevention Incentive Program

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2019-19

**APPROVING THE REVISED
EMPLOYEE SAFETY AND LOSS PREVENTION INCENTIVE PROGRAM**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the existing Employee Safety and Loss Prevention Incentive Program was approved by the Board of Directors on March 28, 2013 and revised on June 25, 2015; and

WHEREAS, the program has enhanced safety awareness and the District has not suffered any significant workplace injuries or illnesses or lost days at work since the program's inception and approval; and

WHEREAS, Management and staff developed the following objectives for the Employee Safety and Loss Prevention Incentive Program:

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

WHEREAS, Management and staff created an additional goal as an opportunity for each Employee to develop and present an SOP (Standard Operating Procedure) to further enhance knowledge and awareness of MPWD operations and services, and further agreed to increased incentives for the revised Employee Safety and Loss Prevention Incentive Program, including distinguishing between the opportunities for minimum and maximum participation based upon the Employee's initiative:

1. Attend 90% of organizational safety meetings.

2. Report a minimum of two (2) safety observations each month. Four (4) safety observations reported each month earns the maximum incentive.
3. Make one safety/loss prevention presentation or demonstration per calendar year at an organizational safety meeting. The maximum incentive is earned with a presentation originally developed or created by Employee.
4. Develop and present or demonstrate one SOP (Standard Operating Procedure).
5. Prevent accidents.
6. Prevent incidents of any kind (e.g., property or equipment loss/damage, environmental, etc.); and

WHEREAS, the measurement period will be the MPWD fiscal year—July 1st through June 30th; and

WHEREAS, for minimum program participation an employee will receive incentive pay up to a total of \$500 (payable by July 31st) if the minimum measurable Goals 1, 2, and 3 of the program are achieved; and

WHEREAS, for maximum program participation an employee will receive incentive pay up to a total of \$1,000 (payable by July 31st) if the maximum measurable Goals 1, 2, 3, and 4 of the program are achieved; and

WHEREAS, there are no program penalties for accidents or incidents, unless they are intentional or determined by the General Manager to be repeated safety violations; and

WHEREAS, the Safety and Loss Prevention Incentive Program is attached as Exhibit “A,” including the program elements.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves the revised Employee Safety and Loss Prevention Incentive Program.

REGULARLY PASSED AND ADOPTED this 26th day of September 2019 by the
following vote:

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

President, Board of Directors
Mid-Peninsula Water District

ATTEST:

Secretary

EMPLOYEE SAFETY AND LOSS PREVENTION INCENTIVE PROGRAM

In order to:

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

Management and staff create for each Employee the following goals for its Employee Safety and Loss Prevention Incentive Program:

1. Attend 90% of organizational safety meetings.
2. Report a minimum of two (2) safety observations each month. Four (4) safety observations reported each month earns the maximum incentive.
3. Make one safety/loss prevention presentation or demonstration at an organizational safety meeting. The maximum incentive is earned with a presentation originally developed or created by Employee.
- 3-4. Develop an SOP (Standard Operating Procedure) and present it.
- 4-5. Prevent accidents.
- 5-6. Prevent incidents of any kind (e.g., property or equipment loss/damage, environmental, etc.).

Safety Meeting Participation. Attend regular and special safety meetings and training. Opportunities for make-up safety meeting sessions will be determined by the General Manager. 90% attendance level is required to achieve this goal.

Safety Observations. Observe positive safety actions while working, or observe and correct unsafe conditions, potential safety violations, and potential environmental hazards. Maintain Personal Protective Equipment (PPE) in a clean, neat, and orderly manner, and ready for inspection. Fill out a safety observation card and submit to the designated Safety Specialist. An Employee can include safety observations regarding another organization's work crew or jobsite or something drawn from the current news. Reporting a minimum of two safety observations per month achieves this goal.

Safety Corrections and Loss Prevention. RECOGNIZE AND DO! Promptly correct a potential safety hazard and prevent loss to the MPWD. Report these incidents immediately to the designated Safety Specialist and Employee's Supervisor. Reporting safety corrections and/or loss prevention actions can substitute for Safety Observations.

Safety or Loss Prevention Presentation. Choose a safety topic or loss prevention article for presentation, or demonstrate/conduct training on a safety method or loss prevention activity. One presentation/demonstration/training session per calendar year meets this objective.

SOP Development and Presentation. Develop an SOP for presentation and/or demonstration. This will enhance knowledge of MPWD operations and services and loss prevention.

Loss Prevention. Employees will proactively strive for an accident-free work environment, including incidents resulting in property or equipment loss/damage, or environmental mitigation.

The MPWD fiscal year—July 1st through June 30th—is the measurement period for the Employee Safety and Loss Prevention Incentive Program.

Minimum Program Participation

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

For minimum participation (payable by July 31st): An employee will receive minimum level incentive pay for achievement of any one or all of the following goals:

- Goal 1 - \$250 (90% attendance at organizational safety meetings)
- Goal 2 - \$125 (Report two [2] safety observations per month)
- Goal 3 - \$125 (Make one safety/loss prevention presentation/demonstration)

Maximum Program Participation

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

For maximum participation (payable by July 31st): An employee will receive maximum incentive pay for achievement of any one or all of the following goals:

- Goal 1 - \$250 (90% attendance at organizational safety meetings)
- Goal 2 - \$250 (Report four [4] safety observations per month)
- Goal 3 - \$250 (Create/develop and make on safety/loss prevention presentation)
- Goal 4 - \$250 (Develop an SOP and present it)

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

immediately report all accidents and incidents. Safety violations and preventable losses could result in disciplinary action.

This policy is effective per Resolution 2015-149 dated ~~June 25, 2015~~September 26, 2019.

ACKNOWLEDGED AND UNDERSTOOD this _____ day of ~~July 2015~~September 2019.

EMPLOYEE

SUPERVISOR

GENERAL MANAGER



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: September 26, 2019

MANAGER'S REPORT

FOLLOW-UP FROM 07/25/19 REGULAR BOARD MEETING

- Executed contract with John Davidson d/b/a Jrocket77 Design & Marketing in an amount not to exceed \$67,000 for Public Outreach/Education/Relations Services, MPWD Website Management, and Printing Services.
- Auctioned surplus vehicles.
- Posted the 2019 MPWD Catalog of Enterprise Systems to MPWD website.
- Posted Quarter Reports on 2016 COP Financing through June 20, 2019 to MPWD website.
- Recorded Notice of Completion for Hillcrest Pressure Regulating Station project, and released retention to contractor.
- Executed Professional Services Agreement in the amount of \$29, 650 with Bay Area Geotechnical Group Engineers (BAGG) for Soil Compaction and Laboratory Testing Services during Construction of the Notre Dame Avenue, Cliffside Court, and Tahoe Drive Area WMR CIP.
- Updated salary schedules for represented and non-represented employees with 3.9% Living Wage Adjustment effective August 1, 2019 and posted to MPWD website.
- Posted MPWD Annual Reimbursements Report for FY 2018/2019 to MPWD website.

WATER CONSERVATION SUMMARY

<i>2019/2020 MONTH</i>	<i>2019/2020 UNITS</i>	<i>2013 UNITS</i>	<i>PERCENT CHANGE*</i>	<i>CUMULATIVE WATER SAVINGS*</i>	<i>2019/2020 R-GPCD**</i>	<i>2013 R-GPCD</i>
July 2019	133,986	156,081	-14.2%	-14.2%	108.1	122.9
August	136,191	155,788	-12.6%	-13.4%	109.8	122.7

<i>2018/2019 MONTH</i>	<i>2018/2019 UNITS</i>	<i>2013 UNITS</i>	<i>PERCENT CHANGE*</i>	<i>CUMULATIVE WATER SAVINGS*</i>	<i>2018/2019 R-GPCD**</i>	<i>2013 R-GPCD</i>
July 2018	131,751	156,081	-15.6%	-15.6%	106.3	122.9
August	131,791	155,788	-15.4%	-15.5%	106.3	122.7

RECRUITMENTS

The MPWD filled two (2) full-time vacancies in Operations for Maintenance Technicians (in lieu of Water System Operators). The MPWD received interest from 83 applicants, 79 of which were from the Indeed.com posting. The cost for the Indeed.com posting was approximately \$600.

We interviewed several candidates and the MPWD made conditional offers of employment to two (2) candidates, and both accepted. After the background checks and pre-employment processes, one candidate started working on September 16th and the other candidate started working on September 18th. Also, an eligibility list exists until the end of the fiscal year, June 30, 2020. Responses were transmitted to all applicants.

BOARD FINANCE COMMITTEE

Staff has identified the following tasks to coordinate in the coming months with the Board's Finance Committee:

- Financial audit FYE June 30, 2019 exit conference (October 2019);
- COP CIP funding gap proposal (October 2019);
- Mid-Year budget review for FY 2019/2020 (January 2020);
- Water rate study update for Proposition 218 proposal for 5-year plan (January 2020);
- Revenue requirements for FY 2020/2021 Operating and Capital Budgets (February 2020);
- FY 2020/2021 Operating and Capital Budget process (March/April 2020); and
- PARS Section 115 combined trust management plan [OPEB—Other Post-Employment Benefits and PRSP—Pension Rate Stabilization Program] (March 2020).

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS*

OCTOBER 24, 2019

- Receive 2016 COP debt financing quarterly reports.
- Receive annual financial audit for FYE June 30, 2019.
- Review and approve RFP for GM recruitment.
- Closed Session: 1510 Folger, and 1513-1515 Folger property negotiations.
- Closed Session: GM annual performance evaluation.

NOVEMBER 20, 2019

- Consider/Approve annual Board meeting schedule.
- Receive annual PARS OPEB trust account performance review and confirm investment strategy.
- Closed Session: General Manager annual performance evaluation.
- Closed Session: General Manager appointment.

DECEMBER 19, 2019

- Election of officers (followed by reception).
- Schedule January strategic planning update Special Board meeting.
- Receive BAWSCA report (carry over from November).
- Complete General Manager performance evaluation, and consider/approve amended employment agreement effective January 1, 2020.
- Closed Session: General Manager appointment.

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:

- | | |
|------------------|-------------------|
| • Jeff Ira | November 23, 2020 |
| • 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 |

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>

**By 12/31/19: Required bi-annual AB 1825 Harassment Prevention training by January 1, 2020 expanded for all employees (SB 1343) and for elected officials (AB 1661) will be scheduled. The date was recently extended to January 1, 2021 for some employees.*

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): October 3, 2019

HIA Meeting (Belmont): October 3, 2019

ACWA JPIA Fall Conference & Exhibition (San Diego): December 2-6, 2019

ACWA JPIA 2020 Spring Conference & Exhibition (Monterey): May 4-8, 2020



TO: Board of Directors

FROM: Candy Pina

DATE: September 26, 2019

ADMINISTRATIVE SERVICES MANAGER'S REPORT

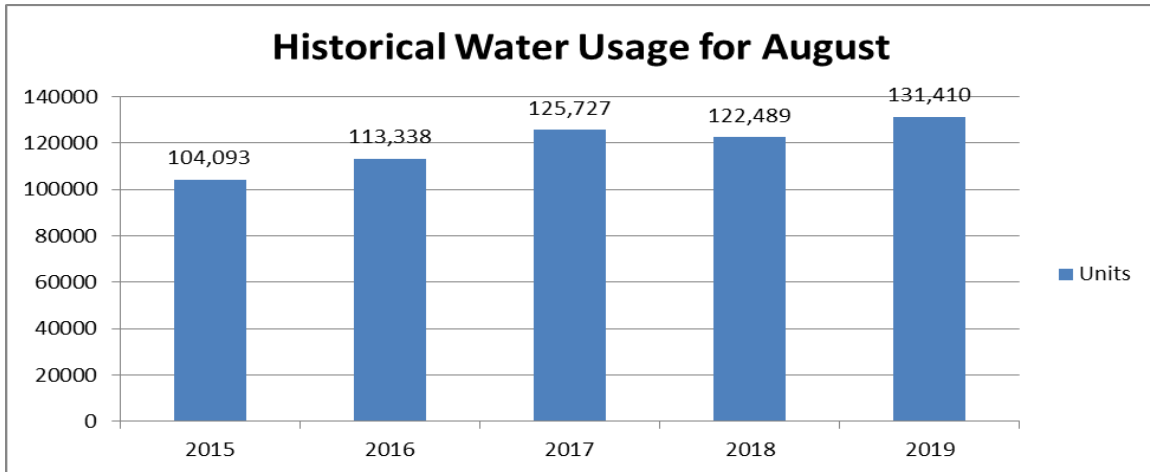
FINANCIAL REPORTING:

Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 8/31/2019	BALANCE @ 09/19/19
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$815,048	\$216,273
LAIF	\$4,197,535	\$4,647,535
BNY INSTALLMENT ACCOUNT	\$491,464	\$591,464
TOTAL	\$5,504,647	\$5,455,872

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2019/2020					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	121,093	1,069,535	243,845	1,313,380	1,357
AUG	131,410	1,184,349	262,218	1,446,567	1,364
TOTAL	252,503	2,253,884	506,063	2,759,947	2,721



MISC FEE REVENUES UPDATE:

From 01/01/19 – 08/31/19, MPWD was charged \$80,490 in credit card fees, recovering about 47% of the credit card costs. The Credit Card fee of \$3 per transaction continues to encourage customers to switch over to paying with their checking accounts. However, we are still not recouping our credit card costs.

MISCELLANEOUS FEE REVENUES COLLECTED - 2019						
Month	Credit Card Fees	Late Fees	48-Hour Notice Fees	Shut Off Fees	After Hour Fees	Total Fees
JAN	6,576	-	-	-	-	6,576
FEB	5,427	-	-	-	-	5,427
MAR	5,960	7,140	8,270	2,250	300	23,920
APR	5,090	3,410	3,170	260	-	11,930
MAY	3,869	5,150	6,650	1,050	600	17,319
JUN	3,175	4,200	3,590	975	600	12,540
JUL	4,242	12,407	8,430	825	500	26,404
AUG	3,723	(430)	5,375	1,575	300	10,543
TOTAL	38,062	31,877	35,485	6,935	2,300	114,659

CONFERENCES, TRAINING, & MEETINGS:

- 1) Jeanette Kalabolas: 07/30/19 – EEAP Site Safety Inspection
- 2) Jeanette Kalabolas: 07/31/19 – State Water Resources Control Board Web Conference Water Conservation Reporting

- 3) Candy Pina: 08/05/19 – Meeting with Vincent Xi from C. G. Uhlenberg to prepare for audit
- 4) Jeanette Kalabolas/Candy Pina: 08/06/19 – National Nights Out @ Carlmont Shopping Center
- 5) Misty Malczon: 08/07/19 – Webinar on SB998
- 6) Candy Pina: 08/07-08/19 – HR Bookcamp Conference
- 7) Jeanette Kalabolas: 08/13/19 – BAWSCA Loss Education and Knowledge meeting
- 8) Jeanette Kalabolas: 08/13/19 – Water Quality Quarterly Regional Meeting
- 9) Misty Malczon: 08/20/19 – Conference with Deborah Gretz from Springbrook
- 10) Candy Pina: 08/22/19 – Kick off meeting with Koff & Associates related to the Employee Evaluations
- 11) Jeanette Kalabolas: 08/28/19 – Emergency Operations Center Local Hazard Mitigation Plan Reporting Tools Workshop
- 12) Candy Pina: 09/05/19 – HIA meeting
- 13) Jeanette Kalabolas/Misty Malczon/Ron Okada/Laura Ravella/Candy Pina: 09/09/19 - Quarterly Admin Staff meeting
- 14) Jeanette Kalabolas: 09/10/19 – AWWA Water Loss Conference Call
- 15) Jeanette Kalabolas: 09/11/19 – BAWSCA Water Resources Committee Meeting
- 16) Misty Malczon/Candy Pina: 09/16-17/19 – Audit Field Testing with James Marta & Company
- 17) Candy Pina: 09/20/19 – Meeting with Vincent Xi from C. G. Uhlenbert to review financials
- 18) Candy Pina: 09/25/19 – I-9 & E-Verify Audit seminar

TEAM BUILDING ACTIVITIES

We had a staff luncheon to celebrate Brent Chester's 25-year anniversary.

We had a staff luncheon to celebrate Jonathan Anderson's 20-year anniversary.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: September 26, 2019

OPERATIONS REPORT – July/August

Projects:

- Below is current AMI status as of September 18, 2019

AMI Installation Status		99.9%	New Development Status		100.00%
Total Meters		8020	Total New		110
AMI Installations		8019	AMI Installations		110
Remaining		1	Remaining		0
Installations					
January	256		Mar 21 to Apr 18		770
February 1-20	578		Apr 19 to May 8		299
			May 9 to June 18		128
February 21 to March 20	759		June 19 to July 16		45
			July 17 to Sep 18		19

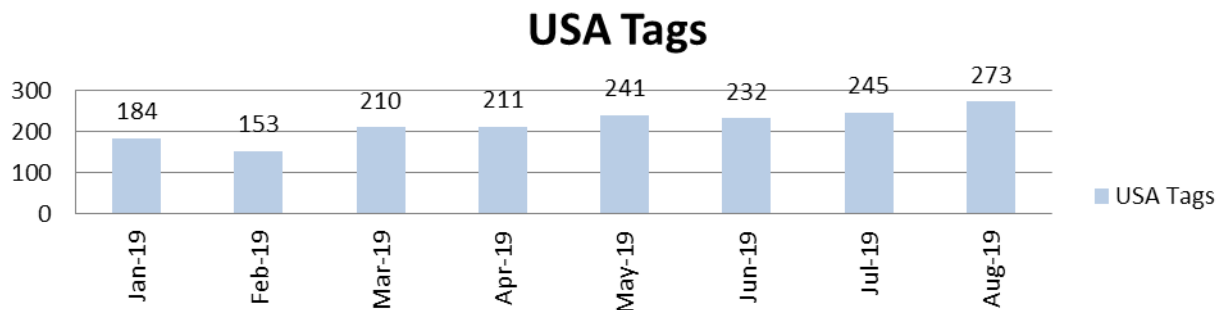
- As of September 18, 2019, there is only one meter left to replace and it is at the Police Department. Staff is coordinating with the Department to replace the existing 2-inch, which is located behind a normally closed security gate and will require plumbing alterations to complete installation;
- Carried out final walk through of the Hillcrest Pressure Regulating Station in early July with District Engineer and Contractor – the pressure regulator is operational;
- Met with City of Belmont staff, their Construction Manager and their Contractor at the intersection of Continentals and Lyall to go over sewer/water/storm system conflicts before sewer rehabilitation;
- Submitted substantially complete engineering plans for the El Camino Real capital project, 06-1621-CP, to Caltrans for review and permit. Our goal is to be allowed to construct during day and overnight. Overnight hours would mimic Caltrans overnight construction hours, which are allowed between 9 p.m. and 5 a.m.

Sunday night through Thursday night. The intent is to carry out the least noise generating type of construction overnight and minimize the impacts to our commercial customers along El Camino Real, plus complete the project as quickly and safely as possible;

- Submitted 60% level engineering plans for the Old County Road capital project, 05-1621-CP, to Cal-Train (locally Sam-Trans) to review. This capital project proposes to cross under the Cal-Train tracks at “F” Street between the Old County Road and El Camino Real;
- Spent some time during July and August working with the City of Belmont and their sewer rehabilitation contractors in the field to discuss conflicts and resolutions with District assets;
- Held progress meetings with current District capital project contractor, Stoloski and Gonzalez;
- Constructed 5 service upgrades in July to: 1050 Chula Vista, 1600 Chula Vista, 511 Sterling View, 2620 Ponce, and 3218 Adelaide; and
- Constructed 3 service upgrades in August to: 2019 Belle Monte, 1828 Bayview and 1405 Arden.

Maintenance:

- Responded to and completed 245 USA (underground service alerts) requests in July and 273 in August. We are going to start inserting a simple bar chart to illustrate the monthly USA requests responded to by the District during a calendar year.



- Carried out paving repairs in front of 524 Middle, 2317 Hastings and 2311 Hastings following main or service repairs;
- Replaced service line at: 2581 Somerset;
- Collected a requisite 55 water samples in July and 44 water samples in August for bacteriological testing – all samples were absent of any coliform bacteria contamination;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitored for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
7/19	11 Cliffside Court	Hydrant Leak	PVC	1981	<500
8/20	1928 Bayview Avenue	Main Break	CIP	1957	3,500
8/23	2110 Pullman Avenue	Main Break	CIP	1956	15,000
8/28	2102 Forrest Avenue	Main Leak	CIP	1954	<500

Development:

Staff is currently working with developers on 47 development projects:

Mixed Use Commercial/Multi-Family Residential:

- 576-600 El Camino Real – 36 meters installed inside the building at a manifold. Awaiting punch list items prior to sign off;
- 1325 Old County Rd. – Project re-submitted larger project of 250 units; Currently reviewing plans;
- 800 Belmont Ave. – Contacted by developer, tentative plans;
- 815 Old County Rd. – Met with developers regarding easements;
- 1300 El Camino Real - Currently reviewing plans, letter of intent provided;
- 803-815 Belmont Ave – Contacted by developer regarding existing facilities and available fire flows. Additional information requested on adjacent parking lot parcels; and
- 900 El Camino Real – Letter of intent provided.

Commercial:

- 539 Harbor Blvd. – Closing job – no action on this account;
- City of Belmont Island Park - Plans through staff approval process;
- 1477 El Camino Real – Closing job – no action on this account;
- Belmont Ave Parcel APNs – (2) awaiting plans;
- 1500 Ralston Ave. – Plans through staff approval process;
- 1400 Alameda de las Pulgas – Plans through staff approval process;
- 1306-1308 Old County Rd. – Submittals approved;
- 1888 Ralston – Installation complete, awaiting backflow certification;
- 612 Mountain View - Awaiting plans;
- 1110 Old County Rd. – Plans through staff approval process; and
- 2710 Ralston Ave. – Plans through staff approval process.

Residential:

- 2828 Monroe - Plans through staff approval process;
- 513 Chesterton Ave. Plans through staff approval process;
- 1926 Oak Knoll Dr. – Plans through staff approval process;

- 1828 Bayview – Installation Complete
- 2009 Mezes – Installation complete;
- 2723 Monserat – Plans through staff approval process;
- 796 Miramar Terrace – Awaiting contractor response;
- Bishop Road development – received payment for installation at 2 remaining lots;
- Talbryn Dr. parcel – Information provided to developer;
- Ralston parcel - Developer requesting system information;
- 2620 Ponce – Installation complete, awaiting compliance;
- 1320 Talbryn Lane development- Installation scheduled;
- 665 South - Plans through staff approval process;
- 853 Alameda – Plans through staff approval process;
- 857 Alameda – Plans through staff approval process;
- 10 Notre Dame Place – Awaiting contractor installation schedule;
- 861 Alameda – Currently reviewing their plans;
- 2723 Wemberly - Plans through staff approval process;
- 3900 Marsten – Plans through staff approval process;
- 1961 Bishop Rd. - Plans through staff approval process;
- 2110 Pullman Ave - Plans through staff approval process;
- 2019 Belle Monti – Installation complete;
- Monte Cresta Drive Extension – Reviewing plans, developing WSA;
- 507 Sterlingview - Plans through staff approval process;
- 511 Sterlingview - Installation complete;
- 3105 Marburger – Awaiting plans;
- 2728 Belmont Canyon Rd - Plans through staff approval process;
- 2033 Mezes – currently reviewing their plans; and
- 524 Cambridge - Plans through staff approval process.

Administration:

- Continue to attend weekly progress meetings at City Hall with Belmont Public Works staff during construction of their latest sewer system rehabilitation project targeting sewers in backyard easements and cross country runs;
- All attended a District-wide 2-day training sessions on Team Cohesiveness using DISC;
- Staff involved in the capital program also participated in a Team Cohesiveness training program that included some key members of the District Engineer's office;
- Participated in the Agenda Review Meeting with the Board President for July's meeting;
- Attended the City's pre-construction meeting for phase 1 of the 2019 paving project;
- Held a meeting with staff and District Engineer to begin discussion of an update to the Capital Improvement Plan;
- Participated in a meeting to go over initial applications received for the Maintenance Technician position openings;
- Part of interview team for the Maintenance Technician positions;
- Attend the monthly BAWSCA Manager's meeting in Foster City;

- Speak with West Yost Associates regarding their services on capital program 04-1621-CP. We need to delay construction due to conflicts on Shoreway Road and their resolution via another agency's capital project in the next few years;
- Check references for potential new employees; and
- Continue to actively manage power use for pumping operations.

MEMO

Agency: Mid-Peninsula Water District **Date** September 18, 2019
Attn: Board of Directors
Project Name: Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project **Project No.** 10012.24
Reference: Project Update and Progress Payment No 1
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

On May 23, 2019, the Mid-Peninsula Water District (District) awarded the construction contract for the Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project to Stoloski & Gonzalez, Inc. (S&G). On June 26th, the District held a pre-construction meeting to go over project responsibilities and requirements. The contract was executed on June 27th. A Notice to Proceed (NTP) was issued for a start date of July 29th. District employee Rick Bisio was designated as the on-site inspector for this project.

On July 30th, while potholing for an existing water service connection at Station 6+21, S&G encountered the existing 18" storm drain (SD) on the same alignment as the proposed water main. The Underground Service Alert (USA) markings of the SD was shown at 2' to 3' away from the actual line. The District contacted the City of Belmont (City) to verify their markings using closed circuit television (CCTV) and by August 2nd, the City accurately marked the SD and sanitary sewer (SS) from Middle Road to Terrace Road. The new markings representing the actual location of the SD and SS line curved along the roadway with no intermediate manhole structure. The SD and SS alignments during the design were based on street markings provided by the City and did not match the lines scoped with CCTV.

While the contractor performed additional potholing for the gas and water services, two 2" conduits were encountered on the same alignment with 24" of cover. The District contacted the City and verified that it did not belong to the City and could be removed. Fortunately, the conduits were empty.

Notre Dame Ave is a 19' wide with many utilities including the SD, gas main, lateral, sewer and storm drain laterals, three water main lines and services. However due to the complications with the SD and SS lines the water main had to be redesigned triggering the change order listed below. The new 8" DIP Zone 3 water main alignment was originally designed to be on the opposite side of the SS line to maximize the separation as much as possible.

The Zone 3 distribution system on Terrace Dr will no longer be a dead-end and will have a looped system improving the water quality and movement in the distribution system. This project also abandons and reconnects two Zone 2 water mains to one single line.

The water main installation on Notre Dame Ave will be completed by the end of September and progressing with no major issues. S&G will soon mobilize to the Tahoe Dr area after Notre Dame Ave is complete.

On August 30th the project reached the 25th day of work out of 180 contractual working days. There are 155 work days remaining for the project.

Change Orders Currently Under Negotiation

The following change orders are currently under negotiation.

- At the request of the District, S&G performed additional potholing to locate the existing utilities conflict from Terrace Dr to Valley View Ave, including the Zone 2 water main from North Rd to Valley View Ave that was thought to be cast iron pipe (CIP). It was later determined to be asbestos concrete (AC) pipe. The District will pay for this work on a Time and Material basis. The District inspector and S&G are in agreement on the time and equipment used for this work.
- Once the potholing data was received from S&G and the actual alignment of the SD & SS was determined by the City the water main along Notre Damn was redesigned using multiple engineers over three days spanning a weekend. This new alignment required the water main to be installed shallow and backfilled with control density fill (CDF) to miss the SD or SS trench lines. The trench backfill for these utilities is a mixture of pea gravel and base rock. There was concern about the integrity of the trench and without adequate horizontal separation from new water main we did not want to face with the possibility of trench failure from one of these utilities into the water main trench. The District requested S&G to provide a cost proposal for the new alignment and backfill. On August 7th, S&G provided a linear foot added cost of \$24.54 that includes a credit for excavation of a shallower trench, off haul cost, unused backfill material (aggregate base, fines and temporary paving), and the add cost for CDF and trench plates. The District reviewed, requested several changes and ultimately approved the cost on August 10th. The total linear feet of CDF trench will be determined after this section of project is complete.
- During the trench excavation, S&G encountered two 2" conduits along with an abandoned 2" water main the conduits and abandoned water main were not marked by USA. S&G provided a linear cost of \$2.25 per foot that covers the disposal fee. Excavated material that contains any foreign (plastic or steel) material has a higher disposal fee. The District reviewed and approved the cost and will work. The total linear feet containing steel and plastic will be determined after this section of project is complete.
- During the potholing operations it was found that the existing Zone 2 water main near Terrace Dr had a few services at the same elevation as the new water main for Zone 3 requiring them to be adjusted prior to installation of the new Zone 3 water main S&G has provided a unit cost of \$2,800 for this work which is currently under review by the District.

Project Schedule and Request for Progress Payment No. 1

As of August 30 2019, S&G completed 42%, or \$815,896.00 of the contractual work. Enclosed please find Progress Payment No. 1 due to S&G for this period for **\$775,101.20** (*value of work less 5% retention*). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,949,385.00	
Approved Change Orders	\$ 0.00	\$ 0.00	0%
Final Contract Amount		\$ 1,949,385.00	
Previous Value of Work Completed		\$ 0.00	
Previously Paid (Including Retention)		\$ 0.00	
Current Request (<i>Less Retention</i>)	\$ 775,101.20	\$ 775,101.20	
Retention	\$ 40,794.80	\$ 40,794.80	
Total Value of Work Completed	\$ 815,896.00	\$ 815,896.00	42%
Total Remaining on Contract		\$ 1,133,489.00	58%

Enclosures:

Pakpour Consulting Group - Progress Payment No 1 from July 28, 2019 thru August 30, 2019 (2 pages)
 Pakpour Consulting Group – Breakdown Summary Progress Payment No 1 from July 28, 2019 thru August 30, 2019 (1 page)
 Stoloski & Gonzalez Invoice Progress Payment 793-01 (1 page)
 Photo Updates Period from July 28, 2019 thru August 30, 2019 (4 pages)



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Progress Payment No. 01

Pay Period:
 July 29, 2019
 August 30, 2019

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	8-in Class 350 DIP	LF	\$ 354.00	3,300	\$ 1,168,200.00	0	\$ 354.00	\$ -	3,300	\$ 354.00	\$ 1,168,200.00	2074	\$ 734,196.00	63%	0	\$ -	0%	2074	\$ 734,196.00	63%
2	6-in Class 350 DIP	LF	\$ 351.00	165	\$ 57,915.00	0	\$ 351.00	\$ -	165	\$ 351.00	\$ 57,915.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
3	10-in Class 350 DIP (Folger Ave)	LS	\$ 7,900.00	1	\$ 7,900.00	0	\$ 7,900.00	\$ -	1	\$ 7,900.00	\$ 7,900.00	1	\$ 7,900.00	100%	0	\$ -	0%	1	\$ 7,900.00	100%
4	1-inch Water Service Connections - Cliffside Ct and Notre Dame Ave Z2	EA	\$ 3,500.00	25	\$ 87,500.00	0	\$ 3,500.00	\$ -	25	\$ 3,500.00	\$ 87,500.00	8	\$ 28,000.00	32%	0	\$ -	0%	8	\$ 28,000.00	32%
5	Water Service Connections Removal - Cliffside Ct	EA	\$ 4,400.00	7	\$ 30,800.00	0	\$ 4,400.00	\$ -	7	\$ 4,400.00	\$ 30,800.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
6	1-inch Water Service Connections - Tahoe Dr Area and Notre Dame Ave Z3	EA	\$ 3,500.00	58	\$ 203,000.00	0	\$ 3,500.00	\$ -	58	\$ 3,500.00	\$ 203,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
7	1½-inch Water Service Connections - Notre Dame Ave	EA	\$ 4,200.00	1	\$ 4,200.00	0	\$ 4,200.00	\$ -	1	\$ 4,200.00	\$ 4,200.00	1	\$ 4,200.00	100%	0	\$ -	0%	1	\$ 4,200.00	100%
8	6-inch Gate Valves	EA	\$ 2,000.00	4	\$ 8,000.00	0	\$ 2,000.00	\$ -	4	\$ 2,000.00	\$ 8,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
9	8-inch Gate Valves	EA	\$ 2,600.00	26	\$ 67,600.00	0	\$ 2,600.00	\$ -	26	\$ 2,600.00	\$ 67,600.00	9	\$ 23,400.00	35%	0	\$ -	0%	9	\$ 23,400.00	35%
10	10-inch Gate Valves	EA	\$ 3,600.00	1	\$ 3,600.00	0	\$ 3,600.00	\$ -	1	\$ 3,600.00	\$ 3,600.00	1	\$ 3,600.00	100%	0	\$ -	0%	1	\$ 3,600.00	100%
11	1-inch Air Combination Valve Assembly	EA	\$ 3,300.00	1	\$ 3,300.00	0	\$ 3,300.00	\$ -	1	\$ 3,300.00	\$ 3,300.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
12	2-inch Blow-Off Assembly	EA	\$ 4,300.00	2	\$ 8,600.00	0	\$ 4,300.00	\$ -	2	\$ 4,300.00	\$ 8,600.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
13	4-inch Blow-Off Assembly	EA	\$ 5,800.00	1	\$ 5,800.00	0	\$ 5,800.00	\$ -	1	\$ 5,800.00	\$ 5,800.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
14	6-inch Fire Hydrant Assembly on New Water Main	EA	\$ 12,900.00	3	\$ 38,700.00	0	\$ 12,900.00	\$ -	3	\$ 12,900.00	\$ 38,700.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
15	Remove and Replace Existing Fire Hydrant Assembly	EA	\$ 13,500.00	2	\$ 27,000.00	0	\$ 13,500.00	\$ -	2	\$ 13,500.00	\$ 27,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
16	6-inch Fire Hydrant Assembly on Existing Water Main	EA	\$ 13,800.00	3	\$ 41,400.00	0	\$ 13,800.00	\$ -	3	\$ 13,800.00	\$ 41,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
17	Water Main Abandonment on Tioga Way and Bryce Court	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
18	Water Main Abandonment on Muir Way	LS	\$ 26,000.00	1	\$ 26,000.00	0	\$ 26,000.00	\$ -	1	\$ 26,000.00	\$ 26,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
19	Water Main Abandonment on Terrace Drive	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
20	Cross Country Water Main Abandonment on Valley View Avenue	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
21	Water Main Abandonment on Notre Dame Avenue - Zone 2	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	1	\$ 9,000.00	100%	0	\$ -	0%	1	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Avenue - Zone 3	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
23	Asphalt Concrete (AC) Pavement Repairs	SF	\$ 15.00	545	\$ 8,175.00	0	\$ 15.00	\$ -	545	\$ 15.00	\$ 8,175.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Progress Payment No. 01

Pay Period:
 July 29, 2019
 August 30, 2019


Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
		Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
24	Abandon Fire Hydrant/ Wharf Head Assembly - Complete Removal	EA	\$ 1,100.00	4	\$ 4,400.00	0	\$ 1,100.00	\$ -	4	\$ 1,100.00	\$ 4,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
25	Abandon Utility Service Boxes /Gate Valve Boxes/ Blow-Off Assemblies	EA	\$ 350.00	15	\$ 5,250.00	0	\$ 350.00	\$ -	15	\$ 350.00	\$ 5,250.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
26	Concrete Driveway Approach Replacement	SF	\$ 19.00	600	\$ 11,400.00	0	\$ 19.00	\$ -	600	\$ 19.00	\$ 11,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
27	Concrete Sidewalk Replacement	SF	\$ 15.00	360	\$ 5,400.00	0	\$ 15.00	\$ -	360	\$ 15.00	\$ 5,400.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
28	Concrete Curb and Gutter Replacement	LF	\$ 95.00	105	\$ 9,975.00	0	\$ 95.00	\$ -	105	\$ 95.00	\$ 9,975.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
29	Concrete Driveway	SF	\$ 20.00	180	\$ 3,600.00	0	\$ 20.00	\$ -	180	\$ 20.00	\$ 3,600.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
30	Thermoplastic Center Striping (CSD-A20A-Detail-21) Remove and Replace	LF	\$ 12.00	1,910	\$ 22,920.00	0	\$ 12.00	\$ -	1910	\$ 12.00	\$ 22,920.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
31	Thermoplastic Markings - STOP and Limit Bar	EA	\$ 650.00	7	\$ 4,550.00	0	\$ 650.00	\$ -	7	\$ 650.00	\$ 4,550.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
32	Type II Slurry Seal	SF	\$ 0.40	78,750	\$ 31,500.00	0	\$ 0.40	\$ -	78750	\$ 0.40	\$ 31,500.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
33	Bollards	EA	\$ 450.00	2	\$ 900.00	0	\$ 450.00	\$ -	2	\$ 450.00	\$ 900.00	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
34	Street Sweeping	DAY	\$ 600.00	15	\$ 9,000.00	0	\$ 600.00	\$ -	15	\$ 600.00	\$ 9,000.00	3	\$ 1,800.00	20%	0	\$ -	0%	3	\$ 1,800.00	20%
35	Traffic Control Plan and Construction Funding Signs	LS	\$ 3,800.00	1	\$ 3,800.00	0	\$ 3,800.00	\$ -	1	\$ 3,800.00	\$ 3,800.00	1	\$ 3,800.00	100%	0	\$ -	0%	1	\$ 3,800.00	100%
	Contract Amount				\$1,949,385.00			\$0.00			\$1,949,385.00									
	Amount Earned												\$815,896.00	42%		\$0.00	0%		\$815,896.00	42%
	Retention (5%)												(\$40,794.80)						(\$40,794.80)	
	Amount Due												\$775,101.20						\$775,101.20	
	Amount Remaining on Contract																		\$1,133,489.00	58%


Prepared By

Joubin Pakpour, P.E. Distric Engineer

Amount Remaining on Contract	\$1,133,489.00	58%
Total Retention Being Held	(\$40,794.80)	
Total Pending Change Orders	\$ -	

**Notre Dame Ave, Cliffside Ct, Tahoe Drive Area Water Main Project
Breakdown Summary
Progress Payment No. 01**


Notre Dame Avenue Loop Closure - CIP Project 15-10			
	Current	Total	
Original Contract Amount		\$1,088,860.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$1,088,860.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$725,036.20	\$725,036.20	
Retention	\$38,159.80	\$38,159.80	
Total Value of Work Completed	\$763,196.00	\$763,196.00	70%
Total Remaining on Contract		\$325,664.00	30%

Mid- Notre Dame Ave Loop Closure - CIP Project 15-49			
	Current	Total	
Original Contract Amount		\$87,418.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$87,418.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$50,065.00	\$50,065.00	
Retention	\$2,635.00	\$2,635.00	
Total Value of Work Completed	\$52,700.00	\$52,700.00	60%
Total Remaining on Contract		\$34,718.00	40%

Cliffside Ct Improvements - CIP Project 15-38			
	Current	Total	
Original Contract Amount		\$228,753.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$228,753.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$0.00	
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$228,753.00	100%

Tahoe Dr Area Improvements - CIP Project 15-28			
	Current	Total	
Original Contract Amount		\$487,054.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$487,054.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$0.00	
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$487,054.00	100%

Zone 5 - Fire Hydrant Upgrade - CIP Project 15-06			
	Current	Total	
Original Contract Amount		\$57,300.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$57,300.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$0.00	
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$57,300.00	100%

TOTAL (All) Project Breakdown - Progress Payment No 1			
	Current	Total	
Original Contract Amount		\$1,949,385.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$1,949,385.00	
Previous Value of Work Completed		\$0.00	
Previously Paid (Including Retention)		\$0.00	
Current Request (Less Retention)	 \$775,101.20	\$775,101.20	
Retention	\$40,794.80	\$40,794.80	
Total Value of Work Completed	\$815,896.00	\$815,896.00	42%
Total Remaining on Contract		\$1,133,489.00	58%

Project: MPWD - Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Subcontractor: Stoloski & Gonzalez, Inc.
Address: 727 Main Street
Half Moon Bay, CA 94019-1924

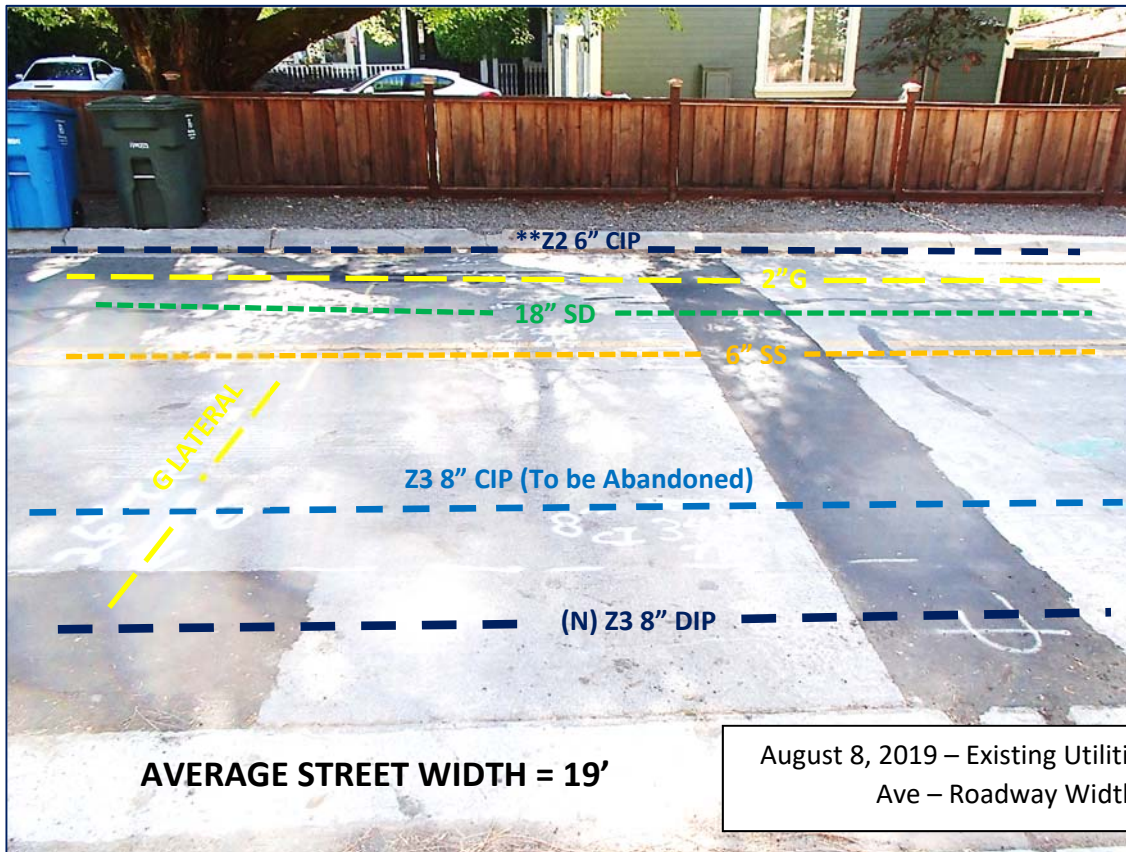
Progress Payment: 793-01
Through Date: 08/30/19
Billing Date: 08/30/19

Bid Item	Description of Bid Item	Original Contract Amount				Prior Billing		Earned This Period		Total to Date		
		Qty	Unit	Unit Cost	Total Cost	Qty	Previous Amount	Qty	Current Amount	Qty	Total Amount To Date	%
1	8-in Class 350 DIP	3,300	LF	\$ 354.00	\$ 1,168,200.00		\$ -	2,074.00	\$ 734,196.00	2,074.00	\$ 734,196.00	63%
2	6-in Class 350 DEP	165	LF	\$ 351.00	\$ 57,915.00		\$ -		\$ -	0.00	\$ -	0%
3	10-in Class 350 DIP - Folger Dr	1	LS	\$ 7,900.00	\$ 7,900.00		\$ -	1.00	\$ 7,900.00	1.00	\$ 7,900.00	100%
4	1-in Water Service Connections - Cliffside Ct and Notre Dame Ave (Zone 2)	25	EA	\$ 3,500.00	\$ 87,500.00		\$ -	8.00	\$ 28,000.00	8.00	\$ 28,000.00	32%
5	Water Service Connections Removal - Cliffside Ct	7	EA	\$ 4,400.00	\$ 30,800.00		\$ -		\$ -	0.00	\$ -	0%
6	1-in Water Service Connections - Tahoe Dr and Notre Dame Ave (Zone3)	58	EA	\$ 3,500.00	\$ 203,000.00		\$ -		\$ -	0.00	\$ -	0%
7	1½-in Water Service Connections - Notre Dame Ave (Zone 3)	1	EA	\$ 4,200.00	\$ 4,200.00		\$ -	1.00	\$ 4,200.00	1.00	\$ 4,200.00	100%
8	6-in Gate Valves	4	EA	\$ 2,000.00	\$ 8,000.00		\$ -		\$ -	0.00	\$ -	0%
9	8-in Gate Valves	26	EA	\$ 2,600.00	\$ 67,600.00		\$ -	9.00	\$ 23,400.00	9.00	\$ 23,400.00	35%
10	10-in Gate Valves	1	EA	\$ 3,600.00	\$ 3,600.00		\$ -	1.00	\$ 3,600.00	1.00	\$ 3,600.00	100%
11	1-in Air Combination Valve Assembly	1	EA	\$ 3,300.00	\$ 3,300.00		\$ -		\$ -	0.00	\$ -	0%
12	2-in Blow-Off Assembly	2	EA	\$ 4,300.00	\$ 8,600.00		\$ -		\$ -	0.00	\$ -	0%
13	4-in Blow-Off Assembly	1	EA	\$ 5,800.00	\$ 5,800.00		\$ -		\$ -	0.00	\$ -	0%
14	6-in Fire Hydrant Assembly on New Water Main	3	EA	\$ 12,900.00	\$ 38,700.00		\$ -		\$ -	0.00	\$ -	0%
15	Remove and Replace Existing Fire Hydrant Assembly	2	EA	\$ 13,500.00	\$ 27,000.00		\$ -		\$ -	0.00	\$ -	0%
16	6-in Fire Hydrant Assembly on Existing Water Main	3	EA	\$ 13,800.00	\$ 41,400.00		\$ -		\$ -	0.00	\$ -	0%
17	Water Main Abandonment on Tioga Wy and Bryce Ct	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -		\$ -	0.00	\$ -	0%
18	Water Main Abandonment on Muir Way	1	LS	\$ 13,000.00	\$ 26,000.00		\$ -		\$ -	0.00	\$ -	0%
19	Water Main Abandonment on Terrace Dr	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -		\$ -	0.00	\$ -	0%
20	Cross-Country Water Main Abandonment on Valley View Ave	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -		\$ -	0.00	\$ -	0%
21	Water Main Abandonment on Notre Dame Ave (Zone 2)	1	LS	\$ 9,000.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	1.00	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Ave (Zone 3)	1	LS	\$ 9,000.00	\$ 9,000.00		\$ -		\$ -	0.00	\$ -	0%
23	Asphalt Concrete Pavement Repairs	545	SF	\$ 15.00	\$ 8,175.00		\$ -		\$ -	0.00	\$ -	0%
24	Abandon Ex Fire Hydrant/Wharf Head Assembly - Complete Removal	4	EA	\$ 1,100.00	\$ 4,400.00		\$ -		\$ -	0.00	\$ -	0%
25	Abandon Utility Service Boxes/Gate Valves/and Blow-Off Assemblies	15	EA	\$ 350.00	\$ 5,250.00		\$ -		\$ -	0.00	\$ -	0%
26	Concrete Driveway Approach Replacement	600	SF	\$ 19.00	\$ 11,400.00		\$ -		\$ -	0.00	\$ -	0%
27	Concrete Sidewalk Replacement	360	SF	\$ 15.00	\$ 5,400.00		\$ -		\$ -	0.00	\$ -	0%
28	Concrete Curb and Gutter Replacement	105	LF	\$ 95.00	\$ 9,975.00		\$ -		\$ -	0.00	\$ -	0%
29	Concrete Driveway	180	SF	\$ 20.00	\$ 3,600.00		\$ -		\$ -	0.00	\$ -	0%
30	Traffic Striping (CSD-A20A-Detail 21) Remove and Replace	1,910	LF	\$ 12.00	\$ 22,920.00		\$ -		\$ -	0.00	\$ -	0%
31	Thermoplastic Markings - STOP and Limit Bar Remove and Replace	7	EA	\$ 650.00	\$ 4,550.00		\$ -		\$ -	0.00	\$ -	0%
32	Type II Slurry Seal	78,750	SF	\$ 0.40	\$ 31,500.00		\$ -		\$ -	0.00	\$ -	0%
33	Bollards	2	EA	\$ 450.00	\$ 900.00		\$ -		\$ -	0.00	\$ -	0%
34	Street Sweeping	15	DA	\$ 600.00	\$ 9,000.00		\$ -	3.00	\$ 1,800.00	3.00	\$ 1,800.00	20%
35	Traffic Control Plan (TCP) and Construction Funding Signs	1	LS	\$ 3,800.00	\$ 3,800.00		\$ -	1.00	\$ 3,800.00	1.00	\$ 3,800.00	100%
Contract Amount					\$ 1,949,385.00		\$ -		\$ 815,896.00		\$ 815,896.00	

CCO				\$ -		\$ -		\$ -		\$ -	
CCO				\$ -		\$ -		\$ -		\$ -	
CCO				\$ -		\$ -		\$ -		\$ -	
				\$ -		\$ -		\$ -		\$ -	

TOTAL TO DATE	\$ 815,896.00	\$ 815,896.00
LESS 5% RETENTION	\$ (40,794.80)	\$ (40,794.80)
SUBTOTAL	\$ 775,101.20	\$ 775,101.20
LESS PREVIOUS PAYMENTS	\$ -	\$ -
TOTAL DUE THIS PERIOD	\$ 775,101.20	\$ 775,101.20

Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
 Water Main Project
 Mid-Peninsula Water District, Belmont, CA
 July 29, 2019 thru August 31, 2019



**** Not Shown 2-2\"/>**

August 8, 2019 – Existing Utilities on Notre Dame Ave – Roadway Width 19 feet



August 19, 2019 – Control Density Fill (CDF)
 Shallow Trench

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
July 29, 2019 thru August 31, 2019**



August 20, 2019 – Removal of
unmarked 2-2" Empty Conduits

August 20, 2019 – Trench
Plates Placement



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
July 29, 2019 thru August 31, 2019

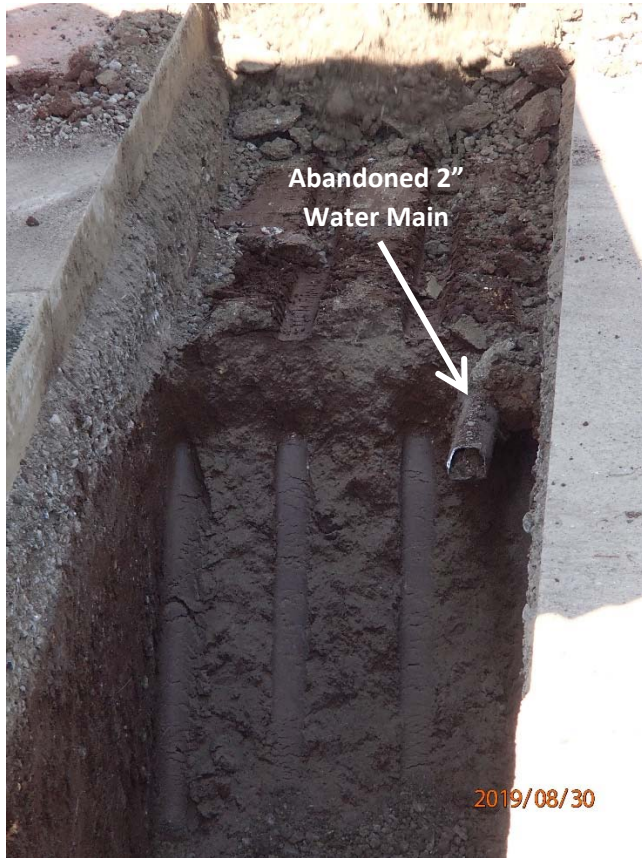


August 23, 2019 – Unmarked 2-2"
Empty Conduits



August 26, 2019 – Typical Pipe Bonding
for Corrosion Protection

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
July 29, 2019 thru August 31, 2019**



August 30, 2019 – Abandoned 2"
Water Main



August 30, 2019 – 8" Water Main
Installation

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2019-2020
SUMMARY**

				Target YTD % 8.5%
DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUALS 7/1/2019 7/31/19	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,800,000	1,069,535	8,730,465	10.9%
FIXED SYSTEM CHARGES	3,000,000	243,845	2,756,155	8.1%
FIRE SERVICE CHARGES	14,000	1,357	12,643	9.7%
MISC CUSTOMER ACCOUNT FEES (A)	43,000	26,404	16,596	61.4%
SERVICE LINE & INSTALLATION CHARGES (B)	10,000	-	(8,841)	188.4%
MISCELLANEOUS OPERATING	25,000	-	25,000	NA
PROPERTY TAX REVENUE	268,000	1,196	266,804	0.4%
TOTAL OPERATING REVENUE	13,160,000	1,342,338	11,798,821	10.3%
WATER SYSTEM CAPACITY CHARGES	100,000	-	100,000	NA
WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
MISCELLANEOUS NON-OPERATING	50,000	18,841	50,000	NA
INTEREST REVENUE - LAIF	75,000	8,500	66,500	11.3%
INTEREST REVENUE - COP	150,000	26,438	123,562	17.6%
LEASE OF PHYSICAL PROPERTY	175,000	26,856	148,144	15.3%
LANDSCAPE PERMIT REVENUE	1,000	-	1,000	NA
TOTAL NON-OPERATING REVENUE	561,000	80,636	499,205	11.0%
TOTAL REVENUE	13,721,000	1,422,973	12,298,027	10.4%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,069,385	90,640	1,978,745	4.4%
PAYROLL TAXES & BENEFITS	1,414,093	69,872	1,344,221	4.9%
PURCHASED WATER	5,654,624	596,236	5,058,388	10.5%
OUTREACH & EDUCATION	60,000	5,300	54,700	8.8%
M&R - OPS SYSTEM (C)	387,751	(9,357)	397,108	-2.4%
M&R - FACILITIES & EQUIPMENT	162,625	13,547	149,078	8.3%
MAJOR MAINTENANCE	35,000	-	35,000	NA
OFFICE SUPPLIES & EQUIPMENT	306,377	22,011	284,366	7.2%
MEMBERSHIP & GOV FEES	228,585	20,972	207,613	9.2%
BAD DEBT & CLAIMS	30,000	-	30,000	NA
UTILITIES	326,814	11,650	315,164	3.6%
PROFESSIONAL SERVICES	460,575	48,841	411,734	10.6%
TRAINING/TRAVEL & RECRUITMENT	37,500	4,021	33,479	10.7%
RESTRICTED EARNINGS	225,000	34,938	190,062	15.5%
DEPRECIATION	970,000	84,434	885,566	8.7%
DEBT SERVICE TRUSTEE FEES & EXP	-	102	(102)	N/A
DEBT SERVICE 2016 COPs	1,069,200	57,093	1,012,107	5.3%
TOTAL OPERATING EXPENSES	13,437,528	1,050,298	12,387,230	7.8%
NET OPERATING SURPLUS/(LOSS)	283,472	372,675	(89,203)	131.5%
TRANSFER TO CAPITAL	(283,472)	(372,675)	89,203	131.5%
DEBT SERVICE COVERAGE	1.93	8.54		

- A See discussion on Administrative Services Manager's report.
- B Total of 12 meter upgrades installed by staff.
- C Expenses related to meter upgrades pulled from Ops Systems.

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

	31-Jul-19	31-Jul-18	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,138,940.40	22,652,238.25	-17,513,297.85	-77.31%
Total COP Funds	14,224,967.29	0.00	0.00	100.0%
Total Accounts Receivable	1,270,615.16	1,312,701.84	-42,086.68	-3.21%
Total Other Current Assets	357,702.65	358,221.58	-518.93	-0.15%
TOTAL CURRENT ASSETS	20,992,225.50	24,323,161.67	-3,330,936.17	-13.7%
FIXED ASSETS				
Fixed Assets	50,389,765.52	44,187,531.54	6,202,233.98	14.04%
Accumulated Depreciation	-28,366,965.92	-27,415,439.08	-951,526.84	-3.47%
Construction in Progress	2,352,090.82	4,059,534.67	-1,707,443.85	-42.06%
TOTAL FIXED ASSETS	24,374,890.42	20,831,627.13	3,543,263.29	17.01%
TOTAL OTHER ASSETS	1,210,079.34	1,210,079.34	0.00	0.0%
TOTAL ASSETS	46,577,195.26	46,364,868.14	212,327.12	0.46%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	770,686.63	160,916.41	609,770.22	378.94%
Total Other Current Liabilities	1,334,765.35	2,099,739.23	-764,973.88	-36.43%
TOTAL CURRENT LIABILITIES	2,105,451.98	2,260,655.64	-155,203.66	-6.87%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,550,000.00	17,910,000.00	-360,000.00	-2.01%
Total COP Premium (B)	855,029.70	886,311.30	-31,281.60	-3.53%
Total Other Long Term Liabilities (B)	1,135,175.00	3,485,175.00	-2,350,000.00	-67.43%
TOTAL LONG TERM LIABILITIES	19,540,204.70	22,281,486.30	-2,741,281.60	-12.3%
TOTAL LIABILITIES	21,645,656.68	24,542,141.94	-2,896,485.26	-11.8%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES	4,397,535.22	6,178,998.77	-1,781,463.55	-28.83%
3940 - Fund Bal Invest in Util Plant	24,374,890.42	20,903,716.10	3,471,174.32	16.61%
Net Assets (A)	-3,840,887.06	-5,259,988.67	1,419,101.61	26.98%
TOTAL EQUITY	24,931,538.58	21,822,726.20	3,108,812.38	14.25%
TOTAL LIABILITIES & EQUITY	46,577,195.26	46,364,868.14	212,327.12	0.46%

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

(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**

	Jul 19-Jul 19	Jul 18-Jul 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	1,361,179	1,241,973	119,206	9.6%
INTEREST INCOME	34,938	42,501	-7,563	-17.79%
CAPITAL CONTRIBUTION	51,745	0	51,745	100.0%
OTHER INCOME	26,856	15,889	10,967	69.02%
Total Income	1,474,718	1,300,363	174,356	13.41%
Expense				
PERSONNEL COSTS	160,512	169,863	-9,351	-5.51%
PURCHASED WATER	596,236	603,385	-7,149	-1.19%
OUTREACH/EDUCATION	5,300	-623	5,923	950.24%
M&4 - OPS SYSTEMS	-9,357	18,537	-27,895	-150.48%
FACILITIES & EQUIPMENT	13,547	14,026	-480	-3.42%
OFFICE SUPPLIES & EQUIPMENT	22,011	23,759	-1,748	-7.36%
MEMBERSHIP & GOV FEES	20,972	19,623	1,349	6.87%
BAD DEBT & CLAIMS	0	50	-50	-100.0%
UTILITIES	11,650	26,552	-14,902	-56.12%
PROFESSIONAL SERVICES	48,841	27,481	21,360	77.73%
TRAINING & TRAVEL	4,021	2,312	1,709	73.94%
Total Expense	873,731	904,966	-31,235	-3.45%
Net Ordinary Income	600,987	395,397	205,590	52.0%
Other Income/Expense				
Other Expense				
DEPRECIATION	84,434	73,910	10,525	14.24%
COP Financing Costs	57,093	58,243	-1,150	-1.97%
Total Other Expense	141,630	132,153	9,477	7.2%
Net Revenue/(Expenses)	459,358	263,244	196,114	74.5%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-34,937
Capital Contribution	-51,745
Debt Service Principal Payment	0
Total Adjustments to Increase Net Operating Surplus	-86,682

Net Operating Surplus/(Loss) Transfer to Capital

372,675

MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2019-2020
Capital Projects

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 7/31/2019	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 8.5%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
Miscellaneous Capital Improvements*	-	1,072	(1,072)	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	-	1,072	(1,072)	N/A
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	50,000	1,072	48,928	2.1%
DEPRECIATION	970,000	84,434	885,566	8.7%
TRANSFER FROM OPS	283,477	372,674	(89,197)	131.5%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(1,203,477)	(456,037)	(747,440)	37.9%
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	(1,072)	(48,928)	2.1%
NET RESULTS OF CAPITAL	-	(0)	0	N/A

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2019-2020
SUMMARY**

				Target YTD % 17.0%
DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUALS 7/1/2019 8/31/19	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	9,800,000	2,253,884	7,546,116	23.0%
FIXED SYSTEM CHARGES	3,000,000	506,063	2,493,937	16.9%
FIRE SERVICE CHARGES	14,000	2,721	11,279	19.4%
MISC CUSTOMER ACCOUNT FEES (A)	43,000	36,947	6,053	85.9%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS OPERATING	25,000	-	25,000	NA
PROPERTY TAX REVENUE	268,000	57,892	210,108	21.6%
TOTAL OPERATING REVENUE	13,160,000	2,857,507	10,302,493	21.7%
WATER SYSTEM CAPACITY CHARGES	100,000	-	100,000	NA
WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
MISCELLANEOUS NON-OPERATING (B)	50,000	23,970	26,030	47.9%
INTEREST REVENUE - LAIF	75,000	17,000	58,000	22.7%
INTEREST REVENUE - COP (C)	150,000	52,098	97,902	34.7%
LEASE OF PHYSICAL PROPERTY	175,000	29,356	145,644	16.8%
LANDSCAPE PERMIT REVENUE	1,000	-	1,000	NA
TOTAL NON-OPERATING REVENUE	561,000	122,424	438,576	21.8%
TOTAL REVENUE	13,721,000	2,979,932	10,741,068	21.7%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,069,385	210,153	1,859,232	10.2%
PAYROLL TAXES & BENEFITS	1,414,093	151,952	1,262,141	10.7%
PURCHASED WATER	5,654,624	1,182,628	4,471,996	20.9%
OUTREACH & EDUCATION	60,000	9,473	50,527	15.8%
M&R - OPS SYSTEM (D)	387,751	(6,836)	394,587	-1.8%
M&R - FACILITIES & EQUIPMENT	162,625	21,000	141,625	12.9%
MAJOR MAINTENANCE	35,000	-	35,000	NA
OFFICE SUPPLIES & EQUIPMENT	306,377	40,508	265,869	13.2%
MEMBERSHIP & GOV FEES	228,585	41,884	186,701	18.3%
BAD DEBT & CLAIMS	30,000	-	30,000	NA
UTILITIES	326,814	47,900	278,914	14.7%
PROFESSIONAL SERVICES	460,575	86,041	374,534	18.7%
TRAINING/TRAVEL & RECRUITMENT	37,500	4,956	32,544	13.2%
RESTRICTED EARNINGS (C)	225,000	69,098	155,902	30.7%
DEPRECIATION	970,000	169,796	800,204	17.5%
DEBT SERVICE TRUSTEE FEES & EXP	-	204	(204)	N/A
DEBT SERVICE 2016 COPs	1,069,200	114,186	955,014	10.7%
TOTAL OPERATING EXPENSES	13,437,528	2,142,942	11,294,586	15.9%
NET OPERATING SURPLUS/(LOSS)	283,472	836,989	(553,517)	295.3%
TRANSFER TO CAPITAL	(283,472)	(836,989)	553,517	295.3%
DEBT SERVICE COVERAGE	1.93	9.36		

- A See discussion on Administrative Services Manager's report.
- B Total of 16 meter upgrades installed.
- C COP interest higher than expected.
- D Expenses related to meter upgrades pulled from Ops Systems.

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

	31-Aug-19	31-Aug-18	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,521,647.37	22,547,088.33	-17,025,440.96	-75.51%
Total COP Funds	14,112,684.08	0.00	0.00	100.0%
Total Accounts Receivable	1,477,236.62	1,299,503.60	177,733.02	13.68%
Total Other Current Assets	345,438.66	284,629.65	60,809.01	21.36%
TOTAL CURRENT ASSETS	21,457,006.73	24,131,221.58	-2,674,214.85	-11.08%
FIXED ASSETS				
Fixed Assets	50,408,153.52	44,208,881.51	6,199,272.01	14.02%
Accumulated Depreciation	-28,452,347.59	-27,486,917.80	-965,429.79	-3.51%
Construction in Progress	2,508,478.47	4,126,264.31	-1,617,785.84	-39.21%
TOTAL FIXED ASSETS	24,464,284.40	20,848,228.02	3,616,056.38	17.35%
TOTAL OTHER ASSETS	1,210,079.34	1,210,079.34	0.00	0.0%
TOTAL ASSETS	47,131,370.47	46,189,528.94	941,841.53	2.04%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	735,188.51	79,489.42	655,699.09	824.89%
Total Other Current Liabilities	1,415,230.53	2,160,863.51	-745,632.98	-34.51%
TOTAL CURRENT LIABILITIES	2,150,419.04	2,240,352.93	-89,933.89	-4.01%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,550,000.00	17,910,000.00	-360,000.00	-2.01%
Total COP Premium (B)	852,422.90	883,704.50	-31,281.60	-3.54%
Total Other Long Term Liabilities (B)	1,135,175.00	3,085,175.00	-1,950,000.00	-63.21%
TOTAL LONG TERM LIABILITIES	19,537,597.90	21,878,879.50	-2,341,281.60	-10.7%
TOTAL LIABILITIES	21,688,016.94	24,119,232.43	-2,431,215.49	-10.08%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES	4,197,535.22	5,578,998.77	-1,381,463.55	-24.76%
3940 - Fund Bal Invest in Util Plant	24,464,284.40	20,848,228.02	3,616,056.38	17.35%
Net Assets (A)	-3,218,466.09	-4,356,930.28	1,138,464.19	26.13%
TOTAL EQUITY	25,443,353.53	22,070,296.51	3,373,057.02	15.28%
TOTAL LIABILITIES & EQUITY	47,131,370.47	46,189,528.94	941,841.53	2.04%

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

(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**

	Jul 19-Aug19	Jul 18-Aug 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	2,857,507	2,549,700	307,807	12.07%
INTEREST INCOME	69,098	66,623	2,475	3.72%
CAPITAL CONTRIBUTION	65,086	5,592	59,495	1,064.02%
OTHER INCOME	53,326	54,190	-864	-1.59%
Total Income	3,045,018	2,676,105	368,913	13.79%
Expense				
PERSONNEL COSTS	362,105	408,638	-46,534	-11.39%
PURCHASED WATER	1,182,628	1,161,437	21,191	1.83%
OUTREACH/EDUCATION	9,473	129	9,343	7,221.17%
M&4 - OPS SYSTEMS	-6,836	43,994	-50,830	-115.54%
FACILITIES & EQUIPMENT	21,000	26,227	-5,226	-19.93%
OFFICE SUPPLIES & EQUIPMENT	40,508	50,530	-10,022	-19.83%
MEMBERSHIP & GOV FEES	41,884	38,751	3,133	8.09%
BAD DEBT & CLAIMS	0	21,625	-21,625	-100.0%
UTILITIES	47,900	40,820	7,079	17.34%
PROFESSIONAL SERVICES	86,041	97,093	-11,052	-11.38%
TRAINING & TRAVEL	4,956	4,172	784	18.8%
Total Expense	1,789,659	1,893,416	-103,757	-5.48%
Net Ordinary Income	1,255,359	782,689	472,670	60.39%
Other Income/Expense				
Other Expense				
DEPRECIATION	169,796	145,388	24,408	16.79%
COP Financing Costs	114,186	116,486	-2,300	-1.97%
Total Other Expense	284,187	261,875	22,312	8.5%
Net Revenue/(Expenses)	971,173	520,814	450,359	86.5%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-69,097
Capital Contribution	-65,086
Debt Service Principal Payment	0
Total Adjustments to Increase Net Operating Surplus	-134,183

Net Operating Surplus/(Loss) Transfer to Capital	836,989
---	----------------

MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2019-2020
Capital Projects

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 8/31/2019	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 17.0%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
Miscellaneous Capital Improvements*	-	1,072	(1,072)	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	-	1,072	(1,072)	N/A
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	50,000	1,072	48,928	2.1%
DEPRECIATION	970,000	169,796	800,204	17.5%
TRANSFER FROM OPS	283,477	836,988	(553,511)	295.3%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(1,203,477)	(1,005,713)	(197,764)	83.6%
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	(1,072)	(48,928)	2.1%
NET RESULTS OF CAPITAL	-	(0)	0	N/A

* Hillcrest Pressure Regulating Station



AGENDA ITEM NO. 9.B.3.

DATE: September 26, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager
Candy Pina, Administrative Services Manager

SUBJECT: REPORT ON DEVELOPMENT REVENUES COMPARED TO MPWD CIP AND WATER CONSERVATION PROGRAM EXPENDITURES THROUGH FISCAL YEAR ENDED JUNE 30, 2019

RECOMMENDATION

Receive report on development revenues—Water Capacity Charges and Water Demand Offset Fees—compared to MPWD CIP and Water Conservation Program expenditures through Fiscal Year Ended (FYE) June 30, 2019.

FISCAL IMPACT

None.

DISCUSSION

The attached report is one that compares development impact fee revenues to MPWD CIP and Water Conservation Program expenditures since collecting and recognizing them—beginning FYE June 30, 2016 through FYE June 30, 2019.

The report does not include all of the development revenues “received” during the time period, but rather projects “recognized” in the MPWD’s accounting system as completed, in accordance with GAAP (Generally Accepted Accounting Principles).

While it is not required reporting, it provides an analytical overview of development’s proportional contribution to MPWD capital improvement and water conservation and public outreach/education programs. It will be updated on a fiscal year basis and reported to the Board by September 30th of each year. The report will be posted to the MPWD website.

Attachment: MPWD Report on Development Fees Compared to CIP and Water Conservation Program Expenditures through FYE June 30, 2019

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

MID-PENINSULA WATER DISTRICT
REPORT ON DEVELOPMENT FEES COMPARED TO CIP AND WATER CONSERVATION PROGRAM EXPENDITURES

	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Total	% of Total Exp
WATER SYSTEM CAPACITY CHARGES						
1804 Miller Avenue	9,375.00				9,375.00	
2847 San Juan Boulevard	9,375.00				9,375.00	
2830 San Juan Boulevard	9,375.00				9,375.00	
1717 Notre Dame Avenue	9,375.00				9,375.00	
1808 Miller Avenue	9,375.00				9,375.00	
2113 Coronet Drive	9,375.00				9,375.00	
1710 Valley View	9,375.00				9,375.00	
360/370/380 Industrial Road	15,625.00				15,625.00	
2940 Alhambra Drive	9,375.00				9,375.00	
2177 Carlmont Drive		67,500.00			67,500.00	
3826 Naughton Avenue		9,375.00			9,375.00	
Davis Drive (CSUS)			81,250.00		81,250.00	
2902 San Juan Boulevard			9,375.00		9,375.00	
905 South Road			9,375.00		9,375.00	
2904 San Juan Boulevard			3,053.38		3,053.38	
2906 San Juan Boulevard			5,688.62		5,688.62	
1401 Shoreway Road			125,000.00		125,000.00	
2828 Monte Cresta Drive			9,375.00		9,375.00	
2128 Pullman Avenue			9,375.00		9,375.00	
699 Ralston Avenue			21,242.00		21,242.00	
2227 Thurm			9,375.00		9,375.00	
2013 Bishop				9,375.00	9,375.00	
360 A Industrial				15,625.00	15,625.00	
1201 Shoreway				93,750.00	93,750.00	
2607 Monte				9,375.00	9,375.00	
400-490 El Camino				448,125.00	448,125.00	
2200 Carlmont				50,000.00	50,000.00	
3828 Naughton				9,375.00	9,375.00	
713 Alameda				10,043.00	10,043.00	
TOTAL WATER SYSTEM CAPACITY CHARGES	90,625.00	76,875.00	283,109.00	645,668.00	1,096,277.00	20%
CAPITAL IMPROVEMENT PROGRAM EXPENDITURES						
AMI Meter Change Out Program	456,818.95	513,972.15	216,068.00	548,335.00	1,735,194.10	
Karen Road Water Main Replacement - CIP	32,321.78	-	96,251.39	2,635.00	131,208.17	
Hallmark Tank Structural and Seismic Retrofit - CIP	41,067.97	-	-		41,067.97	
Dekoven Tanks Structural and Seismic Retrofit - CIP	51,157.13	-	-		51,157.13	
Folger Pump Station Demolition - CIP	24,963.44	-	-		24,963.44	
Buckland Tank Replacement Project - CIP	26,689.37	-	-		26,689.37	
Alameda de las Pulgas Water Main Replacement Project - CIP	104,054.71	243,708.00	-		347,762.71	
Francis Improvements	-	-	36,129.14	750,000.00	786,129.14	
Academy Improvements	-	-	6,318.84		6,318.84	
TOTAL CAPITAL IMPROVEMENT PROGRAM EXPENDITURES	737,073.35	757,680.15	354,767.37	1,300,970.00	3,150,490.87	
2016 COP DEBT SERVICE	0.00	330,133.34	1,051,500.00	1,035,868.00	2,417,501.34	
TOTAL	737,073.35	1,087,813.49	1,406,267.37	2,336,838.00	5,567,992.21	
VARIANCE						
	-646,448.35	-1,010,938.49	-1,123,158.37	-1,691,170.00	-4,471,715.21	

MID-PENINSULA WATER DISTRICT
REPORT ON DEVELOPMENT FEES COMPARED TO CIP AND WATER CONSERVATION PROGRAM EXPENDITURES

	FY 15/16	FY 16/17	FY 17/18	FY 18/19	Total	% of Total Exp
WATER DEMAND OFFSET FEES						
1804 Miller Avenue	1,217.00				1,217.00	
2847 San Juan Boulevard	1,217.00				1,217.00	
2830 San Juan Boulevard	1,217.00				1,217.00	
1717 Notre Dame Avenue	1,217.00				1,217.00	
1808 Miller Avenue	1,217.00				1,217.00	
2113 Coronet Drive	1,217.00				1,217.00	
1710 Valley View	1,217.00				1,217.00	
360/370/380 Industrial Road	4,057.00				4,057.00	
2940 Alhambra Drive	1,217.00				1,217.00	
2177 Carlmont Drive		8,760.00			8,760.00	
3826 Naughton Avenue		633.00			633.00	
Davis Drive (CSUS)			10,547.00		10,547.00	
2902 San Juan Boulevard			633.00		633.00	
905 South Road			633.00		633.00	
2904 San Juan Boulevard			442.18		442.18	
2906 San Juan Boulevard			823.82		823.82	
1401 Shoreway Road			16,227.00		16,227.00	
2828 Monte Cresta Drive			1,217.00		1,217.00	
2128 Pullman Avenue			633.00		633.00	
2013 Bishop				633.00	633.00	
360 A Industrial				1,055.00	1,055.00	
1201 Shoreway				6,330.00	6,330.00	
2607 Monte				633.00	633.00	
400-490 El Camino				31,116.00	31,116.00	
2200 Carlmont				3,376.00	3,376.00	
3828 Naughton				633.00	633.00	
713 Alameda				673.00	673.00	
BAWSCA REBATES		36,048.20	28,390.44	545.24	64,983.88	
TOTAL WATER DEMAND OFFSET FEES	13,793.00	45,441.20	59,546.44	44,994.24	163,774.88	26%
WATER CONSERVATION PROGRAM EXPENDITURES						
6301 - Water Conservation Program	4,540.79	3,588.79	5,474.09	6,153.57	19,757.24	
6302 - School Conservation Program	24,403.42	12,438.62	24,346.73	10,178.33	71,367.10	
6303 - Public Outreach & Education	32,207.99	27,190.56	8,921.59	31,753.68	100,073.82	
6305 - HET (High Efficiency Toilet)	13,068.19	14,015.11	8,922.44	2,025.42	38,031.16	
6306 - Washing Machine Rebates	13,447.39	29.17	0.00	0.00	13,476.56	
6307 - Lawn-Be-Gone Rebates	31,075.61	20,895.61	8,717.03	10,122.36	70,810.61	
6308 - Rain Barrels Rebate	726.54	1,000.49	219.89	239.97	2,186.89	
TOTAL WATER CONSERVATION PROGRAM EXPENDITURES	119,469.93	79,158.35	56,601.77	60,473.33	629,460.14	
VARIANCE	-105,676.93	-33,717.15	2,944.67	-15,479.09	-465,685.26	



AGENDA ITEM NO. 9.B.4.

DATE: September 26, 2019

TO: Board of Directors

FROM: Tammy Rudock, General Manager
Candy Pina, Administrative Services Manager

SUBJECT: RECEIVE GENERAL MANAGER'S ANNUAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2019

RECOMMENDATION

Receive report.

FISCAL IMPACT

None.

DISCUSSION

Staff will present a fiscal year-end June 30, 2019 review on the following topics:

- Financial/budget summary;
- Capital program;
- LAIF reserves; and
- Litigation update.

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____



MANAGER'S ANNUAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2019

MPWD Regular Meeting - September 26, 2019

Tammy Rudock, General Manager

MPWD FYE JUNE 30, 2019

● FINANCIAL SUMMARY:

● Operating Revenues - \$14,400,753*

- FYE 2017/2018: \$14,189,781
- FYE 2016/2017: \$12,212,952
- FYE 2015/2016: \$10,582,037

● Operating Expenditures - \$12,656,754*

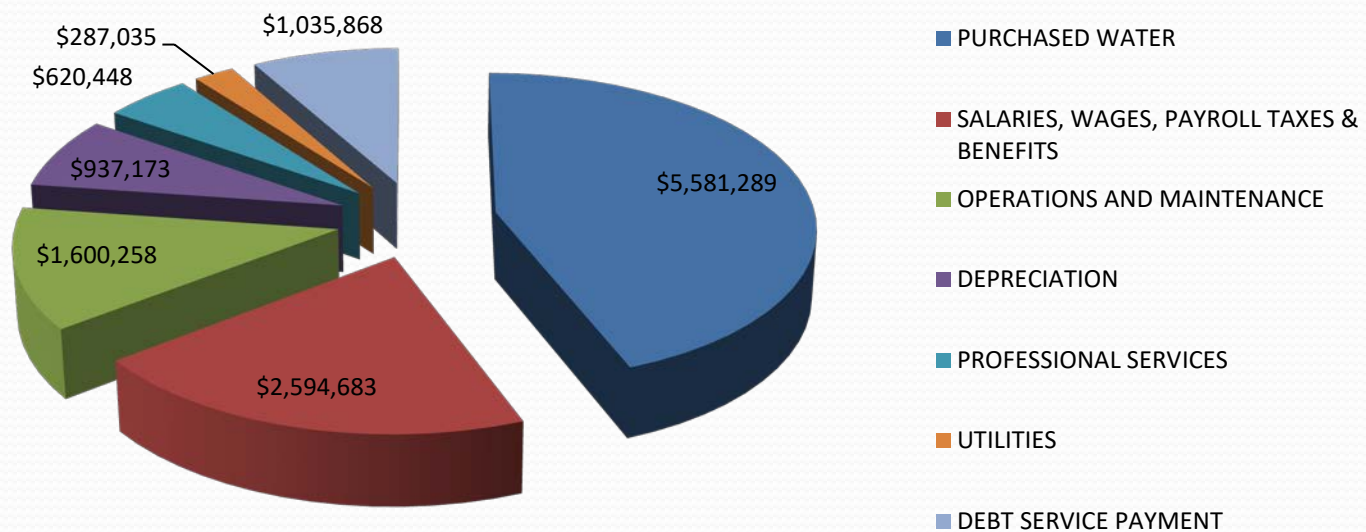
(Includes Depreciation \$937,173 and Debt Service \$1,035,868)

- FYE 2017/2018: \$11,577,153 (Depreciation - \$875,033)
- FYE 2016/2017: \$11,280,481 (Depreciation - \$903,949)
- FYE 2015/2016: \$ 9,677,627 (Depreciation - \$910,362)

● Difference* - \$1,743,999 → TRANSFER TO CAPITAL

**Unaudited*

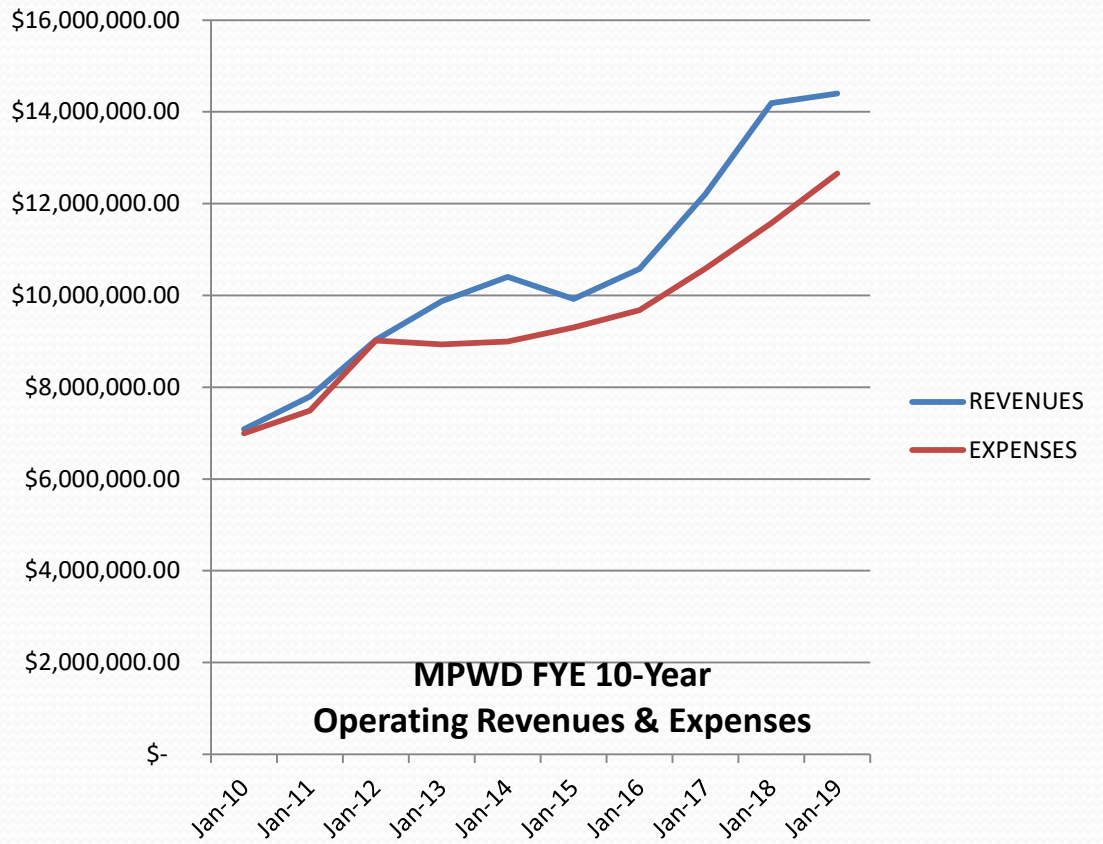
FYE 2019 OPERATING EXPENDITURES



OPERATING EXPENDITURES BY PERCENTAGES – FYE 2019

- Purchased Water = 44.1%
- Salaries, Wages, Payroll Taxes, and Benefits = 20.5%
- Operations and Maintenance = 12.6%
- Debt Service = 8.2%
- Depreciation = 7.4%
- Professional Services = 4.9%
- Utilities = 2.3%

Date	REVENUES	EXPENSES
Jun-10	\$ 7,082,219.49	\$ 6,995,624.15
Jun-11	\$ 7,793,617.75	\$ 7,487,137.09
Jun-12	\$ 9,028,135.98	\$ 9,014,267.14
Jun-13	\$ 9,875,688.50	\$ 8,934,651.49
Jun-14	\$ 10,404,867.50	\$ 8,992,980.21
Jun-15	\$ 9,922,394.78	\$ 9,302,929.84
Jun-16	\$ 10,582,036.90	\$ 9,677,631.84
Jun-17	\$ 12,212,952.00	\$ 10,584,529.00
Jun-18	\$ 14,189,781.00	\$ 11,577,153.00
Jun-19	\$ 14,400,753.00	\$ 12,656,754.00



FY 2018/2019 CAPITAL PROGRAM

- CAPITAL OUTLAY/PROJECTS
 - Capital Revenues:
 - \$ 937,173 Depreciation Budgeted Expenditure
 - \$1,743,998 Operations Net Transfer to Capital (Budgeted transfer from Capital Reserves was \$445,625)
 - \$1,169,960 total transferred to Capital Reserves (Budgeted transfer to Capital Reserves was \$206,844)
 - Capital Expenditures: \$1,552,301*
 - Compared to FY 2017/2018: \$ 152,780
 - Compared to FY 2016/2017: \$ 975,565
 - Compared to FY 2015/2016: \$1,362,802

**Unaudited*

FY 2018/2019 CAPITAL PROJECTS COMPLETED

- 2017 Joint WMR and Belmont Sewer Rehab (Pay-Go Portion) - \$750,000
- 2017 Water Main Replacement CIP (Pay-Go Portion) - \$2,635
- AMI Meter Change-Out - \$548,335

TOTAL - \$1,300,970

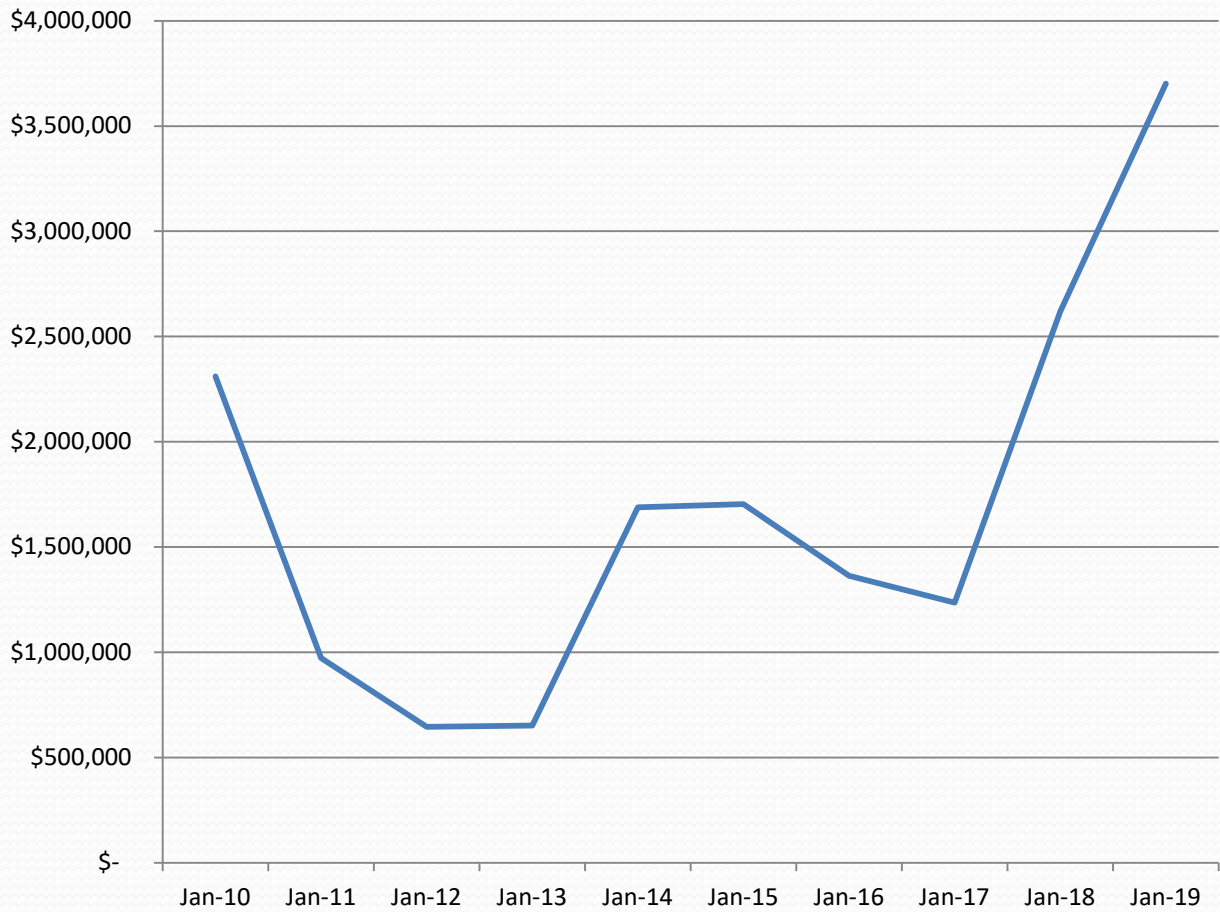
FYE 2018/2019 CAPITAL OUTLAY

- Replacement Mini-Excavator - \$45,998
- Replacement Service Truck - \$87,390
- Replacement Hybrid Vehicles - \$65,783
- Phase 2 SCADA System Replacement - \$43,693
- Miscellaneous Capital Outlay/Projects - \$8,467

- TOTAL - \$251,331

Date	MPWD FYE 10-Year Net Change Capital
Jun-10	\$ 2,309,837
Jun-11	\$ 973,124
Jun-12	\$ 646,582
Jun-13	\$ 652,334
Jun-14	\$ 1,688,251
Jun-15	\$ 1,704,515
Jun-16	\$ 1,362,802
Jun-17	\$ 1,236,089
Jun-18	\$ 2,619,824
Jun-19	\$ 3,702,177

MPWD FYE 10-Year Net Change Capital



FYE June 30, 2019

NET CHANGE IN CAPITAL

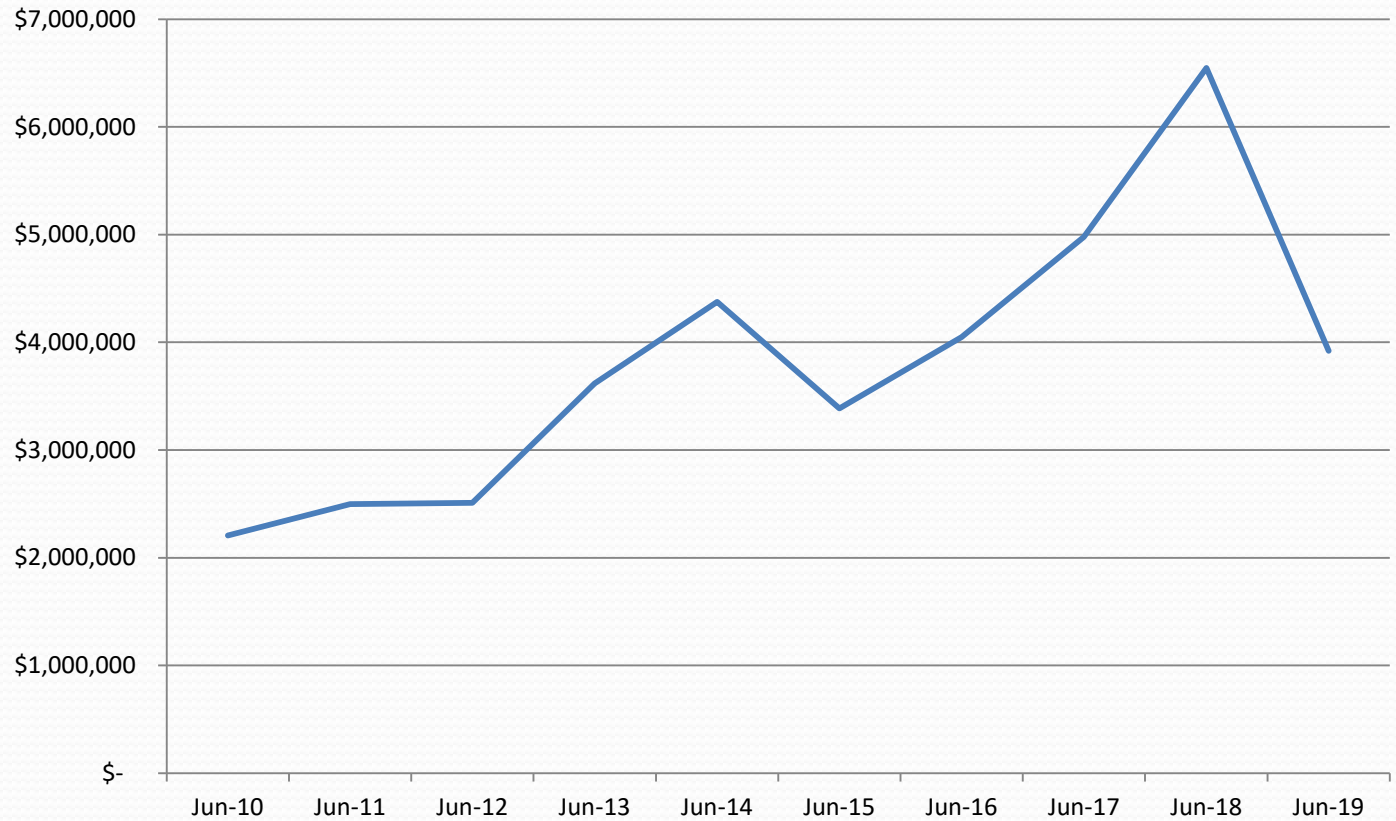
	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>Amount Increase (Decrease)</u>
Land	\$ 1,045,264	\$ 1,045,264	\$ -
Construction in Progress	2,347,431	3,865,728	(1,518,297)
Utility Plant in Service	47,032,436	41,163,223	5,869,213
Vehicles	1,711,727	1,505,117	206,610
Computer System	426,530	421,288	5,242
Capital Asset at Cost	52,563,389	48,000,620	4,562,769
Less Accumulated Depreciation	(28,203,942)	(27,343,350)	860,592
Capital Assets, Net	<u>\$ 24,359,447</u>	<u>\$ 20,657,270</u>	<u>\$ 3,702,177</u>

MPWD LAIF RESERVES – FYE 2019

Reserve Account	Balance @ 06/30/2017	Balance @ 06/30/2018	Balance @ 06/30/2019	Budget for Reserve Policy
Capital Reserves		\$ 1,447,072	\$ 2,421,896	\$ 1,500,000
Working Capital Reserves		\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
TOTAL RESERVE FUNDS	\$ 4,978,363	\$ 2,947,072	\$ 3,921,896	\$ 3,000,000

MPWD Total Reserves - FYE

Date	MPWD Total Reserves - FYE
Jun-10	\$ 2,207,751
Jun-11	\$ 2,499,123
Jun-12	\$ 2,509,152
Jun-13	\$ 3,617,717
Jun-14	\$ 4,376,967
Jun-15	\$ 3,387,031
Jun-16	\$ 4,049,652
Jun-17	\$ 4,978,363
Jun-18	\$ 6,547,072
Jun-19	\$ 3,921,896



LITIGATION – FY 2018/2019

- NONE!



Co-sponsored by **BAWSCA**
Bay Area Water Supply & Conservation Agency

Free

DO-IT-YOURSELF WORKSHOP

Intro to Plant Selection

Mini Hands-On Workshop Hosted at MPWD / Presented by Frank Niccoli

Learn how to select the right water-efficient plants for your garden.

Considerations include drought-tolerance, water requirements, plus other tips.

Tuesday, October 29, 2019 • 6:00-8:00 pm • 3 Dairy Lane, Belmont

COMPLIMENTARY GIFT

REGISTER TODAY! 650-349-3000 or MidPeninsulaWater.org/workshops

