MID-PENINSULA WATER DISTRICT

BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 26, 2024 - 6:30 PM

AGENDA

Public comments may be submitted via email to
Administrative Services Manager, Alison Bell, at abell@midpeninsulawater.org.
Please indicate in your email the agenda item to which your comment applies.
Comments submitted before the meeting will be provided to the Board before or during the meeting.
Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

This meeting will be conducted in-person, at the District's 1075 Old County Road, Suite A offices. The public may participate in-person or remotely via Zoom.

The zoom meeting link is available here: https://www.midpeninsulawater.org/zoom

Should Zoom not be operational, please check online at: www.midpeninsulawater.org for any updates or further instruction.

1. OPENING

A. Call to Order

B. Establishment of Quorum

C. Pledge of Allegiance

2. PUBLIC COMMENT

Members of the public are invited to participate and 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, or submit comments by email per the instructions above. Each speaker is limited to three (3) minutes.

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Presentation by Kati Martin, Special District Representative on San Mateo County LAFCo

B. Monique Robinson, Management Advisor (and Former Administrative Services Manager Manager) – Service Retirement

Affirm Proclamation Honoring Administrative Services Manager Monique Robinson upon her Retirement from the Mid-Peninsula Water District

5. CONSENT AGENDA

All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the Consent Agenda is acted upon.

A. Approve Minutes for the Special Board Meeting on July 23, 2024

B. Approve Minutes for the Regular Board Meeting on July 25, 2024

C. Consider Resolution 2024-13 Authorizing a Five-Year Contract with XiO, Inc. for Acuity Hub Operations Management (SCADA System)

D. MPWD Annual Reimbursements Report (pursuant to Government Code Section 53065.5)

E. Consider Resolution 2024-17 Authorizing the General Manager to Execute a Contract with West Coast Arborists, Inc. for Tree Removal Services at Four District Sites in the Amount of $51,150, Plus a 10% Contingency in the Amount of $5,100 for a Total Budget not to Exceed $56,250

F. Approve Expenditures from July 1, 2024 through July 31, 2024, and from August 1, 2024 through August 31, 2024

G. Approve Resolution 2024-18 Authorizing Task Order 25-07 with the District Engineer, Pakpour Consulting Group, Inc., to Provide Plans, Specifications and Cost Estimates for the Recoating of the West Belmont North Tank and the Exbourne West Tank at a Cost of $78,541, Plus a 10% Contingency of $7,850 for a Total Budget of $86,391

6. HEARING AND APPEALS - None

7. CAPITAL IMPROVEMENT PROGRAM

A. Consider Resolution 2024-19 Authorizing the General Manager to Execute a Contract Amendment for Professional Services with Noll & Tam Architects, for Architectural and Engineering Services for the MPWD Dairy Lane Facility in the Amount of $800,490, Plus a 10% Contingency in the Amount of $80,010 for a Total Project Budget Not to Exceed $880,500

B. Consider Resolution 2024-20 Accepting as Complete the Old County Road Phase 1 Improvements (15-75) and Ralston Avenue Improvements (15-82), and Authorizing the Recordation of a Notice of Completion for the Project

8. REGULAR BUSINESS AGENDA

A. Review Final 2024 Rate Study

B. Review Draft Proposition 218 Public Hearing Notice

C. Consider Ordinance No. 128 Establishing a Procedure for Ratepayer Objections to Proposed Water Rates

D. Receive Mezes and Hersom Water Tank Property Appraisals, Status Report Update, and Provide Direction

E. Consider Process for Filling Director Vacancies and Provide Direction to Staff

F. Consider Scheduling Special Board Meeting in January for Development of MPWD Strategic Plan

G. Receive BAWSCA Update

H. Receive Report on the California and San Francisco Regional Water System Conditions

9. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Months Ending July 31, 2024 and August 31, 2024
2. District Engineer
3. Administrative Services Manager
4. Operations Manager
5. General Manager

B. Director Reports

10. COMMUNICATIONS

11. Adjourn in Memory of Charles "Chuck" Wagenseller

This agenda was posted at the Mid-Peninsula Water District's offices at 1075 Old County Road, Suite A, in Belmont, California, and on its website at www.midpeninsulawater.org.

ACCESSIBLE PUBLIC MEETINGS

Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or abell@midpeninsulawater.org. Requests should be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NEXT REGULAR BOARD MEETING: THURSDAY, OCTOBER 24, 2024 AT 6:30PM

Proclamation

Honoring Administrative Services Manager Monique Robinson
upon her Retirement from the Mid-Peninsula Water District

WHEREAS, Monique Robinson served the Mid-Peninsula Water District generously for 4 years, in multiple roles, beginning as a part-time Management Analyst in 2020 and adeptly assuming the role of Administrative Services Manager and District Secretary in 2022; and

WHEREAS, Monique began her career in public service at the Templeton Community Services District more 2 years, and continued her service at the Cambria Community Services District for 19 years, serving in a variety of key/integral functions, including billing, payroll, accounts payable, human resources, risk management, and Interim General Manager; and

WHEREAS, the District, its staff, and its management are uniquely fortunate to have been the beneficiaries of Monique's deep and vast experience and knowledge of special district administration and leadership, cultivated through decades of dedicated public service; her unwavering commitment to excellence has ensured that the Mid-Peninsula Water District has not only met but exceeded expectations in serving our community; and

WHEREAS, Monique Robinson served the District and our community with a passion for stellar customer service, placing the needs of residents and stakeholders first, and with an unmatched dedication to fiscal responsibility, ensuring that the District's resources were managed with the utmost care and integrity, she has fostered a culture of continuous professional growth within the organization, encouraging her colleagues and staff to strive for excellence and to embrace opportunities for development and leadership; and

WHEREAS, Monique has been a mentor to many, providing guidance, support, and encouragement to those fortunate enough to work with her, thereby shaping the next generation of leaders within the District; her unwavering commitment to public transparency has set a high standard for ethical governance and accountability, while her emphasis on procedural rigor has ensured that the District's operations run smoothly and efficiently, safeguarding the public trust; and

WHEREAS, through her detailed, knowledgeable, and direct leadership, the actions listed above, and many more, she has consistently elevated the standards of public service within the District. She leaves behind an enduring legacy with the District and without any doubt will continue to do so with all her future endeavors.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Mid-Peninsula Water District express our sincere appreciation and gratitude for Monique's dedication and commitment to the District, congratulate her on the occasion of her retirement from the District, and wish her the best and continued success in her retirement and future endeavors.

Adopted by the Board of Directors of Mid-Peninsula Water District on this 26th day of September 2024.

_____
Matthew P. Zucca, President

_____
Catherine M. Jordan, Vice President

_____
Brian Schmidt, Director

_____
Kirk R. Wheeler, Director

_____
Louis J. Vella, Director

MEETING MINUTES

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

TUESDAY, JULY 23, 2024 - 5:30 PM
BELMONT, CALIFORNIA

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1. OPENING

A. Call to Order

The Special Meeting of the Mid-Peninsula Water District Board of Directors was called to order by Vice-President Jordan at 5:30pm.

B. Establishment of Quorum

Board Members were directed by District Counsel, Julie Sherman to establish a vote as required by the Brown Act, agreeing to Director Vella attending the Special Meeting remotely due to emergency circumstances.

ROLL CALL VOTE: Motion Passed 3-0-1, 3-Ayes (Jordan, Schmidt, Wheeler), 0-Noes, 1-Absent (Zucca)

PRESENT: Vice-President Jordan, Directors Schmidt, Wheeler, and Vella.

ABSENT: President Zucca

A quorum was present.

Also present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Alison Bell, Operations Manager (OM) Rene Ramirez, District Counsel Julie Sherman, District Treasurer James Ramsey, District Engineer Brandon Laurie, Bud Levine (Wulff, Hansen & Co.), Rob Pankratz (Wulff, Hansen & Co.), Rick Simonson (HFH Consultants).

C. Pledge of Allegiance

Director Schmidt led the Pledge of Allegiance.

2. PUBLIC COMMENT

Vice-President Jordan asked for any public comment.

There were none.

3. AGENDA REVIEW: ADDITIONS/DELETIONS

There were none.

4. REGULAR BUSINESS AGENDA

A. Receive Presentation from Staff on Revised 5-Year CIP Budget and Corresponding Potential Customer Rate Scenarios

GM Kat Wuelfing presented a revised 5-year CIP budget corresponding to potential customer rate scenarios. Two 5-year CIP budgets were developed, one based on Board feedback at the June 6th, special board meeting (all members except President Zucca present) and one based on feedback received during follow up discussions between GM Wuelfing and President Zucca.

Board discussion followed. GM Wuelfing recommended that the Board continue to receive additional presentations.

B. Receive Presentation from HF&H, District Rate Consultant on Draft Water Rate Study and Proposed 5-Year Rate Plan

District Rate Consultant Rick Simonson of HF&H presented a Water Rate Study and Proposed 5-Year Rate Plan.

Board discussion followed. GM Wuelfing recommended that the Board continue to receive additional presentations.

C. Receive Presentation from Wulff, Hansen & Co., Municipal Financial Advisors, on Potential Debt Financing Options

Municipal Financial Advisors Bud Levine and Rob Pankratz presented financing options and recommendations.

Board discussed options and all three presentations received.

The Board advised GM Wuelfing to proceed with a selected 5-year CIP Budget and rate scenario.

D. Other Items for the Good of the Order

None.

5. COMMUNICATIONS

There were none.

6. ADJOURNMENT

Vice-President Jordan adjourned the meeting at 8:02 PM.

_____
DISTRICT SECRETARY

APPROVED:

_____
BOARD PRESIDENT

MEETING MINUTES

BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

Thursday, July 25, 2024
Belmont, California

1. Meeting Information

2. OPENING

A. Call to Order

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

B. Establishment of Quorum

PRESENT: Direct Vella, Wheeler, Schmidt, and Vice President Jordan.
ABSENT: President Zucca

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Alison Bell, Management Advisor (MA) Monique Robinson, District Counsel Catherine Groves, District Treasurer James Ramsey, Consultant Tammy Rudock (Pakpour Consulting Group Inc., PCG), John Davidson (JRocket77 Design & Marketing), District Engineer Brandon Laurie, and Dan Bergmann (IGService)

C. Pledge of Allegiance

General Manager Kat Wuelfing led the Pledge of Allegiance.

3. PUBLIC COMMENT

Vice President Jordan asked for any public comment.
There were none.

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

Vice President Jordan asked if there were any additions, deletions, or items to be pulled from consent. There were none.

5. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Recognizing Jonathan Anderson for 25 Years of Service with the District

GM Wuelfing acknowledged Jonathan Anderson for his service of 25 years with MPWD. Jonathan received many compliments and recognition for his hard work and

dedication over the last 25 years. These included congratulations from OM Ramirez, Vice President Jordan, Operations Supervisor Michael Anderson, MA Robinson, and Director Vella. Jonathan spoke at the end and thanked the District for its support.

6. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting on June 27, 2024

B. Approve Minutes for Special Board Meeting on June 6, 2024

C. Approve Expenditures from June 1, 2024 through June 30, 2024

D. Consider Authorization of Task Order 25-07 with Pakpour Consulting Group, Inc., for As-Needed Miscellaneous Management Advisor Services in the Amount of $25,000

E. Approve Updated Salary Schedule, Which Includes a 3.0% Living Wage Adjustment to Salary Ranges for All Represented MPWD Personnel Classifications, Effective August 3, 2024, Consistent with the MPWDEA Letter Agreement Dated March 15, 2023

F. Receive Report on California and San Francisco Regional Water System Conditions

Director Vella moved to approve the Consent Agenda.

Director Schmidt seconded the motion.

Motion passed 4-0-1. 4-Ayes, 0-Noes, 1-Absent (Zucca)

7. HEARING AND APPEALS – None

There were none.

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

A. Receive Final Semi-Annual Reports on 2016 COP Financing through June 30, 2024:

a. Financial Reconciliation Report and
b. Capital Project Fund Report, Presented by Dan Bergmann of IGService

James Ramsey provided the Board with a semi-annual update on COP spending. The report shows that the District has spent 100% of COP funds. Dan Bergmann concluded with a report that shows all the withdrawals from the fund.

B. Consider Resolution No. 2024-14 Approving a $175,000 Increase to the Contingency on the Previously Awarded Construction Contract to C2R Engineering, Inc. for Construction of the Old County Road Phase 1 Improvements and Ralston Avenue Improvements Capital Project (05-1621-Cp), from $441,800 to $616,800, and Increasing the Total Budget from $4,859,100 to $5,034,100

OM Ramirez asking for an increase to construction contract. Money will come from District reserves.

Board discussion followed.

GM Wuelfing pointed out that the Resolution attachment was numbered incorrectly and should read "2024-14."

Director Vella moved to adopt Resolution No. 2024-14 approving a $175,000 increase to the previously awarded construction contract to C2R Engineering.

Director Wheeler seconded the motion.

Roll call Vote: Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

C. Receive MPWD 5-Year CIP for Fiscal Years 2024/2025 through 2029/2030 and Consider Resolution 2024-15 Approving Mid-Peninsula Water District's Capital Improvement Program Summary FY 2024-2025 Update

Brandon Laurie presented the updated CIP to the Board. Board discussion followed.

Director Schmidt moved to adopt Resolution No. 2024-15 approving Mid-Peninsula Water District's Capital Improvement Program Summary.

Director Vella seconded the motion.
Roll Call Vote: Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

9. REGULAR BUSINESS AGENDA

A. Receive FY 2023/2024 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities and Brief Overview of MPWD Website Updates, Presented by John Davidson of JRocket77 Graphic Design and Marketing and Tammy Rudock of Pakpour Consulting Group

John Davidson presented the Board with an update on the MPWD's website. John also provided the Board with their 95th anniversary pins.

Tammy Rudock commented on the amount of clean up the team completed, and that content has not been deleted from the website, but rather out of date content was moved to archived sections on the website.

B. Receive Report on Records Destruction Completed July 10, 2024, Consistent with MPWD Records Retention Policy

Tammy Rudock and Monique Robinson presented on the completion of the Records Retention Policy and provided an update on completion of phase two of the policy which included destroying 272 boxes of obsolete records.

Vice President Jordan called for a rest break at 8:28 pm.

C. Review and Approve the MPWD's Response to the San Mateo County Grand Jury's Report issued June 27, 2024, Regarding Assessing and Reporting Internal Controls in San Mateo County Agencies and School Districts

James Ramsey spoke about the requirement on responding to the San Mateo Grand Jury report asking about our internal controls. The letter answers high level questions about how we communicate risk assessments to the Board and our framework to internal controls and how we communicate it to the Board.

Board discussion followed.

Director Vella moved to approve the Grand Jury response Letter.

Director Wheeler seconded the motion.

Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

D. Consider Resolution 2024-16 Authorizing a Water Service Agreement between the Mid-Peninsula Water District and Belmont Family Apartments, LP for a Multi-Family Residential Building Located at 803 Belmont Avenue in Belmont, CA

OM Ramirez presented on the construction of a 125-unit apartment building requiring water service connection.

Board discussion followed.

Director Vella moved to adopt Resolution No. 2024-16 authorizing a Water Service Agreement between Mid-Peninsula Water District and Belmont Family Apartments.

Director Wheeler seconded the motion.

Roll Call Vote: Motion passed, 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Zucca).

E. Appoint an Alternate to Vote on Behalf of MPWD and Provide Direction on LAFCo Ballot for Special District Alternate Member

Board appointed an alternate voter for the Local Agency Formation Commission for the Alternative Special District Member.

Director Vella moved to assign Vice President Jordan as the alternate voter. Director Schmidt seconded the motion. By voice vote, all present Board members agreed to appoint Vice President Jordan as the alternate voter.

Board agreed to vote for Kathryn Slater-Carter.

F. Receive BAWSCA Update

Director Vella updated the Board on the last BAWSCA meeting. Meeting occurred in Foster City. SFPUC spoke about the alternative water supply plan for the majority of the meeting.
GM Wuelfing reported that the District will be responsible for paying for a portion of the BAWSCA Long-Term Reliability Water Supply Strategy 2050 development and gave an update on the BAWSCA Water Managers' discussions regarding Tier 2 and Minimum Purchase Quantities.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. **Financial Reports for the Month Ending June 30, 2024**
   District Treasurer James Ramsey provided a review of the June 2024 financial report.

2. **District Engineer**
   District Engineer Brandon Laurie provided an update on Capital Projects.

3. **Administrative Services Manager**
   AMS Bell provided a review of her report.

4. **Operations Manager**
   OM Ramirez provided a review of his report.

5. **General Manager**
   GM Wuelfing provided a review of her report.

B. Director Reports

Director Vella reported information from the BAWSCA meeting.

Director Wheeler has nothing to report.

Director Schmidt reported that he may be moving out of the District in the future.

Vice President Jordan has nothing to report.

11. COMMUNICATIONS

There were none.

12. CLOSED SESSION

The Board adjourned to closed session at 9:54 pm.

A. Conference with Legal Counsel – Existing Litigation Pursuant to Government Code §54956.9 - Nationwide Mutual Insurance Company v. Mid-Peninsula Water District

No reportable action.

13. RECONVENE TO OPEN SESSION

Vice President Jordan reconvened the meeting to open session at 10:05 pm.

14. ADJOURNMENT

Vice President Jordan adjourned the meeting at 10:05 pm.

_____
DISTRICT SECRETARY

APPROVED:

_____
BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, SEPTEMBER 26, 2024, AT 6:30PM

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 5.C.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2024-13 AUTHORIZING A FIVE-YEAR CONTRACT WITH XiO, INC. FOR ACUITY HUB OPERATIONS MANAGEMENT (SCADA SYSTEM)

RECOMMENDATION

Approve Resolution 2024-13.

FISCAL IMPACT

The XiO, Inc. proposal for the Acuity Hub Operations Management agreement provides for a subscription fee, cloud-based SCADA services contract over a five-year period for $190,920. The first-year cost is $26,040 with subsequent increases until year five annual cost reaches $52,080.

The cost for this contract will come out of District's operating budget for SCADA maintenance 1-640-6409-00-00.

BACKGROUND

SCADA is an acronym for Supervisory Control and Data Acquisition, which is another way of saying a computer-based system that both monitors and controls equipment and processes. The District was planning a SCADA upgrade of hardware and software sometime after 2015. At the spring ACWA conference in 2016, the former General Manager and current Operations Manager came across the XiO booth and talked with XiO representatives about their product, a cloud-based SCADA system. XiO had been providing a SCADA solution to farmers and ranchers with tanks and pumps used to irrigate crops and vines, and they wanted to branch into other types of water distribution operations, like the District's operations with its many water tanks and pumps. As the discussion ended, the General Manager asked XiO to present their cloud-based SCADA platform to District staff in Belmont.

The District and XiO agreed on a demonstration of their SCADA system at the Exbourne and Buckland Tank sites. The XiO model uses a series of FIUs (Field Installable Units) that take

inputs from water system, communicates the information to the XiO secure cloud servers for processing the inputs and sends back outputs to control the water system within the water system's operating parameters. XiO utilized their SCADA operating logic and configured it to fit the District's water system. District personnel were then able to create a log in script and with their username and password were able to monitor the Exbourne and Buckland sites via smartphone, tablet, laptop or desktop PC. During COVID the Board authorized the purchase of the last hardware components to cover the District's operational needs from XiO. Staff installed most of the FIUs and connected the field instruments. (*There were a few installations where an industrial electrician was needed when working around high voltage*). The SCADA logic for the Tunnels Pump Station proved to be challenging for XiO, but they've come up with a solution that is nearing implementation.

DISCUSSION

The District's water system monitored via SCADA is comprised of:

- 3 stand-alone water pump stations with generators
- 1 stand-alone tank site
- 5 tank sites with water storage, pump stations and generators
- 12 pressure regulating stations, some with multiple pressure regulating valves
- Over 94 miles of pipeline of various sizes and ages

SCADA inputs and outputs could be things like whether a pump is on or off or does it need to be on or off; is a pressure regulating valve open or closed or does it need to be open or closed; is a tank's level demanding a pump turn on or shut down. Other types of data fed into SCADA could be water temperature, water pH, water pressure, tank level, or whether there is power among other data. The XiO platform relies on cloud-based servers, which allows an operator to monitor and operate the water system from a smartphone, tablet, laptop, or desktop PC. This means that the District does not need to invest in dedicated hardware like computer servers or specifically configured desktop computers to run SCADA software, which need to be upgraded and/or replaced periodically. It also means the District does not need to purchase SCADA software that also comes with annual subscription costs and eventual replacement. XiO's platform, with its cloud-based servers, does this and keeps their product updated.

XiO has created a fee structure based on the number of:

1. Inputs from assets monitored (i.e. pumps, generators, & pressure regulating valves)
   a. Monitored assets are charged at $240/year; District has 60 at a cost of $14,400
   b. Additional inputs are charged at $60/year; District has 103 at a cost of $6,180

2. Outputs to automated and controlled devices (same pumps, generators & valves)
   a. Controlled outputs are charged at $600/year; District has 48 at a cost of $28,800

3. Number of cellular modems in use to communicate with the cloud servers
   a. Cellular internet service is charged at $540/year; District requires 16 cellular connections at a cost of $8,640

In addition, there are another 94 so-called non-displayed soft devices at no cost. These devices monitor power and battery backups at all the sites monitored via SCADA.

Because the District was an early adopter of XiO's SCADA platform they have offered a five-year contract that starts the District's subscription fee at one-half the full price, $26,040 for year one. Over the five years the subscription fee increases until it reaches the full price of $52,080.

District Counsel reviewed the agreement, made some suggestions that have been incorporated, and approves to form.

Attachments:

Resolution 2024-13
XiO Acuity Hub Operations Management for MPWD, dated September 3, 2024

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

UNANIMOUS____ ZUCCA _____ JORDAN _____ SCHMIDT _____ WHEELER _____ VELLA _____

RESOLUTION NO. 2024-13

AUTHORIZING A FIVE-YEAR CONTRACT WITH XiO, INC. FOR ACUITY HUB OPERATIONS MANAGEMENT (SCADA SYSTEM)

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) was planning a Supervisory Control and Data Acquisition (SCADA) upgrade sometime after 2015. At the 2016 spring ACWA conference, the General Manager and Operations Manager came across the XiO, Inc. booth and their new cloud-based SCADA platform; and

WHEREAS, XiO representatives explained their new cloud-based SCADA platform solution, and the District invited XiO to make a presentation to District staff, which lead to a demonstration of the XiO SCADA platform at the District's Exbourne and Buckland Tank Sites and Pump Stations; and

WHEREAS, April 2020, the District found the XiO SCADA platform to be a suitable upgrade and the Board authorized the purchase of XiO hardware to outfit the remainder of the water system requiring SCADA, while XiO created a subscription fee service model for their cloud-based SCADA; and

WHEREAS, XiO has since created a subscription fee service model for their cloud-based SCADA, which is now being implemented.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the General Manager is authorized to execute a five-year contract XiO, Inc. of San Rafael, CA for Acuity Hub Operations Management, or a cloud-based SCADA services platform for the District's monitoring and control of the water system. The first year's cost will be $26,040, the second year will be $30,600, the third year will be $37,440, the fourth year will be $44,760, and the fifth year of the contract will be $52,080, for a total of $190,920 over five years.

REGULARLY PASSED AND ADOPTED this 26th day of September 2024.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

_____
PRESIDENT, BOARD OF DIRECTORS

ATTEST:

_____
DISTRICT SECRETARY

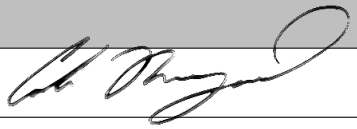
XiO Service Agreement

This XiO Service Agreement is made between XiO, Inc. at 100 Smith Ranch Road, San Rafael, CA 94903 ("**Vendor**" or "**XiO**") and **Mid-Peninsula Water District** at **P.O. Box 129, Belmont, CA 94002** ("**Customer**"), with an effective date of 09/03/2024 (the "**Effective Date**") and forms part of the Agreement as defined in the attached XiO General Terms and Conditions.

Subject to the terms and conditions of this Agreement, XiO will provide the goods and/or services for the payments and on the other terms each as are set forth in the "Mid-Peninsula Water District - op1646 v.1.7" document attached as Attachment 1 (the "Proposal"). The Start Date of the Subscription Term will be the first day of the first full calendar month immediately following the date on which all Professional Services necessary to implement Customer's Subscription account and Platform access have been completed.

XiO Service Agreement Acceptance

By signing below, Customer agrees to purchase the products and services indicated above on the terms and conditions contained in the Agreement

XiO, INC.:	**Mid-Peninsula Water District :**
Signature: 	Signature:
Name: Colin Bunyard	Name:
Title: VP of Sales, XiO Inc.	Title:

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Acuity Hub Operations Management for Mid-Peninsula Water District

Version: 1.7

Publish Date: September 3, 2024

1 Proposal

XiO, Inc. (XiO) is pleased to supply this Proposal for Mid-Peninsula Water District.

1.1 Synopsis

Acuity Migration with negotiated Terms. Premium Technical Support is part of a separate Agreement.

1.2 Monitored Assets (60) $240/year each

Location	Device
FIU-01: Buckland Tank Site	Compressor1 RMS Electrical Current
FIU-01: Buckland Tank Site	Compressor2 RMS Electrical Current
FIU-01: Buckland Tank Site	Stirring Motor1 RMS Electrical Current
FIU-01: Buckland Tank Site	Stirring Motor2 RMS Electrical Current
FIU-02: Buckland Pump Station	Buckland Pump1 RMS Electrical Current
FIU-02: Buckland Pump Station	Buckland Pump2 RMS Electrical Current
FIU-02: Buckland Pump Station	Generator Contactor Relay
FIU-04: Exbourne Pump Site	Exbourne Pump1 RMS Electrical Current
FIU-04: Exbourne Pump Site	Exbourne Pump2 RMS Electrical Current
FIU-04: Exbourne Pump Site	Exbourne Pumps Water Meter
FIU-04: Exbourne Pump Site	Generator Contactor Relay
FIU-05: Hannibal Boosters 1	Hannibal Booster Pump 1 RMS Electrical Current
FIU-05: Hannibal Boosters 1	Hannibal Booster Pump 2 RMS Electrical Current
FIU-07: Hillcrest Regulator	Hillcrest Regulator Contactor Relay
FIU-07: Hillcrest Regulator	Hillcrest Regulator Water Meter
FIU-09: Tunnel Pump Station	Tunnels Booster Pump 1 RMS Electrical Current
FIU-09: Tunnel Pump Station	Tunnels Booster Pump 2 RMS Electrical Current
FIU-09: Tunnel Pump Station	Tunnels Booster Pump 3 RMS Electrical Current
FIU-10: Tunnel Pump Station UPS	Generator Automatic Transfer Switch
FIU-10: Tunnel Pump Station UPS	Tunnel Booster Pumps Water Meter
FIU-11: West Belmont Tanks	Generator Automatic Transfer Switch
FIU-12: Hallmark Pump Station	Hallmark Booster Pump 1 RMS Electrical Current
FIU-12: Hallmark Pump Station	Hallmark Booster Pump 2 RMS Electrical Current
FIU-12: Hallmark Pump Station	Hallmark Booster Pumps Water Meter
FIU-13: Hallmark Pump Station UPS	Generator Automatic Transfer Switch
FIU-13: Hallmark Pump Station UPS	Hallmark Valve Reverse Water Meter
FIU-14: West Belmont Pump Station	West Belmont Booster Pump 1 RMS Electrical Current

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Location	Device
FIU-14: West Belmont Pump Station	West Belmont Booster Pump 2 RMS Electrical Current
FIU-14: West Belmont Pump Station	West Belmont Booster Pumps Water Meter
FIU-15: West Belmont Pump Station UPS	Generator Automatic Transfer Switch
FIU-17: Hersom Pump Station	Hersom Booster Pumps Water Meter
FIU-17: Hersom Pump Station	Herson Booster Pump 1 RMS Electrical Current
FIU-17: Hersom Pump Station	Herson Booster Pump 2 RMS Electrical Current
FIU-18: Hersom Pump Station UPS	Generator Automatic Transfer Switch
FIU-18: Hersom Pump Station UPS	Hersom Regulator Valve Contactor Relay
FIU-19: Dekhoven Pump Station	Dekhoven Booster Pump 1 RMS Electrical Current
FIU-19: Dekhoven Pump Station	Dekhoven Booster Pump 2 RMS Electrical Current
FIU-19: Dekhoven Pump Station	VFD Pump RMS Electrical Current
FIU-20: Dekhoven Pump Station UPS	Generator Automatic Transfer Switch
FIU-22: Belmont Woods Regulator	Belmont Woods Regulator Valve Contactor Relay
FIU-22: Belmont Woods Regulator	Belmont Woods Regulator Water Meter
FIU-23: North Road Regulator	North Road Regulator Valve Contactor Relay
FIU-24: Ralston Regulator UPS	Ralston Regulator Valve Contactor Relay
FIU-24: Ralston Regulator UPS	Ralston Regulator Valve Water Meter
FIU-25: Lyall Regulator UPS	Lyall Regulator Valve Contactor Relay
FIU-26: Davey Glen Regulator UPS	Davey Glen Regulator Valve Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulator Valve 1 Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulator Valve 2 Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulator Valve 3 Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulators Water Meter
FIU-29: Talbyrn Regulator	Talbyrn Regulator Valve Contactor Relay
FIU-29: Talbyrn Regulator	Talbyrn Regulator Valve Water Meter
FIU-31: Carlmont Regulator	2-Inch Carlmont Regulator Valve Contactor Relay
FIU-31: Carlmont Regulator	4-Inch Carlmont Regulator Valve Contactor Relay
FIU-32: Carlmont Regulator UPS	2-Inch Carlmont Regulator Valve Water Meter
FIU-32: Carlmont Regulator UPS	4-Inch Carlmont Regulator Valve Water Meter
FIU-33: Haskins Regulator	Haskins Regulator Valve 1 Contactor Relay
FIU-33: Haskins Regulator	Haskins Regulator Valve 2 Contactor Relay

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Location	Device
FIU-33: Haskins Regulator	Haskins Regulator Valve 3 Contactor Relay
FIU-33: Haskins Regulator	Haskins Regulators Water Meter

1.3 Additional Inputs (103) $60/year each

Location	Device
FIU-01: Buckland Tank Site	Buckland Tank Level from External Pressure Sensor
FIU-01: Buckland Tank Site	ISOLATED Controlotron Flow Rate
FIU-02: Buckland Pump Station	Hydro-pneumatic Tank Pressure
FIU-03: Exbourne Tank Site	Exbourne Tank Level from External Pressure Sensor
FIU-03: Exbourne Tank Site	Pump Suction Pressure
FIU-04: Exbourne Pump Site	System Pressure
FIU-05: Hannibal Boosters 1	Hannibal Booster Pumps Flow Rate (4-20mA)
FIU-06: Hannibal Boosters 2	Hannibal Pumps Discharge Pressure
FIU-06: Hannibal Boosters 2	Hannibal Pumps Suction Pressure
FIU-07: Hillcrest Regulator	Downhill Pressure
FIU-07: Hillcrest Regulator	pH and Temp Analyzer Power
FIU-07: Hillcrest Regulator	pH Level
FIU-07: Hillcrest Regulator	Temperature
FIU-07: Hillcrest Regulator	Total Chlorine
FIU-07: Hillcrest Regulator	Uphill Pressure
FIU-08: Treasure Island	System Pressure
FIU-10: Tunnel Pump Station UPS	ATI Analyzer Power
FIU-10: Tunnel Pump Station UPS	pH Level
FIU-10: Tunnel Pump Station UPS	Residual Chlorine
FIU-10: Tunnel Pump Station UPS	Surge Anticipator Valve State
FIU-10: Tunnel Pump Station UPS	Temperature
FIU-10: Tunnel Pump Station UPS	Tunnel Booster Pumps Discharge Pressure
FIU-10: Tunnel Pump Station UPS	Tunnel Station Sump Level from SEALED GAUGE Submersible Pressure Sensor
FIU-11: West Belmont Tanks	West Belmont Tanks Level from External Pressure Sensor
FIU-12: Hallmark Pump Station	Hallmark Booster Pumps Discharge Pressure
FIU-12: Hallmark Pump Station	Hallmark Booster Pumps Suction Pressure
FIU-12: Hallmark Pump Station	ISOLATED Generator Fuel Level
FIU-13: Hallmark Pump Station UPS	Hallmark Regulator Valve Downhill Pressure
FIU-13: Hallmark Pump Station UPS	Hallmark Regulator Valve Uphill Pressure

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Location	Device
FIU-13: Hallmark Pump Station UPS	Hallmark Valve Forward Water Meter
FIU-14: West Belmont Pump Station	West Belmont Booster Pump 1 Control Valve Feedback
FIU-14: West Belmont Pump Station	West Belmont Booster Pump 2 Control Valve Feedback
FIU-14: West Belmont Pump Station	West Belmont Booster Pumps Discharge Pressure
FIU-14: West Belmont Pump Station	West Belmont Booster Pumps Suction Pressure
FIU-15: West Belmont Pump Station UPS	ISOLATED Generator Fuel Level
FIU-16: West Belmont Pump Station	Surge Anticipator Valve Feedback
FIU-16: West Belmont Pump Station	West Belmont Regulators Downhill Pressure
FIU-16: West Belmont Pump Station	West Belmont Regulators Uphill Pressure
FIU-17: Hersom Pump Station	Hersom Booster Pumps Discharge Pressure
FIU-17: Hersom Pump Station	Hersom Booster Pumps Suction Pressure
FIU-17: Hersom Pump Station	Hersom Tank Level from External Pressure Sensor
FIU-18: Hersom Pump Station UPS	Hersom Regulator Valve Downhill Pressure
FIU-18: Hersom Pump Station UPS	Hersom Regulator Valve Uphill Pressure
FIU-18: Hersom Pump Station UPS	Surge Anticipator Valve Feedback
FIU-19: Dekhoven Pump Station	Dekhoven Booster Pumps Discharge Pressure
FIU-19: Dekhoven Pump Station	VFD Current Output
FIU-20: Dekhoven Pump Station UPS	Grid Power Status
FIU-21: Dekhoven Pump Station	ATI Analyzer Power
FIU-21: Dekhoven Pump Station	Dekhoven Pumps Suction Pressure
FIU-21: Dekhoven Pump Station	Dekhoven Pumps Water Meter
FIU-21: Dekhoven Pump Station	Dekhoven Tanks Level from External Pressure Sensor
FIU-21: Dekhoven Pump Station	ISOLATED Generator Fuel Level
FIU-21: Dekhoven Pump Station	pH Level
FIU-21: Dekhoven Pump Station	Residual Chlorine
FIU-21: Dekhoven Pump Station	Temperature
FIU-22: Belmont Woods Regulator	Belmont Woods Regulator Valve Downhill Pressure

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Location	Device
FIU-22: Belmont Woods Regulator	Belmont Woods Regulator Valve Uphill Pressure
FIU-23: North Road Regulator	North Road Regulator Valve Downhill Pressure
FIU-23: North Road Regulator	North Road Regulator Valve Uphill Pressure
FIU-23: North Road Regulator	North Road Valve Position
FIU-23: North Road Regulator	Surge Anticipator Valve Feedback
FIU-24: Ralston Regulator UPS	ISOLATED Flood Float
FIU-24: Ralston Regulator UPS	Ralston Regulator Valve Downhill Pressure
FIU-24: Ralston Regulator UPS	Ralston Regulator Valve Uphill Pressure
FIU-24: Ralston Regulator UPS	Sump Pump RMS Electrical Current
FIU-25: Lyall Regulator UPS	ISOLATED Flood Float
FIU-25: Lyall Regulator UPS	Lyall Regulator Valve Downhill Pressure
FIU-25: Lyall Regulator UPS	Lyall Regulator Valve Uphill Pressure
FIU-25: Lyall Regulator UPS	Lyall Regulator Valve Water Meter
FIU-25: Lyall Regulator UPS	Sump Pump RMS Electrical Current
FIU-26: Davey Glen Regulator UPS	Davey Glen Regulator Valve Downhill Pressure
FIU-26: Davey Glen Regulator UPS	Davey Glen Regulator Valve Uphill Pressure
FIU-26: Davey Glen Regulator UPS	Davey Glen Water Meter
FIU-26: Davey Glen Regulator UPS	ISOLATED Flood Float
FIU-26: Davey Glen Regulator UPS	Sump Pump RMS Electrical Current
FIU-27: San Juan Regulator	San Juan Regulator Valve 1 Downhill Pressure
FIU-27: San Juan Regulator	San Juan Regulators Uphill Pressure
FIU-28: San Juan Regulator UPS	ISOLATED Flood Float
FIU-28: San Juan Regulator UPS	Sump Pump RMS Electrical Current
FIU-29: Talbyrn Regulator	Talbyrn Regulator Valve Downhill Pressure
FIU-29: Talbyrn Regulator	Talbyrn Regulator Valve Uphill Pressure
FIU-30: Office	Generator Automatic Transfer Switch
FIU-30: Office	Generator Fuel Level
FIU-30: Office	Office System Pressure 1
FIU-30: Office	Office System Pressure 2
FIU-30: Office	Surge Anticipator Valve Feedback
FIU-31: Carlmont Regulator	2-Inch Carlmont Regulator Valve Downhill Pressure
FIU-31: Carlmont Regulator	4-Inch Carlmont Regulator Valve Downhill Pressure
FIU-31: Carlmont Regulator	Carlmont Regulators Uphill Pressure

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Location	Device
FIU-32: Carlmont Regulator UPS	Carlmont Regulator Blow Off Valve 1
FIU-32: Carlmont Regulator UPS	Carlmont Regulator Blow Off Valve 2
FIU-33: Haskins Regulator	Haskins Regulator Valve 1 Downhill Pressure
FIU-33: Haskins Regulator	Haskins Regulator Valve 2 Downhill Pressure
FIU-33: Haskins Regulator	Haskins Regulator Valve 3 Downhill Pressure
FIU-33: Haskins Regulator	Haskins Regulators Uphill Pressure
FIU-34: Haskins Regulator UPS	ISOLATED Flood Float
FIU-34: Haskins Regulator UPS	Sump Pump RMS Electrical Current
FIU-35: Hallmark Tank & UPS	Hallmark Tank Level from External Pressure Sensor
FMU-01 - Shoreway Intertie	Downhill Pressue
FMU-01 - Shoreway Intertie	Uphill Pressure
FMU-02 Cordaleris Regulator	Cordaleris Regulator
FMU-02 Cordaleris Regulator	Downstream Pressure
FMU-02 Cordaleris Regulator	Upstream Pressure

1.4 Controlled Outputs (48) $600/year each

Location	Device
FIU-01: Buckland Tank Site	Compressor1 Contactor Relay
FIU-01: Buckland Tank Site	Compressor2 Contactor Relay
FIU-01: Buckland Tank Site	Stirring Motor1 Contactor Relay
FIU-01: Buckland Tank Site	Stirring Motor2 Contactor Relay
FIU-02: Buckland Pump Station	Buckland Pump1 Contactor Relay
FIU-02: Buckland Pump Station	Buckland Pump2 Contactor Relay
FIU-02: Buckland Pump Station	Generator Contactor Relay
FIU-04: Exbourne Pump Site	Exbourne Pump1 Contactor Relay
FIU-04: Exbourne Pump Site	Exbourne Pump2 Contactor Relay
FIU-04: Exbourne Pump Site	Generator Contactor Relay
FIU-05: Hannibal Boosters 1	Hannibal Booster Pump 1 Contactor Relay
FIU-05: Hannibal Boosters 1	Hannibal Booster Pump 2 Contactor Relay
FIU-07: Hillcrest Regulator	Hillcrest Regulator Contactor Relay
FIU-09: Tunnel Pump Station	Tunnels Booster Pump 1 Contactor Relay
FIU-09: Tunnel Pump Station	Tunnels Booster Pump 2 Contactor Relay
FIU-09: Tunnel Pump Station	Tunnels Booster Pump 3 Contactor Relay
FIU-10: Tunnel Pump Station UPS	Generator Contactor Relay
FIU-12: Hallmark Pump Station	Hallmark Booster Pump 1 Contactor Relay
FIU-12: Hallmark Pump Station	Hallmark Booster Pump 2 Contactor Relay

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Location	Device
FIU-13: Hallmark Pump Station UPS	Generator Contactor Relay
FIU-13: Hallmark Pump Station UPS	Hallmark Regulator Valve Contactor Relay
FIU-14: West Belmont Pump Station	West Belmont Booster Pump 1 Contactor Relay
FIU-14: West Belmont Pump Station	West Belmont Booster Pump 2 Contactor Relay
FIU-15: West Belmont Pump Station UPS	Generator Contactor Relay
FIU-16: West Belmont Pump Station	West Belmont Regulator Valve 1 Contactor Relay
FIU-16: West Belmont Pump Station	West Belmont Regulator Valve 2 Contactor Relay
FIU-17: Hersom Pump Station	Herson Booster Pump 1 Contactor Relay
FIU-17: Hersom Pump Station	Herson Booster Pump 2 Contactor Relay
FIU-18: Hersom Pump Station UPS	Generator Contactor Relay
FIU-18: Hersom Pump Station UPS	Hersom Regulator Valve Contactor Relay
FIU-19: Dekhoven Pump Station	Dekhoven Booster Pump 1 Contactor Relay
FIU-19: Dekhoven Pump Station	Dekhoven Booster Pump 2 Contactor Relay
FIU-19: Dekhoven Pump Station	VFD Pump Contactor Relay
FIU-20: Dekhoven Pump Station UPS	Generator Contactor Relay (N.C.)
FIU-22: Belmont Woods Regulator	Belmont Woods Regulator Valve Contactor Relay
FIU-23: North Road Regulator	North Road Regulator Valve Contactor Relay
FIU-24: Ralston Regulator UPS	Ralston Regulator Valve Contactor Relay
FIU-25: Lyall Regulator UPS	Lyall Regulator Valve Contactor Relay
FIU-26: Davey Glen Regulator UPS	Davey Glen Regulator Valve Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulator Valve 1 Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulator Valve 2 Contactor Relay
FIU-27: San Juan Regulator	San Juan Regulator Valve 3 Contactor Relay
FIU-29: Talbyrn Regulator	Talbyrn Regulator Valve Contactor Relay
FIU-31: Carlmont Regulator	2-Inch Carlmont Regulator Valve Contactor Relay
FIU-31: Carlmont Regulator	4-Inch Carlmont Regulator Valve Contactor Relay
FIU-33: Haskins Regulator	Haskins Regulator Valve 1 Contactor Relay
FIU-33: Haskins Regulator	Haskins Regulator Valve 2 Contactor Relay
FIU-33: Haskins Regulator	Haskins Regulator Valve 3 Contactor Relay

1.5 Disabled and Not Displayed Soft Devices (94) no charge

Location	Device
FIU-01: Buckland Tank Site	UPS Battery Charge Output
FIU-01: Buckland Tank Site	UPS Battery Relay
FIU-01: Buckland Tank Site	UPS Power or Voltage Sense Output
FIU-02: Buckland Pump Station	Buckland Fire Pump RMS Electrical Current
FIU-03: Exbourne Tank Site	Intrusion Switch
FIU-03: Exbourne Tank Site	UPS Battery Charge Output
FIU-03: Exbourne Tank Site	UPS Battery Relay
FIU-03: Exbourne Tank Site	UPS Power or Voltage Sense Output
FIU-05: Hannibal Boosters 1	Generator Hold-Off Contactor Relay (NC, Not Used)
FIU-05: Hannibal Boosters 1	Intrusion Switch
FIU-06: Hannibal Boosters 2	UPS Battery Charge Output
FIU-06: Hannibal Boosters 2	UPS Battery Relay
FIU-06: Hannibal Boosters 2	UPS Power or Voltage Sense Output
FIU-07: Hillcrest Regulator	UPS Battery Charge Output
FIU-07: Hillcrest Regulator	UPS Battery Relay
FIU-07: Hillcrest Regulator	UPS Power or Voltage Sense Output
FIU-08: Treasure Island	Intrusion Switch
FIU-08: Treasure Island	UPS Battery Charge Output
FIU-08: Treasure Island	UPS Battery Relay
FIU-08: Treasure Island	UPS Power or Voltage Sense Output
FIU-10: Tunnel Pump Station UPS	Barometric Pressure ABSOLUTE
FIU-10: Tunnel Pump Station UPS	UPS Battery Charge Output
FIU-10: Tunnel Pump Station UPS	UPS Battery Relay
FIU-10: Tunnel Pump Station UPS	UPS Power or Voltage Sense Output
FIU-11: West Belmont Tanks	UPS Battery Charge Output
FIU-11: West Belmont Tanks	UPS Battery Relay
FIU-11: West Belmont Tanks	UPS Power or Voltage Sense Output
FIU-13: Hallmark Pump Station UPS	UPS Battery Charge Output
FIU-13: Hallmark Pump Station UPS	UPS Battery Relay
FIU-13: Hallmark Pump Station UPS	UPS Power or Voltage Sense Output
FIU-15: West Belmont Pump Station UPS	UPS Battery Charge Output
FIU-15: West Belmont Pump Station UPS	UPS Battery Relay

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Location	Device
FIU-15: West Belmont Pump Station UPS	UPS Power or Voltage Sense Output
FIU-16: West Belmont Pump Station	West Belmont Regulator 1 Water Meter
FIU-16: West Belmont Pump Station	West Belmont Regulator 2 Water Meter
FIU-18: Hersom Pump Station UPS	UPS Battery Charge Output
FIU-18: Hersom Pump Station UPS	UPS Battery Relay
FIU-18: Hersom Pump Station UPS	UPS Power or Voltage Sense Output
FIU-20: Dekhoven Pump Station UPS	UPS Battery Charge Output
FIU-20: Dekhoven Pump Station UPS	UPS Battery Relay
FIU-20: Dekhoven Pump Station UPS	UPS Power or Voltage Sense Output
FIU-21: Dekhoven Pump Station	Intrusion Switch
FIU-22: Belmont Woods Regulator	Intrusion Switch
FIU-22: Belmont Woods Regulator	UPS Battery Charge Output
FIU-22: Belmont Woods Regulator	UPS Battery Relay
FIU-22: Belmont Woods Regulator	UPS Power or Voltage Sense Output
FIU-23: North Road Regulator	Intrusion Switch
FIU-23: North Road Regulator	UPS Battery Charge Output
FIU-23: North Road Regulator	UPS Battery Relay
FIU-23: North Road Regulator	UPS Power or Voltage Sense Output
FIU-24: Ralston Regulator UPS	Intrusion Switch
FIU-24: Ralston Regulator UPS	UPS Battery Charge Output
FIU-24: Ralston Regulator UPS	UPS Battery Relay
FIU-24: Ralston Regulator UPS	UPS Power or Voltage Sense Output
FIU-25: Lyall Regulator UPS	Intrusion Switch
FIU-25: Lyall Regulator UPS	UPS Battery Charge Output
FIU-25: Lyall Regulator UPS	UPS Battery Relay
FIU-25: Lyall Regulator UPS	UPS Power or Voltage Sense Output
FIU-26: Davey Glen Regulator UPS	Intrusion Switch

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Location	Device
FIU-26: Davey Glen Regulator UPS	UPS Battery Charge Output
FIU-26: Davey Glen Regulator UPS	UPS Battery Relay
FIU-26: Davey Glen Regulator UPS	UPS Power or Voltage Sense Output
FIU-27: San Juan Regulator	San Juan Regulator Valve 2 Downhill Pressure
FIU-27: San Juan Regulator	San Juan Regulator Valve 3 Downhill Pressure
FIU-28: San Juan Regulator UPS	Intrusion Switch
FIU-28: San Juan Regulator UPS	UPS Battery Charge Output
FIU-28: San Juan Regulator UPS	UPS Battery Relay
FIU-28: San Juan Regulator UPS	UPS Power or Voltage Sense Output
FIU-29: Talbyrn Regulator	Intrusion Switch
FIU-29: Talbyrn Regulator	UPS Battery Charge Output
FIU-29: Talbyrn Regulator	UPS Battery Relay
FIU-29: Talbyrn Regulator	UPS Power or Voltage Sense Output
FIU-30: Office	Intrusion Switch
FIU-30: Office	UPS Battery Charge Output
FIU-30: Office	UPS Battery Relay
FIU-30: Office	UPS Power or Voltage Sense Output
FIU-32: Carlmont Regulator UPS	Intrusion Switch
FIU-32: Carlmont Regulator UPS	UPS Battery Charge Output
FIU-32: Carlmont Regulator UPS	UPS Battery Relay
FIU-32: Carlmont Regulator UPS	UPS Power or Voltage Sense Output
FIU-34: Haskins Regulator UPS	Intrusion Switch
FIU-34: Haskins Regulator UPS	UPS Battery Charge Output
FIU-34: Haskins Regulator UPS	UPS Battery Relay
FIU-34: Haskins Regulator UPS	UPS Power or Voltage Sense Output
FIU-35: Hallmark Tank & UPS	UPS Battery Charge Output
FIU-35: Hallmark Tank & UPS	UPS Battery Relay
FIU-35: Hallmark Tank & UPS	UPS Power or Voltage Sense Output
FMU-01 - Shoreway Intertie	Arthur Avenue Regulator
FMU-01 - Shoreway Intertie	Digital Input 4
FMU-01 - Shoreway Intertie	Downhill Pressue
FMU-01 - Shoreway Intertie	Operating on Solar
FMU-02 Cordaleris Regulator	Charge Current
FMU-02 Cordaleris Regulator	Digital Input 4
FMU-02 Cordaleris Regulator	Operating on Solar

1.6 Scope of Supply

Recurring Services

Description	Details
XiO ACUITY Hub **operations management platform** *Monitored Assets and Inputs with a full suite of software tools and data management*	60 x $240/year Asset, Monitored 103 x $60/year Additional Input
XiO Control Services *Automated and remote control of devices*	48 x $600/year Controlled Output
XiO Cellular Service *Cellular Internet Service managed by XiO*	16 x $540/year Cellular Internet Service

1.7 Pricing

Hardware		
XiO Hardware	$0.00	
3rd Party Hardware	$0.00	
Hardware Total		**$0.00**

Non-Recurring Services		
Standard Support	$0.00	
Services Subtotal		**$0.00**

Subscription Fee Detail		
Annual Subscription Fee (Includes Standard Support)	$58,020.00	
Annual Subscription Fee Discount	($31,980.00)	
Subscription Fee at Start Date (1 year paid up front)		**$26,040.00**

Summary of Up Front Fees	
Subscription Fee at Start Date (1 year paid up front)	$26,040.00
Total Up Front Fees	**$26,040.00**

1.8 Payment Terms

Subscription Fees Vendor will invoice the Subscription Fee at Start Date indicated above on the Start Date payable on net30 terms. Except where it is indicated above that Customer is prepaying for Subscription Fees for all years of the Subscription Term, (i) the Subscription Fee at Start Date indicated above is for the first year only and Vendor reserves the right each subsequent year of the Subscription Term to increase the then annual recurring fee by an amount equal to the then year-over-year percentage increase in the Consumer Price Index for all Urban Consumers (CPI-U); U.S. City Average; All items, not seasonally adjusted, 1982/1984 = 100 reference base prepared by the U.S. Department of Labor plus 1.5 percentage points, not to exceed a 5.5% increase. For example, if the CPI year-over-year increase were 2%, then the maximum fee increase would be a 3.5% increase to the then recurring annual fee.

Special Terms.

1. Notwithstanding the foregoing, the Subscription Fee will be invoiced and payable annually in advance in accordance with the following schedule:
   - Year 1: $26,040 ($2,170/mo)
   - Year 2: $30,600 ($2,550/mo)
   - Year 3: $37,440 ($3,120/mo)
   - Year 4: $44,760 ($3,730/mo)
   - Year 5: $52,080 ($4,340/mo)
   - Total: $190,920

1.9 Scope of Services; Term

Such services will include providing access and use of the Platform to Customer for a Subscription Term commencing on the Start Date, continuing for an **Initial Term of 5 years**, and thereafter automatically renewing for successive 1 year terms absent an election not to renew in accordance with Section 2 of Exhibit B - Platform Terms and Conditions. Except as otherwise stated in the Special Terms above, the Start Date of the Subscription Term will be the first day of the first full calendar month immediately following the date on which all Professional Services necessary to implement Customer’s Subscription account and Platform access have been completed.

End XiO Proposal

EXHIBIT A: XiO General Terms and Conditions

These XiO General Terms and Conditions (these "General Terms") govern the provision by XiO, Inc. ("**Vendor**" or "**XiO**") of goods and/or services to Customer as described in one or more Orders. All Orders, together with these General Terms and all attachments to, and ancillary terms incorporated into, the foregoing form a binding master agreement between Vendor and Customer (collectively, the "**Agreement**"). The Agreement is effective as of the effective date of the initial Order to which these General Terms are attached or that reference being subject to these General Terms. Capitalized terms used in these General Terms, but not defined herein have the meaning given to them elsewhere in the Agreement.

1. **Definitions.**
   - 1.1. **"Affiliate"** means, as to a party, an entity that directly, or indirectly through one or more intermediaries, controls, is controlled by, or is under common control with that party.
   - **1.2. "Confidential Information"** means all technical, business, financial, and other information, in whatever form (including written, oral, visual, paper, electronic, narrative, and graphic), that a party discloses to the other party in relation to this Agreement except information that (i) is or becomes publicly available other than as a result of disclosure by the receiving party in violation of this Agreement or any other legal, contractual or fiduciary obligation; (ii) is or was independently developed by personnel of the receiving party without access to or use of any Confidential Information of the other party (as defined without regard to this exception); (iii) is or becomes available to the receiving party on a non-confidential basis from a source (other than the disclosing party) that is not prohibited from disclosing such information to the receiving party by any legal, contractual or fiduciary obligation; or (iv) is information that was already known by the receiving party, so long as the receiving party can prove that such information had been in the receiving party's possession prior to receipt of the Confidential Information by the receiving party.
   - 1.3. **"Customer"** means the Mid-Peninsula Water District.
   - 1.4. **"Customer Data"** has the meaning given it in Exhibit B – Platform Terms and Conditions.
   - 1.5. **"Customer Information"** means information made available to Vendor or its representatives by or on behalf of Customer in connection with this Agreement including in the context of Professional Services and including Customer Data.
   - 1.6. **"De-identified Data"** means Customer Information that is aggregated with other information of Vendor's customers or that has been de-identified.
   - 1.7. **"Deliverables"** means reports, analyses, and other work product delivered by Vendor pursuant to an Order for the provision of Professional Services that constitutes Customer Information or that is unique and specific to Customer.
   - 1.8. **"Hardware"** means tangible goods sold by Vendor to Customer pursuant to an Order.
   - 1.9. **"Order"** means an initial or any subsequent Vendor proposal, Statement of Work, quotation, Service Agreement, Engagement Terms, or similar ordering document prepared by Vendor that is signed by the parties and provides for one or more of the sale of Hardware, the provision of Professional Services, or Subscription(s) and that references these General Terms or is otherwise entered into by the parties in relation to this Agreement.
   - 1.10. **"Platform"** has the meaning given it in Exhibit B – Platform Terms and Conditions.
   - 1.11. **"Professional Services"** means consulting, design, analysis, assessments, evaluations, verification, installation, commissioning, implementation, support, management, training, configuration, and other professional services (and excluding for the avoidance of doubt, access or use of the Platform) provided by or on behalf of Vendor to Customer pursuant to the Agreement as further described in the applicable Order.
   - 1.12. **"Professional Services Fees"** mean the fees payable to Vendor in consideration of Professional Services as provided in the applicable Order.
   - 1.13. **"Services"** means collectively, Professional Services and the provision of access to and use of the Platform in relation to this Agreement.
   - 1.14. **"Statement of Work"** means a written proposal or other document prepared by Vendor and executed by the parties that describes the nature and scope of Professional Services and any Hardware and/or Subscriptions to be sold or otherwise provided by Vendor to Customer and that may include, as applicable, related compensation, expense reimbursement, and other terms and conditions relating thereto. A Statement of Work may be attached to and form part of an Order or serve as a stand-alone Order.
   - 1.15. **"Vendor"** means XiO, Inc.
   - 1.16. **"XiO Hardware"** means Hardware that is proprietary to Vendor or is Vendor-branded Hardware.
2. **General Payment Terms.**

2.1. Unless as otherwise specified in the applicable Order, all payments not disputed in good faith are due net 30 days from the date of invoice. Customer hereby procures the Services and Hardware and shall pay the amounts on the terms set forth in each Order in accordance with this Agreement. All payments must be paid in U.S. Dollars. Except as otherwise specified in this Agreement, (i) all fees are exclusive of, and Customer is responsible for, applicable foreign, federal, state, and local sales, use, excise, value added, export, customs, duties and other governmental fees or levies or other applicable taxes, other than taxes on the net income of Vendor, (ii) Customer shall pay or reimburse Vendor for any such taxes and fees paid by Vendor, and (iii) Vendor may add any such taxes to invoices submitted to Customer by Vendor. Additional Hardware and Services not within the scope of an Order are subject to additional fees at Vendor's then-current rates or as mutually agreed by the parties.

3. Orders.

3.1. All Orders and amendments and attachments thereto are hereby incorporated into this Agreement upon their execution by the parties. Any Customer purchase order or similar purchasing document issued by any entity other than Vendor is subject to and incorporates these General Terms and will be valid only for the purpose of identifying this Agreement and the items and quantities ordered. Any other terms and conditions included in such purchasing document that conflict with, vary, or supplement the terms in this Agreement are void and will be of no effect, even if Vendor otherwise accepts the purchase order. In the event of a conflict between these General Terms and an Order, these General Terms will control. Vendor's failure to object to Customer terms and conditions contained in any Order or other document from Customer will not be construed as a waiver of the foregoing nor an acceptance of any such terms and conditions.

4. Platform Terms and Conditions

4.1. Access to and use of the Platform is subject to the additional terms and conditions in the Platform Terms and Conditions (also referred to as the "**Platform Terms**").

5. Professional Services

5.1. Engagement; Cooperation. Customer hereby engages Vendor to perform the Professional Ser- vices of the scope and on the terms described in Orders specifying the provision of Professional Services and Customer agrees to reasonably cooperate with the performance of such Professional Services.

5.2. **Professional Services Fees and Terms.** Except as otherwise provided in the applicable Order, (i) Professional Services and related reimbursable expenses will be invoiced monthly in arrears or, for brief engagements, at completion, at Vendor's option, (ii) any total fee amount communicated in connection with a time and materials-based project is an estimate only and not a guarantee that the Professional Services will be completed for such total fee amount, and (iii) Customer shall obtain and pay for all state and local permits and approvals legally required of Customer to receive the Hardware and Services and Vendor may suspend the provision of Professional Services pending receipt of such permits and approvals. In the event of an early termination of Professional Services (to the extent permitted by the Agreement), Vendor shall invoice and Customer shall pay all Professional Services Fees for Professional Services provided up to the effective date of termination of the applicable Order plus reasonable shutdown fees, if any, incurred by Vendor. Professional Services are limited to the scope and planned Deliverables as are set forth in the applicable Order, which do not include all design, installation, use, or maintenance considerations for Customer's systems generally.

5.3. **Change Orders.** If Customer or Vendor requests a change in the scope or other terms of Professional Services to be provided (excluding Standard and Premium Technical Support), the parties shall promptly meet to discuss the proposed changes. Once any changes are tentatively agreed, if at all, Vendor will prepare and deliver for Customer's review and approval a change order describing the proposed changes including any changes in fees and expenses (each, a "Change Order"). Change Orders are not binding unless and until they are executed by both parties. Upon their execution, Change Orders will be deemed part of, and subject to, this Agreement. If the parties disagree about the proposed changes, the parties shall, at the request of either party, promptly escalate the change request to their respective senior management officers for resolution.

5.4. **Professional Services Warranty.** Vendor warrants to Customer that Vendor will perform Professional Services in a professional manner consistent with industry standards and that it will deliver Deliverables substantially conforming to those specified to be delivered in the applicable Order. In the event that any Professional Services provided by the Vendor hereunder are deficient because of Vendor's or subconsultants failure to perform said Professional Services in accordance with the warranty standards set forth above, the Customer will report such deficiencies in writing to the Vendor within a reasonable time. The

Customer thereafter will have: (a) the right to have the Vendor re-perform such Professional Services at the Vendor's expense; or (b) if, within 30 days after written notice to the Vendor requiring such re-performance, Vendor fails to give satisfactory evidence to the Customer that it has undertaken said re-performance or a good faith basis for its inability to re-perform, the right to terminate the Order and receive a refund for fees paid for the non-conforming Professional Services.

5.5. **Insurance Coverage.** In respect of Professional Services, Vendor shall maintain insurance policies and coverages as follows: Worker's Compensation Insurance insuring Vendor's liability under the worker's compensation and occupational disease laws of the state where Professional Services are performed with at least the coverage required by law; Commercial General Liability Insurance with coverage on an "occurrence" basis with a combined single limit of not less than $1,000,000 per occurrence and $2,000,000 aggregate; in each case to insure Vendor for Professional Services performed under an Order; and Insurance for operations of all hired and non-owned vehicles with limits for each accident of $1,000,000 combined single limit with respect to bodily injury, death and property damage. All insurance must name as an additional insured, in connection with Vendor's activities, the Customer, and its directors, officers, employees and agents. Inclusion of the Customer as additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against Vendor. Said policy shall protect Vendor and Customer 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. Vendor shall provide a current certificate of insurance to Customer within 30 days of execution of this Agreement.

6. Termination.

Customer shall have the right to terminate this Agreement upon sixty (60) days written notice to Vendor to be effective no earlier than the first anniversary of the Effective Date. Upon receipt of such notice, the Vendor shall not commit itself to any further expenditure of time or resources.

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

If Vendor breaches a material term of this Agreement and fails to remedy the breach within thirty (30) days after the Customer notifies the Vendor of the breach, the Agreement may be terminated immediately and the Customer shall in such event not thereafter pay or allow to the Vendor any compensation for any labor, supplies or materials furnished under this Agreement (i) and provided or performed by or on behalf of Vendor after the notice of breach or (ii) that did not conform to the requirements of this Agreement.

7. Sale of Hardware.

7.1. Hardware Purchase Terms. Except as otherwise specified in the applicable Order, (i) Hardware prices are F.O.B. origin, freight prepaid to the destination specified in the Order and added to the invoice and (ii) Vendor will invoice sales of Hardware at the time of their shipment. Title and risk of loss pass to Customer upon tender of shipment to the carrier. Customer must make any good faith claim for shipment shortfall or damage within five (5) days of receipt of shipment; otherwise, Customer waives such claim as to such Order.

7.2. **Hardware Warranties.** All XiO Hardware is warranted in accordance with and is sold subject to the Hardware limited warranty attached as Exhibit D (the "Limited Warranty"). The remedies provided in the Limited Warranty constitute Customer's sole remedies and Vendor's sole obligations with respect to a breach of the Limited Warranty. The Limited Warranty is made expressly subject to the terms and conditions of this Agreement including Section 14 below. Hardware other than XiO Hardware sold by XiO to Customer is sold subject to the Hardware manufacturer's applicable warranty, if any, on a passthrough basis and is otherwise sold "AS-IS" by Vendor.

8. Ownership; Proprietary Rights.

8.1. The Services and XiO Hardware. Except as otherwise expressly provided in the applicable Order referencing this Section 8.1, the Services, Deliverables, and all ideas, know-how, processes, software, documentation, information, drawings, documents, designs, models, inventions, copyrightable material, and

other tangible and intangible materials authored, prepared, created, made, developed, delivered, conceived, or reduced to practice, in whole or in part, by Vendor in relation to this Agreement (collectively, the "Works") and all copyrights, patent rights, trade secrets, trade- marks, moral rights, and all other proprietary and intellectual property rights throughout the world in each of the foregoing (collectively, "Intellectual Property Rights") are and will remain the sole and exclusive property of Vendor. As between Vendor and Customer, each party retains all of its rights to its trademarks, logos, trade names, and service marks, website(s), technologies, patents, copyrights, trade secrets, and other intellectual property, and proprietary rights. Without limiting the generality of the foregoing, Vendor shall at all times solely and exclusively own (i) all rights, title, and interest in and to the Platform and content therein (excluding Customer Data), the Professional Services, De-identified Data, and any and all improvements, enhancements, derivative works, and extensions thereof, and all Intellectual Property Rights therein and (ii) all Intellectual Property Rights in XiO Hardware. No implied licenses are granted. All rights not expressly granted to Customer in this Agreement are reserved to Vendor.

8.2. **Use of Information.** Customer hereby consents to Vendor's use of Customer Information as re- quired or permitted by this Agreement and for exercising and enforcing Vendor's rights under this Agreement, including generating De-identified Data from Customer Information.

8.3. **Feedback.** Customer hereby grants XiO a perpetual, royalty-free, worldwide right to use any information, suggestions, bug reports and fixes, and ideas provided by or on behalf of Customer to XiO for enhancements, modifications, and other feedback regarding the Services, Hardware, or any other XiO product or service.

9. **Customer Cooperation.** Customer shall provide reasonable cooperation to Vendor in Vendor's performance of Vendor's obligations under this Agreement.

10. **Customer Obligations Regarding Site Conditions.** Except as otherwise disclosed in writing to Vendor and acknowledged in writing by Vendor in advance of providing Professional Services, Customer represents and warrants that, to Customer's knowledge after reasonable inquiry, there are no potentially hazardous substances, environmental contamination, or conditions in, on, or near the properties required to be visited by Vendor employees or other representatives in performing Vendor's obligations under the Agreement that present, within the context of similar facilities, an unreasonable and/or unanticipated danger to human health or the environment. Customer shall immediately notify Vendor if it becomes aware of a change in such circumstances. Vendor shall not be responsible for remedying any pre-existing hazardous materials, pre-existing hazardous conditions or pre-existing violations of laws, or regulations affecting the site where Professional Services are to be performed, and Customer shall indemnify, defend, and hold harmless Vendor from any liability, loss, damages, cost, and expense (including attorneys' fees) arising out of or relating to a failure or breach of Customer's representations, warranties, and undertakings in this Section.

11. **Protection and Use of Confidential Information.** Each party shall not use or disclose Confidential Information of the other party without the prior written consent of the other party or as permitted or required by this Agreement. The receiving party may disclose the other party's Confidential Information to the extent necessary to comply with the California Public Records Act, a lawful order of a court or taxing authority, or government regulation, on condition that the party making the disclosure provides the other party with reasonable advance written notice to the extent legally permissible, and reasonably cooperates with the other party's efforts (at the other party's request and expense) to seek confidential or protective treatment. In addition, each party shall take at least reasonable measures to protect and maintain in confidence the other party's Confidential Information. Each party may disclose the terms of this Agreement to (i) its attorneys, accountants, and other professional advisors, or to potential investors or other third parties conducting due diligence in connection with a potential financing, change of control, or other similar transaction of the party, and (ii) in the case of Vendor, to Vendor's independent contractors and service providers for the purpose of performing Vendor's obligations under this Agreement, in each case, so long as the third party is under a duty of confidentiality with respect to the disclosure at least as protective as those in this Agreement. Customer may disclose this Agreement to the extent necessary to comply with applicable laws and regulations that make this Agreement a public document or to otherwise comply with applicable public disclosure laws and regulations. If Vendor is obligated to respond to a third-party subpoena or other compulsory legal order or process in connection with Customer Information or Customer's use of the Hardware or Services, Customer shall reimburse Vendor for Vendor's reasonable and documented related attorneys' fees, and other reasonable costs and expenses of responding to the legal order or process at Vendor's then-current hourly rates for such Services.

12. **Use of Third-Party Services and Subcontractors.** Vendor may, in the ordinary course of business, utilize third-party services (including third-party hosting and data centers) and may also engage independent contractors and subcontractors in performing its obligations under this Agreement (including for Hardware installation and other

Professional Services) and Customer hereby consents to such use provided Vendor is responsible for its subcontractors' compliance with this Agreement in their performance on behalf of Vendor. Vendor shall be solely responsible for reimbursing any subcontractors and the Customer shall have no obligation to them.

13. **Indemnification.**

13.1. By Vendor.

13.1.1. General. Vendor shall indemnify, defend, and hold harmless Customer and its officers, directors, agents, and employees (each a "Customer Indemnified Party") from and against any and all third-party claims, demands, losses, liabilities, suits, costs, and expenses (including rea- sonable attorney's fees and legal expenses) (collectively, "Claims") to the extent arising out of death, injury, and property damage to the extent caused by Vendor's negligence, or willful, reckless, or criminal misconduct in the performance of the Professional Services at Customer's location except to the extent caused by the negligence or misconduct of a Customer Indemnified Party or resulting from Customer's material failure to comply with this Agreement.

13.1.2. Infringement. Vendor shall indemnify, defend, and hold Customer Indemnified Parties harm- less from all Claims to the extent arising out of or relating to any third-party claims, demands, or suits alleging that one or more of the XIO Hardware, the Platform, or the Services infringe a third-party's United States copyright or trademark rights except to the extent the alleged infringement is caused by: (a) changes or modifications to the Platform made or specified by Customer or any third party; or (b) combinations of the Platform or Professional Services Deliverables with any product or service not supplied or specified by Vendor under this Agreement. If a Claim contemplated under this Section 13.1.2 is brought, Vendor shall, at its sole option and expense, and within a reasonable period, use commercially reasonable efforts to (1) procure for Customer the right to continue using the allegedly infringing item; (2) replace the same with a non-infringing item providing materially equivalent functions and efficiency; (3) modify the same to be non-infringing without material loss of functionality; or, if none of the foregoing (1)-(3) is, in Vendor's sole discretion, commercially reasonable, at Vendor's notice, Customer shall discontinue use of the allegedly infringing item and Vendor shall refund to Customer the fees paid by Customer to Vendor corresponding to the period following the effective date of such discontinuance and any pre-paid unused Subscription fees. This Section 13.1.2 and Customer's right to terminate this Agreement for its convenience under Section 6 constitute Vendor's sole liability, and Customer's sole and exclusive remedies, in lieu of all others, with respect to infringement.

13.1.3. By Customer. Customer shall indemnify, defend, and hold harmless Vendor and its Affiliates and their respective officers, directors, agents, and employees (each an "Vendor Indemnified Party") from and against any and all Claims to the extent arising out of death, injury, and property damage to the extent caused by Customer's gross negligence, or willful, reckless, or criminal misconduct; and except in each case to the extent caused by the negligence or misconduct of a Vendor Indemnified Party or resulting from Vendor's failure to comply with this Agreement.

13.2. **Procedures.** The obligations under this Section 13 are conditioned upon the indemnified party (i) giving the indemnifying party prompt written notice of any Claim; (ii) granting the indemnifying party complete control of the defense and (conditioned upon a full release of the indemnified parties) settlement of Claims; and (iii) reasonably cooperating with the indemnifying party in the defense and settlement of the Claims.

14. **Representations and Warranties by Both Parties.** Each party represents and warrants to the other party that (i) this Agreement is binding on it and it has the right to enter into this Agreement and perform its obligations hereunder in the manner contemplated by this Agreement, (ii) this Agreement does not conflict with any other agreement entered into by it and (iii) that it shall comply with all applicable law in connection with the performance of its obligations and use of the Hardware and Services.

15. **Disclaimers. Except for the express warranties provided in this Agreement, the Hardware and Services are provided "AS IS AND WITH ALL FAULTS" and "AS AVAILABLE" and to the fullest extent permissible under applicable law, Vendor disclaims all warranties, express, implied, and statutory, concerning the Hardware and Services, and otherwise related to this Agreement, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, and any warranties of non-infringement. Vendor does not warrant (i) that the Hardware or Services will meet Customer's requirements, (ii) that the Platform's operation will be error-free or uninterrupted (including due to performance of the Internet, other transmission networks, and customer's local network and equipment, which systems Vendor is not responsible for providing), (iii) that the Services or any Hardware will properly operate when used with equipment, other systems, or configurations, in each case not specified by Vendor in an Order, or (iv) Vendor's qualification under state licensing provisions. Vendor's express warranties do not apply to failures due to misuse, electrical power line surge damage, improper installation by user, improper power**

supply attachment, water damage, or physical abuse or where resulting from Customer's failure to reasonably cooperate with Vendor's performance. Vendor does not provide design, installation, or maintenance services for water or other industrial systems generally. Proper installation and use of Vendor Hardware and Services may involve design, installation, and other considerations not provided by Vendor and for which Vendor is not responsible. Vendor is not responsible for (i) errors in data provided by Customer or its users or representatives, (ii) injury or property damage or other damages or losses due to a failure of Hardware or Services or resulting from local or remote management through Hardware and/or Services of Customer's facilities or systems, (iii) use of its Hardware and Services in a manner inconsistent with their specifications and intended use as provided by Vendor, or (iv) defects or problems in Hard- ware or Services to the extent caused by factors other than the Hardware or Services, or to the extent as a result of tampering with Hardware or Services (including without limitation disconnection, abuse, misuse, accident, alteration, neglect, unauthorized repair, relocation, or interference). Customer acknowledges that the Hardware and Services, as equipment and activities in an industrial operation, have an inherent risk of failure and Customer assumes such general risk. The specific risks disclaimed in this Section are not exhaustive. Procurement of Hardware or Services from Vendor does not limit Customer's obligation to ensure, and is not a replacement for, Customer's on-site monitoring and management of its facilities including responding to water leaks, malfunctions, and hazardous conditions. The entire responsibility in connection with the consequences resulting from the use of the Hardware and Services as well as the intended or achieved results resulting from the use of the Hardware and Services lies entirely with Customer. If Customer has acquired the Hard- ware or Services through an authorized distributor or reseller of Vendor, Vendor shall not be held responsible for any promises or warranties made by such distributor or reseller. To the maximum extent permitted by law, this Section shall apply even if any express warranty or limited remedies set forth in this Agreement fails of its essential purpose.

16. **Limitation of Liability. To the maximum extent permitted by applicable law, in no event will Vendor or its Affiliates, including their respective employees, officers, directors, owners, agents, successors and assigns, be liable to Customer or to any third party for any indirect, incidental, special, exemplary or consequential damages, including, but not limited to, lost profits, loss of data, loss of use, business interruption, loss of good will, or cost of procuring substitute products or services, arising out of or in relation to this Agreement or the Hardware or Services, even if advised of the possibility of such damages or losses. Notwithstanding anything else in this Agreement to the contrary, Vendor's aggregate liability arising from, relating to, based on, or connected with this Agreement including the Hardware and Services, shall in any event and under any theory of recovery, including claims of negligence, be limited to $1,000,000.00**
17. **Limitations of Disclaimers and Limitations on Liability. Section 16 (Limitation of Liability) will not apply to the obligations under section 13 (Indemnification). Applicable law in certain jurisdictions relevant to this Agreement may limit the contractual exclusion, limitation, or disclaimer of warranties or damages. In such cases, Vendor's liability (and the liability of its Affiliates and agents) will be limited in accordance with this Agreement to the greatest extent permitted by applicable law.**
18. **Not a Licensed Contractor. Customer acknowledges that Vendor is performing services as an independent contractor and that Vendor is a provider of water facility control systems and services and is not a licensed contractor. Customer acknowledges that Vendor may work with a third-party installer (who, if required by applicable law, will be licensed) to perform specified installation services described in the applicable Order. Customer acknowledges that Vendor is not a licensed contractor under California or other law or regulations or under the law or regulations of the state in which it will perform Professional Services (each are "state licensing provisions"). Customer hereby waives any claim, and shall not raise any defense to enforcement of a contract, on grounds that Vendor (i) is a contractor within the meaning of any state licensing provisions, or (ii) is required under any state licensing provisions or other applicable law to be licensed as a contractor.**
19. **Force Majeure.** Vendor shall not be liable to Customer or any other person or entity for any delay or failure in the performance of this Agreement or for loss or damage of any nature whatsoever suffered by Customer or its Affiliates due to causes not reasonably anticipated and beyond Vendor's reasonable control, including without limitation (i) disruption or unavailability of communications, utility, hosting, or Internet service not within the reasonable control of Vendor, and (ii) acts of war, acts of vandalism, terrorism, hacking, lightning, flood, fire, and labor strikes.
20. **Sale of Real Property.** If Customer sells or otherwise transfers ownership of an individual facility or property serviced by Vendor under this Agreement to an unrelated third party in an arms-length transaction, Customer may,

with notification to Vendor delivered within 60 days following the transfer of ownership, assign the Services relating to such facility or property to the new owner only in respect of such individual facility or property and related Services, and only if the new owner agrees with Vendor in writing to be bound by an agreement substantially equivalent to this Agreement as it applies to the transferred Services, except that Customer acknowledges that splitting of Customer's Platform account and Services for purposes of the foregoing may require additional Services at additional cost. Any such assignment will not relieve Customer of obligations or liabilities under the Agreement occurring and/or accruing prior to the date of the assignment, and Customer shall continue to be bound by the Order to the extent not assigned. Absent such assignment in accordance with this Section, Customer will remain obligated under the Agreement for contracted Services relating to such transferred property.

21. **Publicity.** Customer consents to Vendor's reasonable and limited use of Customer's name, logo, and use case in promotion of Vendor's goods and services on condition that: (i) any public use, such as on a website or press release must first be submitted for approval by Customer and (ii) Customer reserves the right to terminate this use right at any time upon written notice to Vendor (email acceptable).
22. **Independent Contractor.** The relationship of Vendor and Customer is solely that of independent con- tractors. Nothing contained in this Agreement will be construed to make either party the other's partner, joint venturer, co-owner, agent, franchisee, or employee. Neither party is authorized or empowered to transact business, incur obligations, or make representations on behalf of the other party.
23. **Dispute Resolution.** In the event of any dispute arising out of or related in any way to this Agreement (except for non-payment by Customer), the parties shall, at the written request of either party, first attempt, in good faith, to settle such disputes informally through direct discussions and negotiations. If a resolution cannot be reached informally within a reasonable period (not to exceed 15 days), the parties shall, before the filing of any lawsuit, submit such disputes to and participate in good faith in at least one non-binding mediation before a mutually-acceptable mediator (or if they cannot agree, then the parties will each choose a mediator and the two mediators will select a third mediator to serve as the sole mediator). For purposes of the procedures set forth in this paragraph, a "dispute" means any action, dispute, claim or controversy of any kind, whether in contract or tort, statutory or common law, legal or equitable, now existing or hereafter arising under or in connection with, or in any way pertaining to this Agreement. The foregoing does not apply to the seeking of injunctive relief. No formal proceedings for the judicial resolution of any dispute, except for the seeking of injunctive relief, may begin until the foregoing dispute resolution procedure has been completed except as otherwise agreed in writing by the parties.
24. **Effect of Termination;** Transition. Upon the termination or expiration of this Agreement, Vendor must reasonably cooperate with the Customer, and any successor vendor, in the orderly transition of Vendor's services provided hereunder to Customer or Customer's designated successor vendor. As part of such cooperation, Vendor shall, at Customer's written request (email acceptable) delivered no later than 90 days following the termination, deliver to Customer a copy of the Customer Data, at no additional cost, then in Customer's account in the Platform in a machine-readable, electronic file of a customary file type for such data.
25. **Miscellaneous.** This Agreement, including all its attachments, contains the entire agreement of the parties, and supersedes any and all previous or contemporaneous agreements, with respect to the subject matter hereof, whether oral or written. This Agreement will be binding and will inure to the benefit of the parties hereto and their respective successors and permitted assigns. Subject to Section 20, this Agreement may not be assigned by Customer, in whole or in part, without Vendor's prior written consent, such consent not to be unreason- ably withheld. Any attempted assignment in violation of the foregoing is void. Vendor may assign, delegate, and subcontract any or all of its rights or obligations hereunder. All for- mal notices, requests, demands, consents, and communications under this Agreement must be in writing and delivered by electronic mail, by certified or registered mail, return receipt requested, or by overnight courier and will be deemed given five (5) days after deposit in the mail, two (2) days after deposit with an overnight courier, and on the date sent by email if sent during normal business hours of the sender, and on the sender's next business day if sent outside of the normal business hours of the sender, in each case with confirmation of email transmission. Notices will be sent to the party's most recent contact information set forth in the Order or such other contact information as the party may specify in writing for notification purposes in accordance with the foregoing from time to time. This Agreement is governed in all respects, including validity, interpretation and effect, by the laws of the State of California, without reference to the conflicts of laws rules or any other rules that would result in the application of a different body of law. The UN Convention on Contracts for the International Sale of Goods will not apply to this Agreement. For purposes of enforcement of this Agreement, except to the extent the parties otherwise agree in writing, the parties submit themselves to the exclusive jurisdiction of the state and federal courts located in San Mateo County in the state of California and hereby agree that such courts have exclusive jurisdiction for the enforcement of this Agreement and any rulings or orders associated therewith, and voluntarily waive any right to challenge jurisdiction

based on any theory, including inconvenience of forum. Notwithstanding the foregoing, Vendor may seek injunctive or other equitable relief, wherever it deems appropriate, to protect or enforce Vendor's rights under this Agreement. If any part of this Agreement is held to be void or unenforceable, such part will be treated as severable, leaving valid the remainder of this Agreement notwithstanding the part or parts found to be void or unenforceable. No waiver will be effective unless it is in writing and signed by an authorized representative of the waiving party, and any such waiver will only be applicable to the specific instance(s) referenced in such written waiver. This Agreement may be amended only by a writing executed by each of the parties. Headings in this Agreement are for purposes of reference only and will not limit or otherwise affect the meaning hereof. Sections 8, 11, 13, 15 - 19, 23, and 24, Vendor's limited Hardware warranties in Section 7.2 (subject to their terms), and any and all payment obligations of Customer will survive a termination of this Agreement or any one or more Orders. The words "for example", "e.g." "including" and "includes" in this Agreement are deemed to be followed by "without limitation". If any legal proceeding should be instituted by either of the parties hereto to enforce the terms of this Agreement or to determine the rights of the parties thereunder, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable attorney's fees. During the progress of the work, Vendor shall fully adhere to all applicable State and Federal laws and county, municipal or Customer ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the work, or which in any way affect the conduct of the work. Vendor, and any subcontractors performing any work under this Agreement, shall hold such licenses as may be required by the State of California for the performance of the work specified in this Agreement.

-End General Terms and Conditions-

EXHIBIT B: Platform Terms and Conditions

These Platform Terms and Conditions (these, "**Platform Terms**") are supplemental terms and conditions governing the provision by XiO, Inc. ("**Vendor**") of access to and use of the Platform, as defined below, and are attached to the General Terms and made part of the Agreement between Vendor and Customer. These Platform Terms supplement, but do not replace, the General Terms and other terms and conditions of this Agreement. Capitalized terms used, but not defined in this Exhibit have the meaning given them elsewhere in the Agreement.

1. **Definitions.**
   - 1.1. **"Customer Data"** means electronic data submitted to and stored in the Platform by or behalf of Customer in using the Platform.
   - 1.2. **"Platform"** means, collectively, the software application-based and other electronic services and data provided by Vendor to which Customer procures access and use pursuant to the Agreement via one or more of the Internet, cell and/or other wireless technology, and other telecommunications methods ("**Electronic Communications**"). The Platform may include web-based management and/or monitoring applications, and data feeds and services, and includes those that are accessed by the Customer through Hardware and other equipment. Platform excludes Professional Services.
   - 1.3. **"Start Date"** means the date on which a Subscription Term commences as set forth in the applicable Order procuring the Subscription or if no date is indicated, then the effective date of the Order.
   - 1.4. **"Subscription"** means the right to access and use the Platform for the applicable Subscription Term pursuant to and in accordance with this Agreement.
   - 1.5. **"Subscription Fees"** mean the fees owed in consideration of a Subscription.
   - 1.6. **"Subscription Term"** means, as to a Subscription, the Initial Term and any Renewal Terms (or until earlier terminated in accordance with this Agreement) commencing on the Start Date.
2. **General; Term of Subscription.** Subject to the terms and conditions of the Agreement (including payment by Customer of applicable Subscription Fees) and for the Subscription Term, Customer hereby subscribes to, and Vendor shall use commercially reasonable efforts to make available, access and use of the Platform via Electronic Communications solely for Customer's internal business use. Subscriptions commence on the Start Date. The Subscription Term will continue for the initial term of the Subscription (the "Initial Term") indicated on the applicable Order and terminate upon the expiration of the Initial Term absent an extension thereof mutually agreed in writing by the parties.
3. **Restrictions.** Customer shall not, and shall not knowingly permit any third party to, in whole or in part, (i) reverse engineer, decompile, or disassemble the Platform or use similar methods to determine any design structure, concepts, or construction method of the Platform, including its database, or replicate the functionality of the Platform for any purpose, (ii) copy, translate, resell, distribute, or create a derivative work of the Platform or use the Platform for timesharing, service bureau, or similar purposes, (iii) use the Platform for the purpose of building a similar or competitive product or service, (iv) obtain or knowingly assist in obtaining unauthorized access to the Platform including by sharing log-in credentials to access to Platform, (v) use the Platform in a manner that is contrary to applicable law, in violation of this Agreement or any third party rights of privacy or Intellectual Property Rights, (vi) use the Platform to store, access, distribute or transmit any material that is unlawful, inappropriate, or infringing; facilitates illegal activity; or causes or is reasonably likely to cause damage or injury to any person or property, or (vii) transmit viruses or other code intended to harm or surreptitiously intercept data to or from the Platform, or Vendor's or a third party's networks or systems, or adversely affect their operation or security. Vendor has the right (but not the obligation) to monitor and review all information and materials transferred to or otherwise stored under Customer's account in the Platform for information, material, or activity that Vendor deems in its sole discretion to violate these Platform Terms or the Agreement generally. Customer shall comply with all applicable laws and regulations in connection with its use of the Platform including export laws and obtain any permits, licenses, and authorizations required to be obtained by Customer in using the Platform. Customer shall not remove, modify, or obscure any Vendor or other copyright, trademark, or other proprietary notices affixed to or displayed on or in the Platform and shall not knowingly allow any third party under Customer's control to take any such action. Customer is responsible under this Agreement for all activities conducted in the Platform under its login credentials and account including those of its independent contractors or any other third party.
4. **Customer Data; Right to Use; Other Customer Responsibilities.** Responsibility for ensuring that Customer Data is accurate and reflects Customer requirements lies solely with Customer. Customer hereby grants Vendor the right and license to use, copy, store, transmit, modify, process, and display Customer Data for the purposes of performing Vendor's obligations under this Agreement. The Platform may require the use of Hardware or other equipment such as transmitting sensors and communications and other hardware and software necessary to access the Internet and the Platform, which are not included in Subscription Fees (collectively, the "Equipment")

and Customer is responsible for obtaining and maintaining Equipment, at Customer expense. Customer is responsible for maintaining the security of the Equipment, Customer account information, passwords and files, and for all uses of Customer's Platform account or the Equipment with or without Customer's knowledge or consent (excluding uses by Vendor in performing its obligations under this Agreement). Customer consents to Vendor's creation of De-identified Data from Customer Data. Vendor owns all right, title, and interest in and to De-identified Data and nothing herein restricts Vendor's use of De-identified Data in any manner whatsoever. As between the Customer and Vendor, the Customer owns all right, title, and interest in all Customer Data.

5. **Subscription Fees.** Customer shall pay all Subscription Fees in the amounts and according to the terms as are set forth in the applicable Orders procuring the Subscriptions. Except as otherwise specified in the Agreement, Subscription Fees will be invoiced annually in advance and due within thirty (30) days of Customer's receipt of the invoice.
6. **Service Level Agreement Terms.** During the Subscription Term, Vendor shall meet the service levels on and subject to the terms and conditions indicated in the Service Level Agreement Terms attached as Exhibit C.
7. **Platform Disclaimer.** Without limiting Section 15 of the General Terms (Disclaimers), the Platform provided by Vendor relies upon numerous interconnected communication and other technologies that are inherently not fault-free and may contain errors or become interrupted. Vendor disclaims responsibility for liabilities, losses, claims, and demands resulting from any such errors or, subject to the SLA Terms, interruptions. The Platform should not be used for fault-intolerant applications or where such errors or interruptions would present a high degree of risk. Certain Platform features allow alerts and notifications to be sent to mobile devices. Vendor is not responsible for text or other mobile communications charges resulting from such alerts and notifications or for alert failures due to failures of the mobile device or its connectivity. Vendor is not responsible for Platform errors due to Hardware or other equipment failure. Notwithstanding the foregoing, Vendor will comply with the SLA Terms and uptime guarantee.
8. **Improvements to Platform.** Vendor may make enhancements, updates, and other modifications to the functionality, user interface, usability, and documentation of the Platform from time to time in its sole discretion as part of its ongoing effort to improve its offerings, so long as such modifications do not materially diminish the functionality of the Platform. Vendor shall make all such enhancements, updates, and other modifications as it makes to its other equivalent subscribers to the Platform available to the Customer at no additional charge.
9. **Ownership of Platform**. Without limiting Section 8 of the General Terms (Ownership; Proprietary Rights), as between Vendor and Customer, Vendor owns all right, title and interest in and to the Platform including all Intellectual Property Rights therein. Nothing in this Agreement grants Customer any right, title or interest in or to the Platform other than the limited right to access and use the Platform during the Subscription Term in accordance with the Agreement. All rights not expressly granted to Customer in this Agreement are reserved by Vendor.
10. **Export; U.S. Governmental Rights.** Customer shall not remove or export from the United States or knowingly permit the export or re-export of the Platform, or any of its source code, object code, or underlying structure, ideas, know-how or algorithms, documentation or data (the "Platform Materials"), or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. The Platform Materials are "commercial items", "commercial computer software", and "commercial computer software documentation" under U.S. federal acquisition regulations (FAR) and U.S. defense federal acquisition regulations (DFAR). Consistent with such regulations, any use modification, reproduction, release, performance, display, or disclosure of Platform Materials by the U.S. Government will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by this Agreement.

-End Platform Terms and Conditions-

EXHIBIT C: Service Level Agreement Terms

These Service Level Agreement Terms (these "**SLA Terms**") are provided pursuant to that certain Agreement to which these SLA Terms are attached between Vendor and Customer and form part of the Agreement. Capitalized terms used in these SLA Terms, but not defined herein have the meaning given to them elsewhere in the Agreement.

1. **Availability Service Level**
   - **1.1. Definitions** For purposes of these SLA Terms, the following terms have the following meanings:
     - **1.1.1."Emergency Maintenance"** means Vendor's unplanned or emergency maintenance for ap- plication of hotfixes, security related maintenance activities, and other actions necessary to maintain the integrity or operation of the Platform during which the Platform is unavailable.
     - **1.1.2."Scheduled Maintenance"** means scheduled maintenance to maintain the integrity or operation of the Platform during which the Platform is unavailable.
     - **1.1.3."Total Monthly Time"** means the total number of minutes in the applicable calendar month.
     - **1.1.4."Unavailable Monthly Time"** means the total number of minutes in the applicable calendar month during which the Platform was unavailable for use.
     - **1.1.5."Uptime Percentage" = ((A-B+C)/A)**
       multiplied by 100 and expressed as a percentage, where:
       A = Total Monthly Time;
       B = Unavailable Monthly Time; and
       C = Excluded Monthly Time (as defined below)
   - 1.2. **Availability Commitment** Subject to these SLA Terms:
     - **1.2.1.** During the Subscription Term, Vendor shall use commercially reasonable efforts to ensure that the Platform will have an Uptime Percentage of at least 99.9%; and
     - **1.2.2.** Vendor shall endeavor to schedule Scheduled Maintenance to occur outside of Vendor's normal business hours and to provide Customer at least 48 hours' notice prior to Scheduled Maintenance. No prior notice to Customer is required for Emergency Maintenance; however, Vendor shall use commercially reasonable efforts to notify Customer in advance of Emergency Maintenance.
   - 1.3. **Exclusions.** Notwithstanding anything to the contrary in these SLA Terms, no Unavailable Monthly Time will be deemed to have occurred if it: (a) is caused by factors outside of Vendor's reason- able control, including, without limitation, Internet access or related problems occurring beyond the point in the network where Vendor maintains access and control over the Platform; (b) results from failures or issues in satellite, radio, cellular, or other non-Internet-based telecommunications transmissions used to communicate with or to the Platform, whether procured through Vendor or otherwise; (c) results from any actions or inactions of Customer or any third party (except for Vendor's agents and subcontractors); (d) results from any Customer third party application(s), Customer's equipment, software, or other technology, add-on services, or third-party equipment, software, or other technology; (e) occurs during Scheduled Maintenance; (f) occurs during Emergency Maintenance; or (g) is less than five (5) minutes of continuous unavailability in duration (minutes of unavailability in the calendar month resulting from (a)-(g) collectively, "Excluded Monthly Time").
   - **1.4. Unavailability Credits**
     - **1.4.1.**For any calendar month that has an Uptime Percentage indicated in the Unavailability Credit Table below, Customer may request an Unavailability Credit corresponding to the Uptime Per- centage, where "Unavailability Credit" is calculated as the applicable Unavailability Credit Per- centage of the Subscription Fees corresponding to the calendar month at issue. The Unavailability Credit will be credited toward the next invoice for Subscription Fees or refunded if the Subscription Term expires or is terminated before it can be so credited.
     - **1.4.2.**Customer must request the Unavailability Credit by submitting a request to Vendor via email to accounts-receivable@xiowater.com during the first 15 calendar days of the calendar month immediately following the calendar month for which the credit is claimed.
     - **1.4.3.**Unavailability Credit Table**:**

Uptime Percentage	Unavailability Credit Percentage (%)
99.5% <99.9%	2.0%
98.5% <99.5%	3.0%
<98.5%	5.0%

1.5. Chronic Unavailability If the Platform experiences an Uptime Percentage that is less than 98.5% for any two consecutive months, or for any four out of 12 consecutive months, then Customer will have the right, upon 10 business days' notice to Vendor, to terminate the Subscription in which case Vendor shall refund to Customer its prepaid and unused fees corresponding to the period from the effective date of termination to the expiration of the then applicable Subscription Term.

2. Standard Support

2.1. **Standard Support Access and Hours.** Vendor shall provide requested general technical support services to address errors in the Platform as further described in and subject to the Standard Support terms in this Section 2 of these SLA Terms (such support services, "**Standard Support**"). Standard Support is available without extra charge from 8am – 5pm Pacific time, Monday – Friday, except Vendor holidays ("**Standard Support Hours**") through Vendor's online ticketing system accessible at www.xiowater.com and via email at support@xiowater.com. Vendor reserves the right to update the contact information for accessing Standard Support from time to time by written notice to Customer.

2.2. **Standard Support Service Levels.** Each request for Standard Support received by Customer must identify an Error (defined below) and will be assigned a case number (each, a "Case"). An "Error" means a failure of the Platform to perform in accordance with its specifications as further described in the Error Description column below. For each Error, Vendor will prioritize the Case in accordance with the Severity Levels in the table below and will work to provide a temporary or permanent solution, fix, or work-around that resolves the material aspects of the Error with the corresponding Level of Effort as described in the table below.

2.3. **Standard Support Service Levels Table:**

Severity Level	Error Description	Target Initial Response Time	Level of Effort
"Severity 1 (Critical)"	Critical production issue affecting all users, including Platform unavailability and data integrity issues with no workaround available.	Four (4) hours	Vendor shall use best efforts, applying its resources on a 24 hour per day basis to the exclusion of other priorities, to correct the Error as quickly as possible.
"Severity 2 (High)"	Major functionality is impacted. Issue is persistent and affects many users and/or major functionality. No reasonable workaround available.	Four (4) Hours	Vendor shall use best efforts, applying resources during normal business hours, to correct the Error as quickly as reasonably practicable.
"Severity 3 (Medium)"	Platform performance issue or bug affecting some but not all users. Short-term workaround is available, but not scalable.	Eight (8) hours	Vendor shall use commercially reasonable efforts, applying resources during normal business hours, to correct the Error as quickly as reasonably practicable.
"Severity 4 (Low)"	Inquiry regarding a routine technical issue; bug affecting a small number of users. Reasonable workaround available.	Twenty-four (24) hours	Vendor shall use commercially reasonable efforts to correct the Error.

As used above, "**Target Initial Response Time**" means the elapsed time during Standard Support Hours between the moment a request regarding an Error is first submitted to Vendor via a Standard Support contact until Vendor first responds to the request except that, if the request is submitted during the last 30 minutes of Support Hours on a given day, the elapsed time will be measured from the start of the next day on which Standard Support Hours are available. Under no circumstances does Vendor warrant or represent that Errors can or will be corrected.

2.4. **Customer Obligations for Standard Support.** Vendor's ability and obligation to fulfill its Standard Support obligations is conditioned upon Customer (a) providing all relevant information necessary for Vendor to respond to a Standard Support request within the applicable response times set forth above; (b) providing all relevant information and any additional requested information and documentation necessary for Vendor to reproduce the Error; (c) designation of Customer's primary and secondary contacts (along with after-hours contact information for such personnel) who have been trained on the Platform and who can provide Vendor with all requested information; (d) submission of Standard Support requests promptly in response to an Error; (e) using commercially reasonable efforts to diagnose and resolve problems in the operation of the Customer's interface to the Platform prior to submitting a request for Standard Support; (f) using commercially reason- able efforts to confirm that reported problems are not due to Customer's systems or third-party systems; (g) consultation of Vendor-supplied documentation before submitting Standard Support requests; and (h) providing Vendor with remote access to Customer's account or environment on the Platform for purposes of providing the requested Standard Support. Customer acknowledges that if it

provides Vendor with erroneous information, or fails to provide all reasonably available information, then Vendor will not be liable for delays in, or improper performance of Standard Sup- port. Customer is responsible for procuring, installing, and maintaining all applications, equipment, telephone lines, communications interfaces, and other hardware necessary to access the Platform and to obtain Standard Support.

2.5. **Standard Support Exclusions. The following are outside the scope of Standard Support:**

- support provided outside of the Standard Support Hours,
- support that relates to or becomes necessary due to failure of computer hardware, equipment or programs not provided by Vendor,

- negligence of Customer, error by Customer in operation of the Platform, or improper modification or use of hardware or software by Customer,
- maintenance and support of hardware, software programs, or data connections not provided by Vendor ("Third Party Products"),
- development, customization, coding, installation, integration, consulting, and training,
- any other services that are not for the identification and resolution of Errors in the Platform; and
- issues or failures caused by:
  - Customer acts or omissions, including any Customer misuse or abuse of the Vendor system or in violation of the Agreement;
  - Any force majeure event as described in the Agreement;
  - Viruses or system attacks not prevented by Vendor's application of industry standard anti- virus software; and
  - An increase in Platform utilization by Customer materially beyond the Platform's standard or mutually agreed hosting capacity.

2.6. **Out-of-Scope Support**. If Customer does not have Premium Technical Support and requests and receives technical support from Vendor that is provided outside of Standard Support Hours or is otherwise outside the scope of Standard Support (for example, providing assistance or training in use of the Platform, troubleshooting of non-Vendor products or services, or light engineering advice) or if Customer is subject to additional charges for overuse of Premium Technical Support as described in Section 3.3 ("Out-of-Scope Support"), then Customer will be charged and agrees to pay for such excess support on an hourly basis at Vendor's then generally applicable hourly rates for the type of support provided. Higher rates will apply for Out-of-Scope Support provided outside of Standard Support Hours, that is outside of the scope of Standard Support, or that involves assistance from a Vendor engineer. Any such charges will be invoiced and payable monthly in arrears. Customer may request Vendor's support services hourly rates at any time. Out-of-Scope Support is subject to Section 3.5 below (Disclaimer).

2.7. **Chronic Support failures.** If Vendor materially fails to meet its Standard Support commitments in this Exhibit C for any two consecutive months, or for any four out of 12 consecutive months as shown by reasonable documentation, then Customer will have the right, upon 30 days' prior written notice to Vendor, to terminate the Agreement in which case Vendor shall refund to Customer its prepaid and unused Subscription Fees corresponding to the period from the effective date of termination to the expiration of the then applicable Subscription Term. The foregoing termination right constitutes Vendor's sole and entire liability to Customer, and Customer's sole and exclusive remedy with respect to Vendor's failure to meet the Standard Support commitments in this Exhibit C.

3. <u>Premium Technical Support</u>

3.1. The following terms apply only to Customers that have procured Premium Technical Support. Premium Technical Support is an enhanced technical support plan, further described below, which includes an annual allotment of support points that may be redeemed at different rates depending on the nature and timing of the support provided and that, in addition to online ticketing and email support contacts provided with Standard Support, includes telephone support at the support telephone number made available by Vendor to its Premium Technical Support Customers ("Premium Technical Support").

3.2. **Scope.** In addition to receiving Standard Support, Customers that have purchased Premium Tech- nical Support may request technical support for assistance in the use of the Platform, requests that may involve some light engineering, and requests that may involve or relate to software, hardware, services, or products provided by third parties ("Third-Party Products"). Subject to Section 3.5 (Disclaimer) below, Vendor will use its commercially reasonable efforts to fulfill and/or resolve its Premium Technical Support requests. Standard Support requests (i.e., those involving errors in the Platform provided during Standard Support Hours) will be subject to the Standard Support terms in Section 2 (Standard Support) above.

3.3. **Support Points.** On or before the Start Date of the Subscription Term, Customers with Premium Technical Support will be allotted the number of support points indicated in the applicable Order purchasing Premium Technical Support, which points will be redeemable during the Subscription Term. The points expire if not redeemed during the Subscription Term for which they were allotted. Support points are redeemed for Premium Technical Support provided at the applicable rate in the table below based on the time spent by Vendor providing the support, subject to the rounding described below. Premium Technical Support provided via telephone, email, the online ticketing portal, or otherwise, as well as time spent by Vendor on the support case outside of communications with Customer count for purposes of determining points redeemed. Standard Support provided during Standard Support Hours will not use or count against Premium Technical Support points. Every approximately three months, Vendor will provide Customer a statement of Standard and Premium Technical Support provided and an accounting of points redeemed and remaining since the period covered by the last such report provided (or since the Start Date, as applicable). If Customer has exhausted it's available points during the Subscription Term, Premium Technical Support will still be provided at Vendor's applicable hourly rates in the manner specified in Section 2.6 (Out-of-Scope Support), except that the rates will be discounted by the discount percentage applicable to the Premium Support level or plan that Customer has procured (as indicated in the applicable Order). Unused points have no cash value and expire upon termination or expiration of the Subscription for which the Premium Technical Support was procured.

3.4. Premium Technical Support Point Redemption Rates:

Type of Premium Technical Support	During/Outside Standard Support Hours	Rate of Point Redemption*
Premium Technical Support (not provided by a Vendor engineer)	During Standard Support Hours	1 point redeemed per hour of support provided.
Premium Technical Support or Standard Support (not provided by a Vendor engineer)**	Outside Standard Support Hours	1.5 points redeemed per hour of support provided.
Premium Technical Support provided by a Vendor engineer***	During Standard Support Hours	2 points redeemed per hour of support provided.

*For purposes of point redemption for a support case, Premium Technical Support provided for the case will be rounded up to the nearest 6 minute increment. For example, with respect to a Premium Technical Support case, 21 minutes of actual time spent by Vendor providing the support would be treated as the provision of 24 minutes of support.
** Support provided outside of Standard Support Hours (regardless of whether the issue is within or outside the scope of Standard Support) redeems points at 1.5 points per hour, subject to the applicable rounding described above.
*** Engineer-provided Premium Technical Support is not available outside of Standard Support Hours.

3.5. **Disclaimer.** With respect to Premium Technical Support that involves engineering and/or that relates to Third Party Products, Customer acknowledges that Vendor makes no guarantees as to Vendor's ability to resolve or otherwise provide such support or as to the accuracy or appropriateness of any such support that is provided. Engineering provided through Premium Technical Support is intended for relatively minor engineering matters or where exigent circumstances re- quire immediate attention and action. Engineering needs that involve complex or critical functions or problems should be addressed, if at all, through the provision of Professional Services separately procured pursuant to a properly scoped Statement of Work and not through Premium Technical Sup- port whenever possible. Vendor reserves the right at any time to decline to provide engineering and assistance with Third Party Products through Premium Technical Support that Vendor determines in its sole discretion is beyond the scope of what is appropriate for Premium Technical Support, including at any time after such support has been commenced.

-End of Service Level Agreement Terms-

XIO LIMITED HARDWARE WARRANTY

XiO, Inc. (“XiO”) warrants XiO branded and/or proprietary hardware products to be free from defects in materials and manufacturing workmanship under normal use and conditions for one year from the date of original shipment to the original end user purchaser and subject to the warranty exclusions and other terms of this limited warranty.

For valid warranty claims made and covered defects existing during the warranty period, XiO will, at XiO’s option, repair, replace (with the same or then most similar product) or repurchase (at purchaser’s original purchase price), the defective product. This warranty extends solely to the original end-user purchaser of the product. XiO’s entire liability and the sole and exclusive remedy for product defects is limited to such repair, replacement or repurchase in accordance with this warranty. **With respect to the above products, this warranty is provided in lieu of all other warranties express or implied, including, but not limited to warranties of fitness for a particular purpose and warranties of merchantability**. No agent, representative, or other third party has any authority to waive or alter this warranty in any way on behalf of XiO.

Warranty Exclusions

The warranty does not apply in any of the following circumstances:

1. The product has been altered or modified without XiO’s written authorization;
2. The product has not been installed, operated, repaired, or maintained in accordance with XiO’s instructions, including, where applicable, use of proper grounding to an earth ground source;
3. The product has been subjected to abnormal physical, thermal, electrical, or other stress, internal liquid contact, or misuse, neglect, or accident;
4. The product failure occurs as a result of any cause not attributable to XiO;
5. The product is installed with ancillary devices and/or software that are not compatible with the product;
6. The product is installed in a non-XiO specified enclosure or with other incompatible equipment;
7. To address cosmetic issues such as scratches or surface discoloration;
8. Operation of the product in conditions other than that for which the product was designed;
9. The product has been damaged due to extreme or unusual events or conditions such as those caused by lightning strikes, power surges, unconditioned power supplies, floods, earthquakes, hurricane, tornados, vermin, or intentional damage; or
10. To third party products sold by XiO. Third party products are subject to the third party’s applicable warranty, if any, on a pass-through basis.

There are no product warranties that extend beyond the above limited warranty. In no event is XiO responsible or liable to purchaser or otherwise for any indirect, incidental, special, exemplary, or consequential damages, including, but not limited to, lost profits, loss of data, loss of use, business interruption, loss of good will, or cost of procuring substitute products, arising out of or in relation to the product, even if advised of the possibility of such damages or losses.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply.

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

Warranty Claim Procedure

A warranty claim must be initiated within the warranty period by first contacting XiO at support@xiowater.com to obtain a return authorization. The purchaser is responsible for proper packaging and return shipment of the product to XiO (including shipping expense and any related duties or other costs). Any return authorization number issued by XiO and purchaser’s contact information must be included with the returned product. XiO is NOT liable for loss or damage of the product in return transit and recommends that the product be insured for its full replacement value.

All warranty claims are subject to XiO’s testing and examination of the product to confirm that the warranty claim is valid. XiO may also require additional documentation or information from the purchaser to evaluate the warranty claim. Products repaired or replaced under a valid warranty claim will be shipped back to the original purchaser (or its designated distributor) at XiO’s expense. If the warranty claim is found to be not valid for any reason, as determined by XiO in its sole discretion, XiO will notify the purchaser at the contact information provided by the purchaser.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 5.D.

DATE: September 26, 2024

TO: Board of Directors

FROM: Alison Bell, Administrative Services Manager

SUBJECT: Annual Reimbursement Report For Fiscal Year 2023/2024

All reimbursements were included in the monthly expenditure reports presented at regular board meetings.

This report is prepared pursuant to Government Code Section 53065.5:

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

MPWD Reimbursement Reporting for Fiscal Year 2023-2024

Employee	Check Date	Amount Paid	Reimbursement Description
Anderson, Jonathan	10/24/2023	$ 700.54	Travel Expense for APWA PWX Rodeo 8/25-8/29
Total:		**$ 700.54**	
Gomes, Ryan	4/10/2024	$ 329.65	Reimbursement for work boots
	2/1/2024	$ 150.00	Water Operator D3 certification renewal
Total:		**$ 479.65**	
Headley, Shane	6/8/2024	$ 400.00	Reimbursement for work boots
Total:		**$ 400.00**	
Malczon, Misty	3/19/2024	$ 130.46	Dessert & gift cards for anniversary lunch
	11/7/2023	$ 187.88	Travel expense for Leadership Essentials graduation 11/01
	7/18/2023	$ 248.86	Travel expense for Leadership Essentials 7/12-7/14
Total:		**$ 567.20**	
Maldonado, Alberto	4/19/2024	$ 145.00	Water Operator D2 application & certification
Total:		**$ 145.00**	
Michaelis, Chris	3/10/2024	$ 443.50	Water Operator D3 certification training
Total:		**$ 443.50**	
Plath, Kelli	11/29/2023	$ 1,090.53	Travel Expense for Springbrook Activate conf 10/24-10/27
Total:		**$ 1,090.53**	
Robinson, Monique	12/5/2023	$ 594.63	Travel expense for CalPERS conf 10/1-10/4
Total:		**$ 594.63**	
Spears, Brandon	7/6/2023	$ 1,013.04	Travel expense for CalWEP conf 5/30-6/2
Total:		**$ 1,013.04**	
Wuelfing, Kat	5/14/2024	$ 214.72	Travel expense for ACWA/JPIA conf 5/5-5/9
	4/23/2024	$ 152.97	Travel expense for San Mateo Chamber of Commerce 4/19-4/21
	3/25/2024	$ 211.23	Travel expense for CalGovHr conf 3/12-3/15
	2/29/2024	$ 350.35	Travel expense for CSMFO Conf 1/30-2/2
	9/14/2023	$ 157.00	Travel expense CSDA conf 8/28-8/31
	7/17/2023	$ 401.50	Travel expense CSDA GM summit 6/24-6/27

MPWD Reimbursement Reporting for Fiscal Year 2023-2024

Employee	Check Date	Amount Paid	Reimbursement Description
Total:		**$ 1,487.77**	

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 5.E.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2024-17 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH WEST COAST ARBORISTS, INC. FOR TREE REMOVAL SERVICES AT FOUR DISTRICT SITES IN THE AMOUNT OF $51,150, PLUS A 10% CONTINGENCY IN THE AMOUNT OF $5,100 FOR A TOTAL BUDGET NOT TO EXCEED $56,250

RECOMMENDATION

Approve Resolution 2024-17.

FISCAL IMPACT

The recommended cost to remove 31 trees at four different District sites is $56,250, including a 10% contingency.

The fiscal year 2024-25 budget included $150,000 for tree removal and another $30,000 for replacement trees.

BACKGROUND

The District engaged an arborist to evaluate the condition of all trees on District properties. They completed their visits and evaluations and issued a report in July 2023. The report identified and tagged 238 trees on ten different sites. It graded each tree's health and integrity as Good, Fair, or Poor, and then prioritized their removal as High, Moderate, or Low. The report also included a complete tree inventory list and maps of each location. Of the 238 trees, 116 of them are considered "Protected Trees" in the jurisdiction of their location. A Protected Tree is considered to be a native tree to the region and has achieved a certain trunk diameter among other criteria. Each city also has tree mitigation measures for a Protected Tree that is removed. Of the 31 trees to be removed, three (3) fall under the Protected tree status; one at the Exbourne site and two at the Dekoven site. Each jurisdiction also has a permitting process for tree removal that will be followed. All trees identified as "High" priority for removal have already been removed.

DISCUSSION

District staff put together a request for bids to remove trees at these sites:

21 at the Exbourne Tank site
6 at the Hersom Tank site
3 at the Dekoven Tank site
1 at the West Belmont site

The identified trees include all of those identified in the arborist report as “Poor” in health and a “Moderate” priority for removal.

Bidders were required to price the tree removal including clean-up grinding of the stumps and visible roots. A walk-through of the four sites and trees to be removed was provided a couple of weeks before the bids were due. Each proposal was required to contain a statement of qualification with the basics such as name, business address and number of years in business. Each statement was also required to state their contractor license, crew size, number of crews, the height their boom trucks can reach, safety training programs, a minimum of three references, key personnel for this project and their approach to the District’s scope of services. District staff reviewed the proposals received and weighed the scores: 40% for their statement of qualifications and 60% for their cost proposal.

Three (3) contractors submitted bids for District staff to review. The District determined that all contractors were qualified to do the work, but the statement of qualifications from West Coast Arborists, Inc. stood out from the other two and staff recommends awarding them the job.

The cost proposals were as follows:

- West Coast Arborists, Inc. - $51,150
- Professional Tree Care Co. - $47,200
- Anderson’s Tree Care Specialists, Inc. - $78,768

To staff’s knowledge, none of the companies have done any work for the District.

District Counsel reviewed the request for bids and the professional service agreement, made some suggestions that have been incorporated, and approves to form.

Attachments:

Resolution 2024-17
Professional Services Agreement
Exh. A List of Trees to Remove
Exh B Maps of Tree Removal Sites

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

UNANIMOUS____ ZUCCA _____ JORDAN _____ SCHMIDT _____ WHEELER _____ VELLA _____

RESOLUTION NO. 2024-17

AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH WEST COAST ARBORISTS, INC. FOR TREE REMOVAL SERVICES AT FOUR DISTRICT SITES IN THE AMOUNT OF $51,150, PLUS A 10% CONTINGENCY IN THE AMOUNT OF $5,100 FOR A TOTAL BUDGET NOT TO EXCEED $56,250

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the District engaged an arborist to evaluate the condition of all trees on District property. The arborist prepared and submitted a report dated July 2023 that identified and tagged 238 trees on 10 District properties grading each tree's health and integrity as Good, Fair or Poor and prioritized their removal as High, Moderate or Low; and

WHEREAS, from the arborist's report, District staff prepared a request for bids to hire a contractor to remove 31 trees from the arborist report that were in "Poor" health and had a "Moderate" priority for removal; and

WHEREAS, of the 31 trees identified to be removed under this scope, 3 fell under Protected Tree status found in the Belmont or San Carlos Municipal Code, which have tree mitigation requirements that will be met by the District; and

WHEREAS, the District issued a request for bids on September 3, 2024 and received THREE (3) bids.

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

1. Awards of a contract for the removal of 31 trees on 4 different District properties to West Coast Arborists, Inc. for their bid of $51,150; and
2. Authorizes a 10% contingency in the amount of $5,100 for a total budget of $56,250; and
3. Authorizes the General Manager to execute a contract on behalf of the District with West Coast Arborists, Inc. to remove the 31 trees per Exhibit A and the District scope of services.

REGULARLY PASSED AND ADOPTED this 26th day of September 2024, by the following vote.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

_____
PRESIDENT, BOARD OF DIRECTORS

ATTEST:

_____
DISTRICT SECRETARY

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made as of this ____ day of _____ 2024 by and between MID-PENINSULA WATER DISTRICT, a public agency ("DISTRICT"), and WEST COAST ARBORISTS, INC., a California corporation ("CONTRACTOR").

WHEREAS, the DISTRICT desires to obtain professional tree removal services for the 2024 Tree Removal Project dated September 3, 2024 at various tank sites located in the City of Belmont, CA; and

WHEREAS, the CONTRACTOR is ready, willing, and able to furnish such services and has submitted a Proposal dated September 16, 2024, which is attached hereto and incorporated herein as Exhibit A – Bid Schedule.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

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

2. SCOPE OF WORK

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

3. TERM

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

4. CONTRACT AMOUNT

The CONTRACTOR shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed **$51,150.00** including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by CONSULTANT.

5. MANNER OF PAYMENT

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

All invoices should be sent to: Mid-Peninsula Water District
3 Dairy Lane
Belmont, California 94002
ATTENTION: Kat Wuelfing, General Manager

6. CONTRACTOR'S KEY PERSONNEL

It is understood and agreed by the parties that at all times during the term of this Agreement that Joseph Bartolo, shall serve as the primary staff person of CONTRACTOR to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE

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

8. CONTRACTOR'S STATUS

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

9. 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 CONTRACTOR 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, CONTRACTOR 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 CONTRACTOR 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.

10. RESPONSIBILITY; INDEMNIFICATION

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

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

11. INSURANCE

A. Workers' Compensation: CONTRACTOR shall procure and maintain at all times during the performance of such work Worker's Compensation Insurance in conformance with the laws of the State of California and Federal laws where applicable. Employers' Liability Insurance shall not be less than One Million Dollars ($1,000,000) per accident or disease. Prior to commencement of work hereunder, CONTRACTOR shall deliver to DISTRICT a Certificate of Insurance which shall stipulate that 30 days advance written notice of cancellation, shall be given to DISTRICT.

B. Bodily Injury, Death and Property Damage Liability Insurance: CONTRACTOR shall also procure and maintain at all times during the performance of this Agreement General Liability Insurance (including automobile operation) covering CONTRACTOR and DISTRICT for liability arising out of the operations of CONTRACTOR and any subcontractors. The policy(ies) shall include coverage for all vehicles, licensed or unlicensed, on or off DISTRICT's premises, used by or on behalf of CONTRACTOR in the performance of work under this Agreement. The policy(ies) shall be subject to a limit for each occurrence of One Million Dollars ($1,000,000) naming as an additional insured, in connection with CONTRACTOR's activities, the DISTRICT, and its directors, officers, employees and

agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. Said policy shall protect CONTRACTOR and DISTRICT in the same manner as though a separate policy had been issued to each; but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured.

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

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

12. TERMINATION

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

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

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

13. NOTICES

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

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

If to the DISTRICT:	Mid-Peninsula Water District 1075 Old County Road, Suite A Belmont, California 94002
ATTENTION:	Kathryn Wuelfing, General Manager
If to the CONTRACTOR:	West Coast Arborists, Inc. 781 San Pablo Avenue Pinole, CA 94564
ATTENTION:	Jason Pinegar, Regional Manager/VP

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.

14. EQUAL EMPLOYMENT OPPORTUNITY

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

15. RECORDS

During the term of this Agreement CONTRACTOR 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.

16. REPRESENTATIONS

Neither Party makes, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

17. 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.

18. 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. CONTRACTOR shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

19. ASSIGNMENT

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

20. ATTORNEY'S COSTS

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

21. APPLICABLE LAW

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

22. 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. CONTRACTOR shall not assign this Agreement without the prior express written approval of the DISTRICT.

23. 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.

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

25. COMPLIANCE WITH LAWS AND REGULATIONS

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

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

DISTRICT:	CONTRACTOR:
MID-PENINSULA WATER DISTRICT	
By: _____	By: _____
Name: Kathryn Wuelfing	Name: _____
Title: General Manager	Title: _____
	By: _____
	Name: _____

Title: _____

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

Exhibit A - Price Proposal
2024 Tree Removal Project
Exbourne, Hersom, Dekoven, and West Belmont Tank Sites
Addendum No 1 - 9/12/24

Tank Site	Tree Number	Tag No.	Botanical Name	Common Name	Diameter @ Breast Height (DBH)	Unit of Measurement	Qty	Total Unit Cost
EXBRN	1	42	Pinus Radiata	Monterey Pine **	13"	EA	1	$1,650.00
EXBRN	2	43	Pinus Radiata	Monterey Pine	16"	EA	1	$1,650.00
EXBRN	3	44	Pinus Radiata	Monterey Pine	18"	EA	1	$1,650.00
EXBRN	4	45	Pinus Radiata	Monterey Pine	20"	EA	1	$1,650.00
EXBRN	5	46	Pinus Radiata	Monterey Pine **	7"	EA	1	$1,650.00
EXBRN	6	47	Pinus Radiata	Monterey Pine	24"	EA	1	$1,650.00
EXBRN	7	48	Pinus Radiata	Monterey Pine	18"	EA	1	$1,650.00
EXBRN	8	49	Pinus Radiata	Monterey Pine	26"	EA	1	$1,650.00
EXBRN	9	51	Pinus Radiata	Monterey Pine	18"	EA	1	$1,650.00
EXBRN	10	52	Pinus Radiata	Monterey Pine	28"	EA	1	$1,650.00
EXBRN	11	53	Pinus Radiata	Monterey Pine **	13"	EA	1	$1,650.00
EXBRN	12	55	Pinus Radiata	Monterey Pine	20"	EA	1	$1,650.00
EXBRN	13	56	Pinus Radiata	Monterey Pine	10"	EA	1	$1,650.00
EXBRN	14	57	Pinus Radiata	Monterey Pine	19"	EA	1	$1,650.00
EXBRN	15	58	Pinus Radiata	Monterey Pine **	22"	EA	1	$1,650.00
EXBRN	16	59	Pinus Radiata	Monterey Pine **	12"	EA	1	$1,650.00
EXBRN	17	*61*	Quercus Agrifolia	Coast Live Oak	*14"*	EA	1	$1,650.00
EXBRN	18	*25*	Eucalyptus Globulus	Blue Gum	*26", 16" 18"*	EA	1	$1,650.00
EXBRN	19	24	Eucalyptus Globulus	Blue Gum	24", 24"	EA	1	$1,650.00
EXBRN	20	23	Eucalyptus Globulus	Blue Gum	36"	EA	1	$1,650.00
EXBRN	21	21	Eucalyptus Globulus	Blue Gum	32"	EA	1	$1,650.00

Exhibit A - Price Proposal
2024 Tree Removal Project
Exbourne, Hersom, Dekoven, and West Belmont Tank Sites
Addendum No 1 - 9/12/24

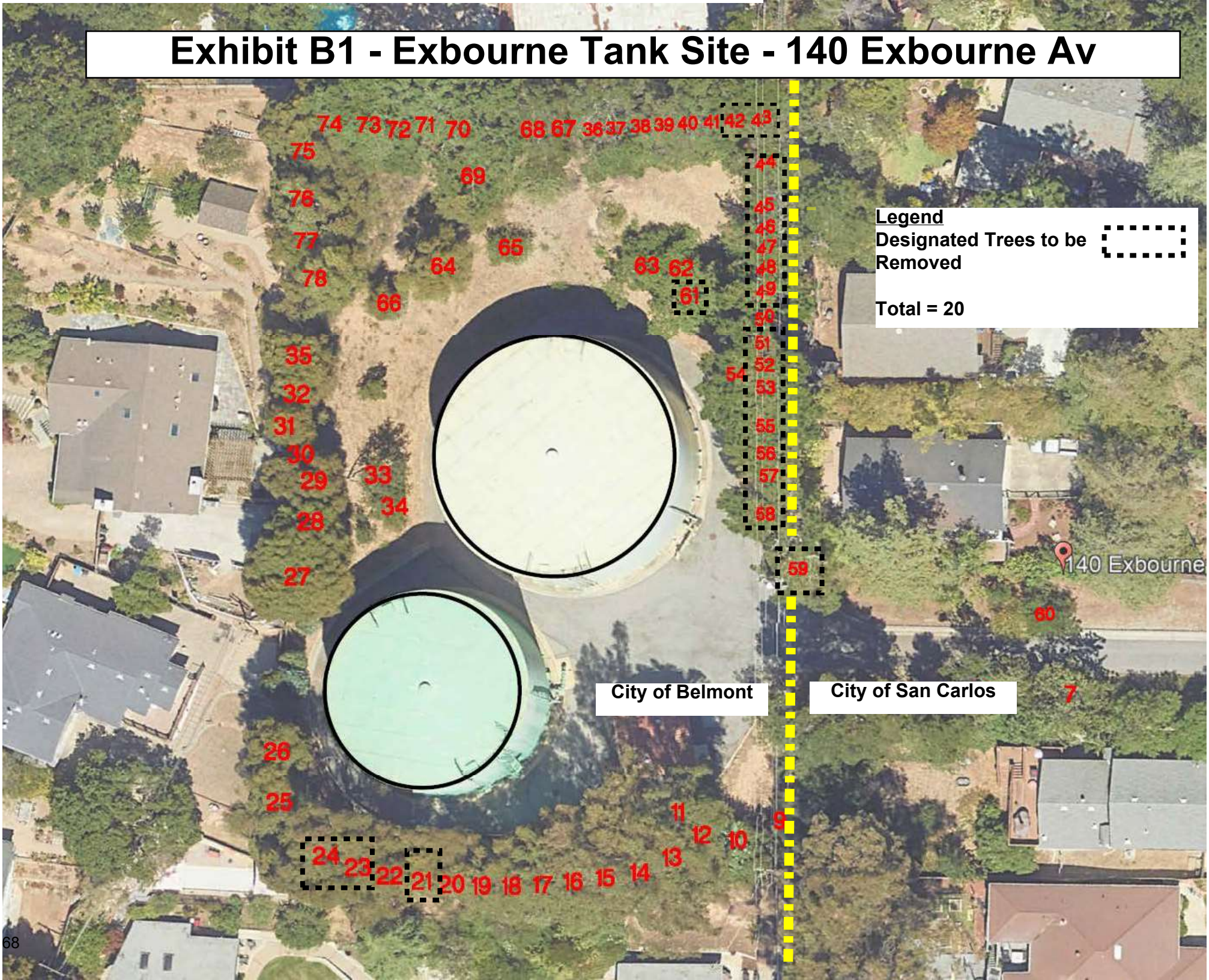
Tank Site	Tree Number	Tag No.	Botanical Name	Common Name	Diameter @ Breast Height (DBH)	Unit of Measurement	Qty	Total Unit Cost
HRSM	22	81	Cupressus Macrocarpa	Monterey Cypress	19"	EA	1	$1,650.00
HRSM	23	121	Eucalyptus Camaldulensis	Red Gum **	13"	EA	1	$1,650.00
HRSM	24	129	Eucalyptus Conferruminata	Bushy Yate **	10",6",4",4"	EA	1	$1,650.00
HRSM	25	130	Eucalyptus Conferruminata	Bushy Yate **	8"	EA	1	$1,650.00
HRSM	26	134	Cupressus Arizonica	Arizona Cypress **	9"	EA	1	$1,650.00
HRSM	27	137	Cupressus Arizonica	Arizona Cypress **	8",8"	EA	1	$1,650.00
DEKO	28	139	Pinus Radiata	Monterey Pine	26"	EA	1	$1,650.00
DEKO	29	142	Quercus Agrifolia	Coast Live Oak **	12"	EA	1	$1,650.00
DEKO	30	144	Quercus Agrifolia	Coast Live Oak **	8"	EA	1	$1,650.00
WBTK	31	145	Pinus Radiata	Monterey Pine	16"	EA	1	$1,650.00

Total Bid Price $51,150.00

***** Cut Tree Trunk down to grade***

Last Update:
September 2024

Exhibit B1 - Exbourne Tank Site - 140 Exbourne Av



Legend

Designated Trees to be Removed

Total = 20

Exhibit B2 - Hersom Tank Site - 1906 Lyon Av

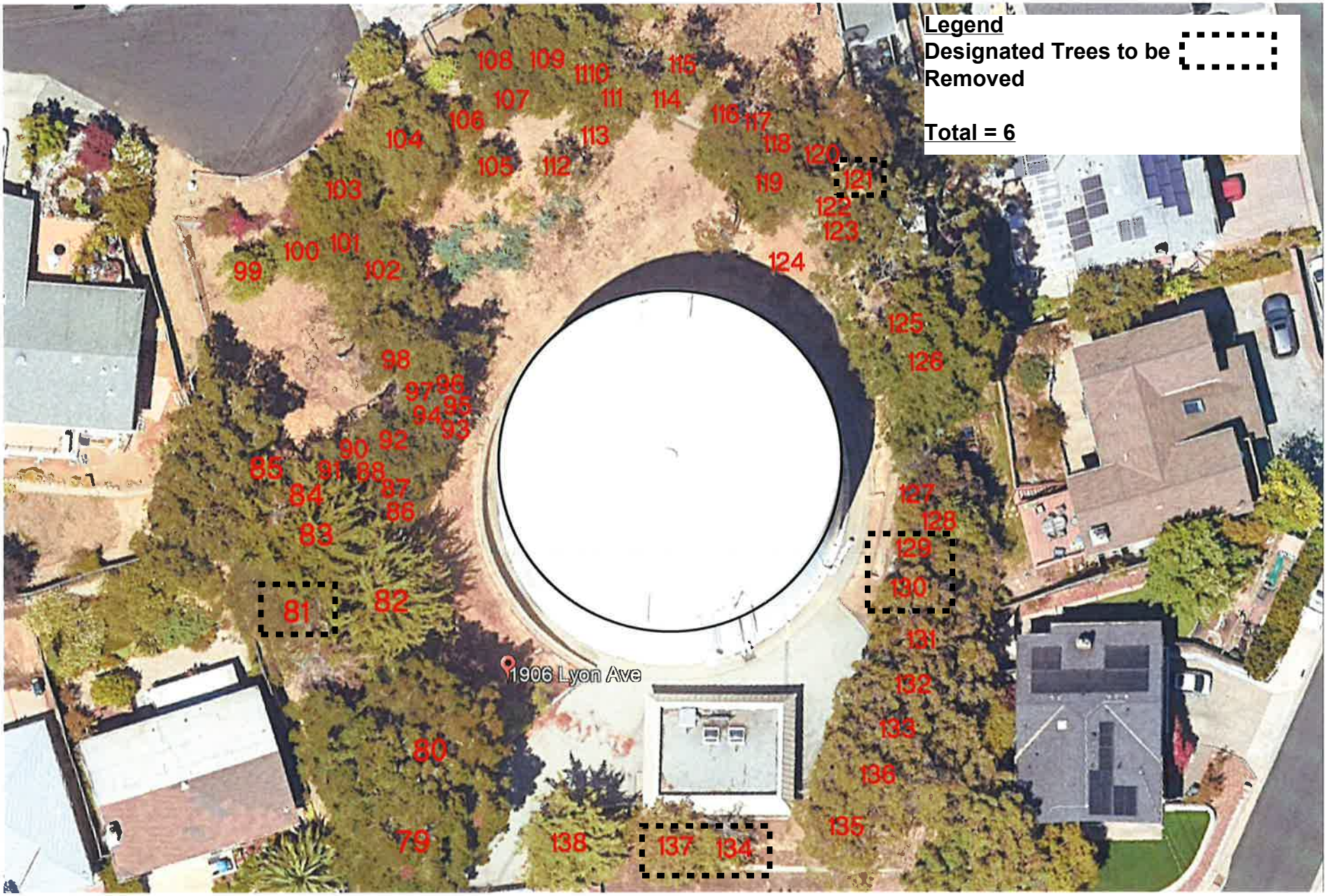


Exhibit B3 - Dekoven Tank Site - 2522 Dekoven Av

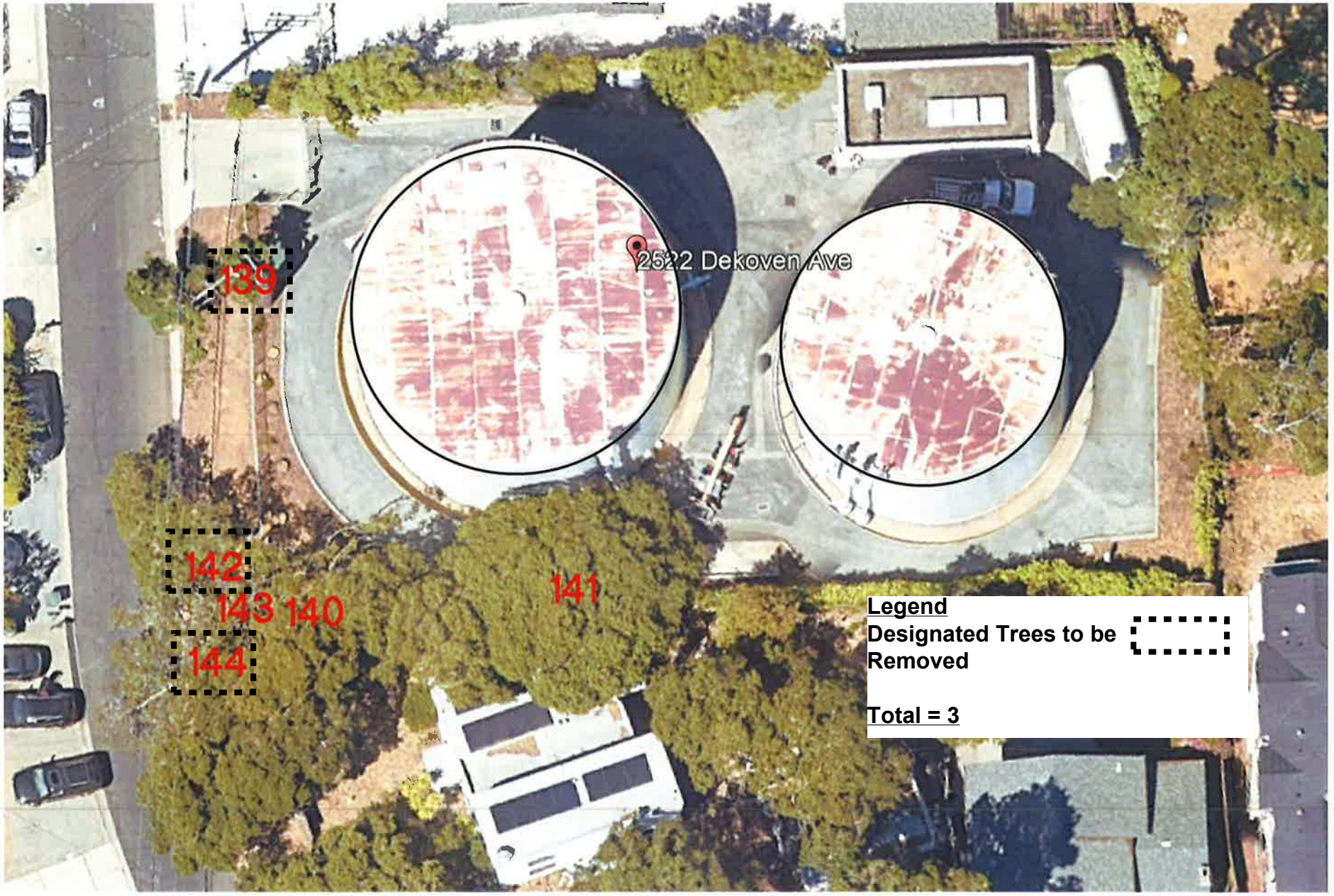
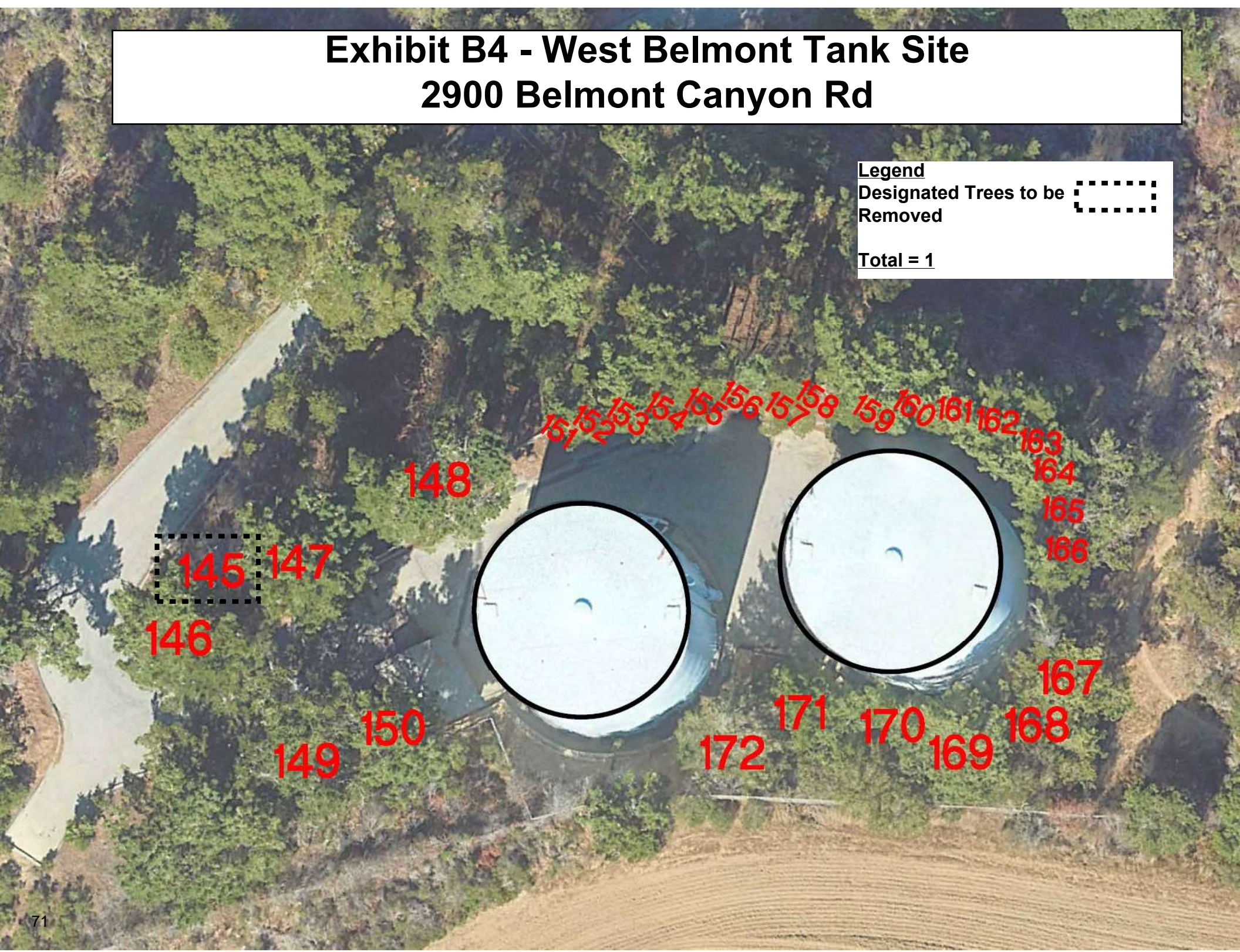


Exhibit B4 - West Belmont Tank Site
2900 Belmont Canyon Rd



MID-PENINSULA WATER DISTRICT
1075 Old County Road, Suite A, Belmont, CA 94002
Phone: 650.591.8941 Fax: 650.591.4998
MidPeninsulaWater.org

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Construction in Progress	4 LEAF, INC.	JUNE 2024 WORK - 05-1521-CP OCR WATER MAIN IMPROVEMENTS	07/26/2024	103539	$ 30,701.70
Construction in Progress	C2R ENGINEERING, INC	INV C6077 06-20-2024 FOR 05-1621-CP PROGRESS PYMT #7	06/30/2024	103496	658,695.71
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 HARBOR BLVD WMI PROJECT	07/12/2024	103520	17,273.81
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	07/12/2024	103520	2,709.00
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1621-CP OLD COUNTY ROAD WMI PROJECT	07/12/2024	103520	5,352.38
Construction in Progress	SCHAAF & WHEELER	JAN - FEB 2024 WORK	06/30/2024	103502	20,730.06
Construction in Progress	SCHAAF & WHEELER	SEPT - OCT 2023 WORK	06/30/2024	103502	16,449.03
Construction in Progress	SCHAAF & WHEELER	AUG 2023 WORK	06/30/2024	103502	6,050.00
Construction in Progress	SCHAAF & WHEELER	DEC 2023 WORK	06/30/2024	103502	3,120.00
Construction in Progress	SCHAAF & WHEELER	MAR - MAY 2024 WORK	06/30/2024	103502	44,718.86
Construction in Progress	SCHAAF & WHEELER	NOV 2023 WORK	06/30/2024	103502	7,616.05
Accounts Payable	DIANE STEPHENS	Refund Check 010820-000, 3 DIONNE CT	07/10/2024	39234	61.27
Accounts Payable	GREGG DRILLING	Refund Check 014127-000, HYDRANT METER #79383509	07/10/2024	39228	74.60
Accounts Payable	J&K RESIDENTIAL MANAGEMENT	Refund Check 004857-000, 900 O'NEILL AVE	07/10/2024	39229	100.00
Accounts Payable	TERRY MICHAUD	Refund Check 013042-001, 321 TREASURE ISLAND DR	07/10/2024	39231	44.97
Accounts Payable	GEORGINA FINATO	Refund Check 006469-000, 1130 VILLA AVE	07/10/2024	39227	51.74
Accounts Payable	ANNE LASSAHN	Refund Check 011368-000, 2725 COMSTOCK CIRCLE	07/10/2024	39230	41.94
Accounts Payable	ROBERT O'CONNER	Refund Check 011533-001, 2748 ST JAMES RD	07/10/2024	39232	23.07
Accounts Payable	DUKES ROOT CONTROL	Refund Check 014234-000, HYDRANT METER #15080372	07/10/2024	39226	2,339.36
Accounts Payable	HAO WU	Refund Check 000553-000, 3418 PLATEAU DR	07/10/2024	39237	11.00
Accounts Payable	SHAUL SHMAYA	Refund Check 012240-001, 1621 SIXTH AVE	07/10/2024	39233	555.97
Acwa Health Care	ACWA JPIA	EAP - AUGUST 2024	07/12/2024	103510	54.56
Acwa Health Care	ACWA JPIA	MEDICAL - AUGUST 2024	07/12/2024	103510	29,180.36
Awca Dental	ACWA JPIA	DENTAL - AUGUST 2024	07/12/2024	103510	2,608.98
Acwa Vision	ACWA JPIA	VISION - AUGUST 2024	07/12/2024	103510	426.40
Acwa Life/Ad&D	ACWA JPIA	LIFE - AUGUST 2024	07/12/2024	103510	700.03
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	JULY 2024 PREMIUM	07/05/2024	39217	1,864.01
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	AUGUST 2024 PREMIUM	07/26/2024	103551	1,864.01
Workers Comp Insurance	ACWA JPIA	WORKERS COMP PREMIUM 04-01-24 THRU 06-30-2024	07/12/2024	103511	18,208.88
Retirees' Acwa Health Care	ACWA JPIA	RETIREES - AUGUST 2024	07/12/2024	103510	10,351.76
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - AUGUST 2024	07/12/2024	103510	7,609.27
Employee Service Recognition	KELLI PLATH	REIMBURSE - MICHAELIS - MISTY'S 20 YR LUNCH	06/30/2024	39238	22.23
Employee Service Recognition	KELLI PLATH	REIMBURSE - MICHAELIS - MISTY'S 20 YR LUNCH	06/30/2024	39238	13.73
Employee Service Recognition	KELLI PLATH	REIMBURSE - MICHAELIS - MISTY'S 20 YR LUNCH	06/30/2024	39238	28.57
Uniforms	SHANE HEADLEY	REIMBURSEMENT FOR BOOTS	06/30/2024	39213	400.00
Uniforms	UNIFIRST	UNIFORM RENTAL WEEK ENDING 06-04-2024	06/30/2024	39219	201.98
Uniforms	UNIFIRST	UNIFORM RENTAL WEEK ENDING 06-18-2024	06/30/2024	39219	189.33
Uniforms	UNIFIRST	UNIFORMS THRU 7-2-2024	07/12/2024	39235	187.89
Uniforms	UNIFIRST	UNIFORM RENTAL WEEK ENDING 06-25-2024	06/30/2024	39235	187.89
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU JULY 9, 2024	07/19/2024	39242	195.35
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU JULY 16, 2024	07/19/2024	39242	240.27
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	USAGE 5-16 THRU 6-14-2024	06/30/2024	103500	582,803.94
Bawsca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA SURCHARGE 5-16 THRU 6-14-2024	06/30/2024	103500	31,893.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	SERVICE CHARGE 5-16 THRU 6-14-2024	06/30/2024	103500	6,522.00
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	APRIL - JUNE 2024 DROPLET PORTAL FEE	06/30/2024	39210	225.00
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	LARGE LANDSCAPE AUDIT SUBSCRIPTION	06/30/2024	39223	728.00
Water Conservation Program	GLOBAL SUN LANDSCAPE	WELO REVIEW FOR 2108 ARTHUR AVE	06/30/2024	39212	87.00
Lawn-Be-Gone Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	LAWN BE GONE ANNUAL FEE	06/30/2024	39223	140.00
Rain Barrels Rebate	BAY AREA WATER SUPPLY & CONSERVATION AGEN	RAIN BARREL REBATE ANNUAL FEE	06/30/2024	39223	15.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	LAB TESTING	06/30/2024	103501	3,740.00
Water Quality	UMPQUA BANK	TRANSLATION SVCS FOR CCR	06/30/2024	103526	583.12
Storage Tanks	HASSETT HARDWARE	PARTS FOR SAFETY CABLES FOR TANKS	06/30/2024	103499	59.41

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Storage Tanks	HASSETT HARDWARE	HERSOM TANK'S CLEANUP	06/30/2024	103499	69.90
Storage Tanks	HOME DEPOT	WIRE ROPE CLAMP, SUPER GLUE	06/30/2024	103518	37.58
Storage Tanks	HOME DEPOT	WIRE ROPE CLAMP & CUTTER, PB BLASTER +CR #5971863	06/30/2024	103518	463.70
Mains/Distribution	A-1 TRUCK & EQUIPMENT RENTAL	VIPER PLATE RENTAL	07/26/2024	39243	126.99
Mains/Distribution	A-1 TRUCK & EQUIPMENT RENTAL	VIPER PLATE RENTAL	07/26/2024	39243	66.99
Mains/Distribution	GRAINGER	MARKERS	06/30/2024	103498	1,343.45
Mains/Distribution	GRANITE ROCK COMPANY	ASPHALT	07/26/2024	103546	236.54
Meters & Service	AQUA-METRIC SALES CO.	1.5 INCH METER	06/30/2024	103512	2,357.03
Meters & Service	HASSETT HARDWARE	FIX WIRES FOR METER	06/30/2024	103499	32.30
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	MIX & COMP 3/4	06/30/2024	103527	362.43
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOXES	06/30/2024	103553	443.54
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	90'S AND ANGLE STOPS	07/26/2024	103553	3,698.35
Fire Hydrants	UNDERGROUND REPUBLIC WATER WORKS	FIRE HYDRANTS & CHECK VALVES, BOLT KITS	06/30/2024	103553	73,168.15
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE	06/30/2024	103531	1,299.47
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE	06/30/2024	103531	2,361.25
Scada Maintenance	XIO, INC.	BOOSTER ANTENNA	06/30/2024	103505	496.75
Generator Maintenance	HASSETT HARDWARE	PARTS FOR 805 SERVICE TRUCK	06/30/2024	103499	79.49
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	06/30/2024	103541	282.28
Buildings & Grounds	BAY POINTE LANDSCAPE	ANNUAL CLEAN-UP - EXBOURNE	06/30/2024	103513	4,500.00
Buildings & Grounds	BAY POINTE LANDSCAPE	ANNUAL CLEAN-UP - HALLMARK	06/30/2024	103513	3,050.00
Buildings & Grounds	BAY POINTE LANDSCAPE	ANNUAL CLEAN-UP - BUCKLAND	06/30/2024	103513	975.00
Buildings & Grounds	BAY POINTE LANDSCAPE	ANNUAL CLEAN-UP - WEST BELMONT	06/30/2024	103513	2,750.00
Buildings & Grounds	BAY POINTE LANDSCAPE	LANDSCAPE MAINTENANCE DIARY LANE - JUNE 2024	07/12/2024	103513	1,425.00
Buildings & Grounds	BAY POINTE LANDSCAPE	ANNUAL CLEAN-UP - HERSOM	07/12/2024	103513	3,500.00
Buildings & Grounds	BAY POINTE LANDSCAPE	ANNUAL CLEAN-UP - DEKOVEN	06/30/2024	103513	2,250.00
Buildings & Grounds	BAY POINTE LANDSCAPE	LANDSCAPE MAINTENANCE DAIRY LANE - MAY 2024	06/30/2024	103513	1,425.00
Buildings & Grounds	HASSETT HARDWARE	KEY	06/30/2024	103499	73.92
Buildings & Grounds	HASSETT HARDWARE	BATTERIES, WASHERS	06/30/2024	103499	47.98
Buildings & Grounds	HOME DEPOT	SHEET ROCK SCREWS, PLUMBING WOOD SCREWS FOR WATER MACHINE	07/26/2024	103548	145.10
Buildings & Grounds	HOME DEPOT	PARTS FOR WATER MACHINE AT DAIRY LANE	07/26/2024	103548	29.48
Buildings & Grounds	LOCKWORKS UNLIMITED, INC.	KEYS	06/30/2024	39215	87.39
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION DAIRY LANE	06/30/2024	103523	887.62
Buildings & Grounds	UMPQUA BANK	BEDROOM FURNITURE	06/30/2024	103526	500.96
Buildings & Grounds	UMPQUA BANK	TV	06/30/2024	103526	183.10
Buildings & Furniture Purchase	HOME DEPOT	INDUSTRIAL SHELVES FOR METERS & TRANSMITTER STORAGE	07/19/2024	103533	534.73
Equipment & Tools	HASSETT HARDWARE	HOLE SAWS	06/30/2024	103499	27.12
Equipment & Tools	HOME DEPOT	HOLE SAW, BATTERIES	06/30/2024	103518	44.89
Equipment & Tools	HOME DEPOT	CLAY SPADE	06/30/2024	103518	80.50
Equipment & Tools	INTERSTATE BATTERY SYSTEM, INC.	BATTERY (NEW GEN)	06/30/2024	39214	194.75
Vehicle & Large Equip	GRAINGER	BALL VALVE	06/30/2024	103498	25.86
Vehicle & Large Equip	INTERSTATE BATTERY SYSTEM, INC.	BATTERY	06/30/2024	39214	139.39
Vehicle & Large Equip	KELLI PLATH	REIMBURSE - OLSEN - LOCKS FOR F150/F250	06/30/2024	39238	56.49
Vehicle & Large Equip	KELLI PLATH	REIMBURSE - MICHAELIS - FUSES FOR TRUCK 805	06/30/2024	39238	11.25
2022 FLOOD RECOVERY	VANAIR	PARTS FOR COMPRESSOR	06/30/2024	103554	1,481.12
Building & Furniture Purchases	BETTER SOURCE	OFFICE FURNITURE - TACKBOARD	06/30/2024	103495	262.48
Replacement for 4/14 incident	FASTSIGNS SAN MATEO	REPLACE GRAPHICS ON TRUCK 787 - DAMAGED IN THEFT APRIL 14, 2024	07/26/2024	103544	1,471.76
Replacement for 4/14 incident	GRAINGER	REPLACE PUMP STOLEN OFF 787	06/30/2024	103498	2,320.29
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	TAP MACHINE & EXTRA DRILL BITS	06/30/2024	103553	4,782.77
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	FREIGHT FOR S100020293.002	06/30/2024	103553	20.74
Office Supplies	HASSETT HARDWARE	KEYS	06/30/2024	103499	7.89
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	06/30/2024	103529	80.75
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES - HEADSET	07/26/2024	103549	174.60

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Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	07/26/2024	103549	58.05
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES - HEADSET	07/26/2024	103549	244.64
Office Supplies	KELLI PLATH	REIMBURSE - PLATH - OFFICE SUPPLIES	06/30/2024	39238	27.86
Office Supplies	KELLI PLATH	REIMBURSE - PLATH - COFFEE PODS	06/30/2024	39238	10.99
Office Supplies	UMPQUA BANK	SEATING FOR GM'S OFFICE	06/30/2024	103526	881.96
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	06/30/2024	103526	47.40
Office Supplies	UMPQUA BANK	FILTERED WATER SYSTEM FOR DAIRY LANE	06/30/2024	103526	1,014.20
Office Supplies	UMPQUA BANK	OFFICE/KITCHEN SUPPLIES	06/30/2024	103526	111.23
Insurance-Liability/Vehicle	ACWA JPIA	CYBER LIABILITY 2024-2025 POLICY # C-4LQ4-231954-CYBER-2024	07/19/2024	103532	3,377.74
Insurance-Liability/Vehicle	ACWA JPIA	M025 - PROPERTY PREMIUM 7-1-2024 THRU 7-1-2025	07/26/2024	103540	55,400.35
Postage	KELLI PLATH	REIMBURSE - GANSKE - CERTIFIED MAIL	06/30/2024	39238	7.95
Postage	KELLI PLATH	REIMBURSE - GANSKE - CERTIFIED MAIL	06/30/2024	39238	5.08
Postage	KELLI PLATH	REIMBURSE - PLATH - CERTIFIED MAIL	06/30/2024	39238	6.24
Equipment Services/Maintenance	METRO MOBILE COMMUNICATIONS	REPEATER SERVICE CONTRACT - JULY 2024 THRU JUNE 2025	07/05/2024	39216	6,906.00
Computer Supplies & Upgrades	STEPFORD BUSINESS, INC.	CONFERENCING MONITOR FOR HP ZBOOK	07/12/2024	103525	538.49
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATES	07/12/2024	103519	240.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	SERVICE CALL 6-11-2024	06/30/2024	103503	185.63
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	SECURITY SERVICE - JULY THRU SEPT 2024	07/05/2024	103503	5,199.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	ACCESS CARD FOR BELMONT PD	06/30/2024	103524	21.88
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PYMTS - JUNE 2024	06/30/2024	103530	4,632.20
PROPERTY LEASE	SWEDCOM CORPORATION	AUGUST 2024 - 1075 OCR, SUITE A	07/26/2024	103552	12,238.00
Dues & Publications	BAYWORK	BAYWORK MEMBERSHIP	07/12/2024	39224	765.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	06/30/2024	103526	0.99
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	06/30/2024	103526	110.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT FEE - TUNNELS	06/30/2024	39239	675.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT FEE - DAIRY LANE	06/30/2024	39239	279.00
Gov'T Fees & Licenses	COUNTY OF SAN MATEO	FY 2024-2025 DISTRICT LAFCO OPERATING EXPENSES	07/05/2024	39211	13,184.00
Gov'T Fees & Licenses	METRO MOBILE COMMUNICATIONS	RADIO LICENSE FEE & RECALIPER	07/19/2024	39241	835.00
Gov'T Fees & Licenses	UMPQUA BANK	BANNER PERMIT FEE	06/30/2024	103526	424.00
Bawsca Membership Assessments	BAY AREA WATER SUPPLY & CONSERVATION AGEN	FY 24/25 1ST QTR ASSESSMENT	07/05/2024	39210	27,013.00
Utilities - Internet/Cable	ACC BUSINESS	OCR INTERNET	07/12/2024	39221	187.93
Utilities - Internet/Cable	AT&T	LONG DISTANCE - FY END 2024 AND ALL OF FY 2025	07/05/2024	39208	21.50
Utilities - Internet/Cable	AT&T	DIARY LANE ANALOG	06/30/2024	39209	29.12
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	07/12/2024	39222	57.72
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	07/19/2024	39240	75.92
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	07/19/2024	39240	29.12
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	07/26/2024	39244	29.75
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	07/26/2024	39244	29.91
Utilities - Internet/Cable	COMCAST	INTERNET ACCESS - VARIOUS SITES	06/30/2024	103514	1,031.45
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE ETHERNET & FIBER	06/30/2024	103497	1,094.02
Utilities - Internet/Cable	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICES	06/30/2024	103497	851.31
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER	06/30/2024	39218	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES & DEVICES 5-16 THRU 6-15-2024	06/30/2024	39220	1,124.25
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	07/19/2024	103534	589.12
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	07/19/2024	103534	653.51
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	07/19/2024	103534	632.22
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	07/19/2024	103534	145.07
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	07/19/2024	103534	10,837.10
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	07/26/2024	103550	41,241.26
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE & VARIOUS SITES	06/30/2024	103521	4,071.73
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	06/30/2024	103521	7.84
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR, STE A	07/19/2024	103534	1,312.28

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	07/19/2024	103534	77.91
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 - RETAINER	07/12/2024	103520	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.08 - UPDATE STD PLANS & SPECS	07/12/2024	103520	538.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - MISC PROJECTS	07/12/2024	103520	1,979.25
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DISTRIBUTION SYSTEM ANALYSIS	07/12/2024	103520	3,698.63
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 - DEVELOPMENT REVIEW	07/12/2024	103520	313.69
Prof Serv - It	STEPFORD BUSINESS, INC.	MAY - JUNE SERVICES	07/12/2024	103525	1,356.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 MISC - PERSONNEL POLICY UPDATE	07/12/2024	103520	1,160.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 MGMT ADVISOR	07/12/2024	103520	5,733.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	10012.80 MISC - FINANCIAL MGMT PLAN	07/12/2024	103520	4,504.50
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE - JULY REMINDER NOTICES	06/30/2024	103516	171.21
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE - JUNE 2024 WATER BILLS	06/30/2024	103516	2,848.12
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JUNE 2024 WATER BILLS	07/12/2024	103522	1,982.09
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JULY REMINDER NOTICES	07/12/2024	103522	279.63
Prof Serv - Recruiting	GALLAGHER BENEFIT SERVICES, INC.	ASM RECRUITMENT	06/30/2024	103545	6,250.00
Prof Serv - Answering Svs	CITY OF BELMONT	AFTER HOURS PHONE COVERAGE FY 2024/2025	07/12/2024	39225	3,372.00
Prof Serv - Miscellaneous	CAUSEY DEMGEN & MOORE	BIDDING AGENT SERVICES - JULY 2024	07/26/2024	103542	750.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	DESIGN, WEBSITE & MARKETING SVCS	07/12/2024	103515	4,650.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	PRINT & SHIP RECORDS MGMT POLICY	07/26/2024	103543	1,261.25
Prof Serv - Miscellaneous	HF & H CONSULTANTS, LLC	RATE CONSULTANT REPORT	07/26/2024	103547	1,700.00
Prof Serv - Miscellaneous	SPATIAL WAVE, INC.	REMAINDER OF CONTRACT WORK FOR ASSET MGMT SOFTWARE	06/30/2024	103504	16,188.00
Prof Serv - Miscellaneous	VOLER STRATEGIC ADVISORS, INC.	SUPPORT FOR PROJECT FUNDING	07/12/2024	39236	8,000.00
Prof Serv - Miscellaneous	WULFF, HANSEN & CO.	APRIL - JUNE 2024 US TREASURY SUPPORT	07/26/2024	103555	2,318.62
Prof Serv - District Treasurer	EIDE BAILLY LLP	DISTRICT TREASURER SVCS	07/12/2024	103517	8,112.50
Director Expenses	KELLI PLATH	REIMBURSE - MALCZON - FOR SPECIAL MEETING	06/30/2024	39238	9.06
Employee Travel/Training	UMPQUA BANK	HOTEL FOR CSDA GM SUMMIT	06/30/2024	103526	805.86
Employee Travel/Training	UMPQUA BANK	CSDA BOARD SEC/CLERK CONFERENCE - ALISON BELL	06/30/2024	103526	720.00
Employee Travel/Training	UMPQUA BANK	CSDA CONFERENCE - ALISON BELL	06/30/2024	103526	775.00
Employee Travel/Training	UMPQUA BANK	HOTEL FOR JOHN DAVIDSON	06/30/2024	103526	533.09
Employee Travel/Training	UMPQUA BANK	OFFICE SUPPLIES	06/30/2024	103526	284.26
Employee Travel/Training	UMPQUA BANK	CALPERS ED FORUM FLIGHT	06/30/2024	103526	162.02
Employee Travel/Training	UMPQUA BANK	CALPERS ED FORUM REGISTRATION	06/30/2024	103526	549.00
Meeting Expenses	KELLI PLATH	REIMBURSE - MALCZON - DRINKS FOR BOARD MEETINGS	06/30/2024	39238	96.80
Meeting Expenses	UMPQUA BANK	DINNER FOR SPECIAL BOARD MEETING 6-6-2024	06/30/2024	103526	115.82
Meeting Expenses	UMPQUA BANK	MEETING WITH CITY OF BELMONT - RENE	06/30/2024	103526	191.83
Meeting Expenses	UMPQUA BANK	DINNER FOR REGULAR BOARD MEETING 6-27-24	06/30/2024	103526	205.54
Meeting Expenses	UMPQUA BANK	RMP TRAINING PLAN TAMMY & MONIQUE	06/30/2024	103526	74.91
Meeting Expenses	UMPQUA BANK	DRINKS & ITEMS FOR SPECIAL BOARD MEETING 6-6-2024	06/30/2024	103526	62.43
Meeting Expenses	UMPQUA BANK	DRINKS & CHIPS FOR BOARD MEETINGS	06/30/2024	103526	102.09
Meeting Expenses	UMPQUA BANK	FMP LUNCH & LEARN	06/30/2024	103526	471.21
Meeting Expenses	UMPQUA BANK	FMP PLANNING MTG TAMMY & MONIQUE	06/30/2024	103526	170.84
Meeting Expenses	UMPQUA BANK	TRAVEL TO PALM SPRINGS	06/30/2024	103526	236.19
BNY Mellon Sweep Acct	BNY Mellon Sweep [redacted]	WIRE 206	07/31/2024	103556	10.00
BNY Mellon Sweep Acct	BNY Mellon Sweep [redacted]	WIRE 207	07/31/2024	103556	100,000.00
Payroll Clearing A/C	adp	ER DD	07/11/2024	103509	72,443.01
Payroll Clearing A/C	adp	ER TAXES	07/11/2024	103509	36,080.97
Payroll Clearing A/C	adp	ER DD	07/24/2024	103538	61,783.71
Payroll Clearing A/C	adp	ER TAXES	07/24/2024	103538	28,584.37
Payroll Clearing A/C	Health Equity	HSA [redacted]	07/11/2024	103506	1,800.00
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	07/11/2024	103506	82.60
Payroll Clearing A/C	Health Equity	HSA	07/11/2024	103506	1,662.76
Payroll Clearing A/C	Health Equity	HSA	07/26/2024	103535	1,731.99

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Payroll Clearing A/C	ICMA contributions	457B	07/11/2024	103507	5,620.88
Payroll Clearing A/C	ICMA contributions	457B	07/26/2024	103535	5,670.88
Calpers Retirement - Er 2%@55	CALPERS	EE T1	07/11/2024	103508	2,887.96
Calpers Retirement - Er 2%@55	CALPERS	ER T1	07/11/2024	103508	4,381.68
Calpers Retirement - Er 2%@55	CALPERS	ER T2	07/11/2024	103508	4,470.43
Calpers Retirement - Er 2%@55	CALPERS	EE T2	07/11/2024	103508	4,402.26
Calpers Retirement - Er 2%@55	CALPERS	EE T1	07/24/2024	103537	2,887.96
Calpers Retirement - Er 2%@55	CALPERS	EE T2	07/24/2024	103537	4,333.59
Calpers Retirement - Er 2%@55	CALPERS	EE T2	07/24/2024	103537	4,381.68
Calpers Retirement - Er 2%@55	CALPERS	ER T2	07/24/2024	103537	4,400.70
CALPERS UAL Fresh Start 7/1/18	CALPERS	CLASSIC ANNUAL UAL	07/02/2024	103528	29,006.00
CALPERS UAL Fresh Start 7/1/18	CALPERS	PEPRA ANNUAL UAL	07/02/2024	103528	594.00

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Construction in Progress	4 LEAF, INC.	05-1621-CP	08/16/2024	103592	$ 3,068.25
Construction in Progress	C2R ENGINEERING, INC	05-1621-CP - OLD COUNTY ROAD WMI	08/02/2024	103558	365,849.83
Construction in Progress	NOLL & TAM ARCHITECTS	24-07 - FOLGER PROPERTY EOC - JUNE 2024	08/02/2024	39250	29,229.25
Construction in Progress	NOLL & TAM ARCHITECTS	24-07 - FOLGER PROPERTY EOC - JULY 2024	08/02/2024	39250	5,830.00
Construction in Progress	NOLL & TAM ARCHITECTS	DAIRY LANE REHAB - 20-09 MARCH 2024	08/27/2024	39286	3,600.00
Construction in Progress	NOLL & TAM ARCHITECTS	FOLGER PROPERTY EOC - 24-07 JULY 2024	08/27/2024	39286	16,792.70
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	OLD COUNTY ROAD WMI PROJECT	08/16/2024	103604	2,635.50
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	HARBOR BLVD WMI PROJECT	08/16/2024	103604	4,732.88
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	08/16/2024	103604	10,547.25
Construction in Progress	ROMIG ENGINEERS	GEOTECHNICAL INVESTIGATION - 1510 FOLGER	08/02/2024	103565	7,900.00
Acwa Health Care	ACWA JPIA	EAP- SEPT 2024	08/16/2024	103594	59.52
Acwa Health Care	ACWA JPIA	MEDICAL - SEPT 2024	08/16/2024	103594	31,090.58
Awca Dental	ACWA JPIA	DENTAL - SEPT 2024	08/16/2024	103594	2,779.74
Acwa Vision	ACWA JPIA	VISION - SEPT 2024	08/16/2024	103594	511.68
Acwa Life/Ad&D	ACWA JPIA	LIFE - SEPT 2024	08/16/2024	103594	767.03
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	SEPTEMBER 2024 PREMIUM	08/27/2024	103618	1,906.75
Retirees' Acwa Health Care	ACWA JPIA	RETIREES- SEPT 2024	08/16/2024	103594	9,289.14
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS- SEPT 2024	08/16/2024	103594	7,609.27
Uniforms	RED WING SHOE STORE, INC.	BOOTS - PEREZ	08/02/2024	103564	400.00
Uniforms	RED WING SHOE STORE, INC.	BOOTS - MORRIS	08/02/2024	103564	400.00
Uniforms	RED WING SHOE STORE, INC.	BOOTS - MONGE	08/02/2024	103564	354.35
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 07-23-2024	08/02/2024	39251	197.43
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 7-30-2024	08/13/2024	39272	199.58
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 8-06-2024	08/13/2024	39272	207.65
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 08-13-2024	08/16/2024	39279	197.71
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU AUGUST 20, 2024	08/27/2024	39288	197.71
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	WATER CHARGES - 6-15-2024 THRU 7-16-2024	08/01/2024	103569	622,482.83
Bawsca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA BOND SURCHARGE - 6-15-2024 THRU 7-16-2024	08/01/2024	103569	35,603.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	WATER SERVICE CHARGE - 6-15-2024 THRU 7-16-2024	08/01/2024	103569	6,522.00
Lawn-Be-Gone Rebates	YUE JIN	LBG REBATE - 004765-000	08/13/2024	39268	1,080.00
Water Quality	HACH COMPANY INC	CHEMKEY FOR WATER SAMPLING	08/27/2024	39284	2,851.12
Storage Tanks	HASSETT HARDWARE	HOOKS FOR TANKS	08/09/2024	103580	28.15
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	HOTMELT & MARKING PAINT	08/02/2024	39248	527.41
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	REFLECTIVE MARKER	08/13/2024	39267	216.56
Mains/Distribution	PACE SUPPLY CORP	BOLT UP KITS	08/27/2024	103615	2,554.05
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	STREET MARKING TABS	08/16/2024	103609	169.16
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	PARTS FOR NOTRE DAME	08/27/2024	103619	8,614.80
Meters & Service	AQUA-METRIC SALES CO.	PRO RATED MXU'S	08/02/2024	103557	3,062.05
Meters & Service	AQUA-METRIC SALES CO.	METERS - 1/2 IN OMNI	08/27/2024	103611	4,661.16
Meters & Service	BADGER METER	BADGER METERS	06/30/2024	39246	4,121.26
Fire Hydrants	HASSETT HARDWARE	SUPPLIES TO PAINT HYDRANTS	08/16/2024	103600	49.02
Fire Hydrants	HASSETT HARDWARE	PAINT FOR HYDRANTS	08/16/2024	103600	112.61
Fire Hydrants	HASSETT HARDWARE	PAINT FOR HYDRANTS	08/16/2024	103600	28.15
Fire Hydrants	NAPA AUTO PARTS	FOOD GRADE GREASE	08/13/2024	39269	58.00
Fire Hydrants	NAPA AUTO PARTS	FOOD GRADE GREASE	08/13/2024	39269	316.32
Employee Safety	GOTSAFETY	QUARTERLY INSPECTION 10-1-2024 THRU 12-31-2024	08/09/2024	103578	690.00
Employee Safety	GOTSAFETY	SAFETY LESSONS & SUPPORT	08/09/2024	103578	105.00
Employee Safety	UMPQUA BANK	COOLING TOWELS FOR OPS	08/16/2024	103608	219.20
Scada Maintenance	HOME DEPOT	WEST BELMONT PUMP STATION XIO	08/09/2024	103581	105.12
Scada Maintenance	HOME DEPOT	XIO MODEM HOUSE - WEST BELMONT PUMP STATION	08/09/2024	103581	95.18
Scada Maintenance	HOME DEPOT	XIO MODEM COVER - PROTECT FROM HEAT	08/09/2024	103581	41.87
Scada Maintenance	TELSTAR INSTRUMENTS	XIO WEST BELMONT PUMP STATION	08/16/2024	103607	3,161.98

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Scada Maintenance	XIO, INC.	XIO - AUGUST 2024	08/09/2024	103590	666.00
Generator Maintenance	INTERSTATE BATTERY SYSTEM, INC.	BATTERIES FOR GENERATOR AT TUNNELS	08/02/2024	39247	992.46
Generator Maintenance	INTERSTATE BATTERY SYSTEM, INC.	NEW BATTERIES FOR BUCKLAND PUMP STATION	08/02/2024	39247	281.80
Buildings & Grounds	A-1 TRUCK & EQUIPMENT RENTAL	FAN RENTALS	08/27/2024	39282	420.00
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTALS	08/16/2024	103595	290.74
Buildings & Grounds	BAY POINTE LANDSCAPE	MONTHLY MAINTENANCE DAIRY LANE - JULY 2024	08/09/2024	103575	1,425.00
Buildings & Grounds	MAX NEMKOVICH	BACKFLOW TESTING	08/27/2024	39285	340.00
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION DAIRY LANE - JULY 2024	08/09/2024	103586	887.62
Equipment & Tools	ACE CUTTING EQUIPMENT & SUPPLY, INC.	SAWS	08/16/2024	103593	15,689.00
Equipment & Tools	HASSETT HARDWARE	DRILLS FOR 805	08/09/2024	103580	73.06
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 805 TRUCK	08/16/2024	103600	105.68
Equipment & Tools	HOME DEPOT	MAP GAS & TORCHES	08/09/2024	103581	218.80
Equipment & Tools	HOME DEPOT	TOOLS	08/27/2024	103613	670.64
Equipment & Tools	PACE SUPPLY CORP	TOILET REPAIRS, CORNER WRENCHES, COPPER CUTTERS	08/16/2024	103603	387.44
Vehicle & Large Equip	EAST BAY TIRE CO.	TIRES - 805	08/13/2024	39266	918.79
Vehicle & Large Equip	HOME DEPOT	TOOL FOR 805	08/16/2024	103601	213.68
Vehicle & Large Equip	TOWNE FORD SALES	OXYGEN SENSOR 801	08/13/2024	39271	105.64
Vehicle & Large Equip	UMPQUA BANK	SEAT COVERS FOR FORD MAVERICK PICKUP	08/16/2024	103608	514.17
Fuel	VALLEY OIL COMPANY	FUEL	08/09/2024	103589	2,716.98
Replacement for 4/14 incident	CRESCO	VIBRA PLATE RAMMER	08/16/2024	39276	6,407.58
Replacement for 4/14 incident	HOME DEPOT	XIO INSTALLATION PARTS STOLEN	08/09/2024	103581	222.24
Replacement for 4/14 incident	HOME DEPOT	REPLACE SKILLSAW & BATTERY FOR SERVICE TRUCK	08/16/2024	103601	513.25
Replacement for 4/14 incident	HOME DEPOT	REPLACE HAND TOOLS FOR 787	08/16/2024	103601	890.99
Replacement for 4/14 incident	HOME DEPOT	REPLACE POWER TOOLS FOR 787	08/16/2024	103601	1,656.80
Replacement for 4/14 incident	HOME DEPOT	REPLACE DRILLS, SAW BLADES & BITS FOR 787	08/16/2024	103601	1,531.91
Replacement for 4/14 incident	NOR-CAL OVERHEAD, INC.	FINAL PYMT FOR DAIRY LANE ROLL UP DESTROYED DURING 4-14-24 THEFT	08/02/2024	103562	11,292.21
Replacement for 4/14 incident	PACE SUPPLY CORP	SAW BLADE SOCKET SET	08/27/2024	103615	816.05
Replacement for 4/14 incident	SUNBELT RENTALS	TO INSTALL NEW ROLLUP DOOR AFTER THEFT @ DAIRY LANE	08/16/2024	39278	665.65
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	PARTS	08/27/2024	103619	3,689.20
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	BRASS NIPPLES	08/27/2024	103619	242.49
Replacement for 4/14 incident	VANAIR	COMPRESSOR REPAIR PARTS	08/16/2024	103610	98.43
Replacement for 4/14 incident	VANAIR	COMPRESSOR PARTS	08/27/2024	103620	691.64
Cathodic Protection Survey	CORRPRO COMPANIES INC	INSPECTION SERVICE - BUCKLAND	08/16/2024	103596	2,100.00
Office Supplies	OFFICE DEPOT, INC.	TONER	08/16/2024	103602	563.10
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	08/27/2024	103614	139.16
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	08/27/2024	103614	66.02
Office Supplies	UMPQUA BANK	BINDERS	08/16/2024	103608	37.12
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	08/16/2024	103608	125.50
Office Supplies	UMPQUA BANK	IKEA REFUND	08/16/2024	103608	(80.98)
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT - 6-21 THRU 7-20-2024	08/09/2024	103582	42.35
Computer Supplies & Upgrades	STEPFORD BUSINESS, INC.	LAPTOP FOR NEW ASM	08/16/2024	103606	2,464.12
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATE SVCS	08/09/2024	103583	840.00
Security & Safety	PACIFIC FIRE SAFE	FIRE EXTINGUISHERS RECHARGE	08/27/2024	39287	1,163.38
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PYMTS - JULY 2024	08/09/2024	103587	4,713.20
Bank Service Charges	ZIONS BANCORPORATION	QRTRLY FEE - US TREASURY BONDS FOR APRIL - JUNE 2024	08/09/2024	103591	640.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	08/16/2024	103608	0.99
Dues & Publications	UMPQUA BANK	CAL GOV HR MEMEBERSHIP	08/16/2024	103608	75.00
Dues & Publications	UMPQUA BANK	TRIAL SUBSCRIPTION - MERCURY NEWS	08/16/2024	103608	1.00
Dues & Publications	UMPQUA BANK	ZOOM - MONTHLY SUBSCRIPTION AND ANNUAL RENEWAL	08/16/2024	103608	1,069.40
Gov'T Fees & Licenses	USA NORTH 811	USA FEES	08/02/2024	39252	4,004.50
Gov'T Fees & Licenses	USA NORTH 811	USA DIG FEES 7-1-2024 THRU 6-30-2025	08/13/2024	39273	1,222.46
Software Licenses	SPRINGBROOK HOLDING COMPANY LLC	ANNUAL SUBSCRIPTION - 09/25/2024 THRU 09/24/2025	08/27/2024	103617	38,968.50

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Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Internet/Cable	ACC BUSINESS	INTERNET OCR	08/16/2024	39274	187.83
Utilities - Internet/Cable	AT&T	SCADA ANALOG LINE	08/02/2024	39245	804.91
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	08/02/2024	39245	29.87
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	08/13/2024	39265	29.95
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	08/16/2024	39275	57.72
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	08/16/2024	39275	31.42
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	08/16/2024	39275	81.40
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	08/27/2024	39283	31.36
Utilities - Internet/Cable	AT&T	SCADA ANALOG LINE	08/27/2024	39283	804.91
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	08/27/2024	39283	31.18
Utilities - Internet/Cable	COMCAST	INTERNET - VARIOUS TANK SITES	08/02/2024	103560	1,031.91
Utilities - Internet/Cable	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICES	08/02/2024	103561	855.57
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE FIBER/ETHERNET	08/02/2024	103561	1,094.02
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	08/13/2024	39270	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES & DEVICES - 06-16 THRU 07-15-2024	08/02/2024	39253	1,586.32
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	08/16/2024	103605	585.92
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	08/16/2024	103605	9,705.81
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	08/16/2024	103605	300.50
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	08/16/2024	103605	545.30
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	08/16/2024	103605	657.77
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE & VARIOUS TANK SITES	08/02/2024	103563	4,366.99
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	08/09/2024	103584	7.84
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	08/16/2024	103605	59.75
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OLD COUNTY ROAD, SUITE A	08/16/2024	103605	1,351.78
Prof Serv - District Counsel	HANSON, BRIDGETT	016955.000126 - ADMINISTRATION	08/09/2024	103579	5,821.00
Prof Serv - District Counsel	HANSON, BRIDGETT	016955.000123 - FINANCIAL MATTERS	08/09/2024	103579	357.00
Prof Serv - District Counsel	HANSON, BRIDGETT	016955.000129 - MONTHLY RETAINER	08/09/2024	103579	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	016955.000124 - LABOR - GENERAL	08/09/2024	103579	607.50
Prof Serv - District Counsel	HANSON, BRIDGETT	016955.000121 - CONTRACTS	08/09/2024	103579	4,067.50
Prof Serv - District Counsel	HANSON, BRIDGETT	ADMINISTRATION - JULY 2024	08/16/2024	103599	6,750.00
Prof Serv - District Counsel	HANSON, BRIDGETT	CONTRACTS - JULY 2024	08/16/2024	103599	2,357.50
Prof Serv - District Counsel	HANSON, BRIDGETT	TELECOMM LEASE - DEKOVEN TANK - JULY 2024	08/16/2024	103599	324.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LABOR - GENERAL - JULY 2024	08/16/2024	103599	891.00
Prof Serv - District Counsel	HANSON, BRIDGETT	MONTHLY RETAINER - JULY 2024	08/16/2024	103599	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	REAL PROPERTY - JULY 2024	08/16/2024	103599	3,305.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JULY 2024 - 10012.04 - MISC PROJECTS	08/16/2024	103604	682.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JULY 2024 - 10012.07 - CAPITAL IMPROVEMENT PROGRAM	08/16/2024	103604	37,653.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JULY 2024 - 10012.05 - RETAINER	08/16/2024	103604	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JULY 2024 - 10012.09 - DISTRIBUTION SYSTEM ANALYSIS	08/16/2024	103604	1,958.25
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	JULY 2024 - 10012.11 - DEVELOPMENT REVIEW	08/16/2024	103604	1,569.75
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES	08/09/2024	103588	2,974.10
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES	08/16/2024	103606	875.00
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES	08/16/2024	103606	2,978.05
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	FY 23/24 AUDIT	08/27/2024	103612	2,193.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-14 - FINANCIAL MGMT PLAN	08/16/2024	103604	1,569.75
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 25-07 - WEBSITE CONTENT REVIEW & UPDATE	08/16/2024	103604	5,801.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 - MISC - ADMINISTRATION	08/16/2024	103604	136.50
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-12 - PERSONNEL POLICY UPDATE	08/16/2024	103604	3,822.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 - MISC - PERSONNEL	08/16/2024	103604	68.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-13 - WEBSITE CONTENT REVIEW & UPDATE	08/16/2024	103604	750.75
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 25-07 - MISC - ADMINISTRATION	08/16/2024	103604	204.75
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 25-07 - MEZES TANK SITE	08/16/2024	103604	887.25

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Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 24-08 - RECORDS MGMT POLICY	08/16/2024	103604	12,080.25
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	TO 25-07 - MISC - PERSONNEL	08/16/2024	103604	750.75
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR AUGUST 2024 REMINDER NOTICES	08/09/2024	103577	237.20
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR JULY 2024 WATER BILLS	08/09/2024	103577	3,078.75
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JULY 2024 WATER BILLS	08/09/2024	103585	1,976.74
Prof Serv - Customer Billing	RAY MORGAN COMPANY	AUGUST 2024 REMINDER NOTICES	08/09/2024	103585	280.92
Prof Serv - Recruiting	GALLAGHER BENEFIT SERVICES, INC.	RECRUITER - ASM - FINAL PYMT	08/16/2024	103598	6,250.00
Prof Serv - Miscellaneous	CAUSEY DEMGEN & MOORE	BIDDING AGENT SERVICES	08/02/2024	103559	750.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	TRAVEL EXPENSES FOR BOARD MEETING & TRAINING	08/09/2024	103576	617.38
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	DESIGN, MKTNG, WEB SERVICES	08/09/2024	103576	8,400.00
Prof Serv - Miscellaneous	INTERSTATE GAS SERVICES, INC.	COP DISCLOSURE REPORTING	08/16/2024	39277	2,800.00
Prof Serv - Miscellaneous	UMPQUA BANK	SHREDDING SERVICES	08/16/2024	103608	4,198.10
Prof Serv - Miscellaneous	UMPQUA BANK	DUMPSTER FOR SHREDDING AT FOLGER	08/16/2024	103608	575.00
Prof Serv - Miscellaneous	VOLER STRATEGIC ADVISORS, INC.	FUNDING & COMMUNICATIONS SUPPORT - AUG 2024	08/16/2024	39280	4,100.00
Prof Serv - District Treasurer	EIDE BAILLY LLP	DISTRICT TREASURER SERVICES - JULY 2024	08/16/2024	103597	17,483.93
Employee Travel/Training	ACWA JPIA	2024-2025 LDRSHP ESSENTIALS TRAINING	08/09/2024	103574	1,695.00
Employee Travel/Training	MICHAEL ANDERSON	REIMBURSE FOR WDS COURSE	08/13/2024	39264	229.25
Employee Travel/Training	KAT WUELFING	CSDA GM SUMMIT CONFERENCE - 06-22-2024 THRU 06-25-2024	08/16/2024	39281	194.00
Employee Travel/Training	ALBERTO MALDONADO	REIMBURSEMENT - D2 APPPLICATION & CERTIFICATION	06/30/2024	39249	145.00
Employee Travel/Training	UMPQUA BANK	AIRFARE - UWI CONFERENCE	08/16/2024	103608	167.96
Employee Travel/Training	UMPQUA BANK	PWX 2024 EVENT - JONATHAN	08/16/2024	103608	75.00
Employee Travel/Training	UMPQUA BANK	SUNDRIES - JOHN DAVIDSON	08/16/2024	103608	3.38
Employee Travel/Training	UMPQUA BANK	REGISTRATION FOR PWX 2024 - JONATHAN	08/16/2024	103608	254.00
Meeting Expenses	UMPQUA BANK	BOARD MEETING 07-25-2024	08/16/2024	103608	42.96
Meeting Expenses	UMPQUA BANK	SHREDDING EVENT LUNCH	08/16/2024	103608	275.54
Meeting Expenses	UMPQUA BANK	REVIEW CMS TRAINING & BOARD PRESENTATION - MONIQUE, TAMMY, JOHN	08/16/2024	103608	304.80
Meeting Expenses	UMPQUA BANK	LUNCH & LEARN & REG BOARD MTG 7-25-2024	08/16/2024	103608	743.08
Meeting Expenses	UMPQUA BANK	LUNCH W/RICHARD ARROW OF SMCMVCD	08/16/2024	103608	71.70
Meeting Expenses	UMPQUA BANK	DINNER FOR PLANNING - SHRED PROJECT (TAMMY & MONIQUE)	08/16/2024	103608	144.87
Meeting Expenses	UMPQUA BANK	WORKING MGMT TEAM MTG (3 PEOPLE)	08/16/2024	103608	65.50
Meeting Expenses	UMPQUA BANK	SPECIAL MEETING - 7/23/2024	08/16/2024	103608	311.59
Payroll Clearing A/C	adp	CASH TAXES	08/01/2024	103568	9,905.80
Payroll Clearing A/C	adp	ADP ADJUSTMENT	08/01/2024	103568	(19.19)
Payroll Clearing A/C	adp	CASH DD	08/01/2024	103568	14,409.24
Payroll Clearing A/C	adp	CASH DD	08/07/2024	103573	63,815.65
Payroll Clearing A/C	adp	CASH TAXES	08/07/2024	103573	30,002.24
Payroll Clearing A/C	adp	CASH TAXES	08/23/2024	103624	69,097.71
Payroll Clearing A/C	adp	CASH DD	08/23/2024	103624	33,117.82
Payroll Clearing A/C	Health Equity	HSA	08/01/2024	103566	3,553.87
Payroll Clearing A/C	Health Equity	HSA	08/07/2024	103570	1,731.99
Payroll Clearing A/C	Health Equity	HSA	08/23/2024	103623	1,731.99
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	08/23/2024	103623	82.60
Payroll Clearing A/C	ICMA contributions	457B	08/01/2024	103567	2,641.20
Payroll Clearing A/C	ICMA contributions	457B	08/07/2024	103571	1,352.96
Payroll Clearing A/C	ICMA contributions	457B	08/07/2024	103571	5,670.88
Payroll Clearing A/C	ICMA contributions	457B	08/23/2024	103622	5,676.14
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	08/07/2024	103572	4,656.71
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	08/07/2024	103572	2,887.96
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	08/07/2024	103572	4,585.69
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	08/07/2024	103572	4,381.68
Calpers Retirement - Er 2%@55	CALPERS	EE RETRO PAY T2	08/23/2024	106321	78.82
Calpers Retirement - Er 2%@55	CALPERS	EE T1	08/23/2024	106321	2,946.07

MID-PENINSULA WATER DISTRICT
1075 Old County Road, Suite A, Belmont, CA 94002
Phone: 650.591.8941 Fax: 650.591.4998
MidPeninsulaWater.org

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Calpers Retirement - Er 2%@55	CALPERS	ER T1	08/23/2024	106321	4,480.34
Calpers Retirement - Er 2%@55	CALPERS	ER T2	08/23/2024	106321	4,798.29
Calpers Retirement - Er 2%@55	CALPERS	ER RETRO PAY T2	08/23/2024	106321	79.34
Calpers Retirement - Er 2%@55	CALPERS	EE T2	08/23/2024	106321	4,725.15
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADPTIME AND ATTENDANCE	08/23/2024	103625	162.00
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP COMPREHENSIVE SVCS	08/23/2024	103625	1,915.95
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP COMPREHENSIVE SVCS	08/23/2024	103625	1,981.38
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME AND ATTENDANCE	08/23/2024	103625	177.60

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 5.G

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2024-18 AUTHORIZING TASK ORDER 25-07 WITH THE DISTRICT ENGINEER, PAKPOUR CONSULTING GROUP, INC., TO PROVIDE PLANS, SPECIFICATIONS AND COST ESTIMATES FOR THE RECOATING OF THE WEST BELMONT NORTH TANK AND THE EXBOURNE WEST TANK AT A COST OF $78,541, PLUS A 10% CONTINGENCY OF $7,850 FOR A TOTAL BUDGET OF $86,391

RECOMMENDATION

Approve Resolution 2024-18.

FISCAL IMPACT

The recommended cost for the District Engineer's services for these two capital projects is $86,391, including a 10% contingency.

The fiscal year 2024-25 budget included Proposed Pay-Go Capital projects:

24-08 Exbourne West Tank Recoating with an estimate of $675,000
24-10 West Belmont North Tank Recoating with an estimate of $130,000

BACKGROUND

The District hired a tank consultant CSI Services to inspect the exteriors and interiors of several of the District's tanks in September 2023. From the consultant's report, District staff and District Engineer agreed it was time to create capital projects to replace the exterior coatings on the west tank at Exbourne and the north tank at West Belmont. In addition, the consultant report recommended full removal and replacement of the interior lining of the west tank at Exbourne.

District staff and District Engineer prepared an update to the District's capital plan that included, among other capital projects, capital projects 24-08 to recoat the exterior and replace the interior

lining of the west tank at Exbourne, and 24-10 to recoat the exterior of the north tank at West Belmont. The entire update to the District capital plan was vetted before the Board Finance Committee before being approved by the Board at their July 2024 regular meeting.

DISCUSSION

The District Engineer's office has prepared a proposal to prepare plans, specifications and cost estimate to bid the two capital projects. For the last few years, the District has used a Task Order to issue work to the District Engineer. The District Engineer's proposal describes the two recoating projects and lists the tasks that will take place through the award of the two capital projects. To support their engineering efforts, the District Engineer intends to use two consultants: MIG for environmental work and CSI Services to assist with the technical specifications.

With the Board's approval, Task Order 25-07 will be prepared and issued.

Attachments:

Resolution 2024-18
PCG Proposal dated September 17, 2024

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

RESOLUTION 2024-18

AUTHORIZING TASK ORDER 25-07 WITH THE DISTRICT ENGINEER, PAKPOUR CONSULTING GROUP, INC., TO PROVIDE PLANS, SPECIFICATIONS AND COST ESTIMATES FOR THE RECOATING OF THE WEST BELMONT NORTH TANK AND THE EXBOURNE WEST TANK AT A COST OF $78,541, PLUS A 10% CONTINGENCY OF $7,850 FOR A TOTAL BUDGET OF $86,391

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the District engaged a tank consultant CSI Services in September 2023 to inspect the exterior and interior of several tanks and they recommended replacing the exterior coatings of the west tank at Exbourne and north tank at West Belmont, and full removal and replacement of the interior lining of the west tank at Exbourne; and

WHEREAS, District staff and District Engineer prepared an update to the District's capital plan known as the Capital Improvement Program FY 24/25 Update (Plan) including, among other capital projects, capital project 24-08 to recoat the exterior and replace the interior lining of the west tank at Exbourne and capital project 24-10 to recoat the exterior of the north tank at West Belmont; and

WHEREAS, the Board Finance Committee vetted the proposed Plan before the Board adopted the Plan at their regular meeting on July 25, 2024; and

WHEREAS, with winter being the busy time for coating contractors the time is right to prepare plans, specifications to seek bids to complete capital projects 24-08 and 24-10.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes Task Order 25-07, for the preparation of plans, specifications and cost estimate for capital projects 24-08 to recoat the exterior and replace the interior lining of the west tank at Exbourne and 24-10 to recoat the exterior of the north tank at West Belmont at a cost of $78,541, plus a 10% contingency of $7,850 for a total budget of $86,391.

REGULARLY PASSED AND ADOPTED this 26th day of September 2024 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

_____
Board President

ATTEST:

_____
District Secretary

Docusign Envelope ID: 8530A0FD-6A33-46A0-9D43-B53D1068C9CA

PAKPOUR CONSULTING GROUP

September 17, 2024 ***10012.30***

Kat Wuelfing
General Manager
Mid-Peninsula Water District
1075 Old County Road, Ste A
Belmont, CA 94002

Subject: Proposal to Prepare Plans, Specifications, Estimate for the West Belmont (North), Exborne (West) Tank Recoating Mid-Peninsula Water District

Dear Kat,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications and cost estimate for the West Belmont (North), Exborne (West) Tank Recoating as identified in the District's 2024 Capital Improvement Program. Following are project summaries for each project.

Project Backgrounds

CIP 24-08 – Exborne Tank (West) Recoating

The Exborne Tanks in combination with Hersom Tank provide water to Zone 2. The Exborne site has two tanks with 1 MG (West) and 1.5 MG (East) capacities. A 2023 coating investigation of the West Tank concluded the exterior paint system was weathered, chalked, and in fair to poor condition with some localized rust development and topcoat peeling. The interior lining was in poor condition above the highest water level (HWL) and fair below the HWL. The lining of the interior roof has failed and corrosion of the roof structure will continue to advance unless coating replacement occurs. The report recommended spot repairs and an overcoat of the exterior and a full removal/replacement of the interior lining.

CIP 24-10 – West Belmont Tank (North) Recoating

The West Belmont Tanks provide water to Zone 7 in addition to the lower zones. The West Belmont site has two tanks with 1.6 MG capacities. A 2023 coating investigation of the North Tank concluded the exterior paint system was weathered, chalked, and in poor to fair condition with widespread rust development and topcoat peeling, primarily at the shell. The paint adhesion is satisfactory and film thickness measurements indicate the existing paint system is suitable for overcoating. The interior lining was in good condition both above and below the highest water level (HWL) however it is progressing towards the end of its serviceable life. The report recommended spot repairs and an overcoat of the exterior and adding the tank to a 5-year inspection schedule per AWWA.

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In addition to recoating the tanks, PCG will also address any appurtenance upgrades the District requires such as ladders, safety cages, sampling stations, guardrails. Any work requiring a structural engineer would require a budget amendment.

Task 1.0 – Meetings/Field Investigations/Project Management

PCG will conduct up to three (3) meetings and up to three (3) field investigations with District staff and/or subconsultants during the design phase. This task also includes various project management tasks throughout the project.

Deliverables: Meeting Notes as necessary.

Task 2.0 – Environmental Investigation

Our subconsultant, MIG, will perform an environmental investigation and prepare the necessary environmental documentation. Given the project's nature, we do not anticipate significant environmental impacts, thus hopefully qualifying this project as a CEQA Categorical Exemption. Should additional environmental documentation be necessary, a budget amendment may be required.

Deliverables: CEQA documentation

Task 3.0 – 65% Plans, Specifications, Estimate

PCG will team with CSI Services, a coating design/selection specialist, in assisting us in selecting the best coating system for each tank and preparing the technical specifications. Work will include sampling the interior and exterior of the Exborne Tank for heavy metals in accordance with proper EPA Protocols. CSI does not anticipate sampling of the West Belmont Tank. Sampling will allow the District to properly address in the specifications any special handling requirements for said material if determined hazardous.

PCG will prepare the 65% specifications (Word), plans (22x34 sheets in AutoCAD Civil 3d), and estimate (Excel) and submit for District review and comment. PCG will participate in the review process.

Deliverables: 65% plans, specifications, estimate

Task 4.0 – 90% Plans, Specifications, Estimate

PCG will carry the 65% submittal to 90% completion by adding details, additional information, and addressing District comments. The specifications will be incorporated into the District's "boilerplate" to produce draft bid documents. Bid quantities will be estimated for each item of work and cost estimate refined. PCG will submit the 90% design for review and participate in the review process.

Docusign Envelope ID: 8530A0FD-6A33-46A0-9D43-B53D1068C9CA

Deliverables: 90% plans, specifications, estimate

Task 5.0 – Final Bid Documents

Upon receiving 90% review comments, PCG will review each comment and address accordingly. PCG will make appropriate modifications to the bid documents to finalize and set the project up for advertisement.

Deliverables: Final bid documents

Task 6.0 – Advertisement/Award Period

PCG will administer the advertisement and award process on the District's behalf and will include written responses to bidder inquiries, preparation of contract addenda, and attend/lead the pre-bid conference and site visit.

Deliverables: Bidder inquiry responses, addendums

Proposed Budget

Task	Description	District Engineer $260	Senior Engineer $225	Assistant Engineer $160	TOTAL
		Hours			
1.0	Meetings/Field Investigations/PM	4	20	60	84
2.0	Environmental Investigation	0	4	8	12
3.0	65% Specifications, Estimate	0	40	80	120
4.0	90% Specifications, Estimate	0	20	40	60
5.0	Final Bid Documents	2	10	20	32
6.0	Advertisement / Award Period	2	4	40	46
Total Hours		8	98	248	354
Direct Labor		**$2,080**	**$22,050**	**$39,680**	**$63,810**

Environmental Consultant - MIG	**$8,805**
Coating Consultant - CSI Services	**$2,735**
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)	**$3,191**

Total Budget	**$78,541**

*Note the District should allocate the design/advertisement budget evenly between CIP 24-08 and CIP 24-10.

Docusign Envelope ID: 8530A0FD-6A33-46A0-9D43-B53D1068C9CA

Assumptions

- Project qualifies for Categorical Exemption
- A survey is not necessary. If no CAD work or record information is available, aerials will be used to illustrate work.
- No structural engineering is required.

Proposed Schedule

MPWD issues Notice to Proceed (NTP)	Start of schedule
65% Submittal	6 weeks after NTP
65% Review Meeting	2 weeks after 65% submittal
90% Submittal	4 weeks after 65% review
90% Review Meeting	2 weeks after 90% submittal
Final Submittal	2 weeks after 90% review
Project Advertisement	2 weeks after final submittal
Award Project	8 to 10 weeks from project advertisement

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.

DocuSigned by:
Brandon Laurie
456012639450465...

Brandon Laurie, PE
Senior Engineer

Enclosures: *CIP 24-08 Exhibit*
CIP 24-10 Exhibit

cc: *Rene Ramirez, Operations Manager, MPWD, rramirez@midpeninsulawater.org*
Mike Anderson, Field Operations Supervisor, MPWD, MikeA@midpeninsulawater.org
Joubin Pakpour, DistrictEngineer, PCG, jpakpour@pcgengr.com
Hamed Khatibi, Assistant Engineer, PCG, hkhatibi@pcgengr.com

J:\Projects\MPWD - 10012.00\30 - West Belmont (North), Exborne (West) Tank Recoating\Contract\Agency\30-MPWD-Wuelfing-24.09.17-West Belmont (North), Exborne (West) Tank Recoating-Proposal.docx

Docusign Envelope ID: 8530A0FD-6A33-46A0-9D43-B53D1068C9CA

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A

EXBORNE TANK (WEST) RECOATING

PROJECT BACKGROUND

The Exborne Tanks in combination with Hersom Tank provide water to Zone 2. The Exborne site has two tanks with 1 MG (West) and 1.5 MG (East) capacities. A 2023 coating investigation of the West Tank concluded the exterior paint system was weathered, chalked, and in fair to poor condition with some localized rust development and topcoat peeling. The interior lining was in poor condition above the highest water level (HWL) and fair below the HWL. The lining of the interior roof has failed and corrosion of the roof structure will continue to advance unless coating replacement occurs. The report recommended spot repairs and an overcoat of the exterior and a full removal/replacement of the interior lining.

PROPOSED IMPROVEMENTS

Recoat the West Tank's exterior and interior.

PROJECT BENEFITS

The Exborne Tank (West) Recoating will extend the service life of the tank an additional 20-30 years.

PROJECT BUDGET (2024)

Exterior Spot Repair / Overcoat	$	100,000
Interior Relining	$	350,000
Subtotal Construction	$	450,000
Planning, Design & Construction Support	$	115,000
Construction Inspection	$	45,000
Contingency (±10%)	$	65,000
Project Budget	$	675,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support:	$
Construction:	$
Total Expenditures:	$

Pakpour Consulting Group, Inc.
6601 Owens Drive, Suite 230
Pleasanton, CA 94588
P: 925.224.7717
www.pcgengr.com

JOB No.	10012.07
DATE	08/21/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP

MID-PENINSULA WATER DISTRICT

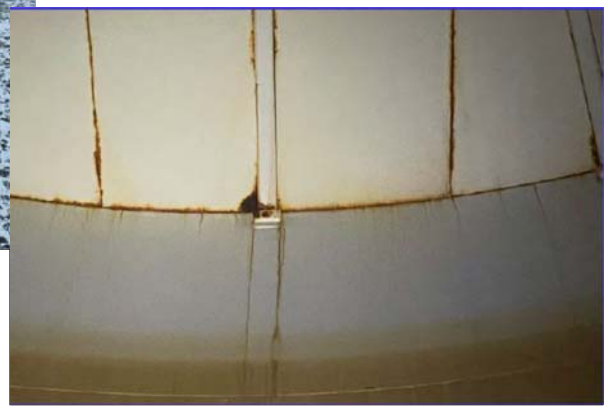
CAPITAL IMPROVEMENT PROGRAM
EXBORNE TANK (WEST) RECOATING
PROJECT 24-08

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024.dwg
PLOT DATE: 09-17-24 PLOTTED BY: BLaurie

Docusign Envelope ID: 8530A0FD-6A33-46A0-9D43-B53D1068C9CA

EXISTING PIPE INFORMATION
Size: N/A
Type: N/A
Year Installed: N/A
Static Pressure Range (psi): N/A



WEST BELMONT TANK (NORTH) RECOATING

PROJECT BACKGROUND

The West Belmont Tanks provide water to Zone 7 in addition to the lower zones. The West Belmont site has two tanks with 1.6 MG capacities. A 2023 coating investigation of the North Tank concluded the exterior paint system was weathered, chalked, and in poor to fair condition with widespread rust development and topcoat peeling, primarily at the shell. The paint adhesion is satisfactory and film thickness measurements indicate the existing paint system is suitable for overcoating. The interior lining was in good condition both above and below the highest water level (HWL) however it is progressing towards the end of its serviceable life. The report recommended spot repairs and an overcoat of the exterior and adding the tank to a 5 year inspection schedule per AWWA.

PROPOSED IMPROVEMENTS

Recoat the North tank's exterior.

PROJECT BENEFITS

The West Belmont Tank (North) Recoating will extend the service life of the tank an additional 20-30 years.

PROJECT BUDGET (2024)

Exterior Spot Repair/Overcoat	$	70,000
Interior Dive inspection	$	6,500
Subtotal Construction	$	76,500
Planning, Design & Construction Support	$	30,000
Construction Inspection	$	10,000
Contingency (±10%)	$	13,500
Project Budget	$	130,000

PROJECT COMPLETED

Completion Date:

Actual Expenditures

Planning, Design, & Construction Support:	$	
Construction:	$	
Total Expenditures:	$	

Pakpour Consulting Group, Inc.
6601 Owens Drive, Suite 230
Pleasanton, CA 94588
P: 925.224.7717
www.pcgengr.com

JOB No.	10012.07
DATE	08/21/24
SCALE	AS NOTED
DRAWN:	BY BL
	CKD JP

MID-PENINSULA WATER DISTRICT

CAPITAL IMPROVEMENT PROGRAM
WEST BELMONT TANK (NORTH) RECOATING
PROJECT 24-10

Original 2024

DRAWING NAME: J:\CADD\10012.07\CIP 2024.dwg
PLOT DATE: 09-17-24 PLOTTED BY: BLaurie

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 7.A.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2024-19 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR PROFESSIONAL SERVICES WITH NOLL & TAM ARCHITECTS, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MPWD DAIRY LANE FACILITY IN THE AMOUNT OF $800,490, PLUS A 10% CONTINGENCY IN THE AMOUNT OF $80,010 FOR A TOTAL PROJECT BUDGET NOT TO EXCEED $880,500

RECOMMENDATION

Approve Resolution 2024-19.

FISCAL IMPACT

The Noll & Tam Architects proposal is for $800,490. Staff is recommending approval of a budget equal to the proposed fee plus an approximately 10% contingency of $80,010, for a total not to exceed budget of $880,500.

The capital budget for FY 2024/2025, includes $1,859,858 for the design phase of the Dairy Lane Operations Center project, which includes additional work beyond the architects' scope, (e.g., CEQA analysis, permitting fees, etc.). As discussed prior with the Board, it is anticipated that the majority of the funding for the Dairy Lane Operations Center project will come from debt financing, which has yet to be initiated. In the short term, costs for the design phase will be paid from capital reserve funds.

The proposed budget is within the estimated project "soft" costs of $3 million, presented to the Board by Noll & Tam at the June 27, 2024 Board meeting. These soft costs also include, project construction management, and project contingencies.

BACKGROUND

In January 2023, the District's Dairy Lane Operations Center was damaged by flooding. In March 2023, the Board approved a contract with Noll & Tam Architects to develop conceptual design alternatives for rehabilitation of the Dairy Lane site, consistent with Phase 1 of the District's Capital Improvement Program FY 2019-2022 Update (Capital Project 20-09 Dairy Lane Operations Center Rehabilitation – Phase 1).

On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

On February 28, 2024, a Special Board meeting was held to discuss (1) the results of an assessment of siting the District's operations center at a location other than Dairy Lane, with a particular focus on hazards that could interrupt continuity of customer service, and (2) conceptual level plans developed by Noll & Tam Architects for restoring the use of the Folger Drive property as an Emergency Operations Center.

On March 28th, 2024, staff and Noll & Tam Architects presented to the Board: (1) a summary of the reasons to remodel Dairy Lane as the operations center over the other alternatives considered; (2) the key drivers behind the District's need to complete both the Dairy Lane Operations Center and Folger Drive Emergency Operations Center projects; (3) the additional benefits to the District associated with the Dairy Lane Operations Center and Folger Drive Emergency Operations Center projects, taken as a whole; (4) background on and identification of the key differences between the three design schemes developed for the Dairy Lane Project; and (5) discussion of the key trade-offs between Scheme 1 and Schemes 2 and 3 and the impacts of a disjointed office layout. At this meeting, the Board requested staff work with Noll & Tam to identify the discrete costs of various project features to better understand the costs associated with the trade-offs between options.

On June 27, 2024, at the regular Board meeting, staff and Noll & Tam presented the board with (1) a discussion of the infeasibility of Scheme 2; (2) a line item breakdown of cost savings associated with potential scope reductions for Scheme 1 and site plan notations; and (3) a summary of similar projects by other agencies and associated costs, among other things. At this meeting, the Board directed staff to work with Noll & Tam to develop the scope of work and proposal for design for the Dairy Lane Operations Center project.

DISCUSSION

Following the June 27, 2024 Bard meeting, staff requested Noll & Tam prepare a scope of work for design of the Dairy Lane Operations Center project. This project includes, among other things:

- Demolishing the approx. 4,360 sq ft existing office portion of the building;
- Constructing a new approx. 7,400 sq ft two-story office building on approximately the same footprint, including a new floor slab with at a 6'' higher elevation;
- Updating the existing warehouse space with a seismic retrofit, new roof, and new locker room within the existing building;
- Site improvements, including replacing the sewer lateral, van-accessible parking area, stormwater management upgrades, and installation and planning for expansion of EV charging facilities.

The proposed scope of work proposal, dated September 19, 2024, is provided as an attachment, and includes 4 main phases:

- I. SCHEMATIC DESIGN (25% Project Submittal)
- II. DESIGN DEVELOPMENT (55% Project Submittal)
- III. CONSTRUCTION DOCUMENT (75% and 95% Project Submittals)
- IV. BIDDING / NEGOTIATION (100% Project Submittal)

The scope of work includes the following services and subconsultants:

- Structural Engineering – IDA Structural Engineers,
- Mechanical & Plumbing Engineering – Capital Engineering
- Electrical Engineering – Capital Engineering,
- Landscape Architect – Gates Landscape Architecture,
- Civil Engineering – BKF Engineers,
- Cost Estimating – TBD, Inc.,
- Fire Protection – Capital Engineering,
- Code Required Documentation – Capital Engineering,
- Survey, Utility Locating – BKF Engineers, and
- Graphics & Signage (non-Code Req) – To be determined, as required.

The proposed cost breakdown by Noll & Tam is presented below (larger table provided in the attached proposal document).

		SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PROJECT APPROVALS	BIDDING & NEGOCIATION	TOTALS
Basic Service	**Consultant**						
Architectural Services	Noll & Tam Architects	$95,000	$124,000	$186,000	$17,500	$14,500	$437,000
Structural Engineering	IDA Structural Engineers	$15,500	$16,500	$71,500	$5,500	$1,650	$110,650
Mechanical, PLumbing Engineering	Capital Engineering	$8,400	$8,400	$7,800	$1,400	$1,200	$27,200
Electrical Engineering, Low Voltage Sys	Capital Engineering	$11,700	$12,400	$12,000	$1,400	$1,400	$38,900
Landscape Architect	Gates Landscape Architecture	$6,990	$5,740	$8,080	$1,400	$1,410	$23,620
Civil Engineering	BKF Engineers	$10,000	$12,500	$25,000	$1,500	$1,000	$50,000
Cost Estimating	TBD, Inc	$10,340	$11,280	$9,400	-	-	$31,020
Fire Protection	Capital Engineering	$1,400	$1,400	$800	-	$500	$4,100
Code Required Documentation	Capital Engineering	$2,100	$700	$700	-	-	$3,500
Subtotal Basic Services		**$161,430**	**$192,920**	**$321,280**	**$28,700**	**$21,660**	**$725,990**
Supplemental Services	**Consultant**						
Survey, Utility Locating	BKF Engineers	$13,500	-	-	-	-	$13,500
Furniture, Fixtures & Equipment	Noll & Tam Architects	$7,500	$10,500	$13,500	-	$2,500	$34,000
Graphics & Signage (non-Code Req)	N&T Consultant as required	$2,000	$3,500	$6,000	-	-	$11,500
Subtotal Supplemental Services		**$23,000**	**$14,000**	**$19,500**	**$0**	**$2,500**	**$59,000**
Project Fee Allowance #1	Building Commissioning Services	$0	$0	$7,000	$0	$0	**$7,000**
Reimbursable Expense Allowance		$1,500	$2,000	$3,000	$2,000	$0	**$8,500**
						Total Proposed Fee	**$800,490**

The attached proposal also includes a detailed preliminary project schedule. This is consistent with the scheduled presented to the Board at the June 27th meeting, and is summarized below in brief:

SCHEDULE MILESTONES	Start	End
Schematic Design	November 2024	February 2025
Design Development / Planning Entitlements	February 2025	April 2025
Construction Documents	March 2025	November 2025
City of Belmont Permitting	September 2025	December 2025
Project Bid and Contract Award	January 2026	March 2026
Construction Duration	April 2026	May 2027
Project Closeout	April 2027	May 2027
Move in	June 2027	July 2027

Staff recommends that the Board execute Resolution 2024-19, authorizing the General Manager to execute a contract amendment with Noll & Tam for the attached scope of work, for architectural and engineering services for the MPWD Dairy Lane Facility project, for a budget not to exceed $880,500.

Attachments:

Resolution 2024-19
Noll & Tam Architects proposal, dated September 19, 2024

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

UNANIMOUS____ ZUCCA _____ JORDAN _____ SCHMIDT _____ WHEELER _____ VELLA _____

RESOLUTION NO. 2024-19

CONSIDER RESOLUTION 2024-19 AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR PROFESSIONAL SERVICES WITH NOLL & TAM ARCHITECTS, FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MPWD DAIRY LANE FACILITY IN THE AMOUNT OF $800,490, PLUS A 10% CONTINGENCY IN THE AMOUNT OF $80,010 FOR A TOTAL PROJECT BUDGET NOT TO EXCEED $880,500

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MID-PENINSULA WATER DISTRICT

WHEREAS, Noll & Tam and staff presented conceptual level plans for modernizing the Dairy Lane Operations Facility, including presenting cost estimates and scope options, to the Board at meetings on October 28, 2023, February 28, 2024, March 28, 2024, and June 27, 2024; and

WHEREAS, at the June 27, 2024 Regular Meeting of the Board, the Board directed staff to work with Noll & Tam Architects to develop a scope of work for the design of the project, through the bidding and negotiations phase; and

WHEREAS, Noll & Tam has previously been engaged with the District providing conceptual level design services for the Dairy Lane operations center rehabilitation project, as authorized by the Board by Resolution 2023-05, has an existing professional services agreement for the Dairy Lane work, and has previously been engaged for design services for the Folger Drive Emergency Operations Center project by Resolution 2024-04.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the General Manager is authorized to execute a contract amendment with Noll & Tam Architects of Berkeley, CA for the architectural and engineering services for the MPWD Dairy Lane Operations Center Facility Project per their proposal dated September 19, 2024, for a total project budget of $880,500 which includes an approximately 10% contingency of $80,010.

REGULARLY PASSED AND ADOPTED this 26th day of September 2024.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

_____

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

_____

DISTRICT SECRETARY

NOLL & TAM ARCHITECTS

SCOPE OF WORK
For A/E Services for the following Project

MID-PENINSULA WATER DISTRICT
3 DAIRY LANE FACILITY

September 19, 2024

Mid-Peninsula Water District
Attn: Kat Wuelfing, General Manager
1075 Old County Road, Suite A
Belmont, CA 94002

PROJECT DESCRIPTION & CRITERIA

A. Design Concept:

Noll & Tam Architects (N&T) shall develop Design, Entitlement and Construction Documents for the Mid-Peninsula Water District, based upon program and scope developed with Mid-Peninsula Water District and Noll & Tam Architects during feasibility and master planning phase and subsequent cost-cutting exercises. See referenced documents from the 2024 0626_Board Meeting presentation.

B. Building Data / Information

+/- 4,364 sqft existing one-story building to be demolished.

+/- 7,406 new two-story building built partially on existing footprint of existing building. New floor slab elevation = 6-inches above existing slab. 600 sqft, second story deck with stairs to grade.

+/- 11,265 sqft existing, tilt-up warehouse building to receive: seismic retrofit, new roof, and new 1,100 sqft locker room addition built inside existing warehouse volume.

+/- 30,000 sqft corporation yard and street-side parking area to receive: replaced sewer lateral, new van-accessible parking area with EV charger, new path of travel to new building entrance, storm water management upgrades, associated landscaping.

Building Construction Types:

- New administrative Headquarters: Wood framed, Glulam structure / Steel columns/ Plywood decks (Type V Construction).
- Proposed Warehouse locker room Expansion: Wood framed, on new Slab on grade raised 6-inches above existing warehouse floor (Type V Construction).

C. California Environmental Quality Act (CEQA)

Project is proposed to be considered either "Class 1, 2 or 32 Exemption" per Article 19 of CEQA, City of Belmont to be Lead Agency for CEQA review. Exemption classification to be established by Lead Agency.

D. California Building Codes:

Project shall comply with the 2025 California Building Code Edition and all errata as published at time of permit submission. The 2025 California Energy Code shall set the criteria for building envelope performance and energy consumption. The performance energy modeling method is proposed for project analysis of the new building and locker room.

E. Structural Criteria:

Structural engineering will perform a new Tiew 1 study based on Immediate Occupancy Performance levels and then a Tier 2 study on the deficiencies to determine seismic corrections for the existing facility and building structural design criteria for the addition.

F. Sustainable Goals & Criteria

The new building will conform to the 2025 California Green Building Standards Code's "Mandatory Requirements".

LEED Criteria: No proposed certification for project.

G. Bidding Process

Design – Bid – Build Delivery: Proposed single bid package for project phases of work as listed below in section "I".

H. Budget

Construction Budget: Per October 2023 TBD Consultant's estimate less reductions outlined in 06.25.2024 Board Meeting = $9.2 Million.

Total Project Budget: $12.2 Million.

I. Schedule:

Preliminary draft Schedule: See as attached to this proposal for preliminary Tasks and durations.

J. Assumptions and MPWD Documentation:

Monument, Boundary Line and Property Line locations.

K. Additional documentation to be performed under a separate contract:

- Geotechnical Report (Including soils testing and analysis).

I. SCHEMATIC DESIGN (25% Project Submittal)

A. Schematic Design Documents:

Documentation shall include but is not limited to the following:

1. Architectural

a. Site Plan indicating proposed location of new building and proposed changes to the site.

b. Floor and Roof Plans showing all rooms and areas, entrances, exits, exterior stairways, ladders, circulation areas, toilet rooms and major mechanical, and electrical areas.

c. Preliminary signage locations and design concepts.

d. Preliminary Building Elevations and Building Sections.
e. Preliminary analysis of California Building Code requirements and permitting pre-application process.
f. N&T to develop an Owner Project Requirement (OPR) Document to comply with Chapter 8 of the California Green Building Standards.

2. Civil Engineering

a. Preliminary Site Plan, including major demolition and definition of site improvements, including street, sidewalks, curbs, gutters, and path of travel improvements.
b. Initial site topographic survey and Contour Map at 2' maximum intervals.
c. Initial site utility survey.
d. Site plan to include existing facility and corporation yard access to maintain operations and emergency response. Plan to incorporate traffic plan requirements and phasing of plan during construction.
e. Preliminary Utility Plan.
f. Preliminary Site Grading, drainage and site stormwater plan.
g. MPWD to provide District standard SWPPP, stormwater management language to be included in documentation.

3. Landscape Architecture

a. Site Improvements adjacent to building site and conceptual site landscape plans, complete scope to be determined.
b. Conceptual Planting Plans.
c. Conceptual site finish materials and exterior furniture selections.

4. Structural Engineering

a. Develop structural scheme and narrative for new building and warehouse seismic upgrades. Structure approach to be of similar or compatible with construction of existing buildings.
b. Preliminary plans to show extent of foundations, vertical structure and seismic systems.

5. Mechanical / Plumbing

a. Develop estimated heating and cooling loads.
b. Define alternate HVAC system design concepts with comparative analyses of performance and costs. N&T to recommend and confirm selection of preferred system approach with MPWD.
c. Ventilation system design and engineering to address management of air quality during fire events to maintain operations. System design to analyze enhanced ventilation needs for Covid-19 or similar air-borne pathogens.
d. Determine equipment room sizes, shaft areas and equipment locations.
e. Prepare design sketches of the main HVAC system and supplemental systems for maintenance/warehouse building.

f. Consult with Belmont Fire Protection District and determine building firewater and sprinkler system requirements.

6. Electrical / Lighting

a. Assess existing site and infrastructure for scope of existing electrical distribution system to be maintained.
b. Perform initial electrical load calculations.
c. Prepare diagrammatic lighting, power, and signal drawings.
d. Prepare preliminary electrical equipment room and telecommunications/data room requirements for integration into the project design.
e. Prepare schematic electrical site plan.
f. Provide sizing and basis of design for onsite facility electrical generator.
g. Prepare preliminary lighting plans and conceptual lighting fixture options.
h. Electrical service to be designed to accommodate future charging stations and roof-top solar installations.

7. Telecommunications / Data / Security / AV / Paging / Acoustics

a. Prepare written narrative for technology systems design criteria after establishing technology requirements with Mid-Peninsula Water District.
b. Establish proposed Minimum Point of Entry (MPOE) for all communication systems.

8. Interior Design and Finishes

a. Develop a conceptual design for colors, materials, fabrics and new furniture and millwork items.

9. Sustainability Approach and Basis of Design Criteria

a. Provide a criteria list for enhanced sustainability opportunities, including but not exclusive to efficient building systems and conservation goals for energy and water beyond code minimum standards. Criteria list to be assessed by cost and value to the proposed project.

B. Schematic Specifications:

a. Provide a preliminary general description of building systems and summary Table of Contents for specification document.

C. Schematic Design Meetings: (Note Owner & Architect to assess in person or virtual meetings)

N&T shall continue weekly meetings through Schematic Design phase. Meetings in subsequent phases to be determined.

a. Owner Team	on-going – weekly through SD
b. Project User / Staff	1 meeting
c. Site Visit and existing condition verification	2 meetings
d. Public Presentations	1 Board Meeting Presentation

Additional meetings, if required, will be considered Additional Services.

D. Schematic Statement of Probable Construction Costs:

Provide an Estimate of Probable Construction Cost with the final Schematic Design documents and schematic specifications, to demonstrate the design is within the approved budget as defined by the Project Description. The Estimate of Probable Construction Cost shall include an appropriate design contingency and escalation costs based on the anticipated midpoint of construction duration shown in the Project Description. Should the estimate of Probable Construction Costs submitted by N&T exceed the design budget, N&T shall at the same time submit, without additional cost to the Mid-Peninsula Water District, reasonable alternative approaches to the design and construction of the Project that will reduce the construction costs to be equal to, or less than, the budget.

E. Deliverables for Schematic Design - 25% Project Submittal:

N&T shall provide one (1) Full-size set (if requested) and digital copies of the Schematic Design Documents and the statement of probable construction cost at the completion of schematic design.

F. Owner Direction:

a. N&T shall review and provide a written response to all comments generated by the Mid-Peninsula Water District, which are generated from the review of the deliverables provided by N&T at 100% schematic design. Mid-Peninsula Water District shall prepare and present all comments to N&T in a single response within the designated time period defined by the Project Schedule.

b. N&T's response to out-of-sequence Mid-Peninsula Water District comments shall be compensated as an additional service.

c. Mid-Peninsula Water District to provide written acceptance of the Schematic Design Documents and approval to proceed to the next scope of work stage.

G. Additional Services Not Included in Schematic design:

a. Project is considered exempt per CEQA categorical exemption criteria for existing buildings.

II. DESIGN DEVELOPMENT (55% Project Submittal)

A. Design Development Documents:

Based on the accepted Schematic Design Documents and any adjustments authorized by Mid-Peninsula Water District, N&T shall prepare Design Development Documents. The Design Development Documents include, but are not limited to, the following: drawings, specifications and other documents to fix and describe the size and character of the entire Project, architectural, civil, structural, mechanical, electrical, and telecommunication systems, materials and such other elements that may be necessary.

1. Architectural

a. Site Plan showing location of building and proposed changes to streets, curb, gutters, sidewalks, and the location of exterior utilities and service lines.

b. Site Plan for phasing of project, including temporary buildings.

c. Floor Plans / Roof Plans / Reflected Ceiling Plans.

d. Major Building Elevations / Sections / Selected Interior Elevations.

e. Typical Wall Sections addressing the majority of the exterior conditions.

f. Preliminary Exterior and Interior Details, including windows, skylights and door selections.
g. Standard project schedules to show quantity and types: Doors, windows, signage, finishes, and wall partitions.
h. Coordinated drawing index for all architecture and engineering consultants.
i. Preliminary acoustic performance criteria for room separating walls and operable dividing partitions.
j. Coordinate layout plans with MPWD and consultants for temporary structures and utilities to temporary buildings required to support the District for interim use.
k. N&T to update the Owner Project Requirement (OPR) Document to comply with Chapter 8 of the California Green Building Standards.

2. Civil Engineering

a. Site Demolition Plan.
b. Utility Relocation Plan.
c. Site Improvements to building site.
d. Site Grading and Drainage plans.
e. Preliminary Details complying with City of Belmont design standards.

3. Landscape Architecture

a. Site Improvements to building site.
b. Finish Grading Plan.
c. Planting and Irrigation Plan.
d. Hardscape Plan.
e. Preliminary Site Details.

4. Structural Engineering

a. Foundation and Framing Plans.
b. Column / Beam Schedule and Major Structural Sections.
c. Draft Details and Notes conforming to applicable codes.
d. Documentation to indicate foundation and structural design complies with the requirements of the geotechnical report and other applicable requirements for existing conditions.

5. Mechanical / Plumbing

a. Plans showing “double line” dimensioned layouts of major duct and piping systems on architectural plan backgrounds, with “single line” small branch designations.
b. Plans showing space assignment, sizes, etc., of HVAC equipment and mechanical rooms.
c. Equipment lists and schedules for all mechanical and plumbing devices.
d. Riser diagrams showing plumbing, HVAC and special process piping distribution systems.
e. Sections through critical areas showing coordination of architectural, structural, mechanical, electrical, and piping elements.

f. Preliminary Details and Notes on provisions to meet special requirements, such as vibration and acoustic constraints.
g. Verify and update system design loads and sizing from initial performance criteria.
h. Fire Sprinkler system will be delegated engineered design/build. System Performance specification will be provided for review and comment to the Belmont Fire Protection District.

6. Electrical / Lighting

a. Plans showing space assignment, sizes, etc., of fixed electrical and telecommunications/data rooms and equipment.
b. Power Plans, showing location of main runs and branch circuits, switches and electrical/data outlets.
c. Riser diagrams showing arrangements of feeds, sub-feeders, buss ducts, load centers and branch circuit panels.
d. Verify and update electrical system capacity and incorporate requirements for emergency backup power.
e. Lighting plans and preliminary fixture selections.
f. Lighting calculations and photometric analysis.

7. Telecommunications / Data / Security

a. MPWD selected vendors to provide district standards and basis of design for communication and data management systems.
b. MPWD to provide SCADA room requirements.
c. MPWD to provide type and quantity for internet connection and copper phone connection.
d. N&T to provide coordination plans and system infrastructure for system head-end, Minimum point of entry (MPOE) routing to switch locations and all device locations.
e. Dedicated building paging system is excluded. MPWD to confirm paging through phone system.

8. Audio / Video Systems

a. N&T to provide basis of design for video display and speaker systems.
b. N&T to provide coordination plans and system infrastructure for system equipment and all device locations.
c. MPWD to review suggested displays and required audio/video equipment for conformance to district requirements.

9. Interior Design and Finishes

a. Refine and finalize the selection of colors, materials, fabrics and furniture, including detailing any custom millwork and update the interiors design and finishes budget and schedule. Prepare presentation boards showing final furniture and fabric selections/designs for Mid-Peninsula Water District written approval.

10. Signage

a. Identify locations for all code required signs and wayfinding.

b. Confirm hierarchy of exterior and interior signage.

c. Develop alternative concepts for principal exterior and interior sign types; investigate typeface, graphic layouts, materials, colors and finishes.

B. Design Development Specifications:

a. Provide technical specifications that provide a description of building systems. Part 1 & 2 only of standard technical specifications to be provided at Design Development phase.

C. Design Development Meetings: (Note Owner & Architect to assess in person or virtual meetings)

N&T shall prepare and attend the following meetings at locations specified by Mid-Peninsula Water District:

a. Owner Team 3 meetings

b. Project User/Staff 1 meeting

c. Public Presentations 1 Design Update to Board as required

Additional meetings, if required, will be considered Additional Services

D. Design Development Statement of Probable Construction Costs:

Provide an Estimate of Probable Construction Cost with the final Design Development documents and specifications, to demonstrate the design is within the approved budget as defined by the Project Description. The Estimate of Probable Construction Cost shall include an appropriate design contingency and escalation costs based on the anticipated midpoint of construction duration shown in the Project Description. Should the estimate of Probable Construction Costs submitted by N&T exceed the budget, N&T shall at the same time submit, without additional cost to the Mid-Peninsula Water District, reasonable alternative approaches to the design and construction of the Project that will reduce the construction costs to be equal to, or less than, the Budget.

E. Utility Company Design Coordination:

N&T shall contact and coordinate with PG&E, Belmont Sewer Utility Division, Belmont Fire Protection District, Recology of San Mateo County, CalTrans and the MPWD Internet Provider; to show utility work required to the interface point with the work by utility companies. Provide plans, sections and elevations to clearly detail the work required by the contractor at the interface point and to clearly distinguish the Contractor work from the utility company-provided work. Confirm building minimum point of entry (MPOE) for utility and communications.

F. Deliverables for Design Development – 55% Project Submittal:

1. **Design Development Package:** N&T shall provide one (1) set and digital files of the Design Development Documents, drawings, specifications and the statement of probable construction cost.

G. Owner Direction:

a. N&T shall review and provide a written response to all comments generated by the Mid-Peninsula Water District, which are generated from the review of the deliverables provided by N&T at 100% Design Development. Mid-Peninsula Water District shall prepare and present all comments to the N&T in a single response within the designated time period defined by the Project Schedule.

b. N&T's response to out-of-sequence Mid-Peninsula Water District comments shall be compensated as an additional service.
c. Mid-Peninsula Water District to provide written acceptance of the Design Development Documents and approval to proceed to the Construction Documents.

H. Additional Services Not Included in Phase:

a. Publication quality Renderings to be used for project funding.

III. CONSTRUCTION DOCUMENT (75% and 95% Project Submittals)

A. Construction Documents:

Based on the approved Design Development Documents and adjustments authorized by Mid-Peninsula Water District. N&T shall prepare for approval by Mid-Peninsula Water District, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

1. Architectural:

a. Building code documentation, accessibility, egress and safety plans for building department permit review.
b. Coordinated drawing index for all architecture and engineering consultant documents.
c. Plans, elevations, sections, schedules and construction detailing for all building components required for a complete construction package.
d. Provide final layout plans for temporary structures and utilities to temporary buildings as required to support the District for interim use.
e. Final drawing and specification packages to be issued as "Contract Documents" and prepared for Bid Issue.

2. Civil Engineering

a. Bid package ready: plans, schedules, equipment lists and construction detailing.

3. Landscape Architecture

a. Bid package ready: plans, planting schedules, and construction detailing.
b. Documentation for irrigation water conservation requirements per California Building code.

4. Structural Engineering

a. Bid package ready: plans, schedules and construction detailing.
b. Structural Engineer to provide statement that structural design complies with requirements of the geotechnical report.

5. Mechanical / Plumbing

a. Bid package ready: plans, schedules, equipment lists and construction detailing.
b. Specifications to include deferred engineering requirements for NFPA-13 fire protection systems.
c. Documentation for completed California Title 24 energy compliance forms and building envelope forms.

6. Electrical / Lighting

a. Bid package ready: plans, panel schedules, equipment schedules and construction detailing.
b. Electrical tie-in requirements and controls for emergency generator.
c. Final lighting calculations and photometric analysis, prepared for review by City of Belmont Building Department.

7. Telecommunications / Data / Security

a. Bid package ready: plans, schedules, equipment and construction detailing for system infrastructure.
b. MPWD to contract separately with vendor to provide communication and data equipment.

8. Interior Design and Finishes

a. Final selection of colors, materials, fabrics and furniture, including detailing any custom millwork and update the interiors design and finishes budget. Prepare presentation boards showing final furniture and fabric selections/designs for Mid-Peninsula Water District written approval.

9. Signage

a. Bid package ready: plans, sign schedules, and construction detailing for system infrastructure.
b. Building code required signage to be submitted as part of permitting package to City of Belmont for review.

10. Furniture, Fixtures & Equipment:

a. Select Furniture deliverables: Schedule of furniture items for all public and community areas. Spaces include but are not limited to: offices, conference rooms, board room, lobby, break/lunch room and exterior deck - break/lunch area. Documentation to include plans, schedules and details for any special millwork items, written technical specifications for furniture items, duplicate record binders of fabrics, furniture cut-sheets and finishes.
b. Office Standard Furniture: MPWD to contract with vendor to provide type and specifications for individual office furniture. N&T to assist with vendor for power and data infrastructure and coordinated plans for room sizing and furniture layouts. N&T excludes a parts and pieces order which will be provided by the vendor, as is standard in the industry.
c. Fixtures: This contract excludes procurement of incidental items, such as trash cans, file cabinets, pencil sharpeners, desk mounted lighting, etc.
d. Equipment: This contract excludes procurement of computers, copiers, printers or other technology equipment. MPWD to provide specifications for any equipment requiring dedicated space, power and data. N&T to coordinate plans and infrastructure for this equipment.

B. Construction Documents Specifications:

N&T shall provide final coordinated technical specifications documenting all building systems and materials required for the construction of the Project.

C. Construction Document Meetings: (Note Owner & Architect to assess in person or virtual meetings)

N&T shall prepare and attend the following meetings at locations specified by Mid-Peninsula Water District:

a. Owner/ Staff 4 meetings

b. Public Presentations 1 Board Meeting Presentation

Additional meetings, if required, will be considered Additional Services

D. Construction Document Statement of Probable Construction Cost:

Provide a Revised Statement of Probable Construction Cost when the Construction Documents are at seventy five (75%) completion. N&T shall meet with the Mid-Peninsula Water District as necessary to reconcile any cost differences between the project budget and the Statement of Probable Construction Cost. Based on the final review comments by the Mid-Peninsula Water District and its other consultants, N&T shall provide a Final Statement of Probable Construction Cost prior to the start of the Bidding Phase.

E. Alternates:

N&T shall propose and discuss with the Mid-Peninsula Water District a list of possible bid alternatives. The Consultant shall describe their impact on the project and how these add alternates would maximize program content and overall Project value.

F. Constructability Review – 75% Project Submittal:

When the Construction Documents are complete, the Mid-Peninsula Water District shall have the option to engage a third party to perform a constructability review and provide their comments to the Mid-Peninsula Water District for N&T's review. The third party review shall be completed within 14 calendar days and include a written report to the Mid-Peninsula Water District. N&T shall meet with the Mid-Peninsula Water District and the third party to review the comments and N&T shall provide a response prior to the start of the Bidding Phase to all comments indicating what action, if any, was taken by N&T. Any review by the Mid-Peninsula Water District or a third party does not relieve N&T of its design responsibility and the design is and remains the sole responsibility of N&T.

G. Front End Bid Documents:

a. N&T shall review and provide comments regarding the Mid-Peninsula Water District front end documents for Division 00 and General Conditions for proposed project. including, but not necessarily limited to:

(1) Invitation to Bid, Instructions to Bidders, Proposal Format, Contract Agreement, General Conditions, and Construction Administration Procedures. N&T is responsible to incorporate the Mid-Peninsula Water District front end documents with N&T's Project Manual that includes the Contract Specifications as part of the Bid Set.

b. N&T shall provide standard Division 01 specifications for all primary Construction Administration process requirements.

H. Owner Comments:

a) N&T shall review and provide a written response to all comments generated by the Mid-Peninsula Water District or other Mid-Peninsula Water District Consultants, which are generated from the review of the 75% and 95% complete Construction Documents provided by N&T.

b) Mid-Peninsula Water District shall prepare and present all comments for this phase to N&T in a single response within the designated time period defined by the Project Schedule.

c) N&T's response to out-of-sequence Mid-Peninsula Water District comments shall be compensated as an additional service.

I. Plan Check Process and Permitting:

N&T shall coordinate with the City of Belmont as required to develop documents meeting regulatory requirements for the State / County / City. N&T shall submit the construction documents to the City of Belmont Building Department for a Building Permit and shall make revisions to the plans as necessary in order for the City to issue required building permits.

J. Deliverables Construction Documents – 95% Project Submittal:

N&T shall provide four (4) physical sets and digital files of the Construction Documents and a statement of probable construction cost at ninety (90%) completion of the Construction Documents for review and Building Department Plan Check. Following Building Department Check, N&T shall provide four (4) sets of the Bid Set of the Construction Documents. to MPWD and an additional set to an outside printing agency for distribution by MPWD as needed for Permitting. N&T to provide separate bid package for temporary buildings as required for MPWD to obtain a bid from selected vendors.

K. Deferred Design Build Portions of the Work:

Portions of the Work will be described as design build, or deferred approval elements, of the design, including, but not limited to, the following:

Design build Systems:

a. Fire Sprinklers

L. Owner Direction:

N&T shall not proceed with the Bidding/Negotiation until it receives written direction from the Mid-Peninsula Water District.

IV. BIDDING / NEGOTIATION (100% Project Submittal)

A. Assistance with Bidding:

N&T shall assist Owner in preparing an appropriate bid schedule and identifying, evaluating potential bidders, including rendering interpretations and clarifications of the Drawings and Specifications in appropriate written form.

B. Bidder Clarifications & Addenda:

N&T shall prepare written answers to questions, interpretations, clarifications and issue bid addenda in a timely manner; and obtain Owner's written approval thereof.

C. Pre-Bid Conference:

N&T and its key sub-consultants (i.e., at least mechanical, plumbing, electrical, structural, landscape, and civil) shall attend the Pre-bid Conference and provide a technical overview of the design intent and answer questions from prospective bidders. The Pre-bid Conference will be held at the project site. N&T shall attend up to two (2) additional meetings as necessary during this phase.

D. Deliverables – 100% Project Submittal:

N&T shall provide one (1) sets and digital files of Conformed Construction Documents containing any and all changes issued by addenda during the bidding period. These documents shall be prepared and delivered two weeks after the bid date.

E. Furniture Bidding:

N&T shall assist MPWD in the procurement of furniture by assisting them in purchasing directly from vendors with pre negotiated government contracts without competitive bidding or assisting them to competitively bid specific furniture pieces from multiple vendors who will be competing for the lowest vendor mark-up and installation costs. N&T shall also assist MPWD by providing list of recommended furniture vendors with address and telephone numbers. N&T shall attend and participate in all pre-bid meetings with vendors and bidders and shall review and analyze bids and make recommendations. During the bidding period N&T shall answer furniture bidders' questions.

V. CONSTRUCTION ADMINISTRATION

The scope of services provided by Architect shall be negotiated at time of construction bid with Mid-Peninsula Water District. *SEE BELOW FOR REFERENCE SERVICES*

VI. POSTCONSTRUCTION, RECORD DOCUMENTS AND CORRECTION OF DEFECTS

The scope of services provided by Architect shall be negotiated at time of bid with Mid-Peninsula Water District. *SEE BELOW FOR REFERENCE SERVICES*

VII. EXCLUSIONS

The following items are excluded from the current Scope of Work:

1. **Architectural:**
   a. Preparation of any Environmental or CEQA Reports
   b. Value Engineering Services may be provided as an additional service.
   c. Life cycle cost analysis (LCCA).
2. **Civil:**
   a. SWPPP and NOI Documentation shall be the General Contractor's responsibility. Documentation per MPWD standards.
   b. Relocation of any street or above ground utilities. Locations and sizing of utility laterals to be included in base proposal.
3. **Structural:**
   a. Structural design for secondary (utility) exit stairs/ladders.
4. **Electrical:**
   a. Photovoltaic (PV) system: Engineering and documentation required to size and specify photovoltaic arrays and system components. General Note: Electrical conduit infrastructure at roofs and structural improvements to support PV panels to be provided in contract per California energy code.

5. **Acoustic:**
    a. Environmental noise survey may be provided as an additional service.
6. **Telecommunications:**
    a. Excludes upgrades to telecommunications system (Fiber or other) and any infrastructure to Minimum Point of Entry (MPOE).
7. **Interior Design:**
    a. Move coordination services.
    b. Owner Purchasing Department to manage bid process and bid packages for furniture.
    c. Selection and specification of high-density storage systems (N&T will provide infrastructure and design to accommodate selected system by MPWD)
8. **Public Art:**
    a. Public Art/Artist selection and coordination with artists and artwork in the building may be provided as an additional service.

I. A/E SERVICES DURING CONSTRUCTION

The scope of services provided by Architects/Engineers are not included in the current estimate and shall be coordinated with construction management (CM) services as selected by MPWD and authorized as an additional service prior to the construction bid. Scope of services shown below are preliminary.

A. Site Observation:

N&T shall perform periodic site visits to become generally familiar with the progress and quality of the Work and to determine and advise MPWD and CM in general if the project is proceeding in accordance with the Contract Documents prepared by N&T. This includes special site visits by N&T on a timely basis appropriate for approvals required of N&T as specified in the Construction Documents. However, N&T shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. See other meetings below for meeting allowance.

B. Construction Progress Meetings (Owner, N&T, Contactor, CM):

In conjunction with the "Site Observation" visits, N&T shall attend periodic job construction progress meetings during the course of construction. N&T's structural, mechanical and electrical sub-consultants shall visit the site as appropriate when work related to their engineering discipline is in progress. The estimated length of the construction phase is *18 (TBD)* months, or approximately *72 (TBD)* weeks, see below for meeting allowance. If the construction schedule extends beyond this time frame, and additional construction progress meetings are needed, or if additional meetings are required/requested within the estimated time frame, they will be provided as an additional service.

1. Job Site / Observation Meeting Allowance: Total of 72 Meetings.
2. CM shall be responsible in preparing and maintaining meeting notes and to record discussion / decisions for construction progress meetings.

C. Construction Responsibility:

N&T shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for the Contractor's failure to carry out work in accordance with the Contract Documents. N&T shall be available to the Contractor as reasonably required to provide timely interpretations of the Drawings and Specifications to avoid critical project delay.

D. Requests for Information:

N&T shall respond to Contractor generated Requests For Information (RFIs) in a timely manner to avoid critical project delay.

E. Access:

N&T shall at all times have access to the work wherever it is in preparation or progress.

F. Quality of Work:

N&T shall assist MPWD and CM in ascertaining that, to the best its knowledge, information and belief, the quality of the work is in accordance with the Contract Documents, to review for conformance with the Contract Documents upon substantial completion, to the results of any subsequent tests required by or performed under the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion. CM to ascertain that the Contractor is entitled to payment in the amount certified upon delivery of the appropriate lien waivers.

G. Rejection of Work:

N&T may recommend that MPWD reject work of the Contractor, which does not conform to the Contract Documents. Whenever, in N&T's reasonable opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, N&T may recommend special inspection or testing of the work in

accordance with the provisions of the Contract Documents, whether or not such work is then fabricated, installed or completed.

H. Inspection and Tests:
N&T shall review special inspection and test reports and make written recommendations to MPWD. Special inspections shall include but are not limited to, concrete slump/strength testing, on-site/shop steel welding, epoxy anchor installation, expansion anchor installation, roof membrane weld testing, etc.

I. Submittals and Shop Drawings:
N&T shall receive submittals, including shop drawings, product data sheets and samples from the Contractor and shall review and a take appropriate action, but only for conformance with the design concept of the Project and with the provisions and intent of the Contract Documents. N&T's review and approval shall not relieve the Contractor of its obligation to comply with the Contract Documents. N&T shall be entitled to additional services for the third and subsequent reviews of any submittal (typically back-charged to Contractor, at MPWD's option).

J. Substitutions:
N&T shall review substitution requests from the Contractor as an additional service (typically back-charged to Contractor, at MPWD's option).

K. Change Order Entitlement and Cost Estimate Review:
N&T shall review the scope of work and costs in Contractor proposed change orders and provide written recommendations to MPWD.
MPWD shall be responsible for negotiating the change with the Contractor and executing the change order. Extensive review over specific change requests will be considered an additional service. Extensive review may include but is not limited to, destructive testing, forensic analysis, critical path schedule reconstruction or analysis, etc.

L. Certificates of Payment
MPWD and CM shall review and approve Certificates of Payment submitted by the Contractor for payment by MPWD. N&T shall provide comment or review of percentage of work complete as requested by MPWD and CM.

M. Furniture Contract Administration/Installation:
N&T shall provide the following services: review delivery/installation schedules, answer bidders' and vendors' questions, review vendors' submittals and evaluate substitutions, prepare scope for change orders to be issued by MPWD, prepare final punch list on furniture items. N&T shall also be available to solve problems that might arise during the installation period and assist MPWD with close out of all furniture vendors purchase orders.

N. Project Close-Out
When the Contractor indicates in writing that work or a portion thereof, has reached Substantial Completion, N&T shall visit the site and review and edit the punch list prepared by the Contractor. Once the Contractor indicates all items on the punch list have been completed, the Architect shall return to the site as needed to review and confirm the work has been completed to N&T's satisfaction. Additional site visits to review incomplete work shall be an extra service (typically back-charged to Contractor, at MPWD's option).

O. Final Completion:
After instruction from MPWD, N&T shall visit the Site to determine the Dates of Substantial Completion and Final Completion and shall issue appropriate certificates as set

forth in the General Conditions.

P. Warranties and Manuals:

N&T shall review the operation and maintenance manuals on all systems to be provided by the Contractor for completeness.

Q. "As-Built" and "Record Drawing" Documentation:

1. During Construction: The Contractor shall maintain an up-to-date set of drawings reflecting construction conditions of the work by the Contractor and the subcontractors, including all changes to the documents. N&T shall review at least monthly for accuracy and completeness the as-built drawings and annotated specifications prepared by the Contractor showing the field changes to the drawings and appropriate specifications. N&T's review of the as-built drawings and annotated specifications shall be based upon N&T's observations at the site and its knowledge of the contract documents.

2. Post Construction: Upon completion of the work, the Contractor shall forward the as-built drawings and annotated specifications to N&T with its certificate as to their accuracy. N&T shall receive and review for accuracy and completeness the Contractor's submission of as-built drawings, and annotated specifications and operation and maintenance manuals. N&T shall receive and review for accuracy and completeness the Contractor's submission of as-built drawings, and annotated specifications and operation and maintenance manuals. N&T will then update the electronic documents accordingly and provide CAD as-built drawings and specifications, which will serve as the "Record Documents" for the project.

R. Fundamental Commissioning:

In accordance with the California state regulation, N&T shall conduct basic commissioning of the mechanical, electrical, lighting and plumbing systems of the building, as specified by California Green Building Standards. (New construction under 10,000 square feet is exempt from Commissioning per CalGreen [N] 5.410.2).

S. Advanced Commissioning of Mechanical, Electrical and Plumbing systems for additional cost:

a. At the end of the commissioning, prepare a report and review the results with MPWD. The Commissioning Report shall include the following:
   (1) Review and summary of design intent and Owner's project requirements
   (2) Verification that design operation meets intent
   (3) List of design modifications and compromises
   (4) Verification that construction is completed pursuant to project specifications
   (5) Record of proper installation of components
   (6) Functional performance test results
   (7) List of any outstanding commissioning issues or system deficiencies that remain to be corrected
   (8) Appendix documenting all complete functional tests

b. Deliverables:
   (1) Commissioning Plan
   (2) Commissioning Specifications

(3) Issues Log

(4) Commissioning Report

T. Basic Commissioning Assumptions:

a. Systems to be commissioned: HVAC and HVAC direct digital controls, lighting, and domestic hot water.
b. All pre-functional tests will be performed by construction contractor
c. After functional tests are performed a list of problems shall be provided to the General Contractor
d. N&T will return only once to the site to verify fixes on outstanding items. Subsequent site visits, if required, will be billed as an additional service, typically back-charged to Contractor, at MPWD's option

U. HVAC Trend Reviews:

a. Review up to three weeks of HVAC trend data immediately after functional testing to ensure control sequences are implemented and operating properly.
b. Provide one formal punchlist to the control system sub-contractor including final signoff.

V. Security and Audio Visual/Paging:

a. Review contractor prepared technology system testing forms.
b. Conduct technology system acceptance testing for Security and Audio Visual/Paging, to confirm devices operate and respond properly and to verify correct programming of the system. Document items needing correction.
c. Conduct one punchwalk per system (Security and Audio Visual/Paging) with contractor and prepare a summary of items needing correction to help catch and deficiencies prior to the completion of construction.
d. Review one time per system the record drawings and O&M manuals.

II. POST-CONSTRUCTION PHASE AND CORRECTION OF DEFECTS

The scope of services provided by N&T in this phase shall be coordinated with MPWD's elected construction management services, and the scope of N&T's services for this phase shall be separately negotiated, including compensation.

A. Eleven-Month Inspection:

1. Between ten (10) and eleven (11) months following the issuance of a Certificate of Occupancy and prior to the expiration of any guarantees, Owner and its N&Ts shall visit the Project with Contractor and:
   a. Review the work and identify observable defects and deficiencies.
   b. Evaluate the performance, durability and appearance of installed products, materials and systems as they relate to suitability for the use intended and to MPWD's construction budget.
   c. Commissioning Authority (CxA) to review the operation of the building with operations and maintenance (O&M) staff and occupants within 10 months after substantial completion and provide a plan for resolving outstanding commissioning-related issues.

2. Zero Net Energy: Between twelve(12) and eighteen(18) months following the issuance of a Certificate of Occupancy, N&T and MPWD to review annual energy data use for the Project and provide a plan for resolving any issues with building performance.

III. EXCLUSIONS

The following items are excluded from the current Scope of Work:

1. Architectural:

a. Value Engineering Services may be provided as an additional service.
b. Redesign after drawings have already been approved.
c. Documentation for other third party certification, including, but not limited to the Living Building Challenge and Bay Friendly Rating Certification.

(End of Scope Document)

Noll & Tam Architects
729 Heinz Avenue
Berkeley, CA 94710

Mid-Peninsula Water District

3 Dairy Lane, Belmont CA

9/19/2024

Basic Service	Consultant	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PROJECT APPROVALS	BIDDING & NEGOCIATION	TOTALS
Architectural Services	Noll & Tam Architects	$95,000	$124,000	$186,000	$17,500	$14,500	$437,000
Structural Engineering	IDA Structural Engineers	$15,500	$16,500	$71,500	$5,500	$1,650	$110,650
Mechanical, PLumbing Engineering	Capital Engineering	$8,400	$8,400	$7,800	$1,400	$1,200	$27,200
Electrical Engineering, Low Voltage Sys	Capital Engineering	$11,700	$12,400	$12,000	$1,400	$1,400	$38,900
Landscape Architect	Gates Landscape Architecture	$6,990	$5,740	$8,080	$1,400	$1,410	$23,620
Civil Engineering	BKF Engineers	$10,000	$12,500	$25,000	$1,500	$1,000	$50,000
Cost Estimating	TBD, Inc	$10,340	$11,280	$9,400	-	-	$31,020
Fire Protection	Capital Engineering	$1,400	$1,400	$800	-	$500	$4,100
Code Required Documentation	Capital Engineering	$2,100	$700	$700	-	-	$3,500
Subtotal Basic Services		**$161,430**	**$192,920**	**$321,280**	**$28,700**	**$21,660**	**$725,990**
Supplemental Services	**Consultant**						
Survey, Utility Locating	BKF Engineers	$13,500	-	-	-	-	$13,500
Furniture, Fixtures & Equipment	Noll & Tam Architects	$7,500	$10,500	$13,500	-	$2,500	$34,000
Graphics & Signage (non-Code Req)	N&T Consultant as required	$2,000	$3,500	$6,000	-	-	$11,500
Subtotal Supplemental Services		**$23,000**	**$14,000**	**$19,500**	**$0**	**$2,500**	**$59,000**
Project Fee Allowance #1	Building Commissioning Services	$0	$0	$7,000	$0	$0	**$7,000**
Reimbursable Expense Allowance		$1,500	$2,000	$3,000	$2,000	$0	**$8,500**
						Total Proposed Fee	**$800,490**

Mid-Peninsula Water District - Dairy Lane

NOLL & TAM ARCHITECTS

	Task Name	Duration	Start	Finish
1	TASK 1 - Project Initiation & Information Collection	37d	11/01/24	12/23/24
2	District Board - Award of Contract	0	11/01/24	11/01/24
3	Contract Review + Notice to Proceed	10d	11/01/24	11/14/24
4	Document Review and Requests	3d	11/15/24	11/19/24
5	Project Goals & Engineering Criteria Meeting	0	11/19/24	11/19/24
6	Project Schedule & Milestones	3d	11/20/24	11/22/24
7	CEQA initiation & City of Belmont	21d	11/25/24	12/23/24
8	TASK 2 - Preliminary Design - Plan/Program Validation	407d	11/19/24	06/11/26
9	Administration (1 Meetings)	0	11/19/24	11/19/24
10	District Vendors, IT, Radio, Misc. Vendors TBD, SCADA, Security	0	11/28/24	11/28/24
11	Entitlement Groups: Planning, Building, Fire	0	11/19/24	11/19/24
12	Community or Neighborhood Representative	0	11/19/24	11/19/24
13	Weekly Meetings with Project Manager	400d	11/28/24	06/11/26
16	Project Basis-of-Design and Program Update	7d	12/24/24	01/01/25
17	TASK 3 - Schematic Design	75d	11/20/24	03/04/25
18	Document Development - Design Options	40d	11/20/24	01/14/25
19	Stakeholder Project Update - Team Meetings	0	01/14/25	01/14/25
20	Planning Package / Final Issue for Planning Commission	10d	01/15/25	01/28/25
21	Cost Estimating - Design Options/Alternates	15d	01/29/25	02/18/25
22	CEQA - Supporting Exhibits for Documentation	1d	02/19/25	02/19/25
23	ISSUE 100% SD Set for District Review and Approval to proceed	10d	02/19/25	03/04/25
24	District Board Presentation - As Required	0	02/18/25	02/18/25
25	TASK 4 - Design Development	60d	03/05/25	05/27/25
26	Document Development - Selected Option from SD Review	35d	03/05/25	04/22/25
27	Stakeholder Project Update	0	04/22/25	04/22/25
28	ISSUE 50% DD Package for review	1d	04/23/25	04/23/25
29	Draft Review of Planning Package & Document Development	10d	04/23/25	05/06/25
30	ISSUE 100% DD Set for District Review and Approval to proceed	0	05/06/25	05/06/25
31	Cost Estimating - Design Options/Alternates	15d	05/07/25	05/27/25
32	Planning Package / Final Issue for Planning Commission	5d	05/07/25	05/13/25
33	District Board Presentation - As Required	0	05/13/25	05/13/25
34	100% DD QA/QC Process & Coordination	15d	05/07/25	05/27/25
35	TASK 5 - Construction Documentation	128d	05/28/25	11/21/25
36	Document Development - Permit Package	65d	05/28/25	08/26/25
37	75% CD Package QA/QC Process & Coordination	15d	08/27/25	09/16/25
38	Document Development - 95% CD Package for Permit	18d	09/17/25	10/10/25
39	95% Cost Estimating - CD Package	15d	10/13/25	10/31/25
40	ISSUE 95% CD Set for District Review	15d	11/03/25	11/21/25
41	District Board Presentation - As Required	0	11/21/25	11/21/25
42	TASK 6 - Permitting Process & Back Check	50d	10/13/25	12/19/25
43	Plan Permit Submission	30d	10/13/25	11/21/25
44	Backcheck Review & Responses	20d	11/24/25	12/19/25
45	TASK 7 - Construction Documents For Bid	35d	12/22/25	02/06/26
46	Document Development - 100% CD Package	20d	12/22/25	01/16/26
47	Project Preparation for Bid and District Contract Documents	5d	01/19/26	01/23/26
48	100% Cost Estimate for final Bid issue	10d	01/26/26	02/06/26
49	ISSUE Bid Set for District Board Approval for Bid	0	01/23/26	01/23/26
50	TASK 8 - Bid Process & Site Mobilization	40d	02/09/26	04/03/26
51	Bid Process - Site Walk & Bidding Information Request	20d	02/09/26	03/06/26
52	Bidder RFI - Project Addendum Issue	15d	03/09/26	03/27/26
53	Construction Contract Administration	15d	03/09/26	03/27/26
54	District Approval & Notice to Proceed	0	03/27/26	03/27/26
55	Site Surge and Mobilization of District Staff	20d	03/09/26	04/03/26
56	TASK 9 - Construction Administration	320d	04/06/26	06/25/27
57	Estimated Construction Period	300d	04/06/26	05/28/27
58	Project Move-In	30d	05/10/27	06/18/27
59	Project Close-out	20d	05/31/27	06/25/27

Exported on September 19, 2024 10:56:58 AM PDT

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 7.B.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2024-20 ACCEPTING AS COMPLETE THE OLD COUNTY ROAD PHASE 1 IMPROVEMENTS (15-75) AND RALSTON AVENUE IMPROVEMENTS (15-82), AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PROJECT

RECOMMENDATION

Approve Resolution 2024-20 accepting as complete the Old County Road Phase 1 Improvements (15-75A) and Ralston Avenue Improvements (15-82) (#05-1621-CP) and authorizing the recordation of a Notice of Completion for the project.

FISCAL IMPACT

Approved C2R Contract (Resolution 2023-15):	$	4,417,300.00
Approved Change Orders	$	564,467.06
Total Value of Work Completed:	**$**	**4,981,767.06**

DISCUSSION

The final status report and accounting on this project is provided as an attachment. A preliminary site walk occurred on June 4, 2024 with the contractor C2R Engineering (C2R) working on punch list items. The Construction Manager deemed the project substantially complete and all punch list items completed on June 24, 2024. Between June 24 and August 12, 2024, the contractor worked to close out the three encroachment permits required of the job with the cities of Belmont and San Carlos, and San Mateo County. Final completion was given by the Construction Manager on August 12 when all of the encroachment permits were closed. The project contractor (C2R) provided a letter stating all vendors/subcontractors were paid in full and confirmed no project claims.

Once accepted by the Board, the attached Notice of Completion for the project will be signed and recorded at San Mateo County. This will start a 25-day period to verify that the contractor has paid its vendors and subcontractors. If the contractor is all clear with its vendors and subcontractors, then MPWD staff will process a release of retention in the amount of $249,088.35.

Attachments: Resolution 2024-20
Notice of Completion
Memo – Final Retention Release dated September 16, 2024

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

UNANIMOUS_____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA_____

RESOLUTION NO. 2024-20

ACCEPTING AS COMPLETE THE OLD COUNTY ROAD IMPROVEMENTS-PHASE 1 CIP 15-75 AND RALSTON AVENUE IMPROVEMENTS CIP 15-82, AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PROJECT

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, on **July 31, 2023**, the Mid-Peninsula Water District ("District") entered into a construction contract with C2R Engineering, Inc. in the amount of **$4,417,300.00** for the Old County Road Improvements-Phase I CIP 15-75 and Ralston Avenue Improvements CIP 15-82 ("Project"); and

WHEREAS, nine change orders were issued during the course of the Project, ***increasing*** the contract price by **$564,467.06** for a total contract amount of **$4,981,767.06**; and

WHEREAS, the District's Project Construction Manager has determined that the work required under this contract has been completed in accordance with the contract plans and specifications; and

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

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

1. The Old County Road Improvements-Phase I CIP 15-75 and Ralston Avenue Improvements CIP 15-82 are hereby accepted as complete; and
2. The General Manager is hereby authorized and directed to record a Notice of Completion with the County of San Mateo evidencing acceptance and completion of this project.

REGULARLY PASSED AND ADOPTED this 26th day of September 2024, by the following vote.

AYES:

NOES:

ABSENCES: None

ABSTENTIONS:

_____
PRESIDENT, BOARD OF DIRECTORS

ATTEST:

_____
DISTRICT SECRETARY

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name Mid-Peninsula Water District

Street Address 1075 Old County Road, Suite A
City & State Belmont, CA 94002

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is an authorized agent of the owner of the hereinafter described property.

2. The full name of the undersigned owner is:

NAME	ADDRESS	CITY AND STATE
Mid-Peninsula Water District	1075 Old County Road, Suite A	Belmont, CA 94002

3. On September 26, 2024, there was completed on the hereinafter described real property located in the City of San Carlos, City of Belmont, and unincorporated San Mateo County, County of San Mateo, California, the Contract for the construction of the Old County Road Improvements-Phase I CIP 15-75 and Ralston Avenue Improvements CIP 15-82 (Project).

   The project consisted of two discrete water main improvement segments. The first segment included the construction of approximately 1,155 linear feet of 8-inch PVC pipe and 25 linear feet of 12-inch PVC pipe along Old County Road between Ralston Avenue and O'Neill Avenue; and along Ralston Avenue between Old County Road and Elmer Street. The second segment included construction of approximately 1,775 linear feet of 20-inch PVC, 45 feet of 16-inch fusible PVC pipe sliplining existing 20-inch CCP pipe under Belmont Creek, 110 linear feet of 12-inch PVC pipe, and 110 linear feet of 8-inch PVC pipe along Old County Road between Harbor Boulevard and F Street. The project included demolition and abandonment of existing water system facilities, installation of PVC pipe, DI fittings, gate valves, butterfly valves, fire hydrants, copper water service laterals, air release valve assemblies, and reconnection of fire and domestic services to the new water main; surface restoration including slurry seal and striping, among other appurtenance work.

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

NAME	ADDRESS	CITY AND STATE
C2R Engineering, Inc.	100 Mountain View Ave	Los Altos, CA 94024

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

VERIFICATION

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

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

Executed on _____, 2024, at _____, California
(date) (place where signed)

By: _____
Alison Bell, District Secretary

MEMO

Date: September 18, 2024

To: Mid-Peninsula Water District

Attn: Kathryn Wuelfing, Rene Ramirez, Joubin Pakpour

Project Name: Old County Road Improvements Phase 1 CIP 15-75 and Ralston Avenue CIP 15-82

Reference: **FINAL RETENTION RELEASE**

From: Gopi Chandran, Construction Manager, 4LEAF Inc.

Construction Status

All contractor field work and required post construction contract required items listed below were received. MPWD and 4LEAF conducted multiple site walk to verify installed items (post-commissioning). Punch list items were addressed and following items were received for record.

- DIR /Certified Payroll records
- Unconditional Lien Release from vendors

Change Orders

Contractor submitted (9) extra work requests during work and these were executed. Total change orders were $564,467.06 representing 12.78 % of initial contract value.

Remaining Costs

None remaining.

Project Schedule

Project was substantially completed by June 24, 2024, including all required punch list items. This was early completion of project that was initially due for completion on September 24,2024.

2126 RHEEM DRIVE • PLEASANTON, CA 94588 • PHONE (925) 462-5959 • FAX (925) 462-5958

Warranty

Two (2) year warranty period to start upon project final acceptance by Owner.

Retention

Contractor is eligible for retention release of $249,088.35.

Project Acceptance and Retention

We recommend project acceptance and filing the Notice of Completion with the County of San Mateo. C2R provided their final invoice, and letter of subcontractor /vendor lien releases.

	Final	
Original Contract Amount	$ 4,417,300.00	
Approved Change Orders	$564,467.06	12.78%
Final Contract Amount	$ 4,981,767.06	
Previously Paid (less retention)	$ 4,732,678.72	
Retention	$ 249,088.35	
Total Value of Work Completed	$ 4,981,767.06	100.0%
Total Remaining on Contract	$ 0 -	0.0%

Sincerely,

Gopi Chandran

Gopi Chandran
Construction Manager
4LEAF Inc.

2126 RHEEM DRIVE • PLEASANTON, CA 94588 • PHONE (925) 462-5959 • FAX (925) 462-5958

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.A.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager

SUBJECT: REVIEW FINAL 2024 RATE STUDY

RECOMMENDATION
Review Final 2024 Rate Study report prepared by HF&H Consultants.

FISCAL IMPACT
None at this time.

At the November 21, 2024 Regular Board Meeting, the MPWD plans to hold a Proposition 218 Rate Increase Public Hearing. If the rates in the 5-year rate study are approved by the Board, then it is expected to result in sufficient revenue to fund District operations and the planned Capital Improvement Plan (CIP) projects over this timeframe.

BACKGROUND
MPWD previously implemented 5-year rate plans for the 2010-2014 and 2015-2019 periods. We have not increased our customer rates except for pass-throughs for SFPUC wholesale water increases since July 2019. Below is a summary of the rate increases to our customers over the last several years:

- July 1, 2024 – Pass-Through Rate Increase of $0.46/HCF (6.5% increase relative to lowest residential tier)
- July 1, 2023 – Pass-Through Rate Increase of $0.46/HCF (7% increase relative to lowest residential tier)
- July 1, 2022 – Pass-Through Rate Increase of $0.65/HCF (11% increase relative to lowest residential tier)
- July 1, 2021 – No Rate Increase
- July 1, 2020 – No Rate Increase
- July 1, 2019 – Part of 5-Year Rate Study, 3% Increase to Volumetric Rates

The 2024 Rate Study incorporates the District's 5-year CIP budget, and the rate changes included therein are proposed to cover District operating expenses as well as the CIP projects included in the budget over this timeframe. The Board has discussed the rate study and/or the 5-year CIP at the following public meetings:

- Finance Committee Meeting – December 8, 2023
- Finance Committee Meeting – February 20, 2024
- Finance Committee Meeting – April 2, 2024
- Finance Committee Meeting – May 15, 2024
- Finance Committee Meeting – June 5, 2024
- Special Board Meeting – June 6, 2024
- Regular Board Meeting – June 27, 2024
- Special Board Meeting – July 23, 2024
- Finance Committee Meeting – August 29, 2024

DISCUSSION

The Board reviewed the Draft Rate Study at a July 23, 2024 Special Meeting, and received a detailed presentation by Rick Simonson from HF&H Consultants. Minor updates were made to the draft report, and updates presented by Rick Simonson to the Finance Committee at the August 29, 2024 meeting. The report was reviewed by staff and District Counsel. Rick Simonson and staff are available to answer any questions the Board may have.

Attachments:
Final Water Rate Study, dated September 10, 2024

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

MID-PENINSULA WATER DISTRICT
Water Rate Study

September 10, 2024
Final Report

MID-PENINSULA WATER DISTRICT
1075 Old County Road #A
Belmont, CA. 94022

WATER RATE STUDY

Final Report

September 10, 2024

HF&H CONSULTANTS, LLC
590 Ygnacio Valley Drive, Suite 105
Walnut Creek, CA 94596

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HF&H CONSULTANTS, LLC
Managing Tomorrow's Resources Today

590 Ygnacio Valley Road, Suite 105
Walnut Creek, California 94596
Telephone: 925/977-6950

Northern California
Southern California
www.hfh-consultants.com

September 10, 2024

Kat Wuelfing
General Manager
Mid-Peninsula Water District
1075 Old County Road #A
Belmont, CA 94002

Subject: **Water Rate Study – Final Report**

Kat Wuelfing:

HF&H is pleased to submit this cost-of-service rate study to the Mid-Peninsula Water District. This study documents our methodology and recommendations. Our major recommendations are briefly summarized as follows.

- **Water revenue increases**. Annualized revenue from water rates should be increased by the following amounts:

January 1, 2025:	24.5%
July 1, 2025:	5%
July 1, 2026:	8%
July 1, 2027:	9%
July 1, 2028:	9%

- **Cost recovery.** The above revenue increases will allow the District to:
  - Fund average annual operating and maintenance costs of $14.9 million per year.
  - Fund increasing water supply costs from the San Francisco Public Utilities Commission (SFPUC). The SFPUC has notified their wholesale water customers of a planned cumulative 17% increase in wholesale water rates over the next three fiscal years.
  - Fund $48.9 million in needed capital improvements, including, but not limited to: 1) $13.0 million to design and construct the new Operations Center (which is necessary due to the recent flooding of the District's office; 2) $7.6 million to replace the Dekoven tanks; and, 3) $3.9 million to relocate the Exborne West, Hallmark North, and West Belmont North water storage tanks.

- **$48.9 million capital improvement funding.** The annual revenue requirement projections include funding capital improvements with a combination of debt issuances in FY 2024-25 ($15.5 million) and FY 2025-26 ($17.5 million), with the remainder cash-funded through rates. Debt funding assumption assumes a 30-year repayment period at a 5.5% annual interest rate.
- **Fixed service charge rate modifications**. The costs allocated to the capacity portion of the monthly fixed system charge rates have been reapportioned to each account based on each account's metered capacity ratio.
- **Residential consumption charge rate structure.** The number of tiers should be reduced from four to three tiers based on recent water demand patterns. The size of the first tier will be larger and the second and third tier will be slightly smaller, based on recent customer demand patterns.
- **Drought rate adjustment factors.** We recommend adopting drought rate adjustment factors that would be applied to consumption charge rates only during declared water shortages. These adjustments will offset revenue shortfalls due to water rationing with revenue neutral increases in consumption charge rates.

Sincerely,

HF&H CONSULTANTS, LLC

Rick Simonson
Senior Vice President

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APPENDIX

Water Rate Model

GLOSSARY

AWWA – American Water Works Association.

Breakpoint – The volume of water per billing period separating tiers in tiered rate structures.

CCF – Hundred cubic feet (see HCF below).

Capacity - Capacity is the maximum demand that a customer can place on the infrastructure. It is contrasted with demand (see below). Capacity is determined by the physical properties of the service connection.

Charge - A charge is how much a customer is billed and is the product of a rate multiplied times a unit of service (e.g., accounts, HCF).

CIP - Capital Improvement Program.

COS - Cost-of-service.

Demand - Demand is the metered or estimated flow that a customer places on the infrastructure. Demand is determined based on metered or estimated water use, which can vary and is limited by the capacity (see above) of the service connection.

EMU – Equivalent Meter Unit.

FY - Fiscal Year.

GPD - Gallons Per Day.

HCF - Hundred cubic feet of metered water; 748 gallons; a cube of water 4.6 feet on edge. One HCF per month is about 25 gallons per day.

O&M - Operating and Maintenance, in reference to the costs of running facilities.

PAYGo - Pay-As-You-Go, in reference to funding capital improvements from cash rather than from borrowed sources such as bonds or loans.

Rate - A rate is the unit cost-of-service per account or volume of flow, which, when multiplied times the units of service (i.e., accounts, HCF) yields a charge that customers are billed.

SFR – Single Family Residential.

SFPUC - San Francisco Public Utilities Commission.

Uniform rates - A constant rate per unit of metered water use that does not change depending on the volume of flow.

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- Catherine M. Jordan, Vice President
- Brian Schmidt
- Kirk R. Wheeler
- Louis J. Vella

District Staff
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- Alison Bell, Administrative Services Manager
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- Julie Sherman, District Counsel
- James W Ramsey, CPA, CFE, District Treasurer

LIMITATIONS

This document was prepared solely for the Mid-Peninsula Water District in accordance with the contract between the District and HF&H and is not intended for use by any other party for any other purpose. In preparing this study, we relied on information from the District, which we consider accurate and reliable. This study contains reasonable assumptions and forecasts regarding future conditions, which cannot be predicted with certainty. If actual conditions vary from these assumptions, there may be a significant difference with the forecasts in this report.

Rounding differences caused by stored values in electronic models may exist.

This document represents our understanding of relevant laws, regulations, and court decisions but should not be relied upon as legal advice. Questions concerning the interpretation of legal authorities referenced in this document should be referred to a qualified attorney.

WATER RATE STUDY

FINAL REPORT

I. EXECUTIVE SUMMARY

This study documents the process by which the District's water rates were updated for adoption for the next five years, FY 2024-25 through FY 2028-29. The following discussion summarizes our findings and recommendations.

PROJECTED REVENUE REQUIREMENTS AND REVENUE INCREASES

The water revenue requirements were updated by preparing a ten-year projection of operating and capital expenses. The projected increases needed in rate revenue were determined by comparing the revenue requirement projections with the revenue projected from rates. The required annual revenue increases are summarized in **Table I-1**, which includes other key financial indicators.

Table I-1 Projected Revenue and Revenue Requirement Increases

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Revenue Increases	24.5%	5.0%	8.0%	9.0%	9.0%	4.0%	3.0%	3.0%	3.0%	3.0%
Revenue Requirement	$19,262,770	$20,978,714	$21,565,191	$22,362,846	$22,943,405	$24,981,506	$25,684,777	$26,475,049	$27,195,140	$28,003,090
EOY Reserve Fund Balance	$10,021,310	$8,452,915	$7,818,656	$8,266,856	$10,219,776	$12,558,864	$14,204,836	$15,917,762	$17,804,409	$19,814,409
Debt Coverage Ratio (1.30 min.)	1.32	1.51	1.82	2.17	2.65	2.80	2.88	2.94	3.03	3.10
Days of Cash	190	147	132	135	163	183	202	219	239	258

The projections show that annual increases in revenues are needed to fund anticipated expenses and to maintain adequate reserves. The expenses include meeting or exceeding the required 1.30 minimum debt coverage ratio and growing reserves in order to maintain the proposed target reserve fund balance adopted by the Board.

WATER RATE STRUCTURE MODIFICATIONS

The District's current water rate structure comprises two components: fixed system charge rates and consumption charge rates. The fixed system charges are charged monthly, are based on each customer's meter size, and are the same for the District's two customer classes (residential and commercial). In addition, residential customers are charged a monthly consumption charge based on a four-tier consumption charge structure, which proportionally allocates higher system service costs (not water commodity costs) associated with the greater system demands required by peak usage. Commercial customers are charged a monthly consumption charge based on a two-tier consumption charge structure, which also proportionally allocates higher system service costs (not water commodity costs) based on ranges of demand. These classes and rate structures have been in place for several years with periodic rate increases.

The following modifications are proposed to the rate structures, effective as of billings sent on or after January 1, 2025 followed by future annual increases effective July 1 of each year from 2025 through 2028.

Fixed System Charge Rates

The current fixed system charge rates reflect system costs that do not vary with the volume of water consumed by a customer, but instead the customer's fair share of the system costs based on maximum safe flow/capacity as determined by meter size, as a proportion of the system total. The District has some discretion in how to allocate certain system costs – as certain costs may have both a fixed and variable component. In deciding whether to favor a lower fixed system charge or a higher fixed system charge (the balance of which will be made up by the consumption charge), the Board of Directors makes a policy choice between the benefits of either approach. Low fixed system charge rates shift more revenue generation to the consumption charges, thereby making customer bills more reflective of customer consumption. Increases or decreases in consumption are more noticeable on bills with low fixed system charges, which encourages customers to conserve and discourages wastefulness. However, it is critical that the fixed system charges generate sufficient revenue so that they are consistent with the cost-of-service. Higher fixed system charges improve revenue stability, which will allow the District to carry slightly lower reserves. The fixed system charge rates reflect the rated capacities of each meter size. The proposed fixed system charge rates for the next five years are summarized in **Table I-2**.

Table I-2. Proposed Fixed System Charge Rates ($/month)

Service Size	Current Charge	Proposed (All Customer Classes)				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
		COS Rates	+ 5.0%	+ 8.0%	+ 9.0%	+ 9.0%
5/8"	$28.00	$35.15	$36.91	$39.86	$43.45	$47.36
1"	$42.00	$72.39	$76.01	$82.09	$89.48	$97.53
1-1/2"	$70.00	$134.44	$141.16	$152.45	$166.18	$181.13
2"	$112.00	$208.90	$219.35	$236.89	$258.21	$281.45
3"	$168.00	$407.47	$427.84	$462.07	$503.66	$548.99
4"	$280.00	$630.86	$662.40	$715.40	$779.78	$849.96
6"	$700.00	$1,251.39	$1,313.96	$1,419.08	$1,546.79	$1,686.00

Consumption Charge Rates

The District's single family rate payers have been charged increasing tiered rates for their metered water use for many years. Recent water rate litigation[1] provides guidance on designing tiered rates that limit the amount of discretion that was previously common in

[1] *Howard Jarvis Taxpayers Association v. City of San Juan Capistrano.*

designing rates. First, the size of each tier should be based on actual customer demands that corresponds with the cost of supplying those demands. This design guideline differs from prior common practices in which deemed amounts (e.g., essential use at the low end or excessive use at the high end) or budgets for indoor and outdoor needs were used as the basis for determining the size of tiers. The proposed consumption charge rates are based on recent customer demands taken from the District's billing data.

Second, the rate for each tier should reflect the cost of providing the service associated with each tier. This design guideline also differs from prior practices in which the rates for each tier were adjusted to discourage high water use. The proposed consumption charge rates are based on the cost of providing levels of service corresponding to each of the tiers based on the incremental additional cost of maintaining extra capacity in the system in order to meet peak system demands (usually during warmer months), which is required under Proposition 218.

With these modifications, the resulting consumption charge rates are summarized in **Table I-3.** Note that the proposed residential structure contains three tiers, rather than four tiers and that the sizes of the tiers differ slightly, both of which are the result of basing each tier on the level of actual customer demand, which has changed over time, and the cost of providing service for each level of demand. We regard these modifications as critical to avoiding similar litigation to what occurred in San Juan Capistrano. Going forward, we recommend that tiered rates apply only to the single-family residential customer category. Single-family residential demand is relatively homogenous compared to non-single family residential (i.e., commercial and multi-family) demand, which can vary widely based on land use. The types of customers (i.e., restaurants, office buildings, manufacturing, multi-family residential), the amounts of the water use, and the seasonality of their water use are so diverse among each type as to make it problematic to determine the location of breakpoints for the purpose of determining impact of peak demand on the cost of service. For that reason, tiered rates are not well suited for the commercial class. Accordingly, we recommend charging commercial customers a uniform consumption charge for all water use, which is in line with industry standards.

Table I-3. Proposed Consumption Charges Rates

Current Quantity Charge Rates			Recommended Quantity Charge Rates						
						Proposed			
	Tier Size (HCF)	$/HCF		Tier Size (HCF)	1/1/2025 COS Rates	7/1/2025 + 5.0%	7/1/2026 + 8.0%	7/1/2027 + 9.0%	7/1/2028 + 9.0%
					$/HCF	$/HCF	$/HCF	$/HCF	$/HCF
Residential			Residential						
Tier 1	0 to 2	$7.43	Tier 1	0 to 6	$9.75	$10.24	$11.06	$12.06	$13.15
Tier 2	3 to 8	$10.26	Tier 2	7 to 14	$14.56	$15.29	$16.51	$18.00	$19.62
Tier 3	9 to 20	$12.17	Tier 3	15+	$19.10	$20.06	$21.66	$23.61	$25.73
Tier 4	21+	$14.07							
Commercial			Commercial						
Tier 1	0 to 5	$9.37		All Usage	$12.80	$13.44	$14.52	$15.83	$17.25
Tier 2	6+	$10.73							

We note that the proposed consumption charge rates in **Table I-3** may be adjusted over the next five years based on automatic Pass-Through Adjustments as described in **Section V** of this report. These automatic adjustments account for potential variances between the projected cost of the SFPUC's water used in this study and the rate that is ultimately adopted by the SFPUC.

We also note that the proposed rates in **Table I-3** are appropriate for years of normal water supply. During droughts, it is recommended that the District implement the Drought Rate Factor adjustments described in **Section V** of this report. These adjustments would be applied only when the SFPUC implements regional water supply reductions during droughts or for prolonged emergency outages. Applying those factors to the normal-year rates will minimize the revenue shortfall caused by significant, possibly prolonged conservation, which otherwise could jeopardize the District's reserves.

Both the Pass-Through and Drought Rate Adjustments provide an important measure of revenue stability that is highly regarded by credit rating agencies, which should favorably reduce the District's cost of borrowing.

CUSTOMER BILL IMPACTS

The impact on customer bills due to these modifications in FY 2024-25 will vary depending on the size of customers' meters and their monthly water use. Hence, the overall revenue increase of 24.5% proposed for January 1, 2025 will vary with each bill. **Table I-4** summarizes monthly costs for representative customers.

Table I-4. Impact on Monthly Water Bills (eff. January 1, 2025)

	Residential				Commercial
	Low Use	Average Use	High Use	Very High Use	Average Use
Assumptions					
Flow per Month (hcf)	3	7	14	21	45
Flow per Day (gpd)	75	175	349	524	1122
Meter Size	5/8"	5/8"	5/8"	5/8"	1"
Monthly Bill					
Bills with Current Rates					
Fixed System Charge	$28.00	$28.00	$28.00	$28.00	$42.00
Consumption Charge	$25.12	$66.16	$149.44	$236.53	$476.05
Total	$53.12	$94.16	$177.44	$264.53	$518.05
Bills with Proposed Rates					
Fixed System Charge	$35.15	$35.15	$35.15	$35.15	$72.39
Consumption Charge	$29.25	$73.06	$174.98	$308.68	$576.00
Total	$64.40	$108.21	$210.13	$343.83	$648.39
Proposed minus Current	$11.28	$14.05	$32.69	$79.30	$130.34
Percent Change	21.2%	14.9%	18.4%	30.0%	25.2%

For residential customers, bills for low-use volumes increase over time primarily due to the increase in the fixed system charges, which is necessary to ensure that low-use customers are paying their share of the fixed costs. High-use allocate the cost of providing for the highest level of peak service with the consumption charge rates in the highest tier. It is important to note that customers in the high-use category are only charged the high-use rate on the final increment of consumption – i.e. for volumes of water between 8 to 14 hcf. They will pay the same rate as all other customers for the first increment of water consumption (0-3 hcf), and the second increment of consumption (4-7 hcf).

For commercial customers, the increase in bills is higher because they typically have larger meters, the fixed system charges for which are proposed to increase. Furthermore, the consumption charge rates for institutional customers are going up because of the cost-of-service allocations.

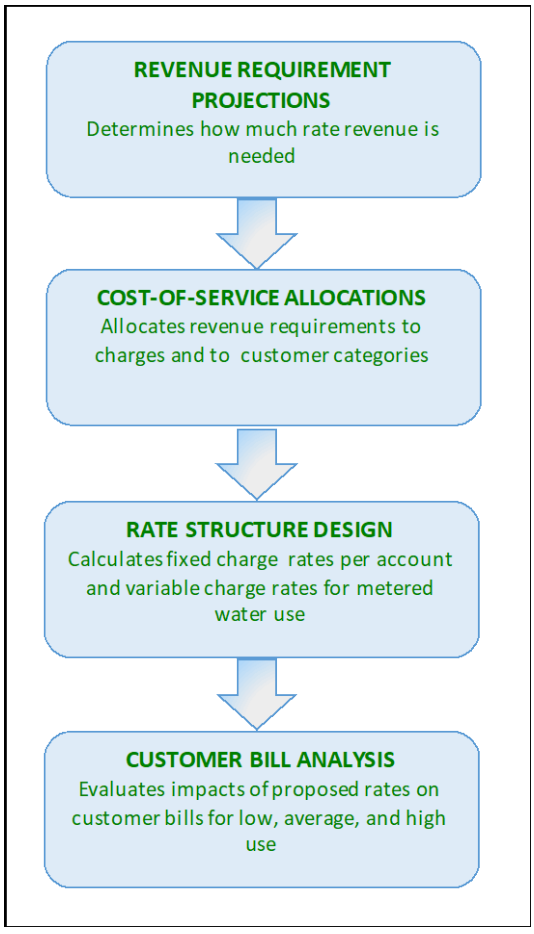
II. INTRODUCTION

STUDY PURPOSE

The purpose of this study is to conduct a cost-of-service analysis that will determine rates that proportionally recover the cost of providing the District's water service. Toward that end, the cost-of-service analysis determined how much revenue should be generated by each component of the rate structures so that rate payers are charged for their proportionate shares of the cost of providing service. The cost-of-service analysis is tailored specifically to the District's customer classes and the rate structures.

STUDY PROCESS

The rate study was conducted following industry standards and practices promulgated by the American Water Works Association.[2] A comprehensive rate study involves the four steps shown in the adjacent diagram.



Revenue requirements were projected for a ten-year planning period based on operations, maintenance, capital expenses, and contributions to reserves. The cost-of-service analysis allocates the projected expenses among the customer classes in proportion to their use of the systems. Rates are then designed so that rate payers are charged equitably. The impact on customers is then determined by comparing bills under the proposed rates with bills under the current rates.

During the course of the study, interim work products were presented to District staff, the Finance Committee, and the Board of Directors.

The input received from the Finance Committee and Board is reflected in the recommended rates documented in this report.

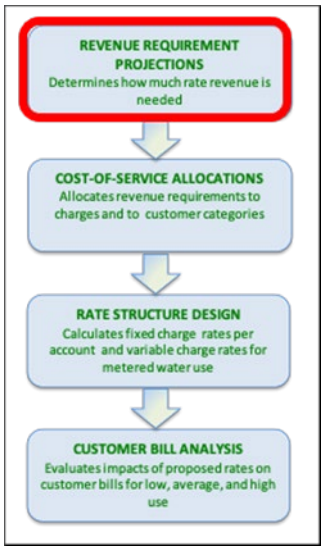
[2] *Principles of Water Rates, Fees, and Charges*. American Water Works Association Manual M1. 2017.

REPORT ORGANIZATION

This report documents the analysis for each of the four rate-making steps. A glossary of technical terms and acronyms is provided following the Table of Contents. An appendix contains a copy of portions of the rate model that are not included in the body of the report text as tables and figures.

III. REVENUE REQUIREMENTS

The revenue requirement analysis began with the FY 2024-25 budgeted O&M and capital expenditures. Revenue requirements for each fiscal year were then projected over a ten-year planning period. Revenue increases needed to cover the projected revenue requirements were then determined. Over a ten-year period it is possible to derive a relatively smooth series of annual revenue increases that minimize annual fluctuations.



ASSUMPTIONS AND PROJECTIONS

Expense projections combined with contributions to reserves constitute the revenue requirements. The assumptions shown in **Table III-1** were used to project expenses through FY 2031-32.

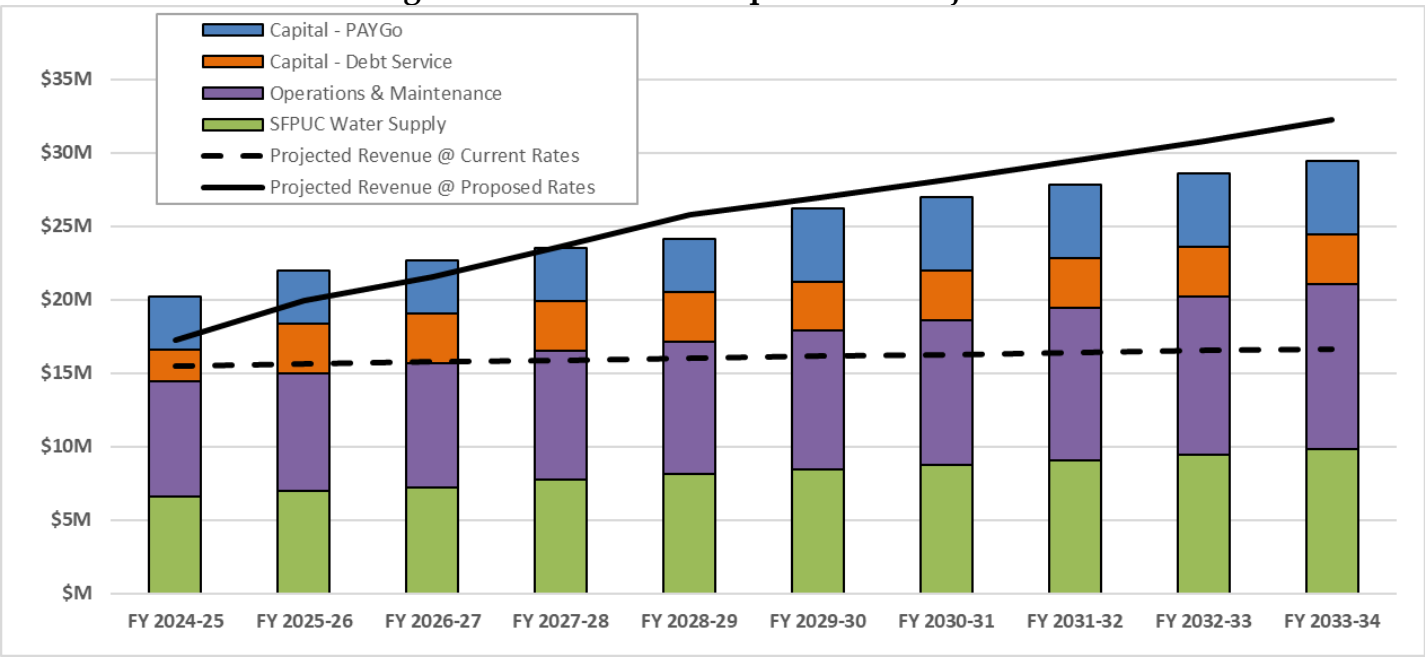
Table III-1. Projection Assumptions

Inflation Factor Assumptions used for projections:	Budget FY 2024-25	Projected FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
a Annual Account Growth Rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
b Annual Water Demand Increases	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
c General Inflation	4.00%	4.00%	4.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
d Salaries & Wages	8.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
e Benefits	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%
f Utilites	4.52%	4.52%	4.52%	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%
g Construction Cost Inflation	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%
h Interest on Fund Balance	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
i Annual SFR conservation reduction	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
j Connection Fee Revenue	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000
k Water Demand Offset Revenue	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
l SFPUC Quantity Charge per hcf	$5.67	$5.86	$6.30	$6.64	$6.91	$7.18	$7.47	$7.77	$8.08	$8.40
m Estimated Annual Increase in SFPUC Qty Charge	Rates above as provided by SFPUC - April 2024				4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
n BAWSCA Debt Service Surcharges	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236
o SFPUC Water Service Charge	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000
p Water Sales (hcf)	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427

Source: Model Tab 1B. Assumptions

The resulting revenue requirement projections are shown in **Figure III-1** as stacked bars. In addition, the revenue from current rates, non-rate revenue, and capacity charges is shown as a dashed black line. As shown in **Figure III-1**, revenue from current rates and other sources is not sufficient to fund the District's projected operating and capital expenses. The revenue from the recommended revenue increases (discussed below) is shown as a solid black line. In years in which expenses are projected to exceed revenue, reserves are used to bridge the gap. In years in which revenue is projected to exceed expenses, the reserves are replenished.

Figure III-1. Revenue Requirement Projections



Source: Model Table 2. Revenue Requirement.

Expense Projections

The detail for the line items in each expense category is shown in the model in the Appendix. A brief narrative of the projected expense categories is provided below.

SFPUC Water Supply

The projected water supply expenses are the cost of purchased water from the SFPUC. This cost is increasing during the projection period as a result of increases in the SFPUC's wholesale rates; it is not expected that the District's purchased volumes from the SFPUC will increase significantly in the near future. It is assumed that the increase in water demand due to growth will be offset by conservation by all customers.

We note that the cost of SFPUC water that is used to set the proposed rates in this study is based on the SFPUC's projections. The SFPUC may adopt different rates as conditions evolve. We recommend making Pass-Through Adjustments to account for the variance between the cost of SFPUC water shown in **Table III-1** and the wholesale rates that are eventually adopted by the SFPUC (see **Section V**).

Operations & Maintenance (O&M) Expenses

The projected O&M expenses are projected to increase slightly based on the escalation factors in **Table III-1**.

Capital Projects

A significant portion of the District's revenue requirements comprises annual expenditures on capital improvements from rate revenue and capital reserves. These expenditures fund the on-going renewal and replacement of aging infrastructure. A list of the projects is shown in **Table III-2.** Capital spending for this five-year planning period is higher than in most similar periods as the recent flood of the District's offices requires the design and construction of a new facility and the need for tank replacements/recoating.

Because PAYGo projects fluctuate from year to year, they are funded from capital reserves, which buffers the annual fluctuations so that revenue requirements are relatively stable. To modulate these fluctuations, contributions from the revenue requirements are made to the capital reserve based on the inflation adjusted average of annual PAYGo capital expenses for each year. For the first five-year period of the planning period (i.e., FY 2024-25 through FY 2028-29), the revenue requirement reflects annual contributions to reserves to fund the PAYGo projects, shown in **Table III-2,** in the amount of $3,628,237 per year ($3.3 million per year in current 2024 dollars, adjusted for projected inflation[3]). For the second five-year period of the planning period (i.e., FY 2024-25 through FY 2028-29), the revenue requirement reflects annual contributions to reserves to fund anticipated PAYGo projects (not yet identified), in the amount of $5,060,969 per year ($4.0 million per year in current 2024 dollars, adjusted for projected inflation).

Table III-2. Capital Improvement Program

Project	Funding Source	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total
Capitalized Equipment	PAYGo	$400,000	$100,000	$100,000	$100,000	$100,000	$800,000
Old County Road Improvements	PAYGo	$225,000	$0	$0	$0	$0	$225,000
Dekoven Tank Util/Lincoln/Newlands/Oak	PAYGo	$3,000,000	$0	$0	$0	$0	$3,000,000
Dairy Lane Operations Center - Design	Debt	$2,400,000	$0	$0	$0	$0	$2,400,000
Dairy Lane Operations Center - Constructio	Debt	$0	$2,910,000	$6,790,000	$0	$0	$9,700,000
Folger Property Improvements	Debt	$2,700,000	$2,295,000	$0	$0	$0	$4,995,000
Dekoven Tanks Replacement	Debt	$1,897,500	$5,692,500	$0	$0	$0	$7,590,000
SR 101 Crossing - Phase 2	Debt	$681,250	$2,083,750	$0	$0	$0	$2,765,000
Exborne West Tank Recoating	PAYGo	$675,000	$0	$0	$0	$0	$675,000
Hallmark North Tank Recoating	PAYGo	$610,000	$2,440,000	$0	$0	$0	$3,050,000
West Belmont North Tank Recoating	PAYGo	$130,000	$0	$0	$0	$0	$130,000
Other Projects (Not Yet Identified)	PAYGo	$0	$1,000,000	$2,500,000	$2,500,000	$2,500,000	$8,500,000
Other Projects (Not Yet Identified)	Debt	$0	$0	$1,700,000	$1,700,000	$1,700,000	$5,100,000
Total		**$12,718,750**	**$16,521,250**	**$11,090,000**	**$4,300,000**	**$4,300,000**	**$48,930,000**
Recap by Funding Source							
PAYGo		$5,040,000	$3,540,000	$2,600,000	$2,600,000	$2,600,000	$16,380,000
Debt Financing		$7,678,750	$12,981,250	$8,490,000	$1,700,000	$1,700,000	$32,550,000
Total		$12,718,750	$16,521,250	$11,090,000	$4,300,000	$4,300,000	$48,930,000

[3] Inflation factor of 3.3% per year based on the average annual increase (since 2014) in the Construction Cost Index (San Francisco) published by the Engineering-News Report

The District currently pays debt service on a previously issued Certificate of Participation (COP) and plans to issue two bonds in FY 2024-25 ($15,500,000) and FY 2025-26 ($17,500,000) to fund various capital improvement projects as listed in **Table III-2** above. The debt service on the COP (approximately $1,060,000 annually) is scheduled to be paid off in 2046.

Annual debt service, which has been included in the revenue requirement, for the two planned bond issuances are as follows:

- $1,082,481 annual debt service beginning FY 2024-25 based on funding $15,500,000 in capital projects, projected issuance costs of 1.5%, a 30-year repayment term, and a 5.5% interest rate.
- $1,222,156 annual debt service beginning FY 2025-26 based on funding $17,500,000 in capital projects, projected issuance costs of 1.5%, a 30-year repayment term, and a 5.5% interest rate.

Revenue Increases

In addition to showing the major components of the revenue requirements, **Figure III-1** also shows the revenue from current rates and from rates after rate increases are added. The revenue and revenue requirement increases are summarized in **Table III-3** along with other key financial indicators. Note that the effective date for the FY 2024-25 increase is January 1, 2025. Subsequent revenue increases become effective on July 1, at the beginning of each fiscal year.

Table III-3. Projected Water Revenue and Revenue Requirement Increases

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
Revenue Increases	24.5%	5.0%	8.0%	9.0%	9.0%	4.0%	3.0%	3.0%	3.0%	3.0%
Revenue Requirement	$19,262,770	$20,978,714	$21,565,191	$22,362,846	$22,943,405	$24,981,506	$25,684,777	$26,475,049	$27,195,140	$28,003,090
EOY Reserve Fund Balance	$10,021,310	$8,452,915	$7,818,656	$8,266,856	$10,219,776	$12,558,864	$14,204,836	$15,917,762	$17,804,409	$19,814,409
Debt Coverage Ratio (1.30 min.)	1.32	1.51	1.82	2.17	2.65	2.80	2.88	2.94	3.03	3.10
Days of Cash	190	147	132	135	163	183	202	219	239	258

As further discussed below, the revenue increases fund the O&M and capital expenses and maintain adequate reserves. With the recommended revenue increases, debt coverage ratio will continue to meet the minimum requirement of 1.30, based on the current projected operating costs and capital improvement program. As further discussed below, the fund balance is drawn down to near the minimum target before climbing up. These revenue increases are therefore regarded as the minimum that are needed at this time.

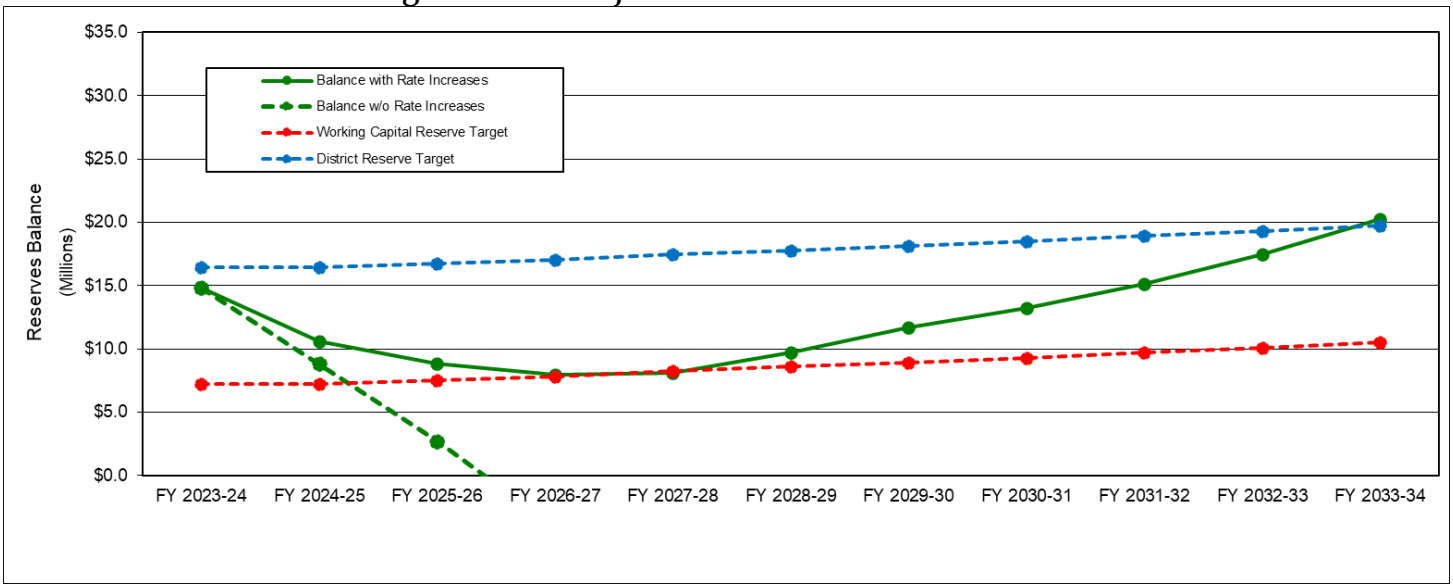
RESERVE FUND BALANCE

Rates are set to generate sufficient revenue to cover annual expenses and to maintain adequate reserves. The difference between annual revenue requirements and revenue from rates and other sources results in an annual surplus or deficit that either adds to or subtracts from the unrestricted fund balance.

Figure III-2 shows (solid green line) the annual fluctuations in the fund balance that are caused by the differences between the revenue requirement and revenue from rates with the recommended revenue increases (as shown in **Table III-3**); the dashed green line is the projected fund balance without the revenue increases. The revenue increase percentages in **Table III-3** were derived to maintain an adequate reserve balance and meet the debt coverage requirement. Meeting debt coverage requirements and maintaining adequate reserves helps to protect the District's credit rating, which lowers the cost of financing, thereby benefiting rate payers.

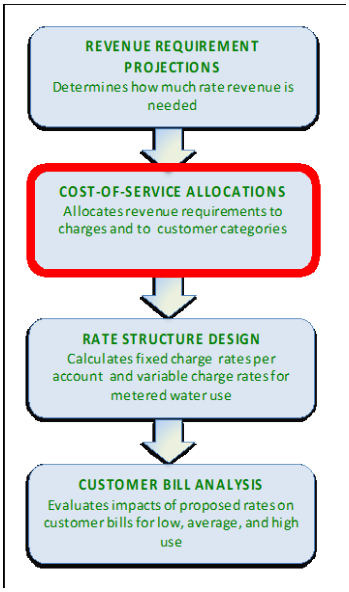
Figure III-2 contains two reserve target lines. The minimum fund balance (red dashed line) represents the working capital that is needed to meet month-to-month cash flow for O&M expenses and the required debt service reserve for the District's outstanding and planned debt (i.e., six months of operating expenses). **Figure III-2** also shows the recommended total reserve target. The target balance (blue dashed line) is derived by adding a $1.2 million rate stabilization reserve and a $8.0 million capital improvement reserve, to provide sufficient cash on hand to fund its cash-funded capital improvements without cash flow constraints, to the working capital reserve. This contingency is also available to help fund short-term deficits such as emergency expenditures and/or revenue shortfalls resulting from lower than projected water sales, if applicable.

Figure III-2. Projected Unrestricted Fund Balance



IV. COST-OF-SERVICE ANALYSIS

The revenue requirement analysis establishes how much revenue is required from rates to cover the cost-of-service. The next step in the analysis is determining the cost of the services provided by the District to its customers, which will be charged through its rates. Cost-of-service analysis is used to derive rates that proportionally allocate the cost-of-service between the fixed system charge and the consumption charge and further allocated the consumption charge costs between the customer classes and among customers in each class.



ANALYTICAL APPROACH

The District provides demand services and customer services to water customers. Demand services include the costs related to meeting various levels of demand. Customer services include the costs related to customer accounts and the capacity that customers require.

The cost-of-service analysis performed in this study follows a procedure that has been long established by the American Water Works Association (AWWA),[4] which is referred to as the "base/extra capacity method." The analytical procedure contains the following steps:

1. **Cost classification** - Costs in the FY 2024-25 revenue requirement are classified into the service categories related to providing for customer demands and for customer service. FY 2024-25 costs are used for the cost-of-service analysis because they are the most recent budget year.
2. **Cost allocation** - The classified costs are allocated to the functions associated with each service. For demand services, the functions are levels of service that range from base, non-seasonal demands to the peak hour demands that represent the highest level of service. For customer services, the functions are customer accounts and customer capacity.

The criteria for classifying major costs are summarized as follows; examples of costs in each category are also shown:

Demand services - the basis for the consumption charge rates.

- Base day - non-seasonal demand (SFPUC purchased water cost).

[4] *Principles of Water Rates, Fees, and Charges.* Manual M1. American Water Works Association.

- Average day – average daily demand: facilities that do not provide for peak day or hour demands (additional water supplies).
- Maximum day – peak demand on the maximum day (transmission mains from the source of supply to distribution storage reservoirs; booster pumps).
- Maximum hour – peak hour demand on the maximum day (a portion of distribution storage reservoirs and distribution mains to customers; hydrants, conservation programs).

Customer services - the basis for the fixed system charge rates.

- Accounts: meter reading, billing, accounting, customer service, certain non-operating revenues.
- Capacity: a portion of distribution storage reservoirs and distribution mains to customers.

Composite services - these costs are recovered from both consumption and fixed system charge rates.

- Indirect allocations for costs that are not directly related to either the demand or customer service functions (personnel, overhead, certain non-operating revenue).
- Composite costs are allocated based on a composite of the direct allocations to the demand and customer service categories.

ALLOCATION FACTORS

Within the demand service function, allocations are made to varying levels of service. With these allocations, rates can be designed to proportionately charge customers based on their demands at each level of service.

Demand Services

Base Day Demand

Base day demand represents non-seasonal demand when irrigation is minimal and very little extra capacity is required for peaking. The base day demand was derived for each customer class from the District's customer billing data for the most recent three years. The base day demand period corresponded to the lowest month in each year.

Average Day Demand

Average day demand represents demand that includes only an average level of peaking. The average day demand was derived for each customer class from the District's customer billing data also for the most recent three years.

Maximum Day Demand

Maximum day demand includes average day demand plus peak day demand in the irrigation season. Based on the District's meter data, the residential maximum day

demand is 1.91 times their average day demand and commercial maximum day demand is 1.95 times their average day demand.

Maximum Hour Demand

Maximum hour demand represents the maximum hour demand on the maximum day. The District does not maintain data on its maximum hour demand, which is not unusual. An estimate was made by which the maximum hour demand was assumed to be 1.50 times the maximum day demand; this value is consistent with industry guidelines. It is noted that sizing maximum hour facilities often serves to simultaneously provide capacity for both peak hour demands by customers and for fire flows. In effect, maximum hour demands determine how much capacity should be built into facilities needed for maximum hour peaks, which also accommodates fire flow capacity.

Figure IV-1 is a graphical depiction of the capacities of pipelines that correspond to each demand service level. This depiction is intended to exemplify the impact that peak levels of demand have on the design of facilities. The concentric circles are pipeline diameters proportionate to the levels of demand beginning with base demand, which is average winter demand when peaking is minimal. Average peaking during average day demands increases the capacity of the pipeline by 1.3 times base day demand. Maximum day demand requires a pipeline that is 2.6 times the capacity of base, non-peaking demand. Finally, to meet the highest level of service required by maximum hour demand, the pipeline capacity must be 3.9 times greater than the base demand. The larger capacities that are required to meet the higher levels of service require expenditures that cost-of-service analysis allocates proportionately to those who require the service.

Figure IV-1. Pipeline Capacity Needed For Demand Service Levels

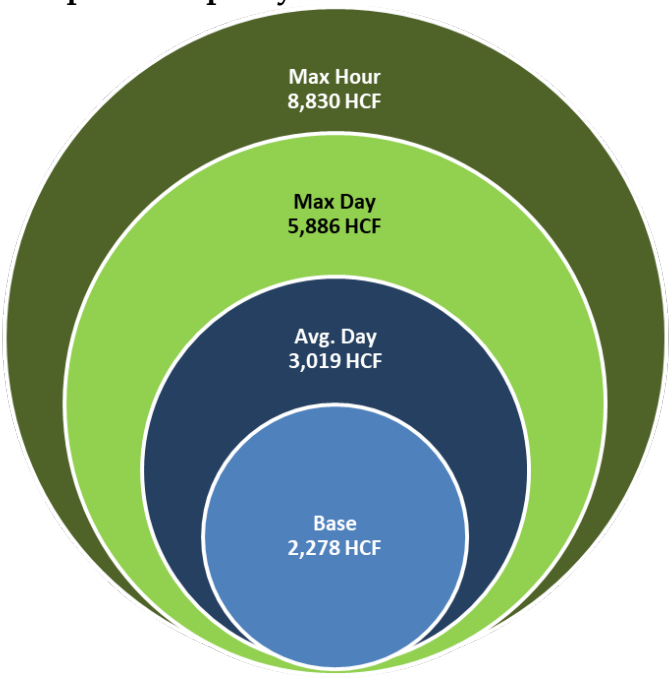
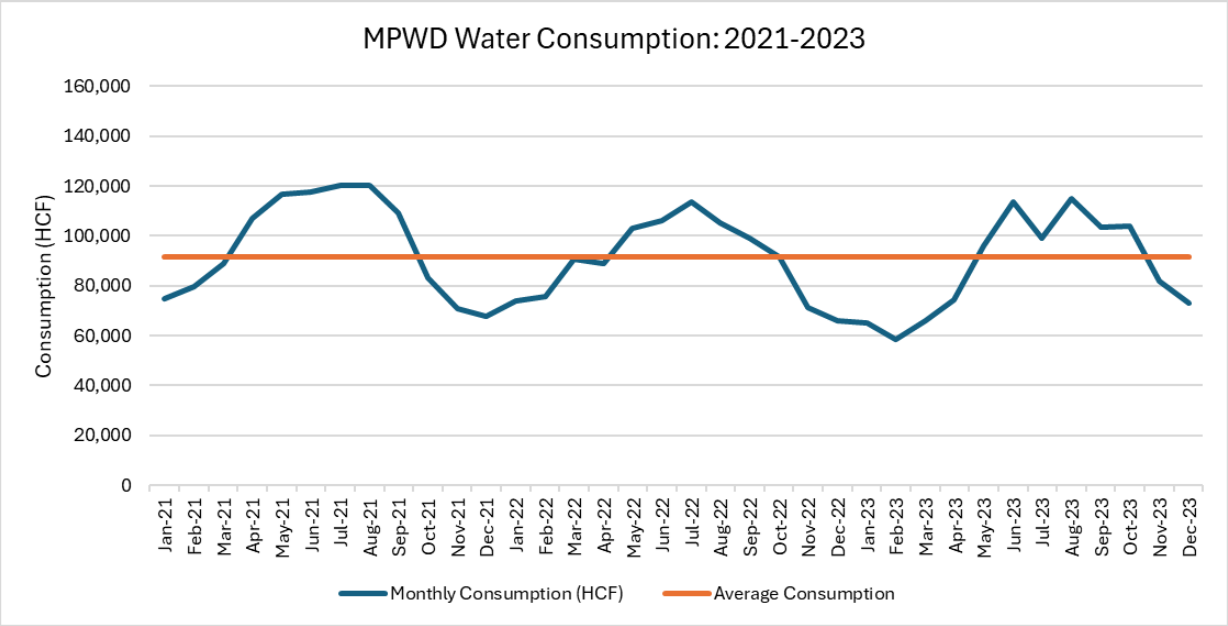


Figure IV-2 was prepared to further underscore the nature of peaking in the District from winter to summer.

Figure IV-2. Recent Seasonal Variations in Water Demand



The seasonality of the District's demand is an important consideration in evaluating the balance of revenue between the fixed system charges and the consumption charges, which are subject to variations caused by climate (discussed below).

Allocation Factors

The flows associated with the demand service levels for each customer class and for the system as a whole are shown in **Table IV-1**. We note that the flows for the customer classes are coincident flows. Coincident flows represent the combined, total flow for which capacity is required at a given level of demand. It may be that one class's peak may not be highest during the system-wide peak. That is inconsequential because facilities are not designed for noncoincident peaks. Hence, it would be illogical to use noncoincident flows to allocate costs that correspond to facilities that are sized for coincident peaks.

Table IV-1. Service Level Demands and Load Factors

	Levels of Demand			
	Base Day	Average Day	Maximum Day	Maximum Hour
Demand by Customer Category (hcf/Day)				
Residential	1,341	1,762	3,362	5,043
Commercial	936	1,257	2,524	3,786
Total	2,278	3,019	5,886	8,830
Ratio of Flows to Average Day				
Residential	0.76	1.00	1.91	2.86
Commercial	0.74	1.00	2.01	3.01
Total	0.75	1.00	1.95	2.93
Level of Service	2,278	3,019	5,886	8,830
Base Day Demand	3,019	3,019	3,019	3,019
Ratio of Level of Service to Base Day	**0.75**	**1.00**	**1.95**	**2.93**

Source: Data source as described in text.

Table IV-2 shows the system-wide allocation percentages corresponding to the flows and load factors in **Table IV-1.** Note that costs that are classified, for example, as average day are allocated to both base day and average day and not to average day only. This is done because the capacity provided by average day facilities also provides capacity to meet base day demands. Similarly, maximum day and maximum hour costs are allocated across the lower levels of demand.

Table IV-2. Service Level Allocation Factors

		Demand Service Levels				
Allocation Basis	Load Factors	Base Day	Average Day	Maximum Day	Maximum Hour	Totals
Base Day	**0.75**	0.75				0.75
Allocation %		*100%*				*100%*
Average Day	**1.00**	0.75	0.25			1.00
Allocation %		*75%*	*25%*			*100%*
Maximum Day	**1.95**	0.75	0.25	0.95		1.95
Allocation %		*39%*	*13%*	*49%*		*100%*
Maximum Hour	**2.93**	0.75	0.25	0.95	0.98	2.93
Allocation %		*26%*	*8%*	*32%*	*33%*	*100%*

The allocation factors for costs classified as Customer Service are not related to levels of demand and, instead, are allocated either as 100% customer accounts or 100% customer capacity.

Table IV-3 summarizes the allocation factors for the demand and customer service costs. In addition, it shows the composite allocations. The O&M, Capital, and Expense

composite allocations factors are based on subtotals of the O&M, Capital, and total costs that were directly allocated to either the demand or customer service categories. (These subtotals for the composite allocations are shown in **Tables IV-4, IV-5,** and **IV-6**.)

Table IV-3. Summary of Allocation Factors

	Demand Services				Customer Serv	Customer Services		
System-Wide Cost Allocation Factors	Base	Average Day	Maximum Day	Maximum Hour	Fire Service	Accounts	Fixed Service Charge	Total
Demand Services								
Base	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Average Day	75.5%	24.5%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
Max Day	38.7%	12.6%	48.7%	0.0%	0.0%	0.0%	0.0%	100.0%
Max Hour	25.8%	8.4%	32.5%	33.3%	0.0%	0.0%	0.0%	100.0%
Customer Services								
Capacity	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
Accounts	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
Composite Allocations								
O&M Composite	63.3%	0.8%	3.1%	2.1%	0.8%	19.4%	10.5%	100.0%
CIP Composite	10.5%	10.5%	40.6%	4.5%	0.0%	0.0%	12.1%	78.2%
Exp Composite	46.4%	1.7%	6.5%	2.0%	0.6%	13.9%	29.0%	100.0%
Reserves Alloc	46.4%	1.7%	6.5%	2.0%	0.5%	13.9%	29.0%	100.0%

Source: Data source as described in the text

COST-OF-SERVICE ALLOCATIONS

O&M, Capital, and Composite Allocations

Tables IV-4, IV-5, and **IV-6** show the FY 2024-25 revenue requirement allocated into the demand and customer services categories. The allocation factors that are summarized in **Table IV-3** allocate the costs, based on the allocation percentages shown in Table IV-3 above, across the services based on the cost classification.

Table IV-4. Functional Costs Allocations (FY 2024-25)

			Consumption Charge				Fixed System Charge		
	FY 2024-25 Revenue Requirement	Allocation Factor	Base Day	Average Day	Maximum Day	Maximum Hour	Accounts	Capacity	Fire Service
Non Personnel O&M Expenses									
SFPUC EXPENSES									
SFPUC Treated Water	$6,076,480	Base	$6,076,480	$0	$0	$0	$0	$0	$0
BAWSCA (Debt Service Surcharges)	$427,239	Capacity	$0	$0	$0	$0	$0	$427,239	$0
SFPUC Water Service Charge	$90,000	Capacity	$0	$0	$0	$0	$0	$90,000	$0
Subtotal	$6,593,719		$6,076,480	$0	$0	$0	$0	$517,239	$0
OUTREACH/EDUCATION	$80,000	Max Hour	$20,636	$6,714	$25,983	$26,667	$0	($0)	$0
OPS Systems									
Water Quality	$60,000	Max Hour	$15,477	$5,036	$19,487	$20,000	$0	$0	$0
Pumping	$20,000	Max Hour	$5,159	$1,679	$6,496	$6,667	$0	$0	$0
Storage Tanks	$34,000	Max Hour	$8,770	$2,854	$11,043	$11,333	$0	$0	$0
Mains/Distribution	$180,000	Max Day	$69,646	$22,661	$87,692	$0	$0	$0	$0
Meters & Service	$176,000	Capacity	$0	$0	$0	$0	$0	$176,000	$0
Fire Hydrants	$80,000	Fire Service	$0	$0	$0	$0	$0	$80,000	$0
Regulator Stations	$15,000	Max Day	$5,804	$1,888	$7,308	$0	$0	$0	$0
Employee Safety	$15,000	Accounts	$0	$0	$0	$0	$15,000	$0	$0
SCADA Maintenance	$35,000	Accounts	$0	$0	$0	$0	$35,000	$0	$0
Generator Maintenance	$15,000	Max Day	$5,804	$1,888	$7,308	$0	$0	$0	$0
Subtotal	$630,000		$110,660	$36,006	$139,333	$38,000	$50,000	$256,000	$0
FACILITIES & EQUIPMENT	$352,000	Capacity	$0	$0	$0	$0	$0	$352,000	$0
SYSTEM SURVEYS	$75,000	Max Hour	$19,346	$6,295	$24,359	$25,000	$0	$0	$0
ADMINISTRATION & EQUIP	$621,000	Accounts	$0	$0	$0	$0	$621,000	$0	$0
MEMBERSHIP & GOV FEES	$447,000	Accounts	$0	$0	$0	$0	$447,000	$0	$0
BAD DEBT & CLAIMS	$15,000	Accounts	$0	$0	$0	$0	$15,000	$0	$0
UTILITIES									
Utilities-Internet/Cable	$53,000	Accounts	$0	$0	$0	$0	$53,000	$0	$0
Utilities-Cellular Telephones	$34,400	Accounts	$0	$0	$0	$0	$34,400	$0	$0
Utilities-Electric-Pumping	$360,500	Max Hour	$92,991	$30,257	$117,085	$120,167	$0	$0	$0
Utilities-Electric-Bldgs&Grounds	$51,500	Accounts	$0	$0	$0	$0	$51,500	$0	$0
Utilities-Sewer - NPDES	$7,000	Accounts	$0	$0	$0	$0	$7,000	$0	$0
Subtotal	$506,400		$92,991	$30,257	$117,085	$120,167	$145,900	$0	$0
PROFESSIONAL SERVICES	$574,000		$0	$0	$0	$0	$574,000	$0	$0
TRAINING & TRAVEL	$87,500	Accounts	$0	$0	$0	$0	$87,500	$0	$0
Total Non-Personnel O&M Expenses	$9,981,619		$6,320,113	$79,273	$306,761	$209,833	$1,940,400	$1,125,239	$0
O&M Composite			*63.3%*	*0.8%*	*3.1%*	*2.1%*	*19.4%*	*11.3%*	*0.0%*

Table IV-4. Functional Costs Allocations (FY 2024-25) (cont.)

	FY 2024-25 Revenue Requirement	Allocation Factor	Consumption Charge: Base Day	Consumption Charge: Average Day	Consumption Charge: Maximum Day	Consumption Charge: Maximum Hour	Fixed System Charge: Accounts	Fixed System Charge: Capacity	Fire Service
O&M Expenses - Composite Allocation									
Prof Serv - District Engineer	$140,000	O&M Composite	$88,645	$1,112	$4,303	$2,943	$27,216	$15,782	$0
Prof Serv - Miscellaneous	$387,500	O&M Composite	$245,355	$3,077	$11,909	$8,146	$75,329	$43,683	$0
	$527,500		$334,000	$4,189	$16,211	$11,089	$102,545	$59,466	$0
PERSONNEL EXPENSES	$3,949,733	O&M Composite	$2,500,873	$31,368	$121,385	$83,031	$767,818	$445,258	$0
Debt Service									
2016 Certificate of Participation	$1,064,900	CIP Composite	$111,856	$111,856	$432,846	$47,540	$0	$360,803	$0
New Debt Service	$1,082,481	CIP Composite	$113,702	$113,702	$439,992	$48,325	$0	$366,759	$0
Total Debt Service	$2,147,381		$225,558	$225,558	$872,838	$95,865	$0	$727,562	$0
Capital Expenses (PayGo)									
Average 5-Year PAYGo CIP	$3,628,237	Capacity	$0	$0	$0	$0	$0	$3,628,237	$0
Total Capital Expenses	$3,628,237		$0	$0	$0	$0	$0	$3,628,237	$0
Subtotal - O&M and Capital	$20,234,470		$9,380,544	$340,388	$1,317,195	$399,819	$2,810,762	$5,985,762	$0
		% of Consumption	*82.0%*	*3.0%*	*11.5%*	*3.5%*			
		% of total	*46.4%*	*1.7%*	*6.5%*	*2.0%*	*13.9%*	*29.6%*	*0.0%*
Non-Operating Revenue Revenue									
Fire Service Charges	($18,000)	Fire Service	$0	$0	$0	$0	$0	($18,000)	$0
Credit/Debit Card Fees	($46,000)	Exp Composite	($21,325)	($774)	($2,994)	($909)	($6,390)	($13,608)	$0
Late Fees	($33,000)	Exp Composite	($15,299)	($555)	($2,148)	($652)	($4,584)	($9,762)	$0
48-Hour Notice Fees	($17,000)	Exp Composite	($7,881)	($286)	($1,107)	($336)	($2,361)	($5,029)	$0
Shut Off Fees	($2,700)	Exp Composite	($1,252)	($45)	($176)	($53)	($375)	($799)	$0
After Hour Fees	$0	Exp Composite	$0	$0	$0	$0	$0	$0	$0
Miscellaneous Operating	($78,000)	Exp Composite	($36,160)	($1,312)	($5,078)	($1,541)	($10,835)	($23,074)	$0
Service Line & Installation Charges	($60,000)	Exp Composite	($27,816)	($1,009)	($3,906)	($1,186)	($8,335)	($17,749)	$0
Lease of Physical Property	($168,000)	Exp Composite	($77,884)	($2,826)	($10,936)	($3,320)	($23,337)	($49,698)	$0
Property Tax Revenue	($545,000)	Exp Composite	($252,658)	($9,168)	($35,478)	($10,769)	($75,706)	($161,222)	$0
Landscape Plan Permit Review	($4,000)	Exp Composite	($1,854)	($67)	($260)	($79)	($556)	($1,183)	$0
Subtotal - Non-Operating Revenue	($971,700)		($442,128)	($16,043)	($62,083)	($18,844)	($132,478)	($300,124)	$0
Subtotal O&M, Capital, Non-Operating	$19,262,770	$0	$8,938,416	$324,345	$1,255,113	$380,974	$2,678,284	$5,685,638	$0
			46.4%	*1.7%*	*6.5%*	*2.0%*	*13.9%*	*29.5%*	*0.0%*
Transfers to/(from) Reserves									
Operating Reserves	($1,294,758)	Reserves Alloc	($600,801)	($21,801)	($84,363)	($25,607)	($180,022)	($382,163)	$0
	($1,294,758)		($600,801)	($21,801)	($84,363)	($25,607)	($180,022)	($382,163)	$0
Fire Service Redistribution		Capacity	$0	$0	$0	$0	$0	$0	$0
Service Charge Reallocation			$2,552,298	$92,614	$358,388	$108,784	($1,474,146)	($1,637,940)	$0
Total Revenue Requirement	**$17,968,012**		**$10,889,913**	**$395,158**	**$1,529,138**	**$464,151**	**$1,024,116**	**$3,665,535**	**$0**
						$13,278,361	**$1,024,116**	**$3,665,535**	**$0**
					% of total revenue requirement	**73.9%**		**26.1%**	**0.0%**
						Consumption Charge COS	*Fixed System Charge COS*		

We note that the resulting allocations divide the revenue requirement between the demand services and customer services. Revenue from customer services is billed through the fixed system charges, which are fixed based on the size of the service connection; they do not vary with demand. The analysis indicates that 26.1% of the

revenue requirement is attributed to the fixed system charges, while 73.9% of revenue will be generated through the consumption charges.

Summary of Allocations By Customer Class

The allocations by customer class are summarized in **Table IV-5**. Overall, residential charges will generate $1,990,053 more revenue on an annual basis than they would pay if the current rates stayed in place; commercial charges will generate an additional $1,547,926.

Table IV-5. Comparison of Customer Class Allocations (Current vs. FY 2024-25 COS)

Components of Rate Structure	Annual Revenue at Current Rates		Annual Revenue at Proposed FY 2024-25 Rates		Difference COS Minus Current	
Residential						
Consumption Charge Revenue	$6,607,774	72%	$7,784,720	70%	$1,176,946	17.8%
Fixed System Charge Revenue	$2,560,320	28%	$3,373,426	30%	$813,106	31.8%
Subtotal - Residential	$9,168,094	100%	$11,158,146	100%	$1,990,053	21.7%
Commercial						
Consumption Charge Revenue	$4,557,604	87%	$5,495,745	81%	$938,141	20.6%
Fixed System Charge Revenue	$706,440	13%	$1,316,225	19%	$609,785	86.3%
Subtotal - Commercial	$5,264,044	100%	$6,811,970	100%	$1,547,926	29.4%
Total						
Consumption Charge Revenue	$11,165,378	77%	$13,280,465	74%	$2,115,087	18.9%
Fixed System Charge Revenue	$3,266,760	23%	$4,689,651	26%	$1,422,891	43.6%
Total	$14,432,138	100%	$17,970,116	100%	$3,537,978	24.5%

Source: Model Tab 8. Allocations.

CONSUMPTION CHARGE COST ALLOCATIONS

As previously mentioned, the customer service function is independent of the customer classes. The demand service function requires further allocations to customer classes in deriving rates. **Table IV-6** derives the cost-of-service for each of the District's customer classes. The allocation reflects each class's proportionate shares of the four demand service levels (i.e., base day, average day, maximum day, and maximum hour) because they share common facilities. Moreover, the allocation of costs to the residential customers needs to be tracked by demand service level for purposes of calculating the residential tiered rates in **Section V** below.

Table IV-6. Consumption Charge Cost Allocations By Customer Class

Consumption Charge Cost of Service		Base Day	Average Day	Maximum Day	Maximum Hour	Total
O&M (net of Non-Op Revenue)		$8,712,858	$98,787	$382,275	$285,109	$9,479,029
Capital (includes D/S)		$225,558	$225,558	$872,838	$95,865	$1,419,819
Transfers to Reserves		($600,801)	($21,801)	($84,363)	($25,607)	($732,572)
Service Charge Reallocation		$2,552,298	$92,614	$358,388	$108,784	$3,112,085
Total Consumption Charge COS	a	$10,889,913	$395,158	$1,529,138	$464,151	$13,278,361
Units of Service (hcf)						
Residential	b	1,341	1,762	3,362	5,043	
Commercial	c	936	1,257	2,524	3,786	
	d	2,278	3,019	5,886	8,830	
Proportional Allocation Factors						
Residential	e=b÷d	58.90%	58.36%	57.12%	57.12%	
Commercial	f=c÷d	41.10%	41.64%	42.88%	42.88%	
		100.00%	100.00%	100.00%	100.00%	
Total COS - Residential	g=a*e	$6,413,778	$230,605	$873,414	$265,114	$7,782,911
Total COS - Commercial	g=a*f	$4,476,136	$164,553	$655,724	$199,037	$5,495,450
Grand Total Consumption Charge COS		**$10,889,913**	**$395,158**	**$1,529,138**	**$464,151**	**$13,278,361**

V. RATE DESIGN

This section explains the derivation of the updated rates associated with the two charges paid by customers in the District's two customer classes. These rates are based on the results of the cost-of-service analysis in the preceding section.

RATE DESIGN OBJECTIVES

The rate design analysis links the revenue requirements identified in Section III with the water rates necessary to achieve full cost recovery. The focus of this process is to set rates and substantiate that each rate reflects its fair and proportionate share of system costs.

Setting rates in California is subject to key laws and court decisions of which Article XIIID of the California Constitution is most important. Article XIIID has three substantive provisions that must be met: (1) the revenue from rates must not exceed the cost of providing service, (2) the revenue from rates must be used for providing service, and (3) the fees and charges must be proportional to the cost of providing the service. In meeting these provisions, the water supplier is responsible for meeting the burden of proof. The first two provisions are more closely related to developing revenue requirements and revenue projections. The last provision is the primary objective in rate structure design.

The San Juan Capistrano decision is a 2015 appellate court decision that found that tiered rates must be proportionate to the cost of service across the range of consumption. While acknowledging that such an analysis may be complex, no formulas, rules, or specific procedures are prescribed in the decision for how to set tiered rates, only that each tier must be cost-based.

The District has historically charged water customers the combination of a fixed system charge and a variable consumption charge based on metered water use. As previously discussed, this is a very common set of charges that is prevalent throughout the water industry. This section explains the derivation of the fixed system charge and consumption charge rates that reflect the projected cost of service.

SUMMARY OF RATE DESIGN MODIFICATIONS

Based on discussion with District staff, and careful review of the cost of service analysis, the following rate design elements were discussed, and in some cases modified from current, as noted. The calculation of rates and the rationale for any recommended modifications follow this section.

- Maintain two separate customer classes for quantity charge rates: residential and commercial.

- Reduce the number of residential consumption charge tiers from four to three and adjust the breakpoints based on current water demand patterns.
- Reduce the number of commercial consumption charge tiers from two to a uniform charged per unit of water use.
- Develop rate stabilization factors to be applied to quantity charge rates during declared water shortages to maintain revenue stability.
- Derive 26% of rate revenue from the fixed system charge rates, which is a slight increase from the current 23%, to improve revenue stability.

CURRENT RATE STRUCTURE

Tables V-1 and **V-2** summarize the District's current rates for its two charges. This rate structure, including the customer classes, has been in place for many years. Customers are billed the sum of the fixed system charge and water consumption charges monthly.

Table V-1. Current Fixed System Charge Rates ($/month)

Service Size	Current Charge
5/8"	$28.00
1"	$42.00
1-1/2"	$70.00
2"	$112.00
3"	$168.00
4"	$280.00
6"	$700.00

Table V-2. Current Consumption Charge Rates

Current Consumption Charge Rates		
	Tier Size (HCF)	$/HCF
	Monthly Use	$/HCF
Residential		
Tier 1	0 to 2	$7.43
Tier 2	3 to 8	$10.26
Tier 3	9 to 20	$12.17
Tier 4	21+	$14.07
Commercial		
Tier 1	0 to 5	$9.37
Tier 2	6+	$10.73

FIXED SYSTEM CHARGE RATE DESIGN

Fixed system charge rates are fixed rates charged per account that recover the cost of the customer service function. Fixed system charge rates are graduated in proportion to the capacity of the service (i.e., size of the water meter) serving a property. Fixed system charge rates are also independent of customer classes because the capacity of a service is the same no matter what customer is connected to the meter. In other words, a one-inch meter provides the same capacity to any customer that is connected to it.

The fixed system charge is set to generate the revenue required to cover the costs allocated to the customer service function, which was determined in the cost-of-service analysis (**Section IV**). The customer service function has two components – customer accounts and customer capacity – each of which is itemized in the cost-of-service analysis. Costs attributable to customer accounts are allocated to customers in proportion to the number of accounts. Costs attributable to customer capacity are allocated to customers in proportion to the capacity of their services. The sum of the two components equals the fixed system charge rate per connection.

Capacity costs associated with the distribution system are apportioned among the connections in proportion to the capacity associated with each connection. Accounts are converted to Equivalent Meter Units (EMUs) to apportion the customer capacity cost component. An EMU represents the number of 5/8-inch meters to which a larger meter is equivalent. The capacity multipliers are based on AWWA nominal rated capacities.

The inventory of these meters is shown in **Table V-3**, which also shows the rated capacity in gallons per minute (GPM) for each meter size. Using the rated capacities, it is possible to calculate the EMUs for each size meter. For example, a 1-inch meter provides 2.5 times as much capacity as a 5/8-inch meter. The 615 1-inch meters equal 1,538 EMUs (i.e., 5/8" meters). The number of EMUs was calculated for each meter type and summed up to determine the total EMUs.

Table V-3 derives the unit costs for the customer accounts and customer capacity cost components. Each account is allocated $10.33 for the customer account cost component. That amount represents the costs the District incurs to maintain an account regardless of the capacity of the service. Each account is also allocated $24.82 per EMU. That amount represents a portion of the cost of providing distribution system capacity for each account, and increases in proportion to the capacity of the meter.

Table V-3. Proposed Fixed System Charge Unit Costs

Service Size	# of Accounts	Meter Ratings (gpm)	Capacity Multiplier*	EMUs
	a	b	c = b ÷ 20	a * c
5/8" meters	7,254	20	1.00	7,254
1" meters	615	50	2.50	1,538
1 1/2" meters	159	100	5.00	795
2" meters	170	160	8.00	1,360
3" meters	35	320	16.00	560
4" meters	20	500	25.00	500
6" meters	6	1000	50.00	300
Total Accounts	**8,259**		**Total EMUs**	**12,307**
Units Costs	**$1,024,116**			**$3,665,535**
Monthly Cost per Account	**$10.33**		**Monthly Cost** per EMU	**$24.82**

Table V-4 combines the customer service and capacity components into a fixed system charge for each size service. These amounts are monthly values for FY 2024-25. They are compared with the current monthly equivalents. All of the current fixed system charges increase in order to generate the additional cost that is allocated to the customer service function in the cost-of-service analysis in **Section IV**.

Table V-4. Proposed Monthly Fixed System Charge Rates

Service Size	% of Meters	Account Component ($/mo.)	Capacity Component $/EMU	Capacity Multiplier	Capacity Total	Proposed Service Charges ($/mo.)	Total Current Charge	$ Difference
		a	b	c	d = b * c	e = a + d		
5/8" meters	87.8%	$10.33	$24.82	1.00	$24.82	**$35.15**	$28.00	$7.15
1" meters	7.4%	$10.33	$24.82	2.50	$62.05	**$72.39**	$42.00	$30.39
1 1/2" meters	1.9%	$10.33	$24.82	5.00	$124.11	**$134.44**	$70.00	$64.44
2" meters	2.1%	$10.33	$24.82	8.00	$198.57	**$208.90**	$112.00	$96.90
3" meters	0.4%	$10.33	$24.82	16.00	$397.14	**$407.47**	$168.00	$239.47
4" meters	0.2%	$10.33	$24.82	25.00	$620.53	**$630.86**	$280.00	$350.86
6" meters	0.1%	$10.33	$24.82	50.00	$1,241.06	**$1,251.39**	$700.00	$551.39

CONSUMPTION CHARGE RATE DESIGN

The District's customers pay consumption charge rates that are tiered, increasing block rates. Residential customers currently have a four-tier structure and commercial customers currently have a two-tier structure.

Going forward, we recommend that tiered rates apply only to the residential customer category. Residential demand is more homogenous compared to non-single family residential (i.e., commercial and multi-family residential) demand. The commercial customer class is not homogeneous the way residential customers are. Multi-family customers are categorized with commercial as the District's multi-family complexes range from three units to several hundred units, which results in varying water use demand patterns, similar to commercial. These types of customers (i.e., restaurants, office buildings, manufacturing, multi-family), the amounts of the water use, and the seasonality of their water use are so diverse among each type as to make it problematic to determine the location of breakpoints. For that reason, tiered rates are not well suited for the non-single family residential class. Accordingly, we recommend charging non-single family resident customers a uniform charge for all water use, which is in line with industry standards.

Residential Tiered Consumption Charge Rates

The District's residential customers are currently charged a four-tier increasing block rate structure.[5] The structure is a series of "blocks" of water whose unit costs increase with each block. The structure is "progressive" in the sense that water is billed sequentially by block up to the highest block. It is not the case that all of the water is billed at only the rate for the highest block. All metered water use is at least billed the Tier 1 rate. Water use beyond Tier 1 is only billed the Tier 2 rate for the volume of water within Tier 2, and water use beyond the volume of water within Tier 2 is billed at the Tier 3 rate.

Increasing block rates have become more common as the need has grown to set rates that more precisely recover the cost-of-service. Increasing block rates continue to be well suited for the District's residential customer class.

When increasing block rates are implemented, the number of tiers must be determined. There is no absolute industry standard or law that prescribes how many tiers must be used. Judgment that is supported by facts is allowed. However, the rates for each tier cannot exceed the proportional cost-of-service for each tier. In the District's case, based on water use patterns of its residential customers over the past three calendar year, we recommend reducing the number of tiers from a four-tier structure to a three-tier structure.

[5] For simplicity, we use the term "tiered rates" synonymously with "increasing block rates." "Inclining block rates" is sometimes used for "increasing block rates." However, because an incline can slope either up or down, it is ambiguous in this context and therefore is not used in this study.

To develop the appropriate number of tiers and the breakpoints for each tier, we analyzed the actual water use patterns from the District's residential customers over the past three calendar years (2021-2023). The analysis relies on the AWWA base/extra capacity cost-of-service methodology that looks at leads to four distinct levels of demand that are defined by the functions performed by facilities that are designed to provide each service level. The base/extra capacity method in the AWWA M1 Manual contains three categories: base, maximum day, and maximum hour. Base capacity is determined by the average daily flow during the year. The average daily flow determines how much base capacity is needed to provide that flow. Maximum day capacity is determined by the flow on the maximum day of the year. In other words, the maximum day capacity is greater than the base capacity, including the base capacity plus the additional capacity needed to provide for the maximum day flow of the year. Maximum hour capacity is determined by the flow during the maximum hour on the maximum day. In other words, the maximum hour capacity is greater than the maximum day capacity by the amount of peak hour that occurs during the maximum day flow.

We have refined AWWA's version of the base/extra capacity method. What AWWA considers "base" capacity is not purely base capacity because AWWA defines "base" as average day capacity. Average day capacity includes average peaking, which is greater than how "base" is defined in this report. In this report, "base" demand does not include peaking. We have introduced a fourth category that corresponds to base demand with no peaking, which we call Base Day. This Base Day demand is derived from average winter demand, when there is the least amount of peaking. Hence, in addition to Average Day, Maximum Day, and Maximum Hour categories, we have added Base Day. We have calculated the proportional cost of providing service for each of these four categories in this report.

Each service level has an average flow that can be used as the divider (i.e., "breakpoint") between each service level. Based on residential billing data, the breakpoints for a four-tier structure were calculated as shown in **Table V-5.**

Table V-5. Residential Breakpoint Analysis

Flow per Customer (hcf per month)	**Base Day**	**Average Day**	**Maximum Day**	**Maximum Hour**
Residential				
hcf per day	1,341	1,762	3,362	5,043
hcf per month	40,242	52,848	100,865	
# of Accounts	7,266	7,266	7,266	
Average flow per Acct (hcf/mo)	**6.0**	**7.0**	**14.0**	**15+**

The separation between base and average day demand is so close that the recommended number of tiers warrant reducing the current four tiers to three tiers to avoid a tier that is only one HCF in size.

Rates Per Tier

It is recommended that the Tier 1 breakpoint for the proposed rate structure be set at 6 HCF, which is the base day demand as shown in **Table V-5**. With this design, the proposed Tier 1 rate remains affordable for base day demand, which includes minimal peaking. The proposed Tier 2 and Tier 3 rates covers the costs associated with higher rates of peaking.

Table V-6 shows the calculation of the per-unit cost for each tier. The total revenue requirement for the residential class was distributed across the tiers as shown in **Table IV-6.**

Table V-6. Proposed Residential Consumption Charge Rates (January 1, 2025))

Residential COS per Unit	Base Day	Average Day/ Max Day	Maximum Hour
Residential COS - Consumption[1]	**$6,413,778**	**$1,104,019**	**$265,114**
Demand Per Tier			
Tier 1 (0-6 hcf)	428,610		
Tier 2 (7-14 hcf)	171,134	171,134	
Tier 3 (15+ hcf)	58,328	58,328	58,328
Total hcf per Tier	**658,072**	**229,462**	**58,328**
Cost-of-Service per Unit (hcf)	**$9.75**	**$4.81**	**$4.55**

Unit Cost Calculation	Base Day	Average Day/ Max Day	Maximum Hour
Tier 1 (0-6 hcf)	$9.75	$9.75	$9.75
Tier 2 (7-14 hcf)		$4.81	$4.81
Tier 3 (15+ hcf)			$4.55
Unit Cost per hcf (by Tier)	**$9.75**	**$14.56**	**$19.10**

Note: Numbers may not sum exactly due to rounding
[1] Net revenue requirement from Figure IV-6.

Base day costs apply to all tiers. Usage up to the 6 HCF Tier 1 breakpoint is charged the base day rate only. Demand that does not exceed Tier 1 is not responsible for the additional costs of peaking that were allocated to the higher service levels. These additional peaking costs are both the initial capital cost, the subsequent rehabilitation and renewal costs, and the operations and maintenance costs for larger pipelines, additional

pumps, and larger reservoirs. Bills that exceed Tier 1 pay additional rate increments corresponding to the higher levels of service.

Average day and maximum day costs apply to all water use greater than Tier 1, namely, to Tier 2 and Tier 3. Usage between 7 and 14 HCF is charged the Tier 2 rate, which is the sum of the base day, average day, and maximum day incremental costs. Clearly, as demand progresses through the tiers, the additional costs of higher levels of service associated with peaking are allocated to the higher tiers to recover the costs from those who require the higher levels of service. Tier 3 pays the final cost increment for maximum hour service, which is the highest burden placed on the system.

Commercial Uniform Consumption Charge Rate

The consumption charge rate for commercial customers is a uniform, un-tiered rate. The uniform rate is derived by dividing the costs allocated to the commercial class by the corresponding demand as shown in **Table V-7**.

Table V-7. Proposed Institutional Consumption Charge Rate (January 1, 2025)

Consumption Charge Cost of Service	Base Day	Average Day	Maximum Day	Maximum Hour	Total
Total COS - Commercial	$4,476,136	$164,553	$655,724	$199,037	$5,495,450
				Annual water use (hcf)	429,355
				$ per hcf	**$12.80**

Source: Revenue requirement from **Figure IV-6**;

RATE SUMMARY

The proposed rates for the fixed system charges and consumption charges are summarized for FY 2024-25 through FY 2028-29 in **Table V-8** and **Table V-9,** respectively**.** The recommended rates to be effective January 1, 2025 reflect the cost-of-service and rate design calculations described above and all subsequent rates reflect the uniform percentage increase to all rates (effective July 1 of each year) as indicated in the tables.

Table V-8. Recommended Fixed System Charge Rates

Service Size	Current Charge	Proposed (All Customer Classes)				
		1/1/2025	7/1/2025	7/1/2026	7/1/2027	7/1/2028
		COS Rates	+ 5.0%	+ 8.0%	+ 9.0%	+ 9.0%
5/8"	$28.00	$35.15	$36.91	$39.86	$43.45	$47.36
1"	$42.00	$72.39	$76.01	$82.09	$89.48	$97.53
1-1/2"	$70.00	$134.44	$141.16	$152.45	$166.18	$181.13
2"	$112.00	$208.90	$219.35	$236.89	$258.21	$281.45
3"	$168.00	$407.47	$427.84	$462.07	$503.66	$548.99
4"	$280.00	$630.86	$662.40	$715.40	$779.78	$849.96
6"	$700.00	$1,251.39	$1,313.96	$1,419.08	$1,546.79	$1,686.00

Table V-9. Recommended Consumption Charge Rates

Current Quantity Charge Rates			Recommended Quantity Charge Rates						
						Proposed			
	Tier Size (HCF)	$/HCF		Tier Size (HCF)	1/1/2025 COS Rates	7/1/2025 +5.0%	7/1/2026 +8.0%	7/1/2027 +9.0%	7/1/2028 +9.0%
					$/HCF	$/HCF	$/HCF	$/HCF	$/HCF
Residential			Residential						
Tier 1	0 to 2	$7.43	Tier 1	0 to 6	$9.75	$10.24	$11.06	$12.06	$13.15
Tier 2	3 to 8	$10.26	Tier 2	7 to 14	$14.56	$15.29	$16.51	$18.00	$19.62
Tier 3	9 to 20	$12.17	Tier 3	15+	$19.10	$20.06	$21.66	$23.61	$25.73
Tier 4	21+	$14.07							
Commercial			Commercial						
Tier 1	0 to 5	$9.37		All Usage	$12.80	$13.44	$14.52	$15.83	$17.25
Tier 2	6+	$10.73							

DROUGHT RATE FACTORS

We note that the proposed rates should be considered adequate in years of normal water supply. During shortages that require customers to curtail water use, revenue shortfalls will occur. These shortfalls may be fiscally tolerable for a brief shortage, as the District recently adopted a rate stabilization reserve as part of the new Financial Management Plan. However, during a severe or prolonged drought or other emergency shortage (e.g., a natural disaster that damages the SFPUC's regional water supply facilities), the District's reserves may be unable to offset the revenue shortfall because costs will not decrease by the same amount.

As a means of stabilizing revenue during declared emergency shortages, water agencies are integrating adjustment factors that are implemented *only* during water shortages. During a water shortage, the District will implement a range of actions to reduce water use and help ensure that demand for water does not exceed supply. Such actions may include public outreach campaigns, water efficiency customer assistance and rebate programs, operational changes, and prohibitions and restrictions on some water uses. In the more severe stages of shortage and when the SFPUC implements its regional water supply reductions during droughts, the District's Board of Directors would declare a water shortage emergency and have discretion to require mandatory water reductions and implement the Water Shortage Rate Adjustments to increase the existing rates to recoup lost revenue from reduced consumption. These adjustments would be temporary and would return to the regular schedule when the District's Board determines that the water shortage emergency is over. Rate payers must be notified in advance on their monthly bills; the need for the full ratepayer protest process under Proposition 218, which is costly and time consuming is avoided by simply providing advance notification on bills at least 30 days prior to when the adjustment is made.

The adjustment factors increase the consumption charges to cover fixed costs without generating a surplus. This revenue-neutral adjustment is correlated with the level of mandated reduction and is reduced and eliminated as the shortage is alleviated and ends.

Methodology

Since the passage of Proposition 218, water shortages have occurred that have led an increasing number of water suppliers to adopt drought rate adjustments that do not trigger the Proposition 218 protest process each time an adjustment is made. This is accomplished by including the Drought Rate Factor procedures in the Proposition 218 notice at the time rates are adopted in compliance with Proposition 218. The notice describes the process, which rate payers have the right to protest. Barring a majority protest, the adjustment process is adopted as part of the rate increase and can be implemented as needed during the term of the adopted rate increases.

The adjustment process includes factors by which quantity charge rates are adjusted in conjunction with the reduction stages in the District's Water Shortage Contingency Plan. The factors are only applied to the variable quantity charge rates and not to the fixed service charge rates to give effect only to customer's changes in water demand. The District's current *Water Shortage Contingency Plan* is based on the same reduction in water use for all classes in each of the five stages. As part of the recommended Drought Rate Factors, it is proposed that the shortage reductions will vary by customer class. Each classes' reduction will be determined by reducing "outdoor" water use (seasonal water use) six times more than "indoor" (average winter water use) water use.[6] It is assumed that seasonal "outdoor" water demand is primarily for irrigation, which is a lower beneficial use than non-seasonal "indoor" demand, which is primarily related to health and safety needs.

Analysis

Based on customer water use data gathered through customer water meters, the resulting reductions are summarized in **Table V-10.** The reductions shown represent the customer class reductions required to achieve the reduction associated with each shortage stage. The customer class reductions are greater or less than the overall average for each stage depending on how much of each classes' water demand is seasonal. Due to the historical seasonality of water use by multi-family customers, which we do not see in commercial customers, the multi-family shortage reductions have been broken out to acknowledge the differences between multi-family and other commercial water users.

[6] This 6-to-1 reduction formula was implemented by the San Francisco Public Utilities Commission during the 1987-1992 drought.

Table V-10. Shortage Reductions by Class

Class	Stage 1 Up to 10% Reduction	Stage 2 Up to 20% Reduction	Stage 3 Up to 30% Reduction	Stage 4 Up to 40% Reduction	Stage 5 Up to 50% Reduction	Stage 6 Greater than 50% Reduction
Single Family Residential (SFR)	9.9%	19.8%	29.8%	39.7%	49.6%	59.5%
Multi Family Residential (MFR)	8.5%	17.0%	25.5%	34.0%	42.5%	51.6%
Commercial	11.3%	22.7%	34.0%	45.4%	56.7%	67.6%

Table V-11 shows the calculation of each customer classes' respective shortage reduction required during each shortage stage. The annual demand for each class is separated into estimated indoor and outdoor water use, where indoor water use is estimated and as the water use from January through March multiplied times four to get the annualized indoor water use over 12 months. Subtracting indoor water use from the total annual water use determines the seasonal outdoor water use.

The percentage reductions for each customer class required to achieve the overall reduction for a particular stage are derived so that outdoor consumption is reduced six times indoor consumption. In a Stage 1 shortage, a 7.8% reduction in indoor water use and an 17.1% reduction in outdoor water use are required to achieve an overall 10% reduction. Applying the same reduction factors to each class results in different overall reductions for the class based on the relative proportions of their indoor and outdoor water use.

Table V-11. Calculation of Shortage Reductions by Stage and Customer Class/Type

10% Stage 1 Reduction (up to 10% reduction)									
	Baseline Annual Demand (HCF)			Reductions					
Class	Total	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Total	Total
SFR	642,990	495,932	147,058	7.8%	17.1%	38,592	25,176	63,768	9.9%
MFR	198,876	183,436	15,440	7.8%	17.1%	14,275	2,643	16,918	8.5%
Commercial	259,942	160,705	99,237	7.8%	17.1%	12,506	16,989	29,495	11.3%
Total	1,101,808	840,073	261,735	7.8%	17.1%	65,372	44,808	110,181	**10.0%**
20% Stage 2 Reduction (up to 20% reduction)									
	Baseline Annual Demand (HCF)			Reductions					
Class	Total	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Total	Total
SFR	642,990	495,932	147,058	15.6%	34.2%	77,184	50,352	127,536	19.8%
MFR	198,876	183,436	15,440	15.6%	34.2%	28,549	5,286	33,836	17.0%
Commercial	259,942	160,705	99,237	15.6%	34.2%	25,011	33,978	58,990	22.7%
Total	1,101,808	840,073	261,735	15.6%	34.2%	130,745	89,617	220,362	**20.0%**
30% Stage 3 Reduction (up to 30% reduction)									
	Baseline Annual Demand (HCF)			Reductions					
Class	Total	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Total	Total
SFR	642,990	495,932	147,058	23.3%	51.4%	115,776	75,528	191,305	29.8%
MFR	198,876	183,436	15,440	23.3%	51.4%	42,824	7,930	50,753	25.5%
Commercial	259,942	160,705	99,237	23.3%	51.4%	37,517	50,968	88,485	34.0%
Total	1,101,808	840,073	261,735	23.3%	51.4%	196,117	134,425	330,542	**30.0%**
40% Stage 4 Reduction (up to 40% reduction)									
	Baseline Annual Demand (HCF)			Reductions					
Class	Total	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Total	Total
SFR	642,990	495,932	147,058	31.1%	68.5%	154,369	100,704	255,073	39.7%
MFR	198,876	183,436	15,440	31.1%	68.5%	57,098	10,573	67,671	34.0%
Commercial	259,942	160,705	99,237	31.1%	68.5%	50,023	67,957	117,979	45.4%
Total	1,101,808	840,073	261,735	31.1%	68.5%	261,489	179,234	440,723	**40.0%**
50% Stage 5 Reduction (up to 50% reduction)									
	Baseline Annual Demand (HCF)			Reductions					
Class	Total	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Total	Total
SFR	642,990	495,932	147,058	38.9%	85.6%	192,961	125,880	318,841	49.6%
MFR	198,876	183,436	15,440	38.9%	85.6%	71,373	13,216	84,589	42.5%
Commercial	259,942	160,705	99,237	38.9%	85.6%	62,528	84,946	147,474	56.7%
Total	1,101,808	840,073	261,735	38.9%	85.6%	326,862	224,042	550,904	**50.0%**
60% Stage 6 Reduction (greater than 50% reduction)									
	Baseline Annual Demand (HCF)			Reductions					
Class	Total	Indoor	Outdoor	Indoor	Outdoor	Indoor	Outdoor	Total	Total
SFR	642,990	495,932	147,058	47.5%	100.0%	235,754	147,058	382,812	59.5%
MFR	198,876	183,436	15,440	47.5%	100.0%	87,201	15,440	102,641	51.6%
Commercial	259,942	160,705	99,237	47.5%	100.0%	76,395	99,237	175,632	67.6%
Total	1,101,808	840,073	261,735	47.5%	100.0%	399,350	261,735	661,085	**60.0%**

The fixed system charge rates are fixed and generate about 26% of the total rate revenue regardless of shortages. The remaining 74% of revenue is generated by the variable consumption charge rates. In deriving the drought rate factors, the factors will only apply to the consumption charge rates because fluctuations in water use correlate with

fluctuations in variable costs. Each customer class has its own set of drought rate factors corresponding to its required reduction in each stage of shortage.

The formula for the drought rate factors comprises conservation and variable cost components. The conservation component adjusts to account for the required reduction in water demand. The variable cost component adjusts to account for the portion of variable costs that is covered by the quantity charges. The drought rate factors are the product of the conservation component multiplied by the variable cost component. Each component is defined as follows:

Drought Rate Factor = Conservation Component multiplied times Variable Cost Component, where

Conservation Component = $1/(1 - a)$, where

a = required percentage reduction, which varies by customer class.

Variable Cost Component = $(b - (c * a))/b$, where

a = required percentage reduction, which varies by customer class;

b = percentage of revenue from total fixed system charges and consumption charges for all customer classes that is attributable to consumption charges, an amount that is currently 73.93%; and

c = percentage of total revenue requirement that varies based on fluctuations in demand, an amount that is currently 39.96%.[7]

The following example illustrates how the formula determined the 1.051 drought rate factor in **Table V-12** for the single-family customer class in a Stage 1 shortage in which an overall conservation goal of 10% if required.

Conservation Component: $1/(1 - a) = 1/(1 - 0.0992) = 1.1101$, where

a = required percentage reduction is 9.92% for the single-family customer class (see **Table V-11**, where a rounded 9.9% is shown).

Variable Cost Component: $(b - (c * a))/b = (0.7393 - (0.3996 * 0.0992))/0.7393 = 0.463$, where

a = 9.92% reduction for single-family customers in a Stage 1 shortage.

[7] The cost of SFPUC water is the largest example of a variable cost, which varies with water demand.

b = 73.93% of total rate revenue is generated by fixed system charges; and

c = 39.96% of the revenue requirement is related to variable costs.

Drought Rate Factor = 1.1101 * 0.9464 = 1.051

The single-family residential quantity charge rates in effect under non-shortage conditions would be multiplied by 1.051 to derive the quantity charge rates to be in effect during a Stage 1 water shortage. **Table V-12** shows the adjustment factors that would be applied to the rates that would normally be in effect absent declared shortages.

Table V-12. Water Shortage Drought Rate Factors by Class/Type

Class	Stage 1 Up to 10% Reduction	Stage 2 Up to 20% Reduction	Stage 3 Up to 30% Reduction	Stage 4 Up to 40% Reduction	Stage 5 Up to 50% Reduction	Stage 6 Greater than 50% Reduction
Single Family Residential (SFR)	1.051	1.114	1.195	1.302	1.452	1.676
Multi Family Residential (MFR)	1.043	1.094	1.157	1.237	1.340	1.490
Commercial	1.059	1.135	1.237	1.382	1.603	1.957

To be applied to the non-shortage Consumption rates in effect at the time of the shortage declaration

Implementation

The recommended water shortage drought rate factors in **Table V-12** are intended to be implemented during periods of declared shortages. The MPWD Board of Directors may choose to enact them, at their discretion, in coordination with enactment of the corresponding WSCP shortage stage. The adjustments can go in either direction from stage to stage depending on whether the level of reduction is increasing or decreasing during the shortage. At least 30 days prior to making the adjustment, notice must be provided to rate payers, which can be included in the customer's bills. No protest process is required if the water shortage drought rate factors are implemented during the five-year planning period.

PASS-THROUGH ADJUSTMENTS

The Water Shortage Rate Adjustments described above are intended for use during *declared* water shortages and only if the Board of Director's choose to enact them. The water shortage rate adjustments are intended to protect the District's revenues when customers are asked to conserve, as a majority of the District's costs are fixed. Another threat to the District covering annual operating costs are unplanned increases in the cost of SFPUC purchased water, which can occur at any time. These costs are referred to as "pass-through costs" because these costs are outside the control of the District and are

passed through directly to District rate payers. The District does not determine the SFPUC's wholesale water rates and has no choice but to pass through the cost to avoid depleting the District's reserves to cover any SFPUC rate increases which are greater than what was assumed in this rate study (**Table V-13** summarizes the SFPUC rates assumed in this rate study). This rate study relies on historical trends to determine the projected SFPUC rates, which are likely to differ from actual rates over the next five-year period, as the SFPUC studies their rates annually and actual SFPUC rates are not currently known beyond FY 2024-25.

The District currently has a provision that allows it to make these pass-through adjustments after providing at least 30-days-notice to rate payers. We recommend that the District continue this practice by informing rate payers of this continued practice in the Proposition 218 notice which shall be mailed to all customers.

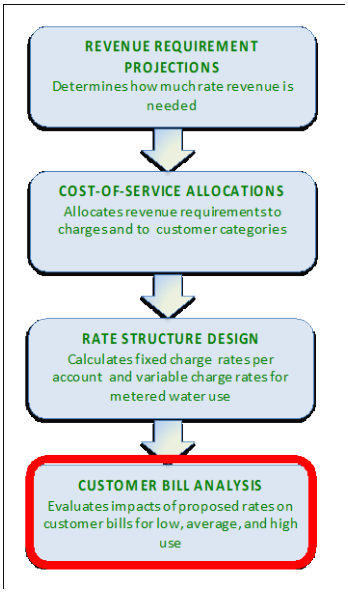
Table V-13 shows the wholesale rates projected by the SFPUC in April 2024, which served as the basis for deriving the proposed rates for the District, in this report. These projected SFPUC wholesale rates serve as the baseline for determining if a pass-through adjustment should be considered. The pass-through adjustment would equal the difference between the projections in **Table V-13** and the wholesale rate that is eventually adopted by the SFPUC. That difference would be added or subtracted from the rates adopted by the District.

Table V-13. Projected SFPUC Wholesale Rates ($/HCF)

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
SFPUC Wholesale Rate	$5.67	$5.86	$6.30	$6.64	$6.91

VI. CUSTOMER BILL IMPACTS

A further understanding of the differences between the current and proposed rate structures is gained by comparing bills based on both rate structures. The monthly cost comparison is based on "typical" customers or customers that are most representative of a group of customers. The typical customer is based on the most common meter sizes for the class and the average water use for customers of that type.



In addition to comparisons of bills with the current and proposed rates, comparisons are also made of the District's proposed bills with neighboring agencies.

CUSTOMER BILL COMPARISON

The monthly bills for the current and proposed rates for FY 2024-25 starting January 1, 2025 are compared in **Table VI-1**, which also shows the assumed water use and meter size. Clearly, the impact on customers is sensitive to the meter size and monthly water use for each bill.

Four sample bill calculations are shown for residential bills ranging from low use, which is representative of a small household with little or no irrigation, to very high use by customers who will reach the proposed tier 3 rates. The average use represents average use over a calendar year based on 2023 data, the low use represents half of average use (rounded down to a whole unit (HCF)), the high use represents two times average use, and very high use is three times average use.

Table VI-1. Sample Water Bill Impacts (as of January 1, 2025)

	Residential				Commercial
	Low Use	Average Use	High Use	Very High Use	Average Use
Assumptions					
Flow per Month (hcf)	3	7	14	21	45
Flow per Day (gpd)	75	175	349	524	1122
Meter Size	5/8"	5/8"	5/8"	5/8"	1"
Monthly Bill					
Bills with Current Rates					
Fixed System Charge	$28.00	$28.00	$28.00	$28.00	$42.00
Consumption Charge	$25.12	$66.16	$149.44	$236.53	$476.05
Total	$53.12	$94.16	$177.44	$264.53	$518.05
Bills with Proposed Rates					
Fixed System Charge	$35.15	$35.15	$35.15	$35.15	$72.39
Consumption Charge	$29.25	$73.06	$174.98	$308.68	$576.00
Total	$64.40	$108.21	$210.13	$343.83	$648.39
Proposed minus Current	$11.28	$14.05	$32.69	$79.30	$130.34
Percent Change	21.2%	14.9%	18.4%	30.0%	25.2%

Figure VI-1 plots monthly bills for residential customers with a 5/8-inch meter for a range of consumption from 0 to 30 HCF, which includes 99% of the bills for 5/8-inch meters. **Table VI-2** is the tabular basis for **Figure VI-1**.

Figure VI-1. Current and Proposed Residential Bill Comparison (5/8″ Meter)

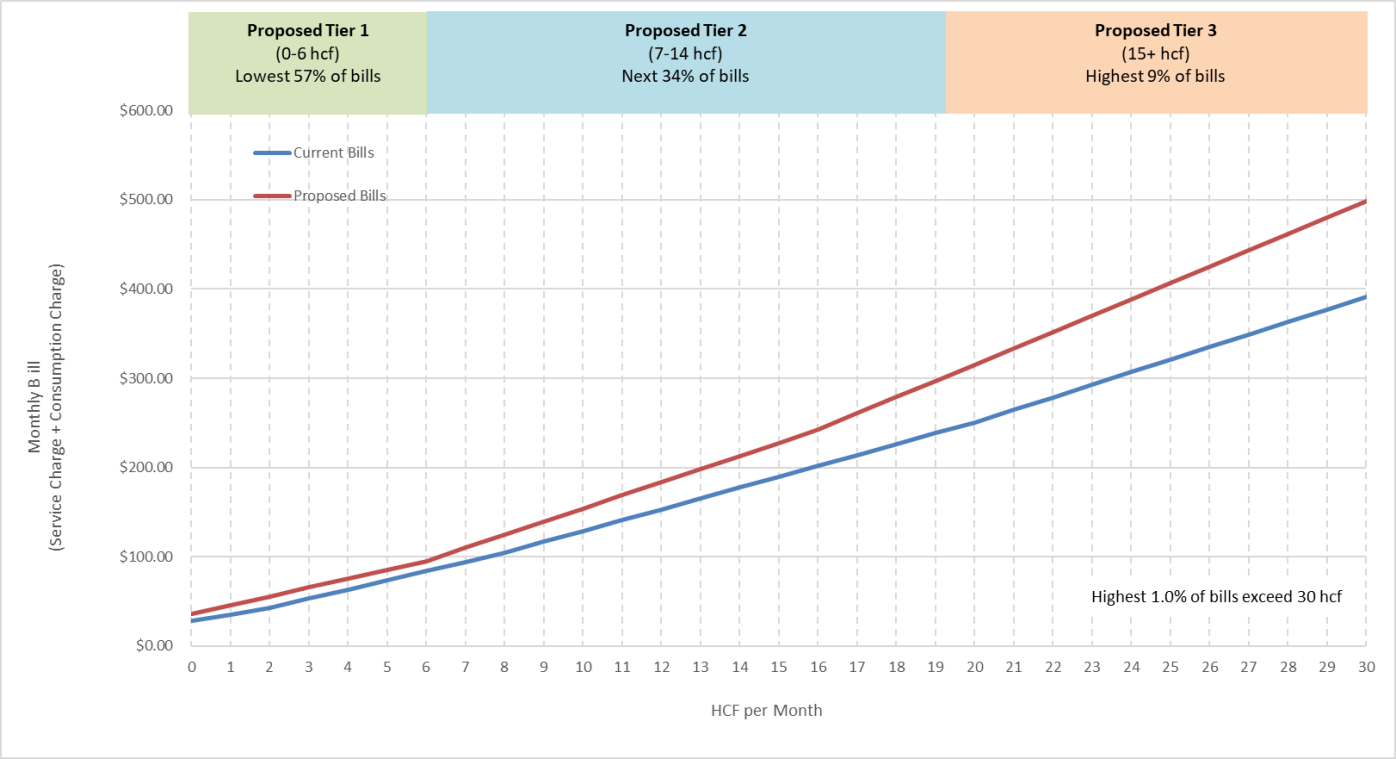


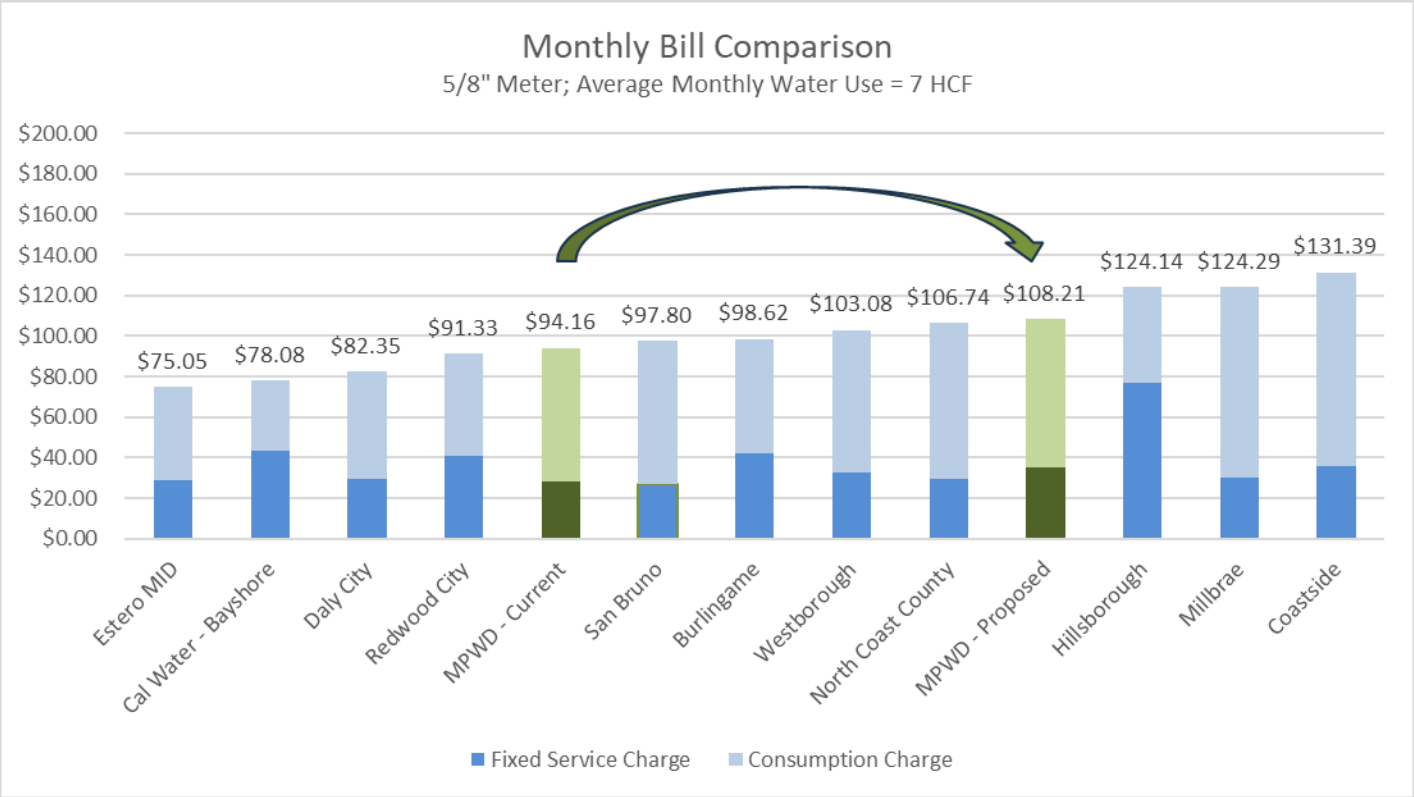
Table VI-2. Residential Bill Impacts - FY 2024-25 (5/8″ Meter)

Water Use		Total Bill (with 5/8" meter)				
HCF /Mo.	Gal /Day	Current Rates	FY 2024-25 Proposed	$ Difference	% of Bills	Cumulative
0	0	$28.00	$35.15	$7.15	3.01%	3.01%
1	25	$35.43	$44.90	$9.47	4.43%	7.44%
2	50	$42.86	$54.65	$11.79	7.66%	15.11%
3	75	$53.12	$64.40	$11.28	10.44%	25.55%
4	100	$63.38	$74.15	$10.77	11.32%	36.86%
5	125	$73.64	$83.90	$10.26	10.95%	47.81%
6	150	$83.90	$93.65	$9.75	9.66%	57.47%
7	175	$94.16	$108.21	$14.05	8.01%	65.48%
8	200	$104.42	$122.77	$18.35	6.50%	71.98%
9	225	$116.59	$137.33	$20.74	5.16%	77.14%
10	250	$128.76	$151.89	$23.13	4.11%	81.25%
11	275	$140.93	$166.45	$25.52	3.33%	84.58%
12	300	$153.10	$181.01	$27.91	2.69%	87.27%
13	325	$165.27	$195.57	$30.30	2.18%	89.45%
14	350	$177.44	$210.13	$32.69	1.82%	91.27%
15	375	$189.61	$229.23	$39.62	1.42%	92.69%
16	400	$201.78	$248.33	$46.55	1.19%	93.88%
17	425	$213.95	$267.43	$53.48	0.96%	94.84%
18	450	$226.12	$286.53	$60.41	0.81%	95.65%
19	475	$238.29	$305.63	$67.34	0.67%	96.32%
20	500	$250.46	$324.73	$74.27	0.53%	96.85%
21	525	$264.53	$343.83	$79.30	0.46%	97.30%
22	550	$278.60	$362.93	$84.33	0.35%	97.66%
23	575	$292.67	$382.03	$89.36	0.31%	97.97%
24	600	$306.74	$401.13	$94.39	0.29%	98.26%
25	625	$320.81	$420.23	$99.42	0.24%	98.50%

COMPARISON WITH OTHER AGENCIES

Figure VI-2 compares the District's residential monthly bills with a variety of water agencies in San Mateo County. The comparison is for a customer with a 5/8 inch connection (most common meter size of residential customers) and using 7 HCF (average monthly water use by the District's residential customers) in each agency. Average water use differs from agency to agency, this graph is intended to show an apples-to-apples comparison of what the District's average residential customer (using 7 HCF per month) at other agencies. Monthly bills for neighboring agencies reflect the rates in effective on July 1, 2024, with the exception that the City of Millbrae's rates were effective on August 1, 2024.

Figure VI-2. Bill Comparison With Neighboring Agencies (at 7 HCF per Month)



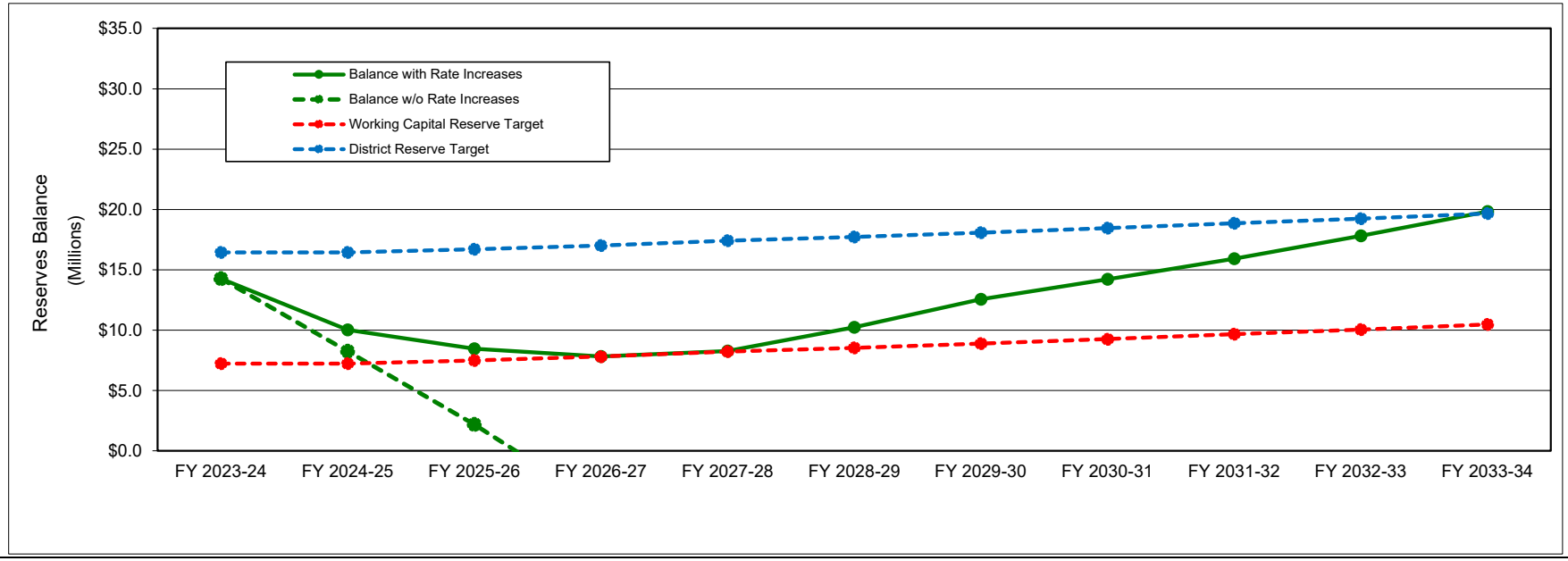
WATER RATE STUDY

APPENDIX

WATER RATE MODEL

Mid-Peninsula Water District
Water Rate Model
1A - Summary

	Fiscal year	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34
	Eff. Date	*1/1/2025*	*7/1/2025*	*7/1/2026*	*7/1/2027*	*7/1/2028*	*7/1/2029*	*7/1/2030*	*7/1/2031*	*7/1/2032*	*7/1/2033*
	Rate Revenue Increases	**24.5%**	**5.0%**	**8.0%**	**9.0%**	**9.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**	**3.0%**
	Cumulative Increase	*24.5%*	*30.7%*	*41.2%*	*53.9%*	*67.7%*	*74.4%*	*79.7%*	*85.1%*	*90.6%*	*96.3%*
	Change in Reserves	*($4,233,680)*	*($1,568,395)*	*($634,259)*	*$448,201*	*$1,952,920*	*$2,339,088*	*$1,645,971*	*$1,712,927*	*$1,886,647*	*$2,010,000*
Debt Coverage Ratio (1.30 mininum)		**1.32**	**1.51**	**1.82**	**2.17**	**2.65**	**2.80**	**2.88**	**2.94**	**3.03**	**3.10**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Mid-Peninsula Water District**													
2	**Water Rate Model**													
3	**1B - Assumptions**													
4														
5	**Inflation Factor Assumptions**		**Budget**	**Projected**										
6	**used for projections:**		**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**FY 2034-35**	**Notes**
7	**a**	Annual Account Growth Rate	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	Estimate; To Tables 3, 4, 7
8	**b**	Annual Water Demand Increases	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	
9	**c**	General Inflation	Budget	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	
10	**d**	Salaries & Wages	Budget	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	
11	**e**	Benefits	Budget	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	7.00%	
12	**f**	Utilites	Budget	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%	3.52%	
13	**g**	Construction Cost Inflation	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	3.32%	SF ENR CCI Index Dec to Dec; 2013 to 2021
14	**h**	Interest on Fund Balance	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	To Table 4
15	**i**	Annual SFR conservation reduction	0.0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	To Table 3
16	**j**	Connection Fee Revenue	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	To Table 4
17	**k**	Water Demand Offset Revenue	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	
18	**l**	SFPUC Quantity Charge per hcf	$5.21	$5.67	$5.86	$6.30	$6.64	$6.91	$7.18	$7.47	$7.77	$8.08	$8.40	
19	**m**	Estimated Annual Increase in SFPUC Qty Charge		8.8%	3.4%	7.5%	5.4%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
20	**n**	BAWSCA Debt Service Surcharges	$427,239	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	
21	**o**	SFPUC Water Service Charge	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	$80,000	
22	**p**	Water Sales (hcf)	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	
23														
24				8.8%	3.4%	7.5%	5.4%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	
25				$0.46										
26	**Target Fund Balances**													
27		Operating Reserve Fund												
28		Purpose	For O&M cash flow during the year											
29		Minimum balance	Cannot go negative											
30		Target balance - Current Policy	$1.5 million (fixed)											
31		Target balance - HF&H Recommended Policy	6 weeks annual operating expense projections (1.5x billing monthly billing frequency)											
32														
33		Capital Reserve Fund												
34		Purpose	To be used for repair and replacement of water system infrastructure											
35		Minimum balance	Cannot go negative											
36		Target balance - Current Policy	$1.5 million (fixed)											
37		Target balance - HF&H Recommended Policy	Rolling 5-year average annual PAYGo capital expense projections											

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**2A - Rev Reqmts**												
4		Inflation	**Budgeted**										
5		Factor	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**Notes**
6	**PERSONNEL EXPENSES**												
7	Salaries & Wages	d	$2,604,868	$2,735,111	$2,871,867	$3,015,460	$3,166,233	$3,324,545	$3,490,772	$3,665,311	$3,848,576	$4,041,005	
8	Overtime Labor	d	$120,000	$126,000	$132,300	$138,915	$145,861	$153,154	$160,811	$168,852	$177,295	$186,159	
9	Standby Labor	d	$48,000	$50,400	$52,920	$55,566	$58,344	$61,262	$64,325	$67,541	$70,918	$74,464	
10	FICA/Medicare PR Tax	e	$190,937	$204,303	$218,604	$233,906	$250,279	$267,799	$286,545	$306,603	$328,065	$351,030	
11	Health Care Insurance	e	$469,226	$502,072	$537,217	$574,822	$615,060	$658,114	$704,182	$753,474	$806,218	$862,653	
12	Workers' Comp Insurance	e	$50,000	$53,500	$57,245	$61,252	$65,540	$70,128	$75,037	$80,289	$85,909	$91,923	
13	CALPERS Retirement - ER 2%@55	e	$255,112	$272,970	$292,078	$312,523	$334,400	$357,808	$382,854	$409,654	$438,330	$469,013	
14	CALPERS UAL	e	$30,590	$32,731	$35,022	$37,474	$40,097	$42,904	$45,907	$49,121	$52,559	$56,238	
15	Directors' Health Care Insurance	e	$61,000	$65,270	$69,839	$74,728	$79,959	$85,556	$91,545	$97,953	$104,809	$112,146	
16	Medical Reimbursement	e	$50,000	$53,500	$57,245	$61,252	$65,540	$70,128	$75,037	$80,289	$85,909	$91,923	
17	Health Savings Account & EAP	e		$0	$0	$0	$0	$0	$0	$0	$0	$0	
18	Employee Service Recognition	e	$10,000	$10,700	$11,449	$12,250	$13,108	$14,026	$15,007	$16,058	$17,182	$18,385	
19	EE Safety Incentive/Wellness Program	e	$40,000	$42,800	$45,796	$49,002	$52,432	$56,102	$60,029	$64,231	$68,727	$73,538	
20	Uniforms	e	$20,000	$21,400	$22,898	$24,501	$26,216	$28,051	$30,015	$32,116	$34,364	$36,769	
21	Subtotal		$3,949,733	$4,170,757	$4,404,480	$4,651,652	$4,913,068	$5,189,574	$5,482,065	$5,791,492	$6,118,862	$6,465,247	
22													
23	**SFPUC EXPENSES**												
24	SFPUC Treated Water	c	$6,076,480	$6,490,221	$6,707,706	$7,211,356	$7,600,541	$7,904,562	$8,220,745	$8,549,575	$8,891,558	$9,247,220	from Table 2B
25	BAWSCA (Debt Service Surcharges)	c	$427,239	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	from Table 2B
26	SFPUC Water Service Charge	c	$90,000	$87,063	$89,981	$96,737	$101,958	$106,036	$110,278	$114,689	$119,276	$124,047	from Table 2B
27	Subtotal		$6,593,719	$7,004,520	$7,224,923	$7,735,330	$8,129,735	$8,437,835	$8,758,258	$9,091,499	$9,438,070	$9,798,503	
28													
29	**OUTREACH/EDUCATION**												
30	Water Conservation Program	c	$10,000	$10,300	$10,609	$10,927	$11,255	$11,593	$11,941	$12,299	$12,668	$13,048	
31	School Conservation Program	c	$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	$19,572	
32	Public Outreach & Education	c	$25,000	$25,750	$26,523	$27,318	$28,138	$28,982	$29,851	$30,747	$31,669	$32,619	
33	Smart Irrigation Rebates	c	$2,000	$2,060	$2,122	$2,185	$2,251	$2,319	$2,388	$2,460	$2,534	$2,610	
34	Irrigation Hardware Rebates	c	$1,000	$1,030	$1,061	$1,093	$1,126	$1,159	$1,194	$1,230	$1,267	$1,305	
35	Lawn-Be-Gone Rebates	c	$25,000	$25,750	$26,523	$27,318	$28,138	$28,982	$29,851	$30,747	$31,669	$32,619	
36	Rain Barrel Rebates	c	$2,000	$2,060	$2,122	$2,185	$2,251	$2,319	$2,388	$2,460	$2,534	$2,610	
37	Subtotal		$80,000	$82,400	$84,872	$87,418	$90,041	$92,742	$95,524	$98,390	$101,342	$104,382	
38													
39	**OPS Systems**												
40	Water Quality	c	$60,000	$61,800	$63,654	$65,564	$67,531	$69,556	$71,643	$73,792	$76,006	$78,286	
41	Pumping	c	$20,000	$20,600	$21,218	$21,855	$22,510	$23,185	$23,881	$24,597	$25,335	$26,095	
42	Storage Tanks	c	$34,000	$35,020	$36,071	$37,153	$38,267	$39,415	$40,598	$41,816	$43,070	$44,362	
43	Mains/Distribution	c	$180,000	$185,400	$190,962	$196,691	$202,592	$208,669	$214,929	$221,377	$228,019	$234,859	
44	Meters & Service	c	$176,000	$181,280	$186,718	$192,320	$198,090	$204,032	$210,153	$216,458	$222,952	$229,640	
45	Fire Hydrants	c	$80,000	$82,400	$84,872	$87,418	$90,041	$92,742	$95,524	$98,390	$101,342	$104,382	
46	Regulator Stations	c	$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	$19,572	
47	Employee Safety	c	$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	$19,572	
48	SCADA Maintenance	c	$35,000	$36,050	$37,132	$38,245	$39,393	$40,575	$41,792	$43,046	$44,337	$45,667	
49	Generator Maintenance	c	$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	$19,572	
50	Subtotal		$630,000	$648,900	$668,367	$688,418	$709,071	$730,343	$752,253	$774,821	$798,065	$822,007	
51													
52	**Facilities & Equipment**												
53	M&R-Buildings&Grounds	c	$260,000	$87,800	$90,434	$93,147	$95,941	$98,820	$101,784	$104,838	$107,983	$111,222	
54	M&R-Equipment&Tools	c	$20,000	$20,600	$21,218	$21,855	$22,510	$23,185	$23,881	$24,597	$25,335	$26,095	
55	M&R-Vehicles & Large Equipment	c	$30,000	$30,900	$31,827	$32,782	$33,765	$34,778	$35,822	$36,896	$38,003	$39,143	
56	M&R-Fuel	c	$42,000	$43,260	$44,558	$45,895	$47,271	$48,690	$50,150	$51,655	$53,204	$54,800	
57	Subtotal		$352,000	$182,560	$188,037	$193,678	$199,488	$205,473	$211,637	$217,986	$224,526	$231,262	
58													
59	**SYSTEM SURVEYS**												
60	Cathodic Protection Survey	c	$35,000	$36,050	$37,132	$38,245	$39,393	$40,575	$41,792	$43,046	$44,337	$45,667	
61	Leak Detection Survey	c	$40,000	$41,200	$42,436	$43,709	$45,020	$46,371	$47,762	$49,195	$50,671	$52,191	
62	Subtotal		$75,000	$77,250	$79,568	$81,955	$84,413	$86,946	$89,554	$92,241	$95,008	$97,858	
63													
64	**ADMINISTRATION & EQUIP**												
65	Office Supplies	c	$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	$19,572	
66	Insurance- Liability/Vehicles	c	$209,000	$215,270	$221,728	$228,380	$235,231	$242,288	$249,557	$257,044	$264,755	$272,698	
67	Postage	c	$2,000	$2,060	$2,122	$2,185	$2,251	$2,319	$2,388	$2,460	$2,534	$2,610	
68	Printing/Printing Supplies	c	$2,000	$2,060	$2,122	$2,185	$2,251	$2,319	$2,388	$2,460	$2,534	$2,610	
69	Equipment Services/Maintenance	c	$17,000	$17,510	$18,035	$18,576	$19,134	$19,708	$20,299	$20,908	$21,535	$22,181	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**2A - Rev Reqmts**												
4		Inflation	**Budgeted**										
5		Factor	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**Notes**
70	Computer Supplies & Upgrades	c	$23,000	$23,690	$24,401	$25,133	$25,887	$26,663	$27,463	$28,287	$29,136	$30,010	
71	Website Hosting	c	$7,000	$7,210	$7,426	$7,649	$7,879	$8,115	$8,358	$8,609	$8,867	$9,133	
72	Security & Safety	c	$28,000	$28,840	$29,705	$30,596	$31,514	$32,460	$33,433	$34,436	$35,470	$36,534	
73	Credit/Debit Card Processing Fees	c	$165,000	$169,950	$175,049	$180,300	$185,709	$191,280	$197,019	$202,929	$209,017	$215,288	
74	Bank Service Charges	c	$6,000	$6,180	$6,365	$6,556	$6,753	$6,956	$7,164	$7,379	$7,601	$7,829	
75	Property Lease	c	$147,000	$151,410	$155,952	$160,631	$0	$0	$0	$0	$0	$0	
76	Subtotal		$621,000	$639,630	$658,819	$678,583	$533,491	$549,496	$565,981	$582,960	$600,449	$618,462	
77													
78	**MEMBERSHIP & GOV FEES**												
79	Dues & Publications	c	$50,000	$51,500	$53,045	$54,636	$56,275	$57,964	$59,703	$61,494	$63,339	$65,239	
80	Gov't Fees & Licenses	c	$70,000	$72,100	$74,263	$76,491	$78,786	$81,149	$83,584	$86,091	$88,674	$91,334	
81	BAWSCA Membership Assessments	c	$100,000	$103,000	$106,090	$109,273	$112,551	$115,927	$119,405	$122,987	$126,677	$130,477	
82	BAWSCA Water Management Charge	c	$47,000	$48,410	$49,862	$51,358	$52,899	$54,486	$56,120	$57,804	$59,538	$61,324	
83	Env Health - Cross Connection Inspection	c	$45,000	$46,350	$47,741	$49,173	$50,648	$52,167	$53,732	$55,344	$57,005	$58,715	
84	Software License	c	$135,000	$139,050	$143,222	$147,518	$151,944	$156,502	$161,197	$166,033	$171,014	$176,144	
85	Subtotal		$447,000	$460,410	$474,222	$488,449	$503,102	$518,196	$533,741	$549,754	$566,246	$583,234	
86													
87	**BAD DEBT & CLAIMS**												
88	Bad Debt	c	$5,000	$5,150	$5,305	$5,464	$5,628	$5,796	$5,970	$6,149	$6,334	$6,524	
89	Claims	c	$10,000	$10,300	$10,609	$10,927	$11,255	$11,593	$11,941	$12,299	$12,668	$13,048	
90	Subtotal		$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	$19,572	
91													
92	**UTILITIES**												
93	Utilities-Internet/Cable	c	$53,000	$54,590	$56,228	$57,915	$59,652	$61,442	$63,285	$65,183	$67,139	$69,153	
94	Utilities-Cellular Telephones	c	$34,400	$35,432	$36,495	$37,590	$38,718	$39,879	$41,075	$42,308	$43,577	$44,884	
95	Utilities-Electric-Pumping	f	$360,500	$373,172	$386,289	$399,867	$413,922	$428,471	$443,532	$459,122	$475,260	$491,966	
96	Utilities-Electric-Bldgs&Grounds	f	$51,500	$53,310	$55,184	$57,124	$59,132	$61,210	$63,362	$65,589	$67,894	$70,281	
97	Utilities-Sewer - NPDES	c	$7,000	$7,210	$7,426	$7,649	$7,879	$8,115	$8,358	$8,609	$8,867	$9,133	
98	Subtotal		$506,400	$523,714	$541,622	$560,144	$579,302	$599,117	$619,612	$640,811	$662,738	$685,417	
99													
100	**PROFESSIONAL SERVICES**												
101	Prof Serv - District Counsel	c	$125,000	$128,750	$132,613	$136,591	$140,689	$144,909	$149,257	$153,734	$158,346	$163,097	
102	Prof Serv - District Engineer	c	$140,000	$144,200	$148,526	$152,982	$157,571	$162,298	$167,167	$172,182	$177,348	$182,668	
103	Prof Serv - IT	c	$85,000	$87,550	$90,177	$92,882	$95,668	$98,538	$101,494	$104,539	$107,675	$110,906	
104	Prof Serv- Annual Finance Audit	c	$24,000	$24,720	$25,462	$26,225	$27,012	$27,823	$28,657	$29,517	$30,402	$31,315	
105	Prof Serv - Mngmt Consult	c	$60,000	$15,000	$15,450	$15,914	$16,391	$16,883	$17,389	$17,911	$18,448	$19,002	
106	Prof Serv- Accounting & Payroll	c	$30,000	$30,900	$31,827	$32,782	$33,765	$34,778	$35,822	$36,896	$38,003	$39,143	
107	Prof Serv- Customer Billing	c	$65,000	$66,950	$68,959	$71,027	$73,158	$75,353	$77,613	$79,942	$82,340	$84,810	
108	Recruiting	c	$30,000	$30,900	$31,827	$32,782	$33,765	$34,778	$35,822	$36,896	$38,003	$39,143	
109	Prof Serv - Answering Svs	c	$5,000	$5,150	$5,305	$5,464	$5,628	$5,796	$5,970	$6,149	$6,334	$6,524	
110	Prof Serv - Miscellaneous	c	$387,500	$399,125	$461,099	$424,932	$437,680	$450,810	$464,334	$528,264	$494,112	$508,936	Rate studies, Master plans, UWMP etc.
111	Prof Serv - District Treasurer	c	$150,000	$154,500	$159,135	$163,909	$168,826	$173,891	$179,108	$184,481	$190,016	$195,716	
112	Subtotal		$1,101,500	$1,087,745	$1,170,377	$1,155,489	$1,190,153	$1,225,858	$1,262,634	$1,350,513	$1,341,028	$1,381,259	
113													
114	**TRAINING & TRAVEL**												
115	Director Travel	c	$5,000	$5,150	$5,305	$5,464	$5,628	$5,796	$5,970	$6,149	$6,334	$6,524	
116	Director Expense	c	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
117	Elections	c	$38,500	$39,655	$40,845	$42,070	$43,332	$44,632	$45,971	$47,350	$48,771	$50,234	
118	Employee Travel/Training	c	$36,000	$37,080	$38,192	$39,338	$40,518	$41,734	$42,986	$44,275	$45,604	$46,972	
119	Meetings Expense	c	$8,000	$8,240	$8,487	$8,742	$9,004	$9,274	$9,552	$9,839	$10,134	$10,438	
120	Subtotal		$87,500	$90,125	$92,829	$95,614	$98,482	$101,436	$104,480	$107,614	$110,842	$114,168	
121													
122	**Total Operating Costs**		**$14,458,852**	**$14,983,461**	**$15,604,028**	**$16,433,119**	**$17,047,229**	**$17,754,404**	**$18,493,650**	**$19,316,528**	**$20,076,177**	**$20,921,370**	
123				3.6%	4.1%	5.3%	3.7%	4.1%	4.2%	4.4%	3.9%	4.2%	
124	**Non-Operating (Revenue)/Expense**												
125	Fire Service Charges	c	($18,000)	($22,410)	($23,531)	($25,413)	($27,700)	($30,193)	($31,401)	($32,343)	($33,313)	($34,313)	
126	Credit/Debit Card Fees	c	($46,000)	($47,380)	($48,801)	($50,265)	($51,773)	($53,327)	($54,926)	($56,574)	($58,271)	($60,020)	
127	Late Fees	c	($33,000)	($33,990)	($35,010)	($36,060)	($37,142)	($38,256)	($39,404)	($40,586)	($41,803)	($43,058)	
128	48-Hour Notice Fees	c	($17,000)	($17,510)	($18,035)	($18,576)	($19,134)	($19,708)	($20,299)	($20,908)	($21,535)	($22,181)	
129	Shut Off Fees	c	($2,700)	($2,781)	($2,864)	($2,950)	($3,039)	($3,130)	($3,224)	($3,321)	($3,420)	($3,523)	
130	After Hour Fees	c	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
131	Miscellaneous Operating	c	($78,000)	($80,340)	($82,750)	($85,233)	($87,790)	($90,423)	($93,136)	($95,930)	($98,808)	($101,772)	
132	Service Line & Installation Charges	c	($60,000)	($61,800)	($63,654)	($65,564)	($67,531)	($69,556)	($71,643)	($73,792)	($76,006)	($78,286)	
133	Lease of Physical Property	c	($168,000)	($173,040)	($178,231)	($183,578)	($189,085)	($194,758)	($200,601)	($206,619)	($212,817)	($219,202)	

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**2A - Rev Reqmts**												
4		Inflation	**Budgeted**										
5		Factor	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**Notes**
134	Property Tax Revenue	c	($545,000)	($561,350)	($578,191)	($595,536)	($613,402)	($631,804)	($650,759)	($670,281)	($690,390)	($711,101)	
135	Landscape Plan Permit Review	c	($4,000)	($4,120)	($4,244)	($4,371)	($4,502)	($4,637)	($4,776)	($4,919)	($5,067)	($5,219)	
136	Total Non-Rate Revenue		($971,700)	($1,004,721)	($1,035,311)	($1,067,547)	($1,101,098)	($1,135,793)	($1,170,169)	($1,205,274)	($1,241,432)	($1,278,675)	
137													
138	**Subtotal**		$13,487,152	$13,978,740	$14,568,718	$15,365,572	$15,946,131	$16,618,611	$17,323,482	$18,111,254	$18,834,745	$19,642,695	
139	**Debt Service**												
140	2016 Certificate of Participation		$1,064,900	$1,067,100	$1,063,600	$1,064,400	$1,064,400	$1,063,600	$1,062,000	$1,064,500	$1,061,100	$1,061,100	From Table 6
141	New Debt Service #1		$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	From Table 6
142	New Debt Service #2		$0	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	From Table 6
143	**Total Debt Service**		$2,147,381	$3,371,737	$3,368,237	$3,369,037	$3,369,037	$3,368,237	$3,366,637	$3,369,137	$3,365,737	$3,365,737	
144	**Transfers to/(from):**												
145	Operating Reserves		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	From Table 4
146	Capital Reserves		$3,628,237	$3,628,237	$3,628,237	$3,628,237	$3,628,237	$4,994,658	$4,994,658	$4,994,658	$4,994,658	$4,994,658	From Table 4
147	**Total Transfers**		$3,628,237	$3,628,237	$3,628,237	$3,628,237	$3,628,237	$4,994,658	$4,994,658	$4,994,658	$4,994,658	$4,994,658	
148													
149	**Total Revenue Requirement**		**$19,262,770**	**$20,978,714**	**$21,565,191**	**$22,362,846**	**$22,943,405**	**$24,981,506**	**$25,684,777**	**$26,475,049**	**$27,195,140**	**$28,003,090**	To Table 3
150	*Annual Change*			*8.9%*	*2.8%*	*3.7%*	*2.6%*	*8.9%*	*2.8%*	*3.1%*	*2.7%*	*3.0%*	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Mid-Peninsula Water District**													
2	**Water Rate Model**													
3	**2B - Purchased Water**													
4														
5		**FY 2023-24**	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**		
6														
7	Water Demand	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427	1,087,427		
8	Water Losses	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%		
9	Purchased Water (hcf)	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660	1,144,660		
10														
11	SFPUC Quantity Charge per hcf	$5.21	$5.67	$5.86	$6.30	$6.64	$6.91	$7.18	$7.47	$7.77	$8.08	$8.40		
12		$5,963,677	$6,490,221	$6,707,706	$7,211,356	$7,600,541	$7,904,562	$8,220,745	$8,549,575	$8,891,558	$9,247,220	$9,617,109	To Table 2A	
13														
14	BAWSCA (Debt Service Surcharges)	$427,239	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	$427,236	To Table 2A	
15														
16	SFPUC Water Service Charge	$80,000	$87,063	$89,981	$96,737	$101,958	$106,036	$110,278	$114,689	$119,276	$124,047	$129,009	To Table 2A	
17														
18	Total Purchased Water Costs	$6,470,916	$7,004,520	$7,224,923	$7,735,330	$8,129,735	$8,437,835	$8,758,258	$9,091,499	$9,438,070	$9,798,503	$10,173,354		

Mid-Peninsula Water District
Water Rate Model
2C - Projected Demand

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	FY 2032-33	FY 2033-34	FY 2034-35
CY 2021-2023 average consumption											
Residential											
Tier 1	164,328	164,328	164,328	164,328	164,328	164,328	164,328	164,328	164,328	164,328	164,328
Tier 2	304,913	304,913	304,913	304,913	304,913	304,913	304,913	304,913	304,913	304,913	304,913
Tier 3	124,539	124,539	124,539	124,539	124,539	124,539	124,539	124,539	124,539	124,539	124,539
Tier 4	24,128	24,128	24,128	24,128	24,128	24,128	24,128	24,128	24,128	24,128	24,128
Subtotal	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908
Commercial											
Tier 1	34,090	34,090	34,090	34,090	34,090	34,090	34,090	34,090	34,090	34,090	34,090
Tier 2	369,060	369,060	369,060	369,060	369,060	369,060	369,060	369,060	369,060	369,060	369,060
Subtotal	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150
Total Demand	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**
Water Demand as a percent of CY 2021-2023 Average											
Residential											
Tier 1	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Tier 2	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Tier 3	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Tier 4	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Commercial											
Tier 1	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Tier 2	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Projected Demand											
Residential											
Tier 1	175,009	175,009	175,009	175,009	175,009	175,009	175,009	175,009	175,009	175,009	175,009
Tier 2	324,732	324,732	324,732	324,732	324,732	324,732	324,732	324,732	324,732	324,732	324,732
Tier 3	132,634	132,634	132,634	132,634	132,634	132,634	132,634	132,634	132,634	132,634	132,634
Tier 4	25,696	25,696	25,696	25,696	25,696	25,696	25,696	25,696	25,696	25,696	25,696
Subtotal	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072
	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Commercial											
Tier 1	36,306	36,306	36,306	36,306	36,306	36,306	36,306	36,306	36,306	36,306	36,306
Tier 2	393,049	393,049	393,049	393,049	393,049	393,049	393,049	393,049	393,049	393,049	393,049
Subtotal	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355
	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
Total Demand	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**
	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**2D - COS Demand**												
4			**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**FY 2034-35**
5		**CY 2021-2023 average consumption**											
6		Residential											
7		Tier 1	402,450	402,450	402,450	402,450	402,450	402,450	402,450	402,450	402,450	402,450	402,450
8		Tier 2	36,867	36,867	36,867	36,867	36,867	36,867	36,867	36,867	36,867	36,867	36,867
9		Tier 3	123,823	123,823	123,823	123,823	123,823	123,823	123,823	123,823	123,823	123,823	123,823
10		Tier 4	54,768	54,768	54,768	54,768	54,768	54,768	54,768	54,768	54,768	54,768	54,768
11		Subtotal	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908	617,908
12													
13		Commercial											
14		Tier 1	176,907	176,907	176,907	176,907	176,907	176,907	176,907	176,907	176,907	176,907	176,907
15		Tier 2	226,243	226,243	226,243	226,243	226,243	226,243	226,243	226,243	226,243	226,243	226,243
16		Subtotal	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150	403,150
17													
18		**Total Demand**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**	**1,021,058**
19													
20		**Water Demand as a percent of 2021-2023 Average**											
21		Residential											
22		Tier 1	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
23		Tier 2	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
24		Tier 3	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
25		Tier 4	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
26													
27		Commercial											
28		Tier 1	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
29		Tier 2	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
30													
31		**Projected Demand**											
32		Residential											
33		Tier 1	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610
34		Tier 2	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263
35		Tier 3	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871
36		Tier 4	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328
37		Subtotal	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072	658,072
38			106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
39													
40		Commercial											
41		Tier 1	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406
42		Tier 2	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949
43		Subtotal	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355	429,355
44			106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%
45													
46		**Total Demand**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**	**1,087,427**
47			106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%	106.5%

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**3A - Rev Increases**												
4													
5	Months												
6	Increase												
7	In Effect		**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**Notes**
8	**Rate Revenue at Current Rates and Projected Usage**												
9	WATER COMMODITY CHARGES		$11,165,378	$11,221,205	$11,277,311	$11,333,698	$11,390,366	$11,447,318	$11,504,555	$11,562,077	$11,619,888	$11,677,987	
10	(includes SFPUC pass-through 7/1/24)												
11	**Total Revenue (before rate increases)**		$11,165,378	$11,221,205	$11,277,311	$11,333,698	$11,390,366	$11,447,318	$11,504,555	$11,562,077	$11,619,888	$11,677,987	
12	**Increase in Rate Revenue**		**24.5%**	**5.0%**	**8.0%**	**9.0%**	**9.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**	**3.0%**	From Table 1B
13	**Revenue from Current Rates**		$11,165,378	$11,221,205	$11,277,311	$11,333,698	$11,390,366	$11,447,318	$11,504,555	$11,562,077	$11,619,888	$11,677,987	
14													
15	**Revenue from Rate Increases**												
16	FY 2024-25 (eff. Jan 1, 2025)	6	$1,367,759	$2,749,195	$2,762,941	$2,776,756	$2,790,640	$2,804,593	$2,818,616	$2,832,709	$2,846,873	$2,861,107	
17	FY 2025-26 (eff. Jul 1, 2025)	12		$698,520	$702,013	$705,523	$709,050	$712,596	$716,159	$719,739	$723,338	$726,955	
18	FY 2026-27 (eff. Jul 1, 2026)	12			$1,179,381	$1,185,278	$1,191,204	$1,197,161	$1,203,146	$1,209,162	$1,215,208	$1,221,284	
19	FY 2027-28 (eff. Jul 1, 2027)	12				$1,440,113	$1,447,313	$1,454,550	$1,461,823	$1,469,132	$1,476,478	$1,483,860	
20	FY 2028-29 (eff. Jul 1, 2028)	12					$1,577,572	$1,585,460	$1,593,387	$1,601,354	$1,609,361	$1,617,407	
21	FY 2029-30 (eff. Jul 1, 2029)	12						$768,067	$771,907	$775,767	$779,646	$783,544	
22	FY 2030-31 (eff. Jul 1, 2030)	12							$602,088	$605,098	$608,124	$611,164	
23	FY 2031-32 (eff. Jul 1, 2031)	12								$623,251	$626,367	$629,499	
24	FY 2032-33 (eff. Jul 1, 2032)	12									$645,158	$648,384	
25	FY 2033-34 (eff. Jul 1, 2033)	12										$667,836	
26	**Total Revenue from Rate Increases**		$1,367,759	$3,447,715	$4,644,335	$6,107,670	$7,715,780	$8,522,426	$9,167,125	$9,836,212	$10,530,552	$11,251,040	
27	**Total Current Revenue**		$11,165,378	$11,221,205	$11,277,311	$11,333,698	$11,390,366	$11,447,318	$11,504,555	$11,562,077	$11,619,888	$11,677,987	From above
28	**Total Revenue with Rate Increases**		$12,533,137	$14,668,920	$15,921,646	$17,441,367	$19,106,146	$19,969,744	$20,671,680	$21,398,290	$22,150,440	$22,929,027	To Table 6
29													
30	**Rate Revenue at Current Rates and Projected Usage**												
31	FIXED SYSTEM CHARGES		$3,266,760	$3,297,504	$3,328,248	$3,359,328	$3,390,744	$3,422,160	$3,454,416	$3,487,008	$3,519,936	$3,552,864	includes growth
32	**Total Revenue (before rate increases)**		$3,266,760	$3,297,504	$3,328,248	$3,359,328	$3,390,744	$3,422,160	$3,454,416	$3,487,008	$3,519,936	$3,552,864	
33	**Increase in Rate Revenue**		**24.5%**	**5.0%**	**8.0%**	**9.0%**	**9.0%**	**4.0%**	**3.0%**	**3.0%**	**3.0%**	**3.0%**	From Table 1B
34	**Revenue from Current Rates**		$3,266,760	$3,297,504	$3,328,248	$3,359,328	$3,390,744	$3,422,160	$3,454,416	$3,487,008	$3,519,936	$3,552,864	
35													
36	**Revenue from Rate Increases**												
37	FY 2024-25 (eff. Jan 1, 2025)	6	$400,178	$807,888	$815,421	$823,035	$830,732	$838,429	$846,332	$854,317	$862,384	$870,452	
38	FY 2025-26 (eff. Jul 1, 2025)	12		$205,270	$207,183	$209,118	$211,074	$213,029	$215,037	$217,066	$219,116	$221,166	
39	FY 2026-27 (eff. Jul 1, 2026)	12			$348,068	$351,319	$354,604	$357,889	$361,263	$364,671	$368,115	$371,559	
40	FY 2027-28 (eff. Jul 1, 2027)	12				$426,852	$430,844	$434,836	$438,934	$443,076	$447,260	$451,444	
41	FY 2028-29 (eff. Jul 1, 2028)	12					$469,620	$473,971	$478,438	$482,952	$487,513	$492,074	
42	FY 2029-30 (eff. Jul 1, 2029)	12						$229,613	$231,777	$233,964	$236,173	$238,382	
43	FY 2030-31 (eff. Jul 1, 2030)	12							$180,786	$182,492	$184,215	$185,938	
44	FY 2031-32 (eff. Jul 1, 2031)	12								$187,966	$189,741	$191,516	
45	FY 2032-33 (eff. Jul 1, 2032)	12									$195,434	$197,262	
46	FY 2033-34 (eff. Jul 1, 2033)	12										$203,180	
47	**Total Revenue from Rate Increases**		$400,178	$1,013,158	$1,370,672	$1,810,324	$2,296,874	$2,547,767	$2,752,568	$2,966,504	$3,189,951	$3,422,971	
48	**Total Current Revenue**		$3,266,760	$3,297,504	$3,328,248	$3,359,328	$3,390,744	$3,422,160	$3,454,416	$3,487,008	$3,519,936	$3,552,864	From above
49	**Total Revenue with Rate Increases**		$3,666,938	$4,310,662	$4,698,920	$5,169,652	$5,687,618	$5,969,927	$6,206,984	$6,453,512	$6,709,887	$6,975,835	To Table 6
50													
51	**Total Rate Revenue with Rate Increases**		$16,200,075	$18,979,582	$20,620,567	$22,611,019	$24,793,764	$25,939,671	$26,878,664	$27,851,802	$28,860,326	$29,904,863	
52													
53	Total Revenue Requirement		$19,262,770	$20,978,714	$21,565,191	$22,362,846	$22,943,405	$24,981,506	$25,684,777	$26,475,049	$27,195,140	$28,003,090	
54	Transfer to/(from) Reserves		($3,062,695)	($1,999,131)	($944,625)	$248,173	$1,850,359	$958,165	$1,193,887	$1,376,752	$1,665,186	$1,901,773	To Table 4

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		**Mid-Peninsula Water District**											
2		**Water Rate Model**											
3		**3B - Current Rev**											
4													
5			**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**FY 2034-35**
6		**Water Service Charge Revenue at Current Rates**											
7		Meter Count by Size - Residential											
8		5/8" meters	6,870	6,939	7,008	7,078	7,149	7,220	7,292	7,365	7,439	7,513	7,588
9		1" meters	433	437	441	445	449	453	458	463	468	473	478
10		1 1/2" meters	29	29	29	29	29	29	29	29	29	29	29
11		2" meters	4	4	4	4	4	4	4	4	4	4	4
12		3" meters	2	2	2	2	2	2	2	2	2	2	2
13		4" meters	0	0	0	0	0	0	0	0	0	0	0
14		6" meters	0	0	0	0	0	0	0	0	0	0	0
15			7,338	7,411	7,484	7,558	7,633	7,708	7,785	7,863	7,942	8,021	8,101
16													
17		Meter Count by Size - Commercial											
18		5/8" meters	312	315	318	321	324	327	330	333	336	339	342
19		1" meters	176	178	180	182	184	186	188	190	192	194	196
20		1 1/2" meters	129	130	131	132	133	134	135	136	137	138	139
21		2" meters	164	166	168	170	172	174	176	178	180	182	184
22		3" meters	33	33	33	33	33	33	33	33	33	33	33
23		4" meters	20	20	20	20	20	20	20	20	20	20	20
24		6" meters	6	6	6	6	6	6	6	6	6	6	6
25			840	848	856	864	872	880	888	896	904	912	920
26													
27		Monthly Rate											
28		5/8" meters	$28.00	$28.00	$28.00	$28.00	$28.00	$28.00	$28.00	$28.00	$28.00	$28.00	$28.00
29		1" meters	$42.00	$42.00	$42.00	$42.00	$42.00	$42.00	$42.00	$42.00	$42.00	$42.00	$42.00
30		1 1/2" meters	$70.00	$70.00	$70.00	$70.00	$70.00	$70.00	$70.00	$70.00	$70.00	$70.00	$70.00
31		2" meters	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00	$112.00
32		3" meters	$168.00	$168.00	$168.00	$168.00	$168.00	$168.00	$168.00	$168.00	$168.00	$168.00	$168.00
33		4" meters	$280.00	$280.00	$280.00	$280.00	$280.00	$280.00	$280.00	$280.00	$280.00	$280.00	$280.00
34		6" meters	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00	$700.00
35													
36		Annual Revenue - Residential											
37		5/8" meters	$2,308,320	$2,331,504	$2,354,688	$2,378,208	$2,402,064	$2,425,920	$2,450,112	$2,474,640	$2,499,504	$2,524,368	$2,549,568
38		1" meters	$218,232	$220,248	$222,264	$224,280	$226,296	$228,312	$230,832	$233,352	$235,872	$238,392	$240,912
39		1 1/2" meters	$24,360	$24,360	$24,360	$24,360	$24,360	$24,360	$24,360	$24,360	$24,360	$24,360	$24,360
40		2" meters	$5,376	$5,376	$5,376	$5,376	$5,376	$5,376	$5,376	$5,376	$5,376	$5,376	$5,376
41		3" meters	$4,032	$4,032	$4,032	$4,032	$4,032	$4,032	$4,032	$4,032	$4,032	$4,032	$4,032
42		4" meters	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
43		6" meters	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
44		Total Service Charge Revenue - Residential	$2,560,320	$2,585,520	$2,610,720	$2,636,256	$2,662,128	$2,688,000	$2,714,712	$2,741,760	$2,769,144	$2,796,528	$2,824,248
45													
46		Annual Revenue - Commercial											
47		5/8" meters	$104,832	$105,840	$106,848	$107,856	$108,864	$109,872	$110,880	$111,888	$112,896	$113,904	$114,912
48		1" meters	$88,704	$89,712	$90,720	$91,728	$92,736	$93,744	$94,752	$95,760	$96,768	$97,776	$98,784
49		1 1/2" meters	$108,360	$109,200	$110,040	$110,880	$111,720	$112,560	$113,400	$114,240	$115,080	$115,920	$116,760
50		2" meters	$220,416	$223,104	$225,792	$228,480	$231,168	$233,856	$236,544	$239,232	$241,920	$244,608	$247,296
51		3" meters	$66,528	$66,528	$66,528	$66,528	$66,528	$66,528	$66,528	$66,528	$66,528	$66,528	$66,528
52		4" meters	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200
53		6" meters	$50,400	$50,400	$50,400	$50,400	$50,400	$50,400	$50,400	$50,400	$50,400	$50,400	$50,400
54		Total Service Charge Revenue - Commercial	$706,440	$711,984	$717,528	$723,072	$728,616	$734,160	$739,704	$745,248	$750,792	$756,336	$761,880
55													
56		Total Water Service Charge Revenue	$3,266,760	$3,297,504	$3,328,248	$3,359,328	$3,390,744	$3,422,160	$3,454,416	$3,487,008	$3,519,936	$3,552,864	$3,586,128
57													

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		**Mid-Peninsula Water District**											
2		**Water Rate Model**											
3		**3B - Current Rev**											
4													
58			**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**FY 2034-35**
59		**Water Usage Charge Revenue at Current Rates**											
60		Residential											
61		Tier 1 Usage	175,009	175,884	176,763	177,647	178,535	179,428	180,325	181,227	182,133	183,044	183,959
62		Tier 2 Usage	324,732	326,356	327,988	329,628	331,276	332,932	334,597	336,270	337,951	339,641	341,339
63		Tier 3 Usage	132,634	133,297	133,964	134,634	135,307	135,983	136,663	137,346	138,033	138,723	139,417
64		Tier 4 Usage	25,696	25,825	25,954	26,084	26,214	26,345	26,477	26,609	26,742	26,876	27,010
65													
66		Tier 1 Rate	$7.43	$7.43	$7.43	$7.43	$7.43	$7.43	$7.43	$7.43	$7.43	$7.43	$7.43
67		Tier 2 Rate	$10.26	$10.26	$10.26	$10.26	$10.26	$10.26	$10.26	$10.26	$10.26	$10.26	$10.26
68		Tier 3 Rate	$12.17	$12.17	$12.17	$12.17	$12.17	$12.17	$12.17	$12.17	$12.17	$12.17	$12.17
69		Tier 4 Rate	$14.07	$14.07	$14.07	$14.07	$14.07	$14.07	$14.07	$14.07	$14.07	$14.07	$14.07
70													
71		Tier 1 Revenue	$1,300,317	$1,306,818	$1,313,352	$1,319,919	$1,326,519	$1,333,151	$1,339,817	$1,346,516	$1,353,249	$1,360,015	$1,366,815
72		Tier 2 Revenue	$3,331,754	$3,348,413	$3,365,155	$3,381,980	$3,398,890	$3,415,885	$3,432,964	$3,450,129	$3,467,380	$3,484,717	$3,502,140
73		Tier 3 Revenue	$1,614,156	$1,622,227	$1,630,338	$1,638,490	$1,646,682	$1,654,916	$1,663,190	$1,671,506	$1,679,864	$1,688,263	$1,696,704
74		Tier 4 Revenue	$361,547	$363,355	$365,172	$366,998	$368,833	$370,677	$372,530	$374,393	$376,265	$378,146	$380,037
75		Residential Quantity Charge Revenue	$6,607,774	$6,640,813	$6,674,017	$6,707,387	$6,740,924	$6,774,628	$6,808,502	$6,842,544	$6,876,757	$6,911,141	$6,945,696
76													
77		Commercial											
78		Tier 1 Usage	36,306	36,487	36,670	36,853	37,037	37,223	37,409	37,596	37,784	37,973	38,163
79		Tier 2 Usage	393,049	395,015	396,990	398,975	400,969	402,974	404,989	407,014	409,049	411,094	413,150
80													
81		Tier 1 Rate	$9.37	$9.37	$9.37	$9.37	$9.37	$9.37	$9.37	$9.37	$9.37	$9.37	$9.37
82		Tier 2 Rate	$10.73	$10.73	$10.73	$10.73	$10.73	$10.73	$10.73	$10.73	$10.73	$10.73	$10.73
83													
84		Tier 1 Revenue	$340,186	$341,887	$343,596	$345,314	$347,041	$348,776	$350,520	$352,272	$354,034	$355,804	$357,583
85		Tier 2 Revenue	$4,217,419	$4,238,506	$4,259,698	$4,280,997	$4,302,402	$4,323,914	$4,345,533	$4,367,261	$4,389,097	$4,411,043	$4,433,098
86		Commercial Quantity Charge Revenue	$4,557,604	$4,580,392	$4,603,294	$4,626,311	$4,649,442	$4,672,690	$4,696,053	$4,719,533	$4,743,131	$4,766,847	$4,790,681
87													
88		Revenue Recap	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**FY 2034-35**
89		Total Service Charge Revenue - Residential	$2,560,320	$2,585,520	$2,610,720	$2,636,256	$2,662,128	$2,688,000	$2,714,712	$2,741,760	$2,769,144	$2,796,528	$2,824,248
90		Total Service Charge Revenue - Commercial	$706,440	$711,984	$717,528	$723,072	$728,616	$734,160	$739,704	$745,248	$750,792	$756,336	$761,880
91		Total Water Use Revenue - Residential	$6,607,774	$6,640,813	$6,674,017	$6,707,387	$6,740,924	$6,774,628	$6,808,502	$6,842,544	$6,876,757	$6,911,141	$6,945,696
92		Total Water Use Revenue - Commercial	$4,557,604	$4,580,392	$4,603,294	$4,626,311	$4,649,442	$4,672,690	$4,696,053	$4,719,533	$4,743,131	$4,766,847	$4,790,681
93			$14,432,138	$14,518,709	$14,605,559	$14,693,026	$14,781,110	$14,869,478	$14,958,971	$15,049,085	$15,139,824	$15,230,851	$15,322,505

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		**Mid-Peninsula Water District**											
2		**Water Rate Model**											
3		**3C - Proposed Rev**											
4													
5			**FY 2023-24**	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**
6		**Water Service Charge Revenue at Current Rates**											
7		Meter Count by Size - Residential											
8		5/8" meters	6,870	6,939	7,008	7,078	7,149	7,220	7,292	7,365	7,439	7,513	7,588
9		1" meters	433	437	441	445	449	453	458	463	468	473	478
10		1 1/2" meters	29	29	29	29	29	29	29	29	29	29	29
11		2" meters	4	4	4	4	4	4	4	4	4	4	4
12		3" meters	2	2	2	2	2	2	2	2	2	2	2
13		4" meters	0	0	0	0	0	0	0	0	0	0	0
14		6" meters	0	0	0	0	0	0	0	0	0	0	0
15			7,338	7,411	7,484	7,558	7,633	7,708	7,785	7,863	7,942	8,021	8,101
16													
17		Meter Count by Size - Commercial											
18		5/8" meters	312	315	318	321	324	327	330	333	336	339	342
19		1" meters	176	178	180	182	184	186	188	190	192	194	196
20		1 1/2" meters	129	130	131	132	133	134	135	136	137	138	139
21		2" meters	164	166	168	170	172	174	176	178	180	182	184
22		3" meters	33	33	33	33	33	33	33	33	33	33	33
23		4" meters	20	20	20	20	20	20	20	20	20	20	20
24		6" meters	6	6	6	6	6	6	6	6	6	6	6
25			840	848	856	864	872	880	888	896	904	912	920
26													
27		Monthly Rate		COS									
28		5/8" meters	$28.00	$35.15	$43.77	$45.96	$49.63	$54.10	$58.97	$61.33	$63.17	$65.06	$67.01
29		1" meters	$42.00	$72.39	$90.12	$94.63	$102.20	$111.39	$121.42	$126.28	$130.07	$133.97	$137.99
30		1 1/2" meters	$70.00	$134.44	$167.38	$175.75	$189.81	$206.89	$225.51	$234.53	$241.56	$248.81	$256.27
31		2" meters	$112.00	$208.90	$260.08	$273.09	$294.93	$321.48	$350.41	$364.43	$375.36	$386.62	$398.22
32		3" meters	$168.00	$407.47	$507.30	$532.67	$575.28	$627.06	$683.49	$710.83	$732.16	$754.12	$776.74
33		4" meters	$280.00	$630.86	$785.42	$824.69	$890.67	$970.83	$1,058.20	$1,100.53	$1,133.55	$1,167.55	$1,202.58
34		6" meters	$700.00	$1,251.39	$1,557.98	$1,635.88	$1,766.75	$1,925.76	$2,099.08	$2,183.04	$2,248.53	$2,315.99	$2,385.47
35													
36		Annual Revenue - Residential											
37		5/8" meters	$1,154,160	$2,927,242	$3,680,656	$3,903,291	$4,257,841	$4,687,139	$5,159,930	$5,420,049	$5,638,743	$5,865,679	$6,101,962
38		1" meters	$109,116	$379,593	$476,919	$505,307	$550,637	$605,541	$667,325	$701,595	$730,447	$760,398	$791,489
39		1 1/2" meters	$12,180	$46,785	$58,247	$61,159	$66,052	$71,997	$78,477	$81,616	$84,064	$86,586	$89,184
40		2" meters	$2,688	$10,027	$12,484	$13,108	$14,157	$15,431	$16,820	$17,493	$18,017	$18,558	$19,115
41		3" meters	$2,016	$9,779	$12,175	$12,784	$13,807	$15,049	$16,404	$17,060	$17,572	$18,099	$18,642
42		4" meters	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
43		6" meters	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
44		Total Service Charge Revenue - Residential	$1,280,160	$3,373,426	$4,240,481	$4,495,650	$4,902,494	$5,395,158	$5,938,956	$6,237,813	$6,488,843	$6,749,320	$7,020,391
45													
46		Annual Revenue - Commercial											
47		5/8" meters	$52,416	$132,884	$167,016	$177,021	$192,970	$212,285	$233,513	$245,061	$254,687	$264,670	$275,023
48		1" meters	$44,352	$154,617	$194,661	$206,665	$225,651	$248,633	$273,924	$287,912	$299,671	$311,876	$324,544
49		1 1/2" meters	$54,180	$209,725	$263,116	$278,381	$302,929	$332,675	$365,322	$382,749	$397,130	$412,030	$427,466
50		2" meters	$110,208	$416,134	$524,328	$557,099	$608,745	$671,248	$740,070	$778,419	$810,780	$844,383	$879,271
51		3" meters	$33,264	$161,359	$200,892	$210,936	$227,811	$248,314	$270,662	$281,489	$289,933	$298,631	$307,590
52		4" meters	$33,600	$151,407	$188,501	$197,927	$213,761	$232,999	$253,969	$264,128	$272,052	$280,213	$288,620
53		6" meters	$25,200	$90,100	$112,175	$117,783	$127,206	$138,655	$151,133	$157,179	$161,894	$166,751	$171,753
54		Total Service Charge Revenue - Commercial	$353,220	$1,316,225	$1,650,689	$1,745,812	$1,899,072	$2,084,808	$2,288,593	$2,396,936	$2,486,147	$2,578,554	$2,674,267
55													
56		Total Water Service Charge Revenue	$1,633,380	$4,689,651	$5,891,170	$6,241,462	$6,801,566	$7,479,966	$8,227,549	$8,634,749	$8,974,990	$9,327,874	$9,694,658
57													

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**3C - Proposed Rev**												
4													
58			**FY 2023-24**	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**
59		**Water Usage Charge Revenue at Current Rates**											
60		Residential											
61		Tier 1 Usage	164,328	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610	428,610
62		Tier 2 Usage	304,913	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263	39,263
63		Tier 3 Usage	124,539	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871	131,871
64		Tier 4 Usage	24,128	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328	58,328
65				COS									
66		Tier 1 Rate	$7.43	$9.75	$10.24	$11.06	$12.05	$13.14	$13.66	$14.07	$14.49	$14.93	$15.38
67		Tier 2 Rate	$10.26	$14.56	$15.29	$16.51	$18.00	$19.62	$20.40	$21.01	$21.64	$22.29	$22.96
68		Tier 3 Rate	$12.17	$14.56	$15.29	$16.51	$18.00	$19.62	$20.40	$21.01	$21.64	$22.29	$22.96
69		Tier 4 Rate	$14.07	$19.10	$20.06	$21.66	$23.61	$25.73	$26.76	$27.57	$28.39	$29.24	$30.12
70													
71		Tier 1 Revenue	$1,220,955	$4,178,944	$4,387,891	$4,738,922	$5,165,425	$5,630,313	$5,855,526	$6,031,192	$6,212,127	$6,398,491	$6,590,446
72		Tier 2 Revenue	$3,128,407	$571,669	$600,253	$648,273	$706,618	$770,213	$801,022	$825,052	$849,804	$875,298	$901,557
73		Tier 3 Revenue	$1,515,640	$1,920,044	$2,016,046	$2,177,330	$2,373,289	$2,586,885	$2,690,361	$2,771,072	$2,854,204	$2,939,830	$3,028,025
74		Tier 4 Revenue	$339,481	$1,114,063	$1,169,766	$1,263,348	$1,377,049	$1,500,983	$1,561,023	$1,607,853	$1,656,089	$1,705,772	$1,756,945
75		Residential Quantity Charge Revenue	$6,204,483	$7,784,720	$8,173,956	$8,827,872	$9,622,381	$10,488,395	$10,907,931	$11,235,169	$11,572,224	$11,919,391	$12,276,973
76													
77		Commercial											
78		Tier 1 Usage	34,090	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406	188,406
79		Tier 2 Usage	369,060	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949	240,949
80				COS									
81		Tier 1 Rate	$9.37	$12.80	$13.44	$14.52	$15.82	$17.25	$17.94	$18.47	$19.03	$19.60	$20.19
82		Tier 2 Rate	$10.73	$12.80	$13.44	$14.52	$15.82	$17.25	$17.94	$18.47	$19.03	$19.60	$20.19
83													
84		Tier 1 Revenue	$319,423	$2,411,596	$2,532,176	$2,734,750	$2,980,878	$3,249,157	$3,379,123	$3,480,497	$3,584,911	$3,692,459	$3,803,233
85		Tier 2 Revenue	$3,960,017	$3,084,149	$3,238,357	$3,497,425	$3,812,193	$4,155,291	$4,321,502	$4,451,147	$4,584,682	$4,722,222	$4,863,889
86		Commercial Quantity Charge Revenue	$4,279,441	$5,495,745	$5,770,533	$6,232,175	$6,793,071	$7,404,447	$7,700,625	$7,931,644	$8,169,593	$8,414,681	$8,667,122
87													
88		Revenue Recap		**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**
89		Total Service Charge Revenue - Residential	$1,280,160	$3,373,426	$4,240,481	$4,495,650	$4,902,494	$5,395,158	$5,938,956	$6,237,813	$6,488,843	$6,749,320	$7,020,391
90		Total Service Charge Revenue - Commercial	$353,220	$1,316,225	$1,650,689	$1,745,812	$1,899,072	$2,084,808	$2,288,593	$2,396,936	$2,486,147	$2,578,554	$2,674,267
91		Total Water Use Revenue - Residential	$6,204,483	$7,784,720	$8,173,956	$8,827,872	$9,622,381	$10,488,395	$10,907,931	$11,235,169	$11,572,224	$11,919,391	$12,276,973
92		Total Water Use Revenue - Commercial	$4,279,441	$5,495,745	$5,770,533	$6,232,175	$6,793,071	$7,404,447	$7,700,625	$7,931,644	$8,169,593	$8,414,681	$8,667,122
93			$12,117,303										
94				**$17,970,116**	**$19,835,658**	**$21,301,509**	**$23,217,018**	**$25,372,808**	**$26,836,105**	**$27,801,562**	**$28,716,807**	**$29,661,946**	**$30,638,753**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Mid-Peninsula Water District**												
2	**Water Rate Model**												
3	**4 - Reserves**												
4													
5													
6													
7	**Fiscal Year**	**FY 2023-24**	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**Notes**
8	**Working Capital Reserve**												
9	***With Rate Increases***												
10	Beginning Balance		$12,754,990	$7,292,032	$5,355,825	$4,460,035	$4,754,050	$6,661,201	$7,690,769	$8,967,533	$9,687,094	$10,201,227	
11	Transfer to/(from) Operations		($3,062,695)	($1,999,131)	($944,625)	$248,173	$1,850,359	$958,165	$1,193,887	$1,376,752	$1,665,186	$1,901,773	From Table 3
12													
13	Transfers (to)/from:												
14	Revenue Requirements												To Table 2
15	Capital Reserve		($2,500,000)							($750,000)	($1,250,000)	($1,750,000)	To below
16	Fund Subtotal		$7,192,295	$5,292,900	$4,411,200	$4,708,208	$6,604,408	$7,619,366	$8,884,656	$9,594,285	$10,102,280	$10,353,000	
17	Estimated Interest Earnings		$99,736	$62,925	$48,835	$45,841	$56,792	$71,403	$82,877	$92,809	$98,947	$102,771	Avg. Bal. * Table 1A assumption **f.**
18	**Ending Balance with Rate Increase**	**$ 12,754,990**	**$7,292,032**	**$5,355,825**	**$4,460,035**	**$4,754,050**	**$6,661,201**	**$7,690,769**	**$8,967,533**	**$9,687,094**	**$10,201,227**	**$10,455,771**	FY 2023-24 EY source: Reserves Report as of June 30, 2024
19	*Target Balance*	*$1,500,000*	*$7,229,426*	*$7,491,730*	*$7,802,014*	*$8,216,560*	*$8,523,614*	*$8,877,202*	*$9,246,825*	*$9,658,264*	*$10,038,089*	*$10,460,685*	
20	*Fund Balance Compared to Minimum*		*101%*	*71%*	*57%*	*58%*	*78%*	*87%*	*97%*	*100%*	*102%*	*100%*	
21													
22	**Capital Reserve**												
23	Beginning Balance		$1,500,000	$2,729,278	$3,097,090	$3,358,621	$3,512,807	$3,558,575	$4,868,095	$5,237,303	$6,230,668	$7,603,182	
24													
25	Water System Capacity Charges		$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	
26	Water Demand Offset Charges		$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	
27	Cash Funded CIP Expenditures		($5,040,000)	($3,409,412)	($3,518,825)	($3,628,237)	($3,737,650)	($3,847,062)	($4,795,727)	($4,928,348)	($5,060,969)	($5,193,590)	From Table 5
28	Transfers (to)/from:												
29	Revenue Requirements		$3,628,237	$3,628,237	$3,628,237	$3,628,237	$3,628,237	$4,994,658	$4,994,658	$4,994,658	$4,994,658	$4,994,658	To Table 2
30	Operating Fund		$2,500,000	$0	$0	$0	$0	$0	$0	$750,000	$1,250,000	$1,750,000	
31	Fund Subtotal		$2,708,237	$3,068,103	$3,326,503	$3,478,621	$3,523,394	$4,826,172	$5,187,027	$6,173,613	$7,534,357	$9,274,251	
32	Estimated interest earnings		$21,041	$28,987	$32,118	$34,186	$35,181	$41,924	$50,276	$57,055	$68,825	$84,387	Avg. Bal. * Table 1A assumption **f.**
33	**Ending Balance**	**$ 1,500,000**	**$2,729,278**	**$3,097,090**	**$3,358,621**	**$3,512,807**	**$3,558,575**	**$4,868,095**	**$5,237,303**	**$6,230,668**	**$7,603,182**	**$9,358,638**	
34	*Target Balance*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	*$8,000,000*	
35	*Fund Balance Compared to Target*		*34%*	*39%*	*42%*	*44%*	*44%*	*61%*	*65%*	*78%*	*95%*	*117%*	

	A	B	C	D	E	F	G	H
1	**Mid-Peninsula Water District**							
2	**Water Rate Model**							
3	**5 - CIP**							
4								
5								
6								
7	Capital Improvement Plan (FY 2024-25 through FY 2028/29)							
8		**Funding**						
9	**Project**	**Source**	**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**Total**
10	Capitalized Equipment	PAYGo	$400,000	$100,000	$100,000	$100,000	$100,000	$800,000
11	Old County Road Improvements	PAYGo	$225,000	$0	$0	$0	$0	$225,000
12	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll	PAYGo	$3,000,000	$0	$0	$0	$0	$3,000,000
13	Dairy Lane Operations Center - Design	Debt	$2,400,000	$0	$0	$0	$0	$2,400,000
14	Dairy Lane Operations Center - Construction	Debt	$0	$2,910,000	$6,790,000	$0	$0	$9,700,000
15	Folger Property Improvements	Debt	$2,700,000	$2,295,000	$0	$0	$0	$4,995,000
16	Dekoven Tanks Replacement	Debt	$1,897,500	$5,692,500	$0	$0	$0	$7,590,000
17	SR 101 Crossing - Phase 2	Debt	$681,250	$2,083,750	$0	$0	$0	$2,765,000
18	Exborne West Tank Recoating	PAYGo	$675,000	$0	$0	$0	$0	$675,000
19	Hallmark North Tank Recoating	PAYGo	$610,000	$2,440,000	$0	$0	$0	$3,050,000
20	West Belmont North Tank Recoating	PAYGo	$130,000	$0	$0	$0	$0	$130,000
21	Other Projects (Not Yet Identified)	PAYGo	$0	$1,000,000	$2,500,000	$2,500,000	$2,500,000	$8,500,000
22	Other Projects (Not Yet Identified)	Debt	$0	$0	$1,700,000	$1,700,000	$1,700,000	$5,100,000
23	**Total**		**$12,718,750**	**$16,521,250**	**$11,090,000**	**$4,300,000**	**$4,300,000**	**$48,930,000**
24								
25	Recap by Funding Source							
26	PAYGo		$5,040,000	$3,540,000	$2,600,000	$2,600,000	$2,600,000	$16,380,000
27	Debt Financing		$7,678,750	$12,981,250	$8,490,000	$1,700,000	$1,700,000	$32,550,000
28	Total		$12,718,750	$16,521,250	$11,090,000	$4,300,000	$4,300,000	$48,930,000
29								

	A	B	C	D	E	F	G	H	I	J	K	L
1	**Mid-Peninsula Water District**											
2	**Water Rate Model**											
3	**6 - Debt**											
4												
5												
6						**Projected**						
7		**FY 2024-25**	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2030-31**	**FY 2031-32**	**FY 2032-33**	**FY 2033-34**	**Notes**
8												
9	2016 Certificate of Participation											
10	Principal	$435,000	$455,000	$470,000	$490,000	$510,000	$530,000	$550,000	$575,000	$595,000	$595,000	
11	Interest	$629,900	$612,100	$593,600	$574,400	$554,400	$533,600	$512,000	$489,500	$466,100	$466,100	
12	Total	$1,064,900	$1,067,100	$1,063,600	$1,064,400	$1,064,400	$1,063,600	$1,062,000	$1,064,500	$1,061,100	$1,061,100	
13												
14												
15	New Debt Service #1	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	$1,082,481	
16												
17	New Debt Service #2		$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	$1,222,156	
18												
19	**Total Debt Service**	**$2,147,381**	**$3,371,737**	**$3,368,237**	**$3,369,037**	**$3,369,037**	**$3,368,237**	**$3,366,637**	**$3,369,137**	**$3,365,737**	**$3,365,737**	
20												
21	**Debt Coverage Calculation**											
22	Funds Available for Debt Service											
23	Rate Revenue	$16,200,075	$18,979,582	$20,620,567	$22,611,019	$24,793,764	$25,939,671	$26,878,664	$27,851,802	$28,860,326	$29,904,863	From Table 3
24	Non-Operating Income	$971,700	$1,004,721	$1,035,311	$1,067,547	$1,101,098	$1,135,793	$1,170,169	$1,205,274	$1,241,432	$1,278,675	From Table 2
25	Interest income	$120,778	$91,912	$80,953	$80,027	$91,973	$113,327	$133,153	$149,864	$167,772	$187,158	From Table 4
26	Total Funds Available	$17,292,553	$20,076,215	$21,736,830	$23,758,593	$25,986,835	$27,188,790	$28,181,985	$29,206,939	$30,269,530	$31,370,696	To below
27												
28	Expenses											
29	O&M	$14,458,852	$14,983,461	$15,604,028	$16,433,119	$17,047,229	$17,754,404	$18,493,650	$19,316,528	$20,076,177	$20,921,370	From Table 2
30	Total Expenses	$14,458,852	$14,983,461	$15,604,028	$16,433,119	$17,047,229	$17,754,404	$18,493,650	$19,316,528	$20,076,177	$20,921,370	
31												
32	Net Revenue	$2,833,701	$5,092,754	$6,132,802	$7,325,474	$8,939,606	$9,434,387	$9,688,335	$9,890,411	$10,193,353	$10,449,326	Funds Available less Expenses
33												
34	Debt Service	$2,147,381	$3,371,737	$3,368,237	$3,369,037	$3,369,037	$3,368,237	$3,366,637	$3,369,137	$3,365,737	$3,365,737	From above
35	**Debt Coverage Ratio (1.30 Min)**	**1.32**	**1.51**	**1.82**	**2.17**	**2.65**	**2.80**	**2.88**	**2.94**	**3.03**	**3.10**	To Table 1B

Mid-Peninsula Water District
Water Rate Model
7 - Load Factors

Multi Family included with Commercial

		Levels of Demand			
		Base Day	Average Day	Maximum Day	Maximum Hour
Demand by Customer Category (hcf/Day)					
	SF Residential	1,341	1,762	3,362	5,043
	Commercial	936	1,257	2,524	3,786
	Total	2,278	3,019	5,886	8,830
Ratio of Flows to Average Day					
	SF Residential	0.76	1.00	1.91	2.86
	Commercial	0.74	1.00	2.01	3.01
Total		0.75	1.00	1.95	2.93
	Level of Service	2,278	3,019	5,886	8,830
	Base Day Demand	3,019	3,019	3,019	3,019
Ratio of Level of Service to Base Day		**0.75**	**1.00**	**1.95**	**2.93**

		Demand Service Levels				
Allocation Basis	**Load Factors**	**Base Day**	**Average Day**	**Maximum Day**	**Maximum Hour**	Totals
Base Day	**0.75**	0.75				0.75
Allocation %		*100%*				*100%*
Average Day	**1.00**	0.75	0.25			1.00
Allocation %		*75%*	*25%*			*100%*
Maximum Day	**1.95**	0.75	0.25	0.95		1.95
Allocation %		*39%*	*13%*	*49%*		*100%*
Maximum Hour	**2.93**	0.75	0.25	0.95	0.98	2.93
Allocation %		*26%*	*8%*	*32%*	*33%*	*100%*

Flow per Customer (hcf per month)	**Base Day**	**Average Day**	**Maximum Day**	**Maximum Hour**	
Residential					
hcf per day	1,341	1,762	3,362	5,043	From "Demand by Customer Category (hcf/Day)" above
hcf per month	40,242	52,848	100,865		x 30 days
# of Accounts	7,266	7,266	7,266		
Average flow per Acct (hcf/mo)	**6.0**	**7.0**	**14.0**	**15+**	hcf per month ÷ Monthly bills
Commercial (includes MFR)					
hcf per day	936	1,257	2,524	3,786	
hcf per month	28,085	37,711	75,726		
# of Accounts	832	832	832		
Average flow per Acct (hcf/mo)	**34.0**	**45.0**	**91.0**	**92+**	

	A	B	C	D	E	F	G	H	I	J	K
1		**Mid-Peninsula Water District**									
2		**Water Rate Model**									
3		**8 - Allocations**									
4											
5					**Consumption Charge**				**Fixed System Charge**		
6			**FY 2024-25**	**Allocation**	**Base**	**Average**	**Maximum**	**Maximum**			
7			**Revenue Requirement**	**Factor**	**Day**	**Day**	**Day**	**Hour**	**Accounts**	**Capacity**	**Fire Service**
8		**Non Personnel O&M Expenses**									
9		SFPUC EXPENSES									
10		SFPUC Treated Water	$6,076,480	Base	$6,076,480	$0	$0	$0	$0	$0	$0
11		BAWSCA (Debt Service Surcharges)	$427,239	Capacity	$0	$0	$0	$0	$0	$427,239	$0
12		SFPUC Water Service Charge	$90,000	Capacity	$0	$0	$0	$0	$0	$90,000	$0
13		Subtotal	$6,593,719		$6,076,480	$0	$0	$0	$0	$517,239	$0
14											
15		OUTREACH/EDUCATION									
16		Water Conservation Program	$10,000	Max Hour	$2,579	$839	$3,248	$3,333	$0	$0	$0
17		School Conservation Program	$15,000	Max Hour	$3,869	$1,259	$4,872	$5,000	$0	$0	$0
18		Public Outreach & Education	$25,000	Max Hour	$6,449	$2,098	$8,120	$8,333	$0	($0)	$0
19		Smart Irrigation Rebates	$2,000	Max Hour	$516	$168	$650	$667	$0	$0	$0
20		Washing Machine Rebates	$1,000	Max Hour	$258	$84	$325	$333	$0	$0	$0
21		Lawn-Be-Gone Rebates	$25,000	Max Hour	$6,449	$2,098	$8,120	$8,333	$0	($0)	$0
22		Rain Barrel Rebates	$2,000	Max Hour	$516	$168	$650	$667	$0	$0	$0
23		Subtotal	$80,000		$20,636	$6,714	$25,983	$26,667	$0	($0)	$0
24											
25		OPS Systems									
26		Water Quality	$60,000	Max Hour	$15,477	$5,036	$19,487	$20,000	$0	$0	$0
27		Pumping	$20,000	Max Hour	$5,159	$1,679	$6,496	$6,667	$0	$0	$0
28		Storage Tanks	$34,000	Max Hour	$8,770	$2,854	$11,043	$11,333	$0	$0	$0
29		Mains/Distribution	$180,000	Max Day	$69,646	$22,661	$87,692	$0	$0	$0	$0
30		Meters & Service	$176,000	Capacity	$0	$0	$0	$0	$0	$176,000	$0
31		Fire Hydrants	$80,000	Fire Service	$0	$0	$0	$0	$0	$0	$80,000
32		Regulator Stations	$15,000	Max Day	$5,804	$1,888	$7,308	$0	$0	$0	$0
33		Employee Safety	$15,000	Accounts	$0	$0	$0	$0	$15,000	$0	$0
34		SCADA Maintenance	$35,000	Accounts	$0	$0	$0	$0	$35,000	$0	$0
35		Generator Maintenance	$15,000	Max Day	$5,804	$1,888	$7,308	$0	$0	$0	$0
36		Subtotal	$630,000		$110,660	$36,006	$139,333	$38,000	$50,000	$176,000	$80,000
37											
38		Facilities & Equipment									
39		M&R-Buildings&Grounds	$260,000	Capacity	$0	$0	$0	$0	$0	$260,000	$0
40		M&R-Equipment&Tools	$20,000	Capacity	$0	$0	$0	$0	$0	$20,000	$0
41		M&R-Vehicles & Large Equipment	$30,000	Capacity	$0	$0	$0	$0	$0	$30,000	$0
42		M&R-Fuel	$42,000	Capacity	$0	$0	$0	$0	$0	$42,000	$0
43		Subtotal	$352,000		$0	$0	$0	$0	$0	$352,000	$0
44											
45		SYSTEM SURVEYS									
46		Cathodic Protection Survey	$35,000	Max Hour	$9,028	$2,938	$11,368	$11,667	$0	$0	$0
47		Leak Detection Survey	$40,000	Max Hour	$10,318	$3,357	$12,991	$13,333	$0	$0	$0
48		Subtotal	$75,000		$19,346	$6,295	$24,359	$25,000	$0	$0	$0
49											
50		ADMINISTRATION & EQUIP									
51		Office Supplies	$15,000	Accounts	$0	$0	$0	$0	$15,000	$0	$0
52		Insurance- Liability/Vehicles	$209,000	Accounts	$0	$0	$0	$0	$209,000	$0	$0
53		Postage	$2,000	Accounts	$0	$0	$0	$0	$2,000	$0	$0
54		Printing/Printing Supplies	$2,000	Accounts	$0	$0	$0	$0	$2,000	$0	$0
55		Equipment Services/Maintenance	$17,000	Accounts	$0	$0	$0	$0	$17,000	$0	$0
56		Computer Supplies & Upgrades	$23,000	Accounts	$0	$0	$0	$0	$23,000	$0	$0
57		Website Hosting	$7,000	Accounts	$0	$0	$0	$0	$7,000	$0	$0
58		Security & Safety	$28,000	Accounts	$0	$0	$0	$0	$28,000	$0	$0
59		Credit/Debit Card Processing Fees	$165,000	Accounts	$0	$0	$0	$0	$165,000	$0	$0
60		Bank Service Charges	$6,000	Accounts	$0	$0	$0	$0	$6,000	$0	$0
61		Property Lease	$147,000	Accounts	$0	$0	$0	$0	$147,000	$0	$0
62		Subtotal	$621,000		$0	$0	$0	$0	$621,000	$0	$0

	A	B	C	D	E	F	G	H	I	J	K
1		**Mid-Peninsula Water District**									
2		**Water Rate Model**									
3		**8 - Allocations**									
4											
5					**Consumption Charge**				**Fixed System Charge**		
6			**FY 2024-25**	**Allocation**	**Base**	**Average**	**Maximum**	**Maximum**			
7			**Revenue Requirement**	**Factor**	**Day**	**Day**	**Day**	**Hour**	**Accounts**	**Capacity**	**Fire Service**
63											
64		MEMBERSHIP & GOV FEES									
65		Dues & Publications	$50,000	Accounts	$0	$0	$0	$0	$50,000	$0	$0
66		Gov't Fees & Licenses	$70,000	Accounts	$0	$0	$0	$0	$70,000	$0	$0
67		BAWSCA Membership Assessments	$100,000	Accounts	$0	$0	$0	$0	$100,000	$0	$0
68		BAWSCA Water Management Charge	$47,000	Accounts	$0	$0	$0	$0	$47,000	$0	$0
69		Env Health - Cross Connection Inspection	$45,000	Accounts	$0	$0	$0	$0	$45,000	$0	$0
70		Software License	$135,000	Accounts	$0	$0	$0	$0	$135,000	$0	$0
71		Subtotal	$447,000		$0	$0	$0	$0	$447,000	$0	$0
72											
73		BAD DEBT & CLAIMS									
74		Bad Debt	$5,000	Accounts	$0	$0	$0	$0	$5,000	$0	$0
75		Claims	$10,000	Accounts	$0	$0	$0	$0	$10,000	$0	$0
76		Subtotal	$15,000		$0	$0	$0	$0	$15,000	$0	$0
77											
78		UTILITIES									
79		Utilities-Internet/Cable	$53,000	Accounts	$0	$0	$0	$0	$53,000	$0	$0
80		Utilities-Cellular Telephones	$34,400	Accounts	$0	$0	$0	$0	$34,400	$0	$0
81		Utilities-Electric-Pumping	$360,500	Max Hour	$92,991	$30,257	$117,085	$120,167	$0	$0	$0
82		Utilities-Electric-Bldgs&Grounds	$51,500	Accounts	$0	$0	$0	$0	$51,500	$0	$0
83		Utilities-Sewer - NPDES	$7,000	Accounts	$0	$0	$0	$0	$7,000	$0	$0
84		Subtotal	$506,400		$92,991	$30,257	$117,085	$120,167	$145,900	$0	$0
85											
86		PROFESSIONAL SERVICES									
87		Prof Serv - District Counsel	$125,000	Accounts	$0	$0	$0	$0	$125,000	$0	$0
88		Prof Serv - IT	$85,000	Accounts	$0	$0	$0	$0	$85,000	$0	$0
89		Prof Serv- Annual Finance Audit	$24,000	Accounts	$0	$0	$0	$0	$24,000	$0	$0
90		Prof Serv - Mngmt Consult	$60,000	Accounts	$0	$0	$0	$0	$60,000	$0	$0
91		Prof Serv- Accounting & Payroll	$30,000	Accounts	$0	$0	$0	$0	$30,000	$0	$0
92		Prof Serv- Customer Billing	$65,000	Accounts	$0	$0	$0	$0	$65,000	$0	$0
93		Recruiting	$30,000	Accounts	$0	$0	$0	$0	$30,000	$0	$0
94		Prof Serv - Answering Svs	$5,000	Accounts	$0	$0	$0	$0	$5,000	$0	$0
95		Prof Serv - District Treasurer	$150,000	Accounts	$0	$0	$0	$0	$150,000	$0	$0
96		Subtotal	$574,000		$0	$0	$0	$0	$574,000	$0	$0
97											
98		TRAINING & TRAVEL									
99		Director Travel	$5,000	Accounts	$0	$0	$0	$0	$5,000	$0	$0
100		Director Expense	$0	Accounts	$0	$0	$0	$0	$0	$0	$0
101		Elections	$38,500	Accounts	$0	$0	$0	$0	$38,500	$0	$0
102		Employee Travel/Training	$36,000	Accounts	$0	$0	$0	$0	$36,000	$0	$0
103		Meetings Expense	$8,000	Accounts	$0	$0	$0	$0	$8,000	$0	$0
104		Subtotal	$87,500		$0	$0	$0	$0	$87,500	$0	$0
105		**Total Non-Personnel O&M Expenses**	$9,981,619		$6,320,113	$79,273	$306,761	$209,833	$1,940,400	$1,045,239	$80,000
106		*O&M Composite*			*63.3%*	*0.8%*	*3.1%*	*2.1%*	*19.4%*	*10.5%*	*0.8%*
107											
108		O&M Expenses - Composite Allocation									
109		Prof Serv - District Engineer	$140,000	O&M Composite	$88,645	$1,112	$4,303	$2,943	$27,216	$14,660	$1,122
110		Prof Serv - Miscellaneous	$387,500	O&M Composite	$245,355	$3,077	$11,909	$8,146	$75,329	$40,578	$3,106
111			$527,500		$334,000	$4,189	$16,211	$11,089	$102,545	$55,238	$4,228
112											
113		PERSONNEL EXPENSES									
114		Salaries & Wages	$2,604,868	O&M Composite	$1,649,338	$20,688	$80,054	$54,759	$506,379	$272,772	$20,877
115		Overtime Labor	$120,000	O&M Composite	$75,981	$953	$3,688	$2,523	$23,328	$12,566	$962
116		Standby Labor	$48,000	O&M Composite	$30,392	$381	$1,475	$1,009	$9,331	$5,026	$385
117		FICA/Medicare PR Tax	$190,937	O&M Composite	$120,897	$1,516	$5,868	$4,014	$37,118	$19,994	$1,530

	A	B	C	D	E	F	G	H	I	J	K
1		**Mid-Peninsula Water District**									
2		**Water Rate Model**									
3		**8 - Allocations**									
4											
5					**Consumption Charge**				**Fixed System Charge**		
6			**FY 2024-25**	**Allocation**	**Base**	**Average**	**Maximum**	**Maximum**			
7			**Revenue Requirement**	**Factor**	**Day**	**Day**	**Day**	**Hour**	**Accounts**	**Capacity**	**Fire Service**
118		Health Care Insurance	$469,226	O&M Composite	$297,102	$3,727	$14,421	$9,864	$91,216	$49,136	$3,761
119		Workers' Comp Insurance	$50,000	O&M Composite	$31,659	$397	$1,537	$1,051	$9,720	$5,236	$401
120		CALPERS Retirement - ER 2%@55	$255,112	O&M Composite	$161,531	$2,026	$7,840	$5,363	$49,593	$26,714	$2,045
121		CALPERS UAL	$30,590	O&M Composite	$19,369	$243	$940	$643	$5,947	$3,203	$245
122		Directors' Health Care Insurance	$61,000	O&M Composite	$38,624	$484	$1,875	$1,282	$11,858	$6,388	$489
123		GM Relocation Reimbursement	$50,000	O&M Composite	$31,659	$397	$1,537	$1,051	$9,720	$5,236	$401
124		Health Savings Account & EAP	$0	O&M Composite	$0	$0	$0	$0	$0	$0	$0
125		Employee Service Recognition	$10,000	O&M Composite	$6,332	$79	$307	$210	$1,944	$1,047	$80
126		EE Safety Incentive/Wellness Program	$40,000	O&M Composite	$25,327	$318	$1,229	$841	$7,776	$4,189	$321
127		Uniforms	$20,000	O&M Composite	$12,664	$159	$615	$420	$3,888	$2,094	$160
128		Subtotal	$3,949,733		$2,500,873	$31,368	$121,385	$83,031	$767,818	$413,602	$31,656
129											
130		**Debt Service**									
131		2016 Certificate of Participation	$1,064,900	CIP Composite	$111,856	$111,856	$432,846	$47,540	$0	$360,803	$0
132		New Debt Service	$1,082,481	CIP Composite	$113,702	$113,702	$439,992	$48,325	$0	$366,759	$0
133		**Total Debt Service**	$2,147,381		$225,558	$225,558	$872,838	$95,865	$0	$727,562	$0
134											
135		**Capital Expenses (PayGo)**									
136		Average 5-Year PAYGo CIP	$3,628,237	Capacity	$0	$0	$0	$0	$0	$3,628,237	$0
137		**Total Capital Expenses**	$3,628,237		$0	$0	$0	$0	$0	$3,628,237	$0
138											
139		**Subtotal - O&M and Capital**	$20,234,470		$9,380,544	$340,388	$1,317,195	$399,819	$2,810,762	$5,869,878	$115,884
140				% of Consumption	*82.0%*	*3.0%*	*11.5%*	*3.5%*			
141				*% of total*	*46.4%*	*1.7%*	*6.5%*	*2.0%*	*13.9%*	*29.0%*	*0.6%*
142											
143		**Non-Operating Revenue Revenue**									
144		Fire Service Charges	($18,000)	Fire Service	$0	$0	$0	$0	$0	$0	($18,000)
145		Credit/Debit Card Fees	($46,000)	Exp Composite	($21,325)	($774)	($2,994)	($909)	($6,390)	($13,344)	($263)
146		Late Fees	($33,000)	Exp Composite	($15,299)	($555)	($2,148)	($652)	($4,584)	($9,573)	($189)
147		48-Hour Notice Fees	($17,000)	Exp Composite	($7,881)	($286)	($1,107)	($336)	($2,361)	($4,932)	($97)
148		Shut Off Fees	($2,700)	Exp Composite	($1,252)	($45)	($176)	($53)	($375)	($783)	($15)
149		After Hour Fees	$0	Exp Composite	$0	$0	$0	$0	$0	$0	$0
150		Miscellaneous Operating	($78,000)	Exp Composite	($36,160)	($1,312)	($5,078)	($1,541)	($10,835)	($22,627)	($447)
151		Service Line & Installation Charges	($60,000)	Exp Composite	($27,816)	($1,009)	($3,906)	($1,186)	($8,335)	($17,406)	($344)
152		Lease of Physical Property	($168,000)	Exp Composite	($77,884)	($2,826)	($10,936)	($3,320)	($23,337)	($48,736)	($962)
153		Property Tax Revenue	($545,000)	Exp Composite	($252,658)	($9,168)	($35,478)	($10,769)	($75,706)	($158,101)	($3,121)
154		Landscape Plan Permit Review	($4,000)	Exp Composite	($1,854)	($67)	($260)	($79)	($556)	($1,160)	($23)
155		**Subtotal - Non-Operating Revenue**	($971,700)		($442,128)	($16,043)	($62,083)	($18,844)	($132,478)	($276,662)	($23,462)
156											
157		**Subtotal O&M, Capital, Non-Operating**	$19,262,770	$0	$8,938,416	$324,345	$1,255,113	$380,974	$2,678,284	$5,593,216	$92,422
158					*46.4%*	*1.7%*	*6.5%*	*2.0%*	*13.9%*	*29.0%*	*0.5%*
159											
160		**Transfers to/(from) Reserves**									
161		Operating Reserves	($1,294,758)	Reserves Alloc	($600,801)	($21,801)	($84,363)	($25,607)	($180,022)	($375,951)	($6,212)
162			($1,294,758)		($600,801)	($21,801)	($84,363)	($25,607)	($180,022)	($375,951)	($6,212)
163											

	A	B	C	D	E	F	G	H	I	J	K
1		**Mid-Peninsula Water District**									
2		**Water Rate Model**									
3		**8 - Allocations**									
4											
5					**Consumption Charge**				**Fixed System Charge**		
6			**FY 2024-25**	**Allocation**	**Base**	**Average**	**Maximum**	**Maximum**			
7			**Revenue Requirement**	**Factor**	**Day**	**Day**	**Day**	**Hour**	**Accounts**	**Capacity**	**Fire Service**
164		Fire Service Redistribution		Capacity	$0	$0	$0	$0	$0	$86,210	($86,210)
165		Service Charge Reallocation			$2,552,298	$92,614	$358,388	$108,784	($1,474,146)	($1,637,940)	$0
166											
167		**Total Revenue Requirement**	**$17,968,012**		**$10,889,913**	**$395,158**	**$1,529,138**	**$464,151**	**$1,024,116**	**$3,665,535**	**$0**
168								**$13,278,361**	**$1,024,116**	**$3,665,535**	**$0**
169							% of total revenue requirement	**73.9%**		**26.1%**	**0.0%**
170								*Consumption Charge COS*		*Fixed System Charge COS*	
171											
172											
173											

			Demand Services				Customer Servic	Customer Services		
174										
175				Average	Maximum	Maximum	Fire		Fixed Service	
176		**System-Wide Cost Allocation Factors**	**Base**	**Day**	**Day**	**Hour**	**Service**	**Accounts**	**Charge**	**Total**
177		Demand Services								
178		Base	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
179		Average Day	75.5%	24.5%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
180		Max Day	38.7%	12.6%	48.7%	0.0%	0.0%	0.0%	0.0%	100.0%
181		Max Hour	25.8%	8.4%	32.5%	33.3%	0.0%	0.0%	0.0%	100.0%
183		Customer Services								
184		Capacity	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%
185		Accounts	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	100.0%
186		Composite Allocations								
187		O&M Composite	63.3%	0.8%	3.1%	2.1%	0.8%	19.4%	10.5%	100.0%
188		CIP Composite	10.5%	10.5%	40.6%	4.5%	0.0%	0.0%	12.1%	78.2%
189		Exp Composite	46.4%	1.7%	6.5%	2.0%	0.6%	13.9%	29.0%	100.0%
190		Reserves Alloc	46.4%	1.7%	6.5%	2.0%	0.5%	13.9%	29.0%	100.0%
191										
192										

			Annual Revenue at		Annual Revenue at		Difference	
193								
194		**Components of Rate Structure**	**Current Rates**		**Proposed FY 2024-25 Rates**		**COS Minus Current**	
195		**Residential**						
196	1	Consumption Charge Revenue	$6,607,774	72%	$7,784,720	70%	$1,176,946	17.8%
197	2	Fixed System Charge Revenue	$2,560,320	28%	$3,373,426	30%	$813,106	31.8%
198	3	**Subtotal - Residential**	$9,168,094	100%	$11,158,146	100%	$1,990,053	21.7%
199	4	**Commercial**						
200	5	Consumption Charge Revenue	$4,557,604	87%	$5,495,745	81%	$938,141	20.6%
201	6	Fixed System Charge Revenue	$706,440	13%	$1,316,225	19%	$609,785	86.3%
202	7	**Subtotal - Commercial**	$5,264,044	100%	$6,811,970	100%	$1,547,926	29.4%
203	8	**Total**						
204	9	Consumption Charge Revenue	$11,165,378	77%	$13,280,465	74%	$2,115,087	18.9%
205	10	Fixed System Charge Revenue	$3,266,760	23%	$4,689,651	26%	$1,422,891	43.6%
206	11	**Total**	$14,432,138	100%	$17,970,116	100%	$3,537,978	24.5%
207								

	A	B	C	D	E	F	G	H
1	**Mid-Peninsula Water District**							
2	**Water Rate Model**							
3	**9 - Consumption Rates**							
4								
5								
6		**Consumption Charge**		**Base**	**Average**	**Maximum**	**Maximum**	
7		**Cost of Service**		**Day**	**Day**	**Day**	**Hour**	**Total**
8								
9		O&M (net of Non-Op Revenue)		$8,712,858	$98,787	$382,275	$285,109	$9,479,029
10		Capital (includes D/S)		$225,558	$225,558	$872,838	$95,865	$1,419,819
11		Transfers to Reserves		($600,801)	($21,801)	($84,363)	($25,607)	($732,572)
12		Service Charge Reallocation		$2,552,298	$92,614	$358,388	$108,784	$3,112,085
13		**Total Consumption Charge COS**	a	$10,889,913	$395,158	$1,529,138	$464,151	$13,278,361
14								
15		**Units of Service (hcf)**						
16		Residential	b	1,341	1,762	3,362	5,043	
17		Commercial	c	936	1,257	2,524	3,786	
18			d	2,278	3,019	5,886	8,830	
19		**Proportional Allocation Factors**						
20		Residential	e=b÷d	58.90%	58.36%	57.12%	57.12%	
21		Commercial	f=c÷d	41.10%	41.64%	42.88%	42.88%	
22				100.00%	100.00%	100.00%	100.00%	
23								
24		**Cost of Service - Residential**						
25		O&M (net of Non-Op Rev.)		$5,131,568	$57,650	$218,348	$162,849	$5,570,415
26		Capital (includes D/S)		$132,846	$131,631	$498,548	$54,756	$817,781
27		Transfers to Reserves		($353,851)	($12,723)	($48,187)	($14,626)	($429,386)
28		Service Charge Reallocation		$1,503,214	$54,048	$204,704	$62,136	$1,824,102
29		**Total COS - Residential**	g=a*e	$6,413,778	$230,605	$873,414	$265,114	$7,782,911
30							Annual water use (hcf)	658,072
31							**$ per hcf**	**$11.83**
32		**Cost of Service - Commercial**						
33		O&M (net of Non-Op Revenue)		$3,581,290	$41,137	$163,927	$122,260	$3,908,614
34		Capital (includes D/S)		$92,712	$93,927	$374,290	$41,109	$602,038
35		Transfers to Reserves		($246,950)	($9,078)	($36,177)	($10,981)	($303,186)
36		Service Charge Reallocation		$1,049,084	$38,567	$153,684	$46,649	$1,287,983
37		**Total COS - Commercial**	g=a*f	$4,476,136	$164,553	$655,724	$199,037	$5,495,450
38							Annual water use (hcf)	429,355
39							**$ per hcf**	**$12.80**
40								
41		**Grand Total Consumption Charge COS**		**$10,889,913**	**$395,158**	**$1,529,138**	**$464,151**	**$13,278,361**
42				**$0**	**$0**	**$0**	**$0**	**$0**
43								
44								
45		**Residential ONLY**						
46		**Tiered Consumption Rates**		**Tier 1**	**Tier 2**	**Tier 3**	**Tier 4**	**Total**
47		Demand Condition		Base Day	Average Day	Max Day	Max Hour	
48								
49		**Tier Structure**						
50		Volume per tier (hcf)		0-6 hcf	7-7 hcf	8-14 hcf	15+ hcf	
51		hcf by Tier		428,610	39,263	131,871	58,328	658,072
52								
53		Cost of Service by Tier		$6,413,778	$230,605	$873,414	$265,114	$7,782,911
54								
55								
56								

	A	B	C	D	E	F	G	H
1	**Mid-Peninsula Water District**							
2	**Water Rate Model**							
3	**9 - Consumption Rates**							
4								
57				**Base**	**Average**	**Maximum**	**Maximum**	
58		**Residential COS per Unit**		**Day**	**Day**	**Day**	**Hour**	
59								
60		**Residential COS - Consumption**		**$6,413,778**	**$230,605**	**$873,414**	**$265,114**	**$7,782,911**
61								
62		**Demand Per Tier**						
63		Tier 1 (0-6 hcf)		428,610				
64		Tier 2 (7-7 hcf)		39,263	39,263			
65		Tier 3 (8-14 hcf)		131,871	131,871	131,871		
66		Tier 4 (15+ hcf)		58,328	58,328	58,328	58,328	
67		**Total hcf per Tier**		**658,072**	**229,462**	**190,199**	**58,328**	
68								
69		**Cost-of-Service per Unit (hcf)**		**$9.75**	**$1.00**	**$4.59**	**$4.55**	
70		**Breakpoint**		6	7	14		
71								
72				**Base**	**Average**	**Maximum**	**Maximum**	
73		**Unit Cost Calculation**		**Day**	**Day**	**Day**	**Hour**	
74		Tier 1 (0-6 hcf)		$9.75	$9.75	$9.75	$9.75	
75		Tier 2 (7-7 hcf)			$1.00	$1.00	$1.00	
76		Tier 3 (8-14 hcf)				$4.59	$4.59	
77		Tier 4 (15+ hcf)					$4.55	
78		**Unit Cost per hcf (by Tier)**		**$9.75**	**$10.75**	**$15.34**	**$19.89**	
79		**Breakpoint**		6	7	14		
80								
81								
82				**Base**	**Average Day/**	**Maximum**		
83		**Residential COS per Unit**		**Day**	**Max Day**	**Hour**		
84							**Total**	
85		**Residential COS - Consumption[1]**		**$6,413,778**	**$1,104,019**	**$265,114**	**$7,782,911**	
86								
87		**Demand Per Tier**						
88		Tier 1 (0-6 hcf)		428,610				
89		Tier 2 (7-14 hcf)		171,134	171,134			
90		Tier 3 (15+ hcf)		58,328	58,328	58,328		
91		**Total hcf per Tier**		**658,072**	**229,462**	**58,328**		
92								
93		**Cost-of-Service per Unit (hcf)**		**$9.75**	**$4.81**	**$4.55**		
94								
95				**Base**	**Average Day/**	**Maximum**		
96		**Unit Cost Calculation**		**Day**	**Max Day**	**Hour**		
97		Tier 1 (0-6 hcf)		$9.75	$9.75	$9.75		
98		Tier 2 (7-14 hcf)			$4.81	$4.81		
99		Tier 3 (15+ hcf)				$4.55		
100		**Unit Cost per hcf (by Tier)**		**$9.75**	**$14.56**	**$19.10**		

Mid-Peninsula Water District
Water Rate Model
10 - Fixed System Charges

Account and EMU Summary

Service Size	# of Accounts	Meter Ratings (gpm)	Capacity Multiplier*	EMUs
	a	b	c = b ÷ 20	a * c
5/8" meters	7,254	20	1.00	7,254
1" meters	615	50	2.50	1,538
1 1/2" meters	159	100	5.00	795
2" meters	170	160	8.00	1,360
3" meters	35	320	16.00	560
4" meters	20	500	25.00	500
6" meters	6	1000	50.00	300
Total Accounts	**8,259**		**Total EMUs**	**12,307**
Units Costs	**$1,024,116**			**$3,665,535**
Monthly Cost per Account	**$10.33**		**Monthly Cost** per EMU	**$24.82**

Service Charge Component Calculation

Service Size	% of Meters	Account Component ($/mo.)	Capacity Component $/EMU	Capacity Multiplier	Capacity Total	Proposed Service Charges ($/mo.)	Total Current Charge	$ Difference
		a	b	c	d = b * c	e = a + d		
5/8" meters	87.8%	$10.33	$24.82	1.00	$24.82	**$35.15**	$28.00	$7.15
1" meters	7.4%	$10.33	$24.82	2.50	$62.05	**$72.39**	$42.00	$30.39
1 1/2" meters	1.9%	$10.33	$24.82	5.00	$124.11	**$134.44**	$70.00	$64.44
2" meters	2.1%	$10.33	$24.82	8.00	$198.57	**$208.90**	$112.00	$96.90
3" meters	0.4%	$10.33	$24.82	16.00	$397.14	**$407.47**	$168.00	$239.47
4" meters	0.2%	$10.33	$24.82	25.00	$620.53	**$630.86**	$280.00	$350.86
6" meters	0.1%	$10.33	$24.82	50.00	$1,241.06	**$1,251.39**	$700.00	$551.39

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.B.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager

SUBJECT: REVIEW DRAFT PROPOSITION 218 HEARING NOTICE

RECOMMENDATION

Review draft Proposition 218 Hearing Notice.

FISCAL IMPACT

None.

BACKGROUND

MPWD plans to hold a Proposition 218 Rate Increase Public Hearing on November 21, 2024. Under Proposition 218, MPWD is required to provide notice to its customers and property owners that the public hearing will be occurring at least 45 days in advance of the hearing.

DISCUSSION

The draft Proposition 218 public hearing notice was developed by staff and John Davidson, with input from Voler Strategic Advisors. The draft notice was presented to the Finance Committee on August 29th, and comments from the Finance Committee members were incorporated. The final rate numbers in HF&H's September 10th report have also been included in the notice.

The content in the public hearing notice includes and well exceeds the information required under Proposition 218. The 8-page brochure notice was developed to provide customers with as much useful information about the rates, process, and the District's activities as possible. The brochure itself is supplemented by a District webpage, including a Frequently Asked Questions section and a tool customers can use to calculate their bill. Together, these tools provide transparency on the process and need for rate increases and furthers the District's policy of proactive communication with our community.

The public hearing notice brochure has been reviewed by District Counsel. Unless otherwise directed by the Board, staff will proceed with mailing the public hearing notice out within the next week.

Attachments:
Draft Proposition 218 Notice

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

MID-PENINSULA
WATER DISTRICT

PROPOSITION 218 NOTICE

Notice of Public Hearing on Proposed Water Rates

The Mid-Peninsula Water District (MPWD or District) is proposing changes to its Water Volume Rate, Meter Service Charge, and Water Shortage Rate Factor (Revenue Stabilization Adjustment) (collectively "water rates") for MPWD water customers that, if adopted, would apply for the next five years. You are receiving this notice in compliance with State law (Proposition 218), which requires the District to inform property owners and water customers that proposed rate increases are being considered. MPWD's Board of Directors is considering these proposed rate adjustments based on the *2024 Water Rate Study* conducted by HF&H Consultants, LLC. The Study was designed to ensure that the District does not collect more revenue than is necessary to cover MPWD's costs, and that the proposed rate structure aligns with the proportional cost of providing the services. The final rate recommendations were presented to the MPWD's Board of Directors on September 26, 2024.

ABOUT THE HEARING

The Board of Directors of the MPWD will hold a public hearing to consider adoption of new rates for Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors ("water rates") for the next five years. All property owners and customers receiving water service are invited to attend the Public Hearing and be heard about the proposed adjustments to the water rates.

En Español: Este aviso contiene información importante sobre las tarifas de agua propuestas y los cargos por escasez temporal de agua. Translate it, speak to someone who understands it, or visit MidPeninsulaWater.org/rate-change for Spanish translation.

PUBLIC HEARING MEETING DATE

Thursday, November 21, 2024
6:30 p.m.

MEETING LOCATION

1075 Old County Road, Suite A
Belmont, CA 94002

To view the agenda, including participation and viewing instructions, go to: MidPeninsulaWater.org/rate-change

To join the Public Hearing online via Zoom, visit MidPeninsulaWater.org/zoom

The *2024 Water Rate Study*, information regarding this public process, frequently asked questions, and water bill calculator are available at:

MidPeninsulaWater.org/rate-change

DRAFT

See Inside >>>

Responsibly Investing in Our Community's Water Future

As a public agency, the Mid-Peninsula Water District (MPWD) is primarily funded by its customers through rates and charges for water services. Your money is used to pay for the water that you use every day and directly invested into less visible expenses like water system operations, maintenance, replacement, and improvement of the distribution system infrastructure, as well as costs for administration, and maintaining prudent financial reserves consistent with its Financial Management Plan. The *2024 Water Rate Study* carefully analyzed current customer water use patterns and the District's current and anticipated revenue needs. The proposed adjustments in water rates are needed to continue providing reliable service and cover the costs associated with:

Purchasing treated water from the San Francisco Public Utilities Commission

Maintaining, replacing, and rehabilitating aging water infrastructure

Anticipated Operations and Management (O&M) expenses

Planned infrastructure improvements per its Capital Improvement Plan

Meeting legal and regulatory requirements, and other administrative and operating expenses

DRAFT

ABOUT THE MID-PENINSULA WATER DISTRICT (MPWD)

The MPWD has been functioning as a public utility since 1929, providing service to the communities of Belmont and portions of San Carlos, Redwood City, and unincorporated San Mateo County. The District supplies water to 30,000 consumers within approximately five square miles. It is managed by a five-member Board of Directors – elected by residents within the District's boundaries – and 21 full-time employees. The District operates and maintains a complex potable water distribution system with varying topography and 9 separate but interconnected pressure zones. The infrastructure network includes over 95 miles of pipeline, 11 storage tanks, 8 pump stations, and more than 800 fire hydrants. The District purchases 100% of its potable water from the San Francisco Public Utilities Commission (SFPUC).

BOARD OF DIRECTORS

Matthew P. Zucca	President
Catherine M. Jordan	Vice-President
Brian Schmidt	Director
Kirk R. Wheeler	Director
Louis J. Vella	Director

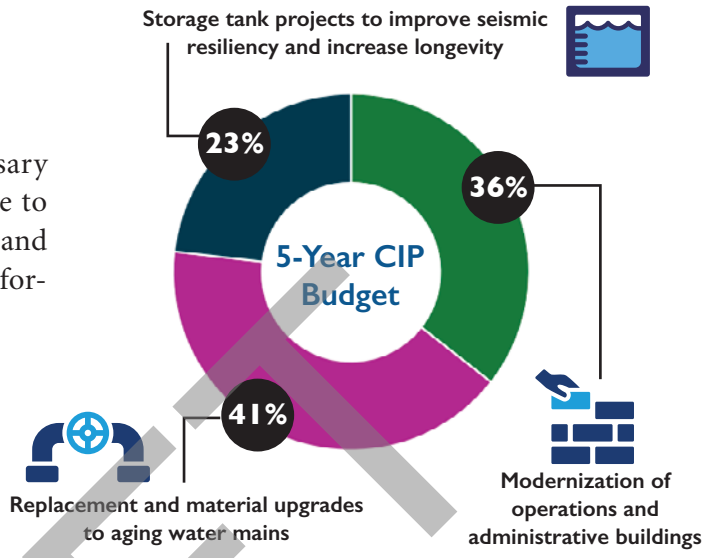
1075 Old County Road, Suite A
Belmont, CA 94002
Email: rates@midpeninsulawater.org
Phone: (650) 591-8941
Fax: (650) 591-4998
Hours: 8:00 am to 4:30 pm, Mon.-Fri., Non-Holidays

5-Year Capital Improvement Plan (CIP)

Over the next five years, the MPWD will make necessary investments in its operations and water infrastructure to secure water supplies, prevent costly emergency repairs, and prepare for major seismic events. See page 7 for more information on the MPWD's planned projects.

Learn more about MPWD's Capital Improvement Plan in detail at:

MidPeninsulaWater.org/cip



Proposed Water Rate Changes

The District's water service charges are billed on a monthly basis. Water service charges include two components: 1) a Water Volume Rate for water used during the one-month period, and 2) a Meter Service Charge based on the meter size. The customer's monthly bill is the sum of these two charges. The *2024 Water Rate Study* recommended a realignment of the existing Water Volume Rate tiers to reflect current water use patterns. With this realignment, residential water use will shift from 4 tiers to 3 tiers and all other use (commercial, institutional, irrigation, and multi-family residential) will shift from 2 tiers to a uniform rate. With an expanded first tier, more low water users will be able to stay within Tier 1. The tier realignment analysis is described in detail in the *2024 Water Rate Study*. See table below illustrating these changes in tier structure.

PROPOSED CHANGES TO TIER STRUCTURE FOR RESIDENTIAL & COMMERCIAL CUSTOMERS

RESIDENTIAL

TIERS MEASURED IN HUNDRED CUBIC FEET (HCF)*

Current

TIER 1	TIER 2	TIER 3	TIER 4
0-2	3-8	9-20	21+

Proposed

TIER 1	TIER 2	TIER 3
0-6	7-14	15+

COMMERCIAL

Current

TIER 1	TIER 2
0-5	5+

Proposed

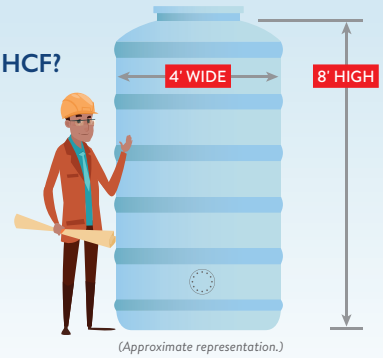
ALL USE

*** HOW MUCH WATER IS 1 HCF?**

1 HCF = 748 Gallons

WHAT DOES 1 HCF OF WATER LOOK LIKE?

It would approximately fill a barrel 8 ft. high and 4 ft. in diameter.



(Approximate representation.)

DRAFT

Proposed Changes to Water Volume Rates and Meter Service Charges

The District is proposing updates to its Water Volume Rates and Meter Service Charges for Fiscal Year (FY) 2024-25 through FY 2027-28, as presented below. With the exception of FY 2024-25, the adjustment proposed would take place January 1, 2025. All other changes would be effective July 1 each year or as soon thereafter, with notice provided to customers not less than 30 days before the effective date of the adjustment.

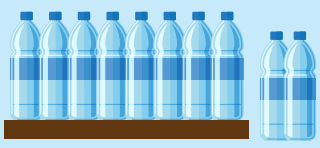
PROPOSED WATER VOLUME RATES

TIER	HCF* USAGE	PROPOSED RATES FY 2024-25 *Eff. 1/1/2025*	FY 2025-26 *Eff. 7/1/2025*	FY 2026-27 *Eff. 7/1/2026*	FY 2027-28 *Eff. 7/1/2027*	FY 2028-29 *Eff. 7/1/2028*
RESIDENTIAL						
1	0-6	$9.75	$10.24	$11.06	$12.06	$13.15
2	7-14	$14.56	$15.29	$16.51	$18.00	$19.62
3	15+	$19.10	$20.06	$21.66	$23.61	$25.73
COMMERCIAL						
All Use		$12.80	$13.44	$14.52	$15.83	$17.25

* 1 HCF = 748 Gallons

PROPOSED MONTHLY METER SERVICE CHARGES

METER SIZE	CURRENT RATES	PROPOSED RATES FY 2024-25 *Eff. 1/1/2025*	FY 2025-26 *Eff. 7/1/2025*	FY 2026-27 *Eff. 7/1/2026*	FY 2027-28 *Eff. 7/1/2027*	FY 2028-29 *Eff. 7/1/2028*
5/8"	$28.00	$35.15	$36.91	$39.86	$43.45	$47.36
1"	$42.00	$72.39	$76.01	$82.09	$89.48	$97.53
1.5"	$70.00	$134.44	$141.16	$152.45	$166.18	$181.13
2"	$112.00	$208.90	$219.35	$236.89	$258.21	$281.45
3"	$168.00	$407.47	$427.84	$462.07	$503.66	$548.99
4"	$280.00	$630.86	$662.40	$715.40	$779.78	$849.96
6"	$700.00	$1,251.39	$1,313.96	$1,419.08	$1,546.79	$1,686.00



One case of bottled water
5.28 gallons

HOW DOES MY WATER BILL STACK UP AGAINST BOTTLED WATER?

A case of 40 16.9 oz bottles of water from a warehouse store costs about $5, or **more than $700 per HCF.**

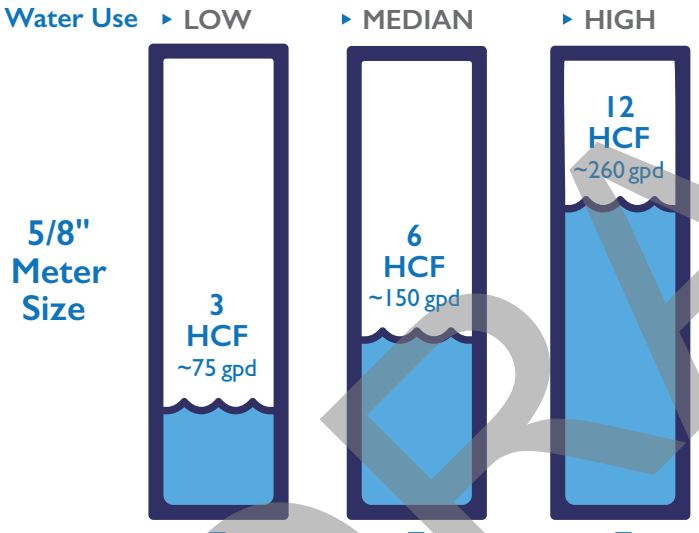
DRAFT

Estimating Your Water Bill: What to Expect

Customer bills are calculated based on monthly water usage and meter size. Calculations of typical monthly bills for residential water service with the realigned proposed rates – which would be effective January 1, 2025 – are shown below. These examples assume a standard 5/8" meter and reflect typical low, median, and high levels of residential water usage:

Customers can reference a recent water bill to identify their account type, meter size, and water usage (for that billing period). Then, using the tables on the previous pages, find the proposed Water Volume Rates and Meter Service Charges appropriate for their account. Contact a Customer Service Representative at 650-591-8941 for assistance in determining how the proposed rates may affect your bill.

SAMPLE RESIDENTIAL WATER BILLS



	LOW	MEDIAN	HIGH
CURRENT	**$53.12**	**$83.90**	**$153.10**
Meter Charge	$28.00	$28.00	$28.00
Tier 1 Rate	$14.86	$14.86	$14.86
Tier 2 Rate	$10.26	$41.04	$61.56
Tier 3 Rate	–	–	$48.68
PROPOSED	**$64.40**	**$93.65**	**$181.01**
Meter Charge	$35.15	$35.15	$35.15
Tier 1 Rate	$29.25	$58.50	$58.50
Tier 2 Rate	–	–	$87.36
CHANGE	**+$11.28**	**+$9.75**	**+$27.91**

The MPWD has created an online tool to make it easier for water customers to calculate their adjusted water bills based on their own residential or commercial usage. Find a recent bill and go to **MidPeninsulaWater.org/rate-change**

CAN THESE RATES CHANGE?

The proposed water rates, if approved, are the maximum rates that MPWD can implement in the coming five years. However, each year the MPWD Board will evaluate budget conditions and may elect not to raise rates to the maximum approved. For example, after adopting the last 5-year rate study in 2015, the MPWD Board elected not to raise rates to the maximum allowed within the first 5 years, and has not raised rates since 2019, except for SFPUC pass-through costs. Several factors that could reduce the District's revenue needs and corresponding rate increases include:

- Obtaining a lower interest rate on financing than the 5.5% assumed in the rate study
- Capacity charge revenue generated from new commercial or multi-family housing development in the MPWD service area
- Successfully obtaining alternative tax-based funding sources such as grants and local, state, or federal funds
- Lower than anticipated inflation
- Lower than anticipated costs of materials

The MPWD is committed to funding its necessary projects through a comprehensive funding strategy, and will continue to seek all opportunities to reduce the impact on customers.

DRAFT

Pass-Through Adjustment for SFPUC Purchased Water Costs

The District purchases 100% of its water supply from the San Francisco Public Utilities Commission (SFPUC). This cost is simply passed through to the District's customers. The SFPUC provides projections of its future wholesale water rates, which are built into the rate projections utilized in the *Water Rate Study*. The SFPUC projects its rates will increase from the current rate of $5.67 per HCF to $5.86 per HCF in July 2025, $6.30 per HCF in July 2026, $6.64 per HCF in July 2027, and $6.91 per HCF in July 2028. Pursuant to California Government Code Section 53756, the District is proposing to pass through any additional increases in the SFPUC wholesale water rates that are above these projected SFPUC wholesale water rates.

A pass through will be implemented by increasing the District's proposed Water Volume Rates by the exact same amount of the SFPUC wholesale water rate increase in cents per HCF in excess of the projected SFPUC wholesale rate. For example, if the updated SFPUC rate for FY 2025-26 changes to $5.96, the $0.10/HCF difference will be added to the Water Usage Charge billed to residential and commercial customers. Similarly, the District is proposing to pass through any savings in the SFPUC wholesale water rates that are below the projected wholesale water rates.

Prior to implementing a pass-through of the SFPUC wholesale water rates, the District will send written notification to all customers at least 30 days prior to the effective date.

WATER SHORTAGE RATE FACTORS

STAGE 1 — 0-10% Reduction

Single-Family Residential	1.051
Multi-Family Residential	1.043
Commercial	1.059

STAGE 2 — 11-20% Reduction

Single-Family Residential	1.114
Multi-Family Residential	1.094
Commercial	1.135

STAGE 3 — 21-30% Reduction

Single-Family Residential	1.195
Multi-Family Residential	1.157
Commercial	1.237

STAGE 4 — 31-40% Reduction

Single-Family Residential	1.302
Multi-Family Residential	1.237
Commercial	1.382

STAGE 5 — 41-50% Reduction

Single-Family Residential	1.452
Multi-Family Residential	1.340
Commercial	1.603

STAGE 6 — Over 50% Reduction

Single-Family Residential	1.676
Multi-Family Residential	1.490
Commercial	1.957

Rate Adjustments During Water Shortages

To recover its costs of service and remain financially stable during periods of drought and reduced water sales, the District may implement temporary Water Shortage Rate Factors during declared water shortages. These were first adopted by the District in 2015 and may be temporarily implemented by the Board during declared water shortages to ensure stable revenue for the District. To date, these surcharges have never been applied to MPWD customers. As discussed in detail in the *2024 Water Rate Study*, these factors are based on customers' current water use patterns. The proposed updated Water Shortage Rate Factors are shown in the table at left.

The existing water volume rate would be multiplied by the Water Shortage Rate Factor for a given water shortage stage. In the event that the District Board determines revenue stabilization is needed during a water shortage, the District will send written notification to all customers at least 30 days prior to the effective date of the adjustment.

Water shortage stages are described in the District's Water Shortage Contingency Plan (available at MidPeninsulaWater.com)

DRAFT

Responsible Investment Is Needed Now

The MPWD Capital Improvement Program (CIP) is the backbone of the District's efforts to ensure a reliable and sustainable water supply for the future. The CIP is a comprehensive plan that outlines the projects necessary to maintain and upgrade the District's water infrastructure to enhance the quality of its services, increase system reliability, and meet the growing demands of the community. MPWD completed an update of its CIP in 2024, which is available on its website at **MidPeninsulaWater.org/cip**.

SINCE 2015...

The District has completed 28 system improvement projects, including replacing and installing more than 31,000 feet of old pipe, replacing two key water storage tanks, installing a much-needed new pressure regulating valve at a turn-out from the SFPUC system, modernizing its SCADA system, and more.

LOOKING AHEAD

As detailed in the 2024 CIP update, 78 additional infrastructure projects are needed to modernize the District's complex distribution system so that it can provide drinking water and firefighting water for generations to come.

MODERNIZATION OF OPERATIONS & ADMINISTRATIVE BUILDINGS

MPWD's Operations Center at 3 Dairy Lane in Belmont was flooded during the New Year's Eve storm at the end of 2022. This resulted in administration staff being relocated to a leased office space since the event. The District conducted a comprehensive assessment of its operations and administrative buildings and identified two facility modernization projects. These projects will mitigate identified risks, including climate change, sea level rise, and earthquakes, as well as the Bay Area cost of living impacts on workforce. Modernization projects are included in the MPWD's 5-year CIP budget and are integral to making sure that the District can continue to serve the community with excellent reliability and customer service for years to come.

REPLACEMENT AND MATERIAL UPGRADES TO AGING WATER MAINS

The District's distribution system includes more than 95 miles of water mains, which bring water from SFPUC turnouts to each home and business within its service area. Most of these water mains were installed from the 1930s through 1960s. These pipes have aged and the needs of the community have advanced. Therefore, the MPWD's 5-year CIP budget includes projects to proactively replace aging pipelines before they see end-of-life failures. By installing new pipelines with new materials and technology that extend their lifespans (like cathodic protection), the MPWD's system will meet the needs of the community today and into the future.

STORAGE TANK PROJECTS TO IMPROVE SEISMIC RESILIENCY AND INCREASE LONGEVITY

The District maintains 11 water storage tanks at six sites that are used for maintaining system pressure on a day-to-day basis and in times of emergency. The 5-year CIP budget includes plans to replace two tanks originally constructed in 1952 with tanks designed to withstand a major seismic event. The 5-year CIP budget also includes projects to recoat and extend the lifespan of tanks at three locations, proactively investing in their maintenance and avoiding more costly replacement or rebuild of such tanks.

DRAFT

NOTICE OF PUBLIC HEARING

On Thursday, November 21, 2024 at 6:30 p.m., the Mid-Peninsula Water District will hold a public hearing to consider proposed adjustments to Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors ("water rates") for the next five years, as described in this notice.

INSIDE THIS NOTICE

- Details about the Public Hearing
- Proposed Water Rate Changes
- What to Expect with Your Water Bill
- How MPWD Is Investing in Our Community's Water System
- What Can Change Water Rates
- Water Rate Adjustments During Water Shortages

Pursuant to California Government Code Section 53759, there is a 120-day statute of limitations for challenging the water rates set forth in this notice from the date the Board of Directors adopts the resolution approving the proposed water rates.

HOW TO PROTEST

All property owners and customers receiving water service are invited to attend the Public Hearing and be heard about proposed increases to the charges for water services. A District water customer or property owner may protest these proposed rate changes by submitting a written protest by mail to:

Mid-Peninsula Water District
Attn: General Manager
1075 Old County Road, Suite A
Belmont, CA 94002

Mailed written protests must be received (not postmarked) by the District by the close of the Public Hearing the evening of **November 21, 2024**. The protest must include all of the following:

1. A statement that you protest the proposed water rate changes;
2. The name of the property owner(s) or customer who is submitting the protest;
3. The assessor's parcel number(s) or street address(es) of all property(ies) serviced; and
4. Original signature and legibly printed name of the record owner or customer of record who is submitting the protest.

Only one written protest per identified parcel or property will be counted for purposes of determining whether there is a majority protest. Oral comments during the Public Hearing are welcome, but will not qualify as a formal protest. Protests or comments received by email will also not qualify as a formal protest.

DRAFT

MID-PENINSULA WATER DISTRICT

1075 Old County Road, Suite A
Belmont, CA 94002

Notice to Customer/Record Property Owner of Public Hearing on Proposed Rates

ATTENTION

This notice contains important information about Proposed Adjustments to Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors (Revenue Stabilization Adjustments) for the next five years.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.C.

DATE: September 26, 2024

TO: Board of Directors

FROM: Julie Sherman, District Counsel
Kat Wuelfing, General Manager

SUBJECT: CONSIDER ORDINANCE NO. 128 ESTABLISHING A PROCEDURE FOR RATEPAYER OBJECTIONS TO PROPOSED WATER RATES

RECOMMENDATION

Adopt Ordinance No. 128.

FISCAL IMPACT

Administering this new process will result in increased costs that are difficult to quantify at this time, but include: (1) cost to print and mail the required customer notice, and (2) legal and potentially rate consultant time to prepare responses to customer objections. Because the Ordinance 128 notice would be mailed as an insert to the Prop 218 hearing notice, mailing costs would be minimized. Legal, consultant, and staff costs to prepare responses would depend on the number and nature of objections received.

BACKGROUND

District Counsel drafted the attached ordinance for initial Board consideration, and presented the ordinance to the Board at the September 17th, 2024 special meeting.

DISCUSSION

If adopted, this ordinance will set procedures for members of the public to follow, to provide a meaningful opportunity for a ratepayer to resolve an objection to a proposed water rate before resorting to litigation after the new rates are approved. If adopted, this process would coincide with the current planned Proposition 218 public hearing and protest process. A 1-page notice of the process will be included within the mailing of the Prop 218 hearing notice brochure. A copy of this notice is also provided as an attachment.

District Counsel Sherman will facilitate any discussion on the ordinance.

Attachments: Ordinance 128: An Ordinance Establishing a Procedure for Ratepayer Objections to Proposed Water Rates
Draft Customer Notice Insert

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

UNANIMOUS____ ZUCCA_____ JORDAN_____ SCHMIDT_____ WHEELER_____ VELLA____

ORDINANCE NO. 128

AN ORDINANCE ESTABLISHING A PROCEDURE FOR RATEPAYER OBJECTIONS TO PROPOSED WATER RATES

MID-PENINSULA WATER DISTRICT

Section I: Findings

The Board of Directors (Board) of the Mid-Peninsula Water District (District) finds and declares as follows:

1. The District, a County Water District formed pursuant to California Water Code section 30000 et seq., owns and operates a public water system.

2. State law requires that certain changes to water service rates occur in accordance with procedures outlined in Article XIII D, section 6, of the California Constitution, commonly referred to as "Proposition 218."

3. The purpose of this ordinance is to provide a meaningful opportunity for a ratepayer to resolve an objection to a proposed water rate before resorting to litigation after the new rate is approved.

4. This ordinance is intended to create an exhaustion of administrative remedies procedure in order for ratepayers to bring an objection regarding a proposed water rate to the District Board's attention early in the rate consideration process, and to provide an opportunity for the District to address or resolve the objection(s) before the District board makes a final decision on whether to adopt a proposed water rate pursuant to Proposition 218.

5. Use of the term "water rate" is defined broadly to include consumptive rates, fixed rates, and other rates governed by Proposition 218.

6. This ordinance will take effect 30 days after initial Board adoption and will apply to any proposed water rate changes pending at the time of adoption or proposed thereafter.

Section II: Adoption of Exhaustion Procedures

Be it enacted by the Board of Directors of the Mid-Peninsula Water District:

1. Overview of Exhaustion Procedure

The exhaustion procedure shall include the following chronological steps and may run concurrently with the Proposition 218 process (further detail provided below):

1. District Board directs staff to send notice of the start of the exhaustion procedure to record owners or customers of record.

2. Ratepayers have no less than 30 calendar days to submit to the District written objections to the proposed rate.

3. District staff will review timely submitted written objections and draft a written response to the written objections. District staff will then present its findings and written responses to the District Board for review and to determine whether action is needed in response to the written objections and staff responses or findings.

4. A summary of written objections and staff response will be presented prior to the start of a Proposition 218 protest hearing and prior to a final determination by the District Board regarding whether to approve the proposed water rate.

2. Initiating Exhaustion Procedure

Once a proposed water rate has been presented to the District Board, the Board shall also direct staff to compile and transmit to ratepayers an exhaustion procedure timeline notice with specific deadlines for each step of the exhaustion procedure specified below, in compliance with this ordinance. The exhaustion procedure must conclude before the Proposition 218 protest hearing, but may conclude on the same day as the Proposition 218 protest hearing.

3. Exhaustion Notice

The exhaustion notice shall include an overview of the exhaustion procedure (example in section II.1 above), specify how ratepayers can submit written objections, provide the date and time by which those objections must be received by the District, specify when written staff response will be presented to the public, and identify the point of contact to whom the objections will be sent. The exhaustion notice must notify ratepayers of the following or substantially similar terms:

"The exhaustion procedure is separate from the Proposition 218 protest hearing. To participate in the exhaustion procedure, a written objection must indicate it is submitted as an objection in accordance with the exhaustion ordinance. Ratepayers who wish to submit a written protest for the Proposition 218 protest hearing must follow separate directions provided in the Proposition 218 notice letter."

4. Written Objections

Ratepayers shall be given no less than 30 calendar days, starting on the date the exhaustion notice is mailed, to submit written objections to the District regarding the proposed water rate.

As stated above, to avoid confusion with written protests for the Proposition 218 process, a written objection must specify that it is submitted as part of the exhaustion procedure or in accordance with the exhaustion ordinance. All written objections shall state the specific grounds for concern with a proposed water rate and include a desired resolution or outcome. If the nature of the dispute is vague or unclear, the District Board may request clarification. Objections shall include the name, phone number, street address, and e-mail address (if applicable) and preferred method of communication with the objecting ratepayer (also referred to as "objector").

Any objection must be received by the District before the close of business on the stated deadline date, and a postmark will not be considered as sufficient. Verbal objections or written objections that are not received by the deadline specified in the exhaustion notice may be considered by the District Board with an offer of proof of extraordinary circumstances. The District Board has sole discretion to determine whether to consider those objections.

5. Staff Response

At the close of the written objection period, District staff shall review timely submitted and otherwise compliant written objections in accordance with the requirements above and shall draft written responses to the written objections.

District staff shall present the findings to the District Board at a board meeting that was specified in the exhaustion notice. The District Board, in exercising its discretion, shall determine whether further review is needed, whether the input gathered from written objections and the staff response warrant amendments to the proposed water rate, or whether to proceed to the Proposition 218 protest hearing.

6. Conclusion of Exhaustion Procedure

Once the District Board has made its final determination as to any objection, it may proceed to the Proposition 218 protest hearing (as previously noticed in accordance with Proposition 218).

7. Rate Challenger Must Exhaust Administrative Remedies

No claim, suit for damages, suit for injunctive relief, petition for writ of mandamus, or administrative or judicial proceeding shall be brought against the District, the District Board, or its employees, officers, or designees, regarding a challenge to a proposed water rate unless the challenging party first exhausts its administrative remedies by complying with the exhaustion procedure specified above.

PASSED AND ADOPTED by the District Board of the Directors on September 26, 2024 by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

_____
Matthew Zucca, Board President

ATTEST:

By: _____
Alison Bell, District Secretary

MID-PENINSULA WATER DISTRICT
1075 Old County Road, Suite A, Belmont, CA 94002
tel: 650.591.8941 fax: 650.591.4998 MidPeninsulaWater.org

CUSTOMER NOTIFICATION

PROCEDURE NOTICE FOR RATEPAYER OBJECTIONS TO PROPOSED WATER RATES

The Mid-Peninsula Water District (MPWD) Board of Directors (Board) is providing notice of the administrative procedures required for customers and property owners (Ratepayers) to follow, if they wish to object to MPWD's proposed water rates pursuant to Ordinance No. 128 (Ordinance) adopted by the MPWD Board at its September 26, 2024 Regular Board meeting. The Ordinance is available at **MidPeninsulawater.org/legislation**.

In accordance with the Ordinance, Ratepayers may submit written objections to the proposed rates to:

Mid-Peninsula Water District
Attn: General Manager
1075 Old County Road, Suite A
Belmont, CA 94002

Mailed written objections must be received (not postmarked) by MPWD **no later than 5:00 p.m. on Friday November 8, 2024**.

This exhaustion procedure is separate from the Proposition 218 protest hearing, which is scheduled to be held during the November 21, 2024 Board meeting. To participate in the exhaustion procedure, a written objection must indicate it is submitted as an objection in accordance with the Ordinance.

Ratepayers who wish to submit a written protest for the Proposition 218 protest hearing must follow separate directions provided in the Proposition 218 Hearing Notice.

All written objections shall state the specific grounds for concern with a proposed water rate and include a desired resolution or outcome. If the nature of the dispute is vague or unclear, the Board may request clarification. Objections shall include the name, phone number, street address, and e-mail address (if applicable) and preferred method of communication with the objecting ratepayer.

Verbal objections or written objections that are not received by the deadline specified may be considered by the Board with an offer of proof of extraordinary circumstances. The Board has sole discretion to determine whether to consider those objections.

All timely written objections will be presented to the Board. A summary of timely written objections and staff responses will be presented prior to the start of a Proposition 218 protest hearing and prior to a final determination by the Board regarding whether to approve the proposed water rates.

DRAFT

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.D.

DATE: September 26, 2024

TO: Board of Directors

FROM: Monique Robinson, Management Advisor
Kat Wuelfing, General Manager

SUBJECT: RECEIVE MEZES AND HERSOM WATER TANK PROPERTY APPRAISALS, STATUS REPORT UPDATE AND PROVIDE DIRECTION

RECOMMENDATION

Receive Mezes and Hersom Water tank property appraisals, status report update, and provide direction to staff.

FISCAL IMPACT

Mezes and Hersom Tank Site Property appraisal cost $11,000.00.

Depending on Board direction, there could be a net financial benefit to the District if the District chooses to sell the surplus land. Costs associated with such transactions would include legal and surveyor fees, all or some of which could be transferred to a property buyer under a negotiated deal.

BACKROUND

On November 16, 2022, the Board received a report regarding property owner encroachments on both the Mezes and Hersom Tank Sites. Since then, staff has: 1) obtained an appraisal of the Mezes Tank Site and the encroaching portions of properties and the encroaching area of the Hersom Tank Site property, and 2) Notices were mailed certified mail with return receipt requested to the four (4) encroaching property owners on September 4, 2024. The owners were advised of the encroachments and that the MPWD would follow up with options following receipt of the appraisals.

Staff reached out to several different real estate professionals since November 2022. None of these professionals were interested in assisting the District due to the complexity of the issue. Staff again reinitiated efforts in summer of 2024, and a request for appraisal proposals was sent to four (4) appraisal companies. Only one company provided a

responsive proposal, Watts, Cohn and Partners, Inc. The cost is in the amount of $11,000 and was estimated to take thirty (30) days to complete.

Mezes Tank Site Encroachment:

The Mezes tank site is landlocked and has limited access through a stairwell. The Mezes tank site has been out of service since 1993. Staff is seeking Board direction to begin the process of declaring the Mezes Tank Site property as surplus.

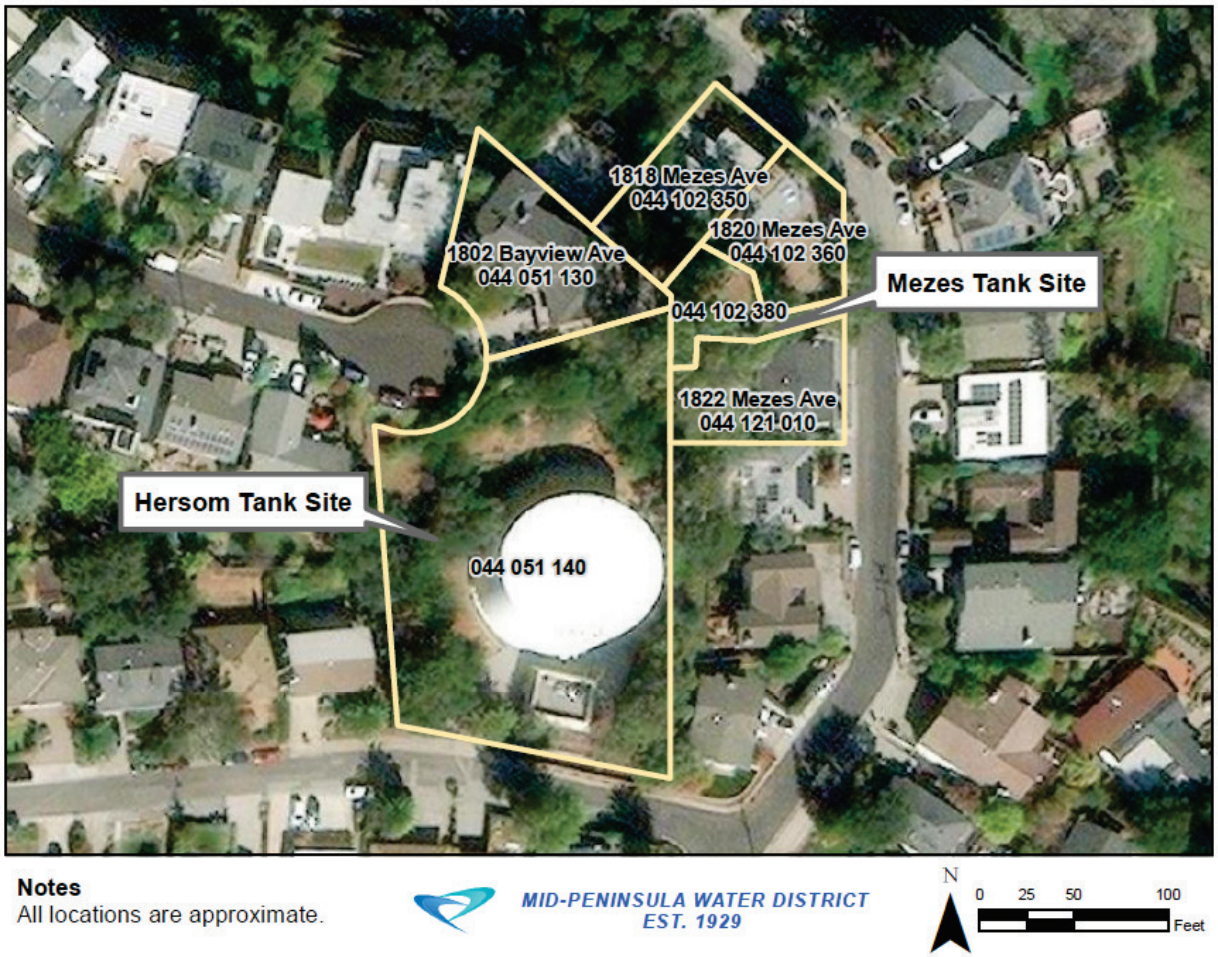
As part of the property surplus discussion, several options are being presented for Board discussion. One option is declaring the entire property exempt surplus land and selling the property as is, with all encroachments. Other options include: a) requiring the encroachments to be removed prior to sale, and/or b) granting an easement through the adjacent Hersom Tank site in order to provide access to the Mezes property (so that it is no longer landlocked).

Hersom Tank Site Encroachment:

The Hersom Tank Site is approximately 31,608 SF and currently holds a 1,500,000 gallon tank. A 1,000,000 gallon tank was constructed on the Hersom site in 1962, and reconstructed with its current 1,500,000 gallon tank in 2004. The adjacent property owner has constructed a driveway encroaching into the tank site of approximately 2018 SF.

A boundary and topographic survey of the properties was conducted in October 2020 and recorded with the County. The survey identified that four neighbors were encroaching onto District properties, with a total area of encroachment of 2,580 SF. The table below summarizes the area of encroachment, and the figure below provides an overview of the properties. Maps of the survey results identifying the encroachment areas are provided as attachments.

Neighboring Address	Neighboring APN	Encroaching on	Area of Encroachment	Description
1818 Mezes Ave.	044-102-350	Mezes site	225 SF	back yard
1820 Mezes Ave.	044-102-360	Mezes site	195 SF	back yard
1822 Mezes Ave.	044-121-010	Mezes site	142 SF	back yard with treehouse
1802 Bayview Ave.	044-051-130	Hersom site	2,018 SF	A portion of their driveway (pavers) and wooden fence, and side yard.



DISCUSSION

The appraisals for Mezes tank site were received on September 23, 2024. The appraised value of the entire Mezes Tank Site is $40,000. It is noted that, due to the property's small size (i.e., approx. 2,453 square feet, or 0.06 acres), it does not meet the minimum size requirement under the zoning designation for development of 6,000 square feet.

Mezes Tank Site: encroached area appraisal values are listed in the table below:

Neighboring Address	Neighboring APN	Encroaching on	Area of Encroachment	Description	Appraised Value
1818 Mezes Ave.	044-102-350	Mezes site	225 SF	back yard	$3,600
1820 Mezes Ave.	044-102-360	Mezes site	195 SF	back yard	$3,100
1822 Mezes Ave.	044-121-010	Mezes site	142 SF	back yard with treehouse	$2,300

Hersom Tank Site: encroached area appraisal is listed below:

Neighboring Address	Neighboring APN	Encroaching on	Area of Encroachment	Description	Appraised Value
1802 Bayview Ave.	044-051-130	Hersom site	2,018 SF	A portion of their driveway (pavers) and wooden fence, and side yard	$30,000

Key Options and Items for Board Consideration

- It is staff's understanding that because the property sizes being considered for disposition are all less than 0.5 acres in size, these potential transactions are considered "exempt surplus land" under Surplus Land Act. To dispose of these properties, the Board must declare the properties exempt surplus land at a regularly scheduled meeting, and may dispose of the properties after 30 days' notice to the California Department of Housing and Community Development (HCD).

- MPWD would need a survey and legal description to convey the transferred property via grant deed, and a lot line adjustment application may be necessary,

- Mezes Tank Site, consider:
    1. Declaring the entire Mezes tank site property as surplus, and offering it for sale;
    2. Directing staff to research potential for surplusing a portion of the Hersom tank site to meet the minimum 6,000 square foot lot size zoning requirement to build a residential home, and the associated change in property value. Staff would also need to assess buildability and how it would be viewed by the City community development office. This would likely preclude the option to sell the encroached-upon portion of the Hersom tank site to the 1802 Bayview Avenue owner;
    3. Require encroaching neighbors to vacate, and do nothing with property; or
    4. Other option not identified.

- Hersom Site Encroachment Area, consider:
    1. Requiring landowner to vacate encroachment area and do nothing;
    2. Declaring the encroached upon area as surplus and offering for 1802 Bayview Avenue owner to purchase it; or
    3. Other option not identified.

Staff is requesting the Board of Directors to provide direction to staff with regard to the above items.

If the Board wishes to surplus property, staff will bring back appropriate resolution(s) to declare the property(ies) as exempt surplus land and authorize the commencement of the

sale at a subsequent board meeting. All offers on said surplus property would be subsequently brought to the Board for approval.

Attachments: Survey map of encroachments
Photos

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

UNANIMOUS____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER _____VELLA_____

ENCROACHMENT AREAS			
AREA	APN	ADDRESS	SQ FT
	044-102-350	1818 MEZES AVE	225 SF
	044-102-360	1820 MEZES AVE	195 SF
	044-121-010	1822 MEZES AVE	142 SF

1818 MEZES AVE.
APN 044–102–350

1820 MEZES AVE.
APN 044–102–360

1802 BAYVIEW AVE.
APN 044–051–130

MPWD – MEZES TANK
APN 044–102–380
2,453 SQ. FT.

MPWD – HERSOM TANK
APN 044–051–140

1822 MEZES AVE.
APN 044–121–010

MEZES AVENUE

BLDG
WOOD FENCE
36"OAK
29.99'
N40°43'18"E
399.07 TW
391.45 BW
S59°22'40"E 30.56'
S14°22'42"E 25.00'
CONC WALL
CHLK FENCE
391.99 TC
391.50 FL
CONC CURB
CONC WALK
TANK PAD
6" DIA PIPE CAPPED
ELEC BOX
390.24
DI (PLUGGED)
GATE
5" DIA PIPE OUT
N48°35'12"W 10.16'
N00°34'18"E 34.82'
6" DIA PIPE CAPPED
N89°25'42"W 30.47'
S00°34'18"W 400.21'
14.00'
10.00'
N89°25'42"W
CHLK FENCE
20'
367.64 TRC
367.26 FL
367.46 LIP
CONC ROLLED CURB W/ GUTTER
372.07 TW
368.57 BW
CONC WALL
CONC WALK
WM
N75°37'18"E 45.99'
S00°02'42"E 10.00'
STEPS W/ WALLS
PARKING SIGN
EDGE CONC
BRICK WALL
S75°37'18"W 49.86'
369.26 TW
366.80 BW
366.38 TRC
366.04 FL
366.27 LIP

REVISIONS			
NO.	DESCRIPTION	DATE	BY APP'D

Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Ste 320
Pleasanton, CA 94588
P: 925.224.7717 F: 925.224.7726
www.pcgengr.com

CHECKED: BRANDON LAURIE
APPROVED: JOUBIN PAKPOUR
DRAWN: DAVID LIEBRENZ
DESIGNED: DAVID LIEBRENZ

MID-PENINSULA WATER DISTRICT

MEZES TANK SITE
ENCROACHMENT AREAS
PROPERTY LINES

DATE 02/02/21
SCALE 1"=10'
PCG JOB NO. 10012.04 / 15

PLAN
SHEET 1 OF 1

DRAWING NAME: J:\CAD\10012.04\15 - Other Services\MOPPRLAN.dwg
PLOT DATE: 02-04-21 PLOTTED BY: Liebrenz

ENCROACHMENT AREA			
AREA	APN	ADDRESS	SQ FT
	044-051-130	1802 BAYVIEW AVE	2018 SF

1802 BAYVIEW AVE.
APN 044–051–130

MPWD – MEZES TANK
APN 044–102–380

1822 MEZES AVE.
APN 044–121–010

1824 MEZES AVE.
APN 044–121–020

APN 044–051–400

MPWD – HERSOM TANK
APN 044–051–140
31,608 SQ.FT.
0.7 ACRES

433.48 TRC
433.26 FL
433.44 LIP

430.43 TRC
430.18 FL
430.46 LIP

429.75 TRC
429.56 FL
429.92 LIP

431.59

430.35

CONC ROLLED CURB W/GUTTER

EXISTING BUILDING

UTIL POLE W/LIGHT

GUY ANCHOR

CONC PAVERS

WOOD FENCE

CHLK FENCE

5" DIA PIPE OUT

6" PIPE CAPPED

N77°41'31"E 104.32'

421.21 4" INV IN

9" CONC PIPE

R=40.00'
L=86.81'
Δ=124°21'09"

N04°41'42"W 160.68'

S00°34'18"W 248.88'

2x4"DIA WALL DRAINS

CONC WALL W/SWALE

CONC WALK

CONC SWALE

387.59 TANK BOT

392.29 4" INV IN

TANK MANHOLE

387.54 TANK BOT

388.05 12" INV IN 2x4"DIA WALL DRAINS

CONC TANK PAD

WATER TANK

20'

20'

REVISIONS

NO.	DESCRIPTION	DATE	BY	APP'D

Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Ste 320
Pleasanton, CA 94588
P: 925.224.7717 F: 925.224.7726
www.pcgengr.com

DRAWN: DAVID LIEBRENZ
DESIGNED: DAVID LIEBRENZ
CHECKED: BRANDON LAURIE
APPROVED: JOUBIN PAKPOUR

MID-PENINSULA WATER DISTRICT

HERSOM TANK SITE
ENCROACHMENT AREA
PROPERTY LINES

DATE 02/02/21
SCALE 1"=20'
PCG JOB NO. 10012.10

PLAN
SHEET 1 OF 1

DRAWING NAME: J:\CAD\10012.10\Hersom Tank Site\HERPERP.LAN.dwg
LAST SAVE: 02/02/21 4:07:19:00 pmlaurie

Photos of Mezes and Hersom Tank Site Encroachment Areas

Photo 1

Photo 2

Photos of Mezes and Hersom Tank Site Encroachment Areas

Photo 3

Stairway to Mezes Tank Site

Photos of Mezes and Hersom Tank Site Encroachment Areas

Photo 4

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.E.

DATE: September 26, 2024

TO: Board of Directors

FROM: Monique Robinson, Management Advisor
Kat Wuelfing, General Manager
Julie Sherman and Catherine Groves, District Counsel

SUBJECT: CONSIDER PROCESS FOR FILLING DIRECTOR VACANCIES AND PROVIDE DIRECTION TO STAFF

RECOMMENDATION
Consider process for filling potential Board vacancies and provide direction to staff.

FISCAL IMPACT
District Counsel costs less than $2,500.00. And potentially election costs, if necessary. The last MPWD election on a consolidated San Mateo County ballot cost $3,579.60. (2018 Election costs were $34,187.97).

BACKGROUND
Director Schmidt of the Mid-Peninsula Water District Board of Directors (Board) plans to move out of the District boundaries in the upcoming months. If a Director moves outside District boundaries and fails to reestablish a place of residence within the District within 180 days of the move, there is a presumption that a permanent change of residence has occurred, and a vacancy exists. (Water Code Section 30508.) That date would be the effective date Director Schmidt's Board seat would be vacated unless he resigned prior to that date.

In addition, Vice President Jordan is running for Belmont City Council and, if she is elected, the election would be certified as of December 5, 2024. Typically, new Belmont councilmembers take the oath of office at their first meeting in December following the election, which would be December 10, 2024. That date would be the effective date Vice President Jordan's Board seat would be vacated unless she resigned prior to that date.

DISCUSSION
Staff recommends that the Board plan to appoint new director(s) when positions are vacated. Given that this appointment needs to occur within 60 days of a given vacancy, staff would like the Board to consider how they would like to advertise these positions and discuss the interview and appointment process. The Board may choose to form an advisory committee (consisting of only 2 members) to support this process.

Director Schmidt resides in Division 5, and Vice President Jordan resides in Division 4 (see attached map). The appointed directors are required to live within each respective Division.

Director Schmidt and Vice President Jordan were elected in November 2022 to four-year terms expiring November 2026. If the Directors' seats become vacant, in accordance with this clause or due to a resignation, the Board's options for filling the vacancies are described below:

A. Appoint a New Director Within 60 days from the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later, the Board may appoint a new director to fill the vacancy.

   If Director Schmidt resigns prior to November 2024, he will be in the first half of his term of office and the effective date of the vacancy will be less than 130 days prior to the next general district election, so the person appointed to Director Schmidt's seat will hold office for the balance of the unexpired term (through November 2026). Similarly, if Director Schmidt chooses not to resign and his office becomes vacant after November 2024 pursuant to Water Code Section 30508, he will be in the second half of his term of office, so the person appointed to his seat will hold office for the balance of the unexpired term (through November 2026).

   If Vice President Jordan is elected to the City Council, the County has until December 5, 2024, to certify the election. As explained above, typically new Belmont councilmembers take the oath of office at their first meeting in December following the election, which would be December 10, 2024. That date would be the effective date Vice President Jordan's Board seat would be vacated unless she resigned prior to that date. In this case, Vice President Jordan would be in second half of her term of office, so the person appointed to her seat will hold office for the balance of the unexpired term (through November 2026).

B. Call an Election. The Board may call an election to fill the vacancies.

C. Do Nothing. If the Board does not take action to make an appointment or call an election within 60 days of the date the Board is notified of the vacancies or the effective date of the vacancies, whichever is later, then the San Mateo County Board of Supervisors may appoint a person to fill the seat (s), or it may order the District to call an election. The timing of any resignation and the related action by the Board of Supervisors will impact which election dates are available to the District. If within 90 days of the date the Board is notified of the vacancies or the effective date of the vacancies, whichever is later, the Board does not take action and the Board of Supervisors does not appoint a successor or order the District to call an election, the District is required by statute to call an election to fill the vacancies.

Attachments:
Map of District Divisions

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

UNANIMOUS: _____ ZUCCA _____ JORDAN _____ WHEELER_____ SCHMIDT _____ VELLA _____

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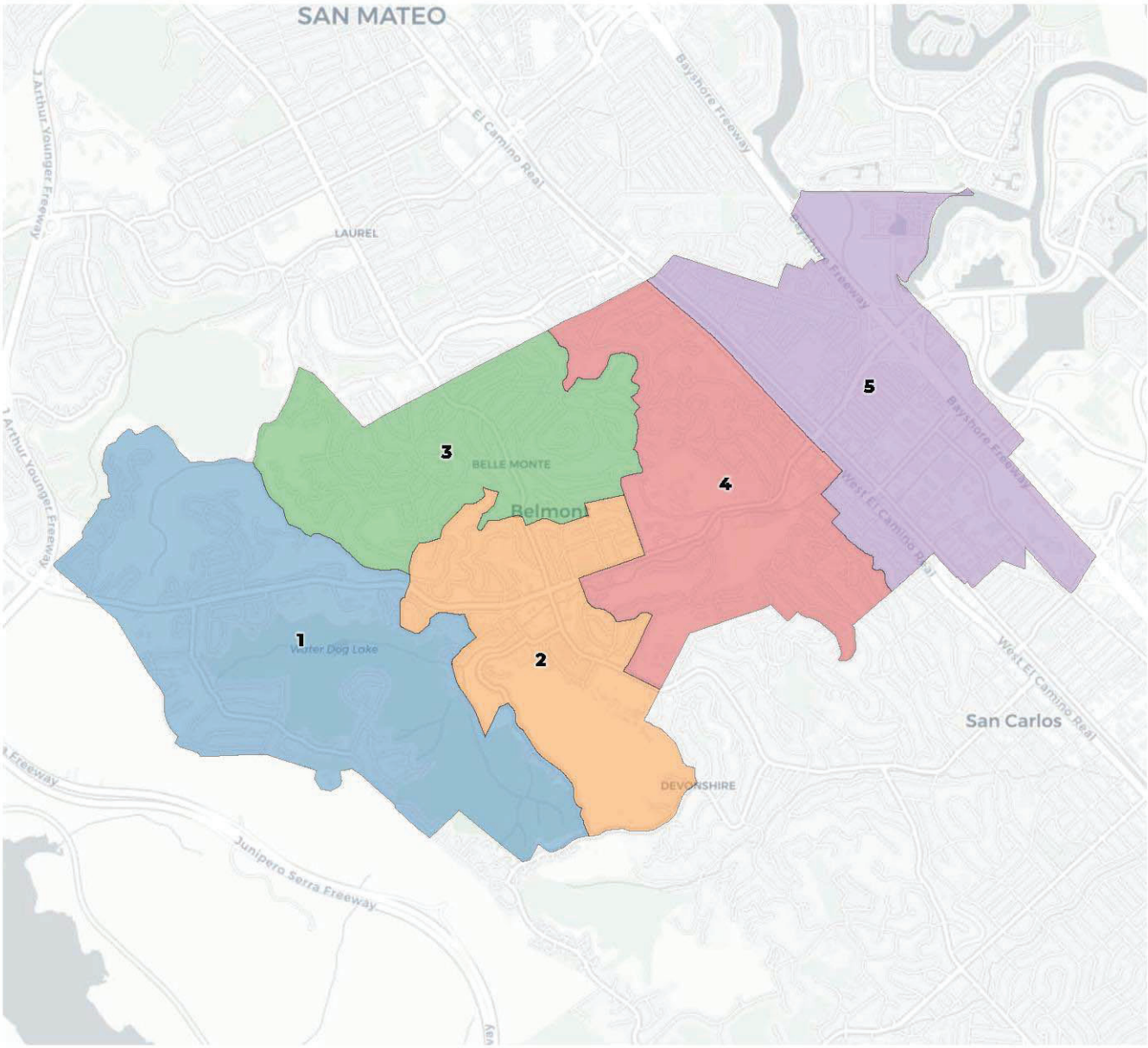
Mid Peninsula Water District
Draft Plan 2

REDISTRICTING PARTNERS



MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.F.

DATE: September 26, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER SCHEDULING SPECIAL BOARD MEETING IN JANUARY FOR DEVELOPMENT OF MPWD STRATEGIC PLAN

RECOMMENDATION
Schedule the MPWD Strategic Planning Meeting.

FISCAL IMPACT
None.

BACKGROUND
The MPWD Board of Directors traditionally schedules a Special Meeting in January for its strategic plan development. The meeting includes review of Mission, Vision, Strategic Goal Statements and Director Assignments/Committees The meeting typically begins at 6:00PM. The last strategic development session was on January 9, 2024.

DISCUSSION
Discuss and select date for Strategic Plan meeting. Staff would ideally like to target dates between January 9th and January 15th.

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

UNANIMOUS ____ ZUCCA ____ JORDAN _____ SCHMIDT _____ WHEELER ____ VELLA ____

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 8.H.

DATE: September 26, 2024

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON:
- **CALIFORNIA AND SAN FRANCISCO REGIONAL WATER SYSTEM CONDITIONS**

RECOMMENDATION
Receive verbal report.

FISCAL IMPACT
None.

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

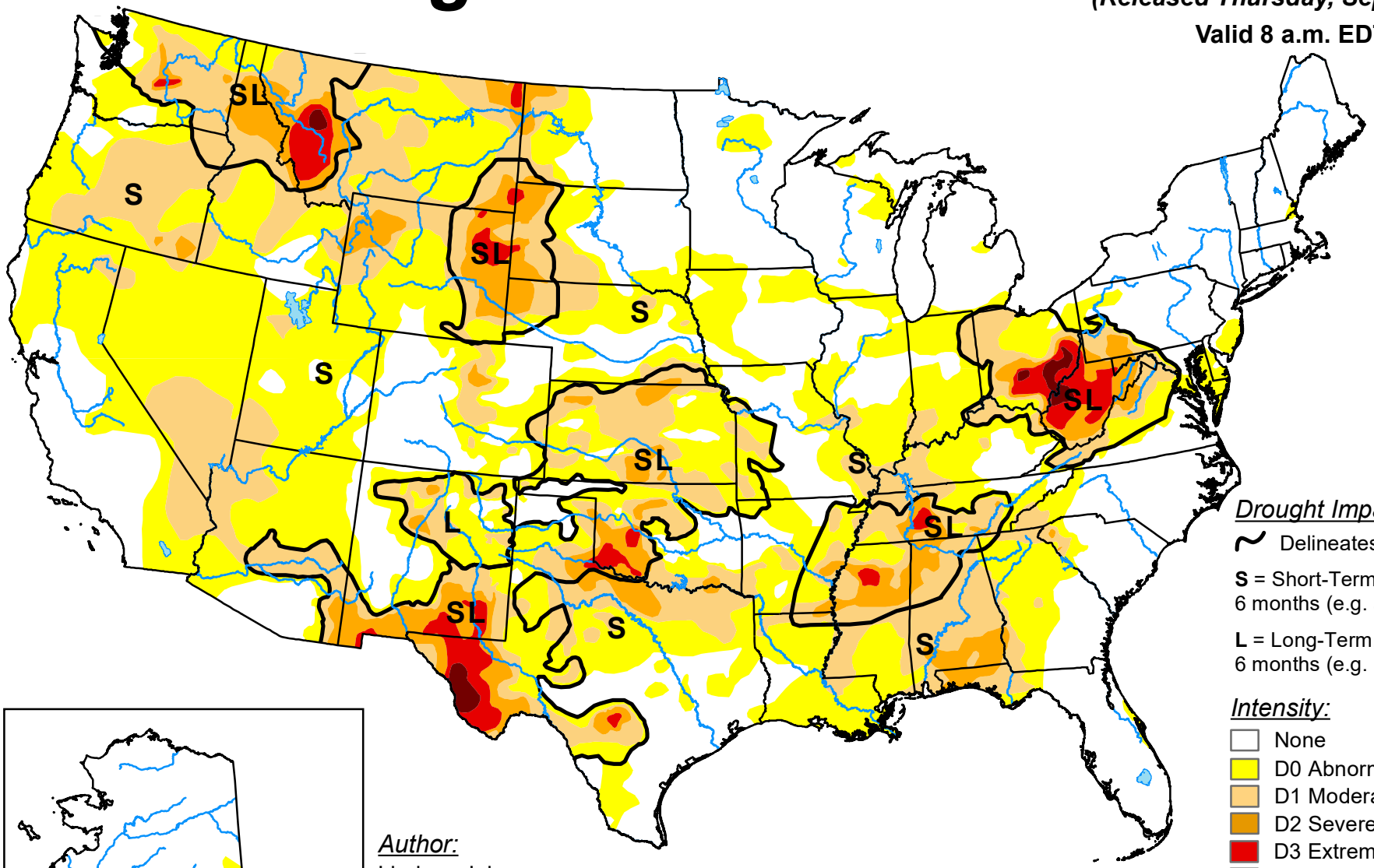
UNANIMOUS___ ZUCCA____ JORDAN____ SCHMIDT____ WHEELER____ VELLA _____

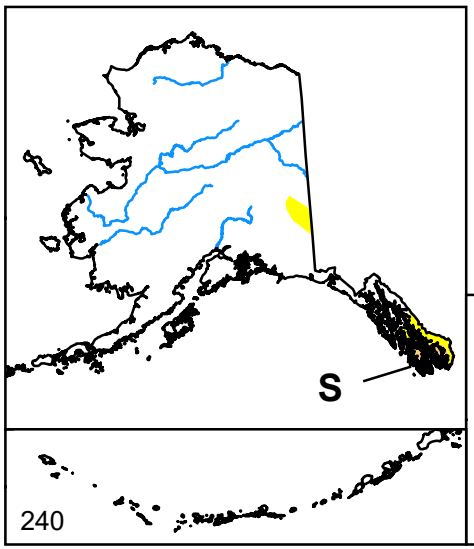
U.S. Drought Monitor

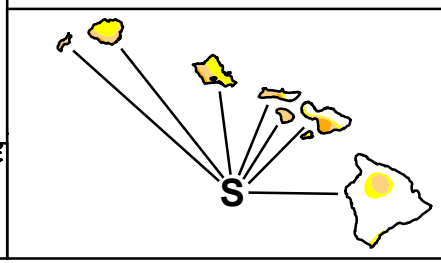
September 3, 2024

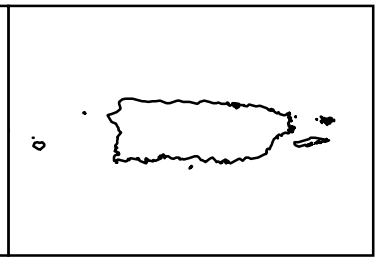
(Released Thursday, Sep. 5, 2024)

Valid 8 a.m. EDT









Author:
Lindsay Johnson
National Drought Mitigation Center

Drought Impact Types:

~ Delineates dominant impacts

S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)

L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

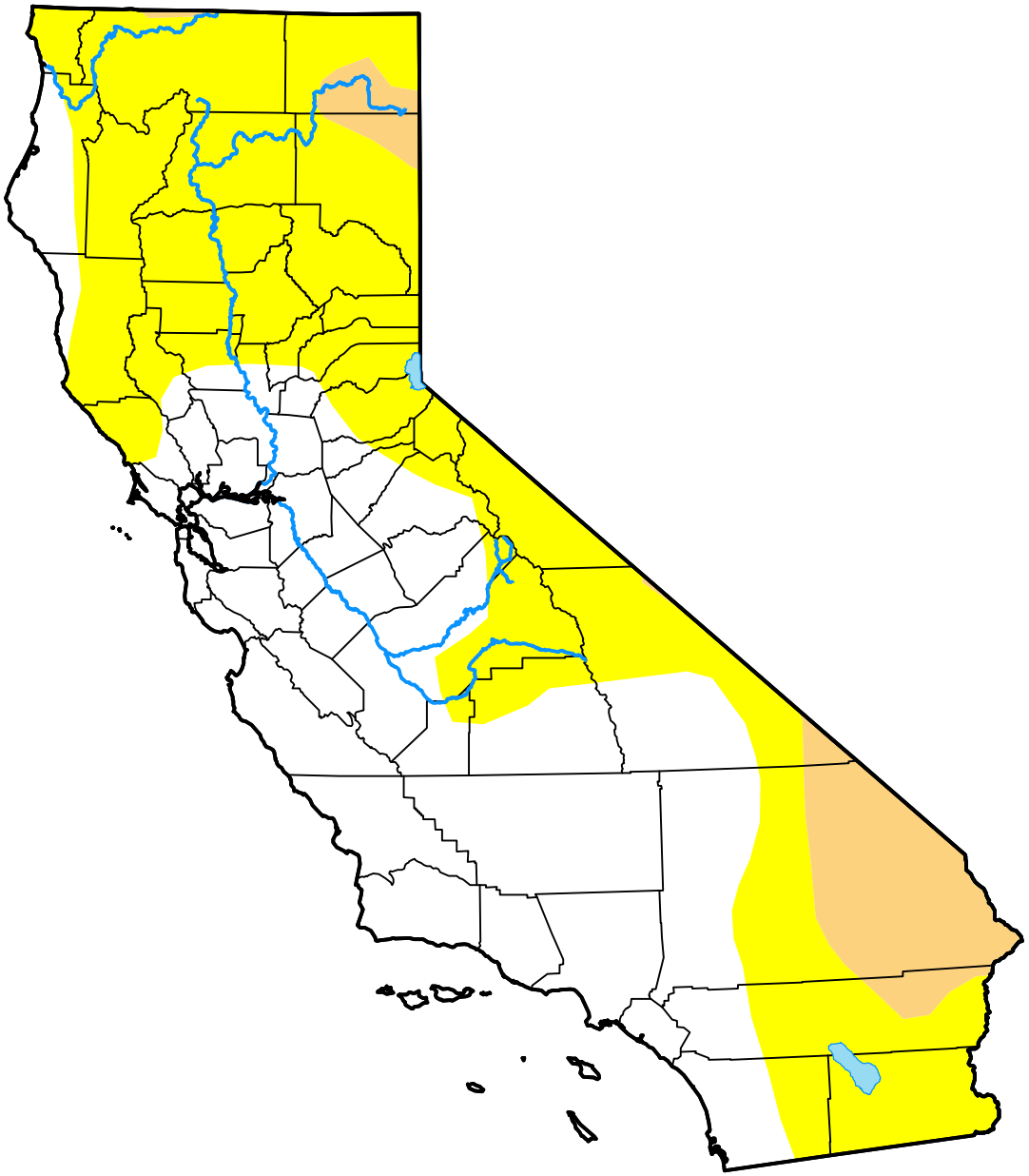
- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to https://droughtmonitor.unl.edu/About.aspx

USDA NDMC NOAA

droughtmonitor.unl.edu

U.S. Drought Monitor
California



September 3, 2024
(Released Thursday, Sep. 5, 2024)
Valid 8 a.m. EDT

Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	45.59	54.41	8.36	0.00	0.00	0.00
Last Week *08-27-2024*	58.11	41.89	6.91	0.10	0.00	0.00
3 Months Ago *06-04-2024*	98.78	1.22	0.00	0.00	0.00	0.00
Start of Calendar Year *01-02-2024*	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year *09-26-2023*	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago *09-05-2023*	93.53	6.47	0.22	0.00	0.00	0.00

Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to https://droughtmonitor.unl.edu/About.aspx

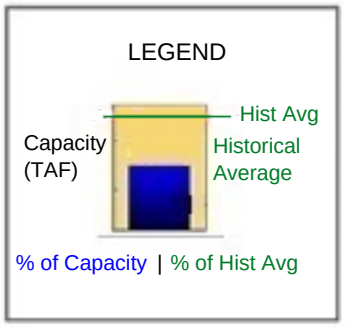
Author:
Lindsay Johnson
National Drought Mitigation Center

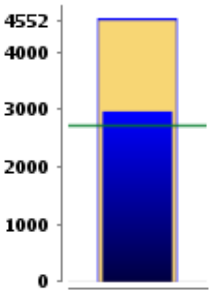
droughtmonitor.unl.edu

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

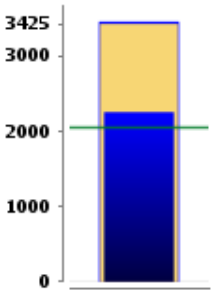
Midnight - September 4, 2024

CURRENT CONDITIONS

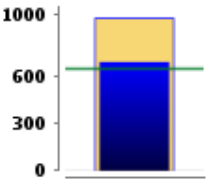




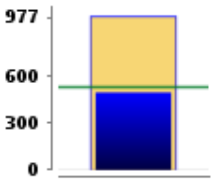
65% | 109%
Shasta



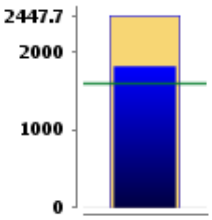
66% | 110%
Oroville



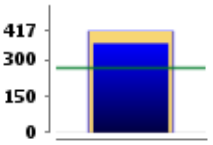
72% | 107%
New Bullards Bar



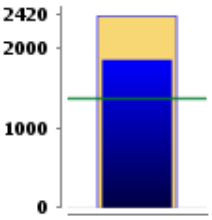
51% | 93%
Folsom



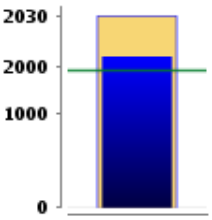
74% | 114%
Trinity



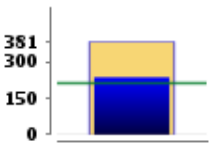
88% | 138%
Camanche



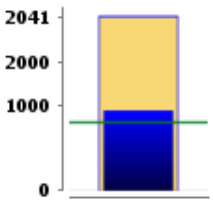
77% | 136%
New Melones



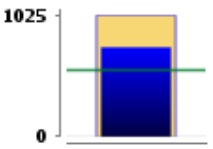
79% | 110%
Don Pedro



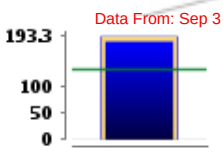
62% | 112%
Sonoma



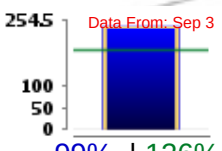
46% | 119%
San Luis



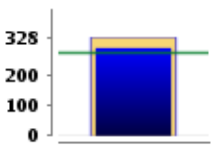
74% | 135%
McClure



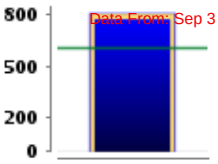
96% | 139%
Cachuma



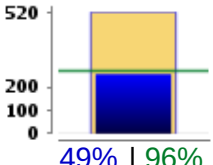
99% | 126%
Casitas



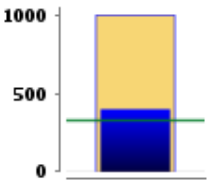
90% | 107%
Castaic



96% | 128%
Diamond Valley



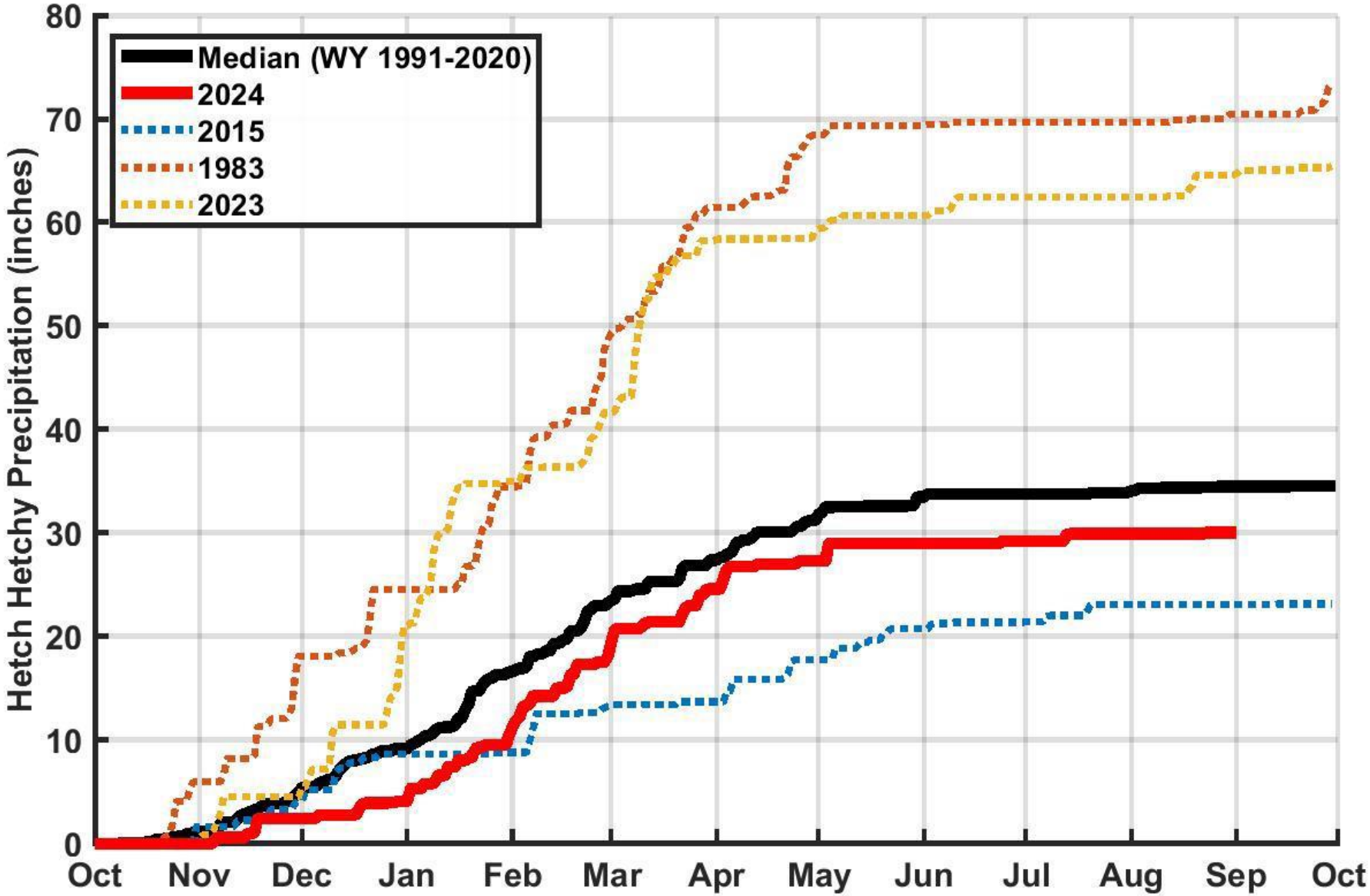
49% | 96%
Millerton



40% | 120%
Pine Flat

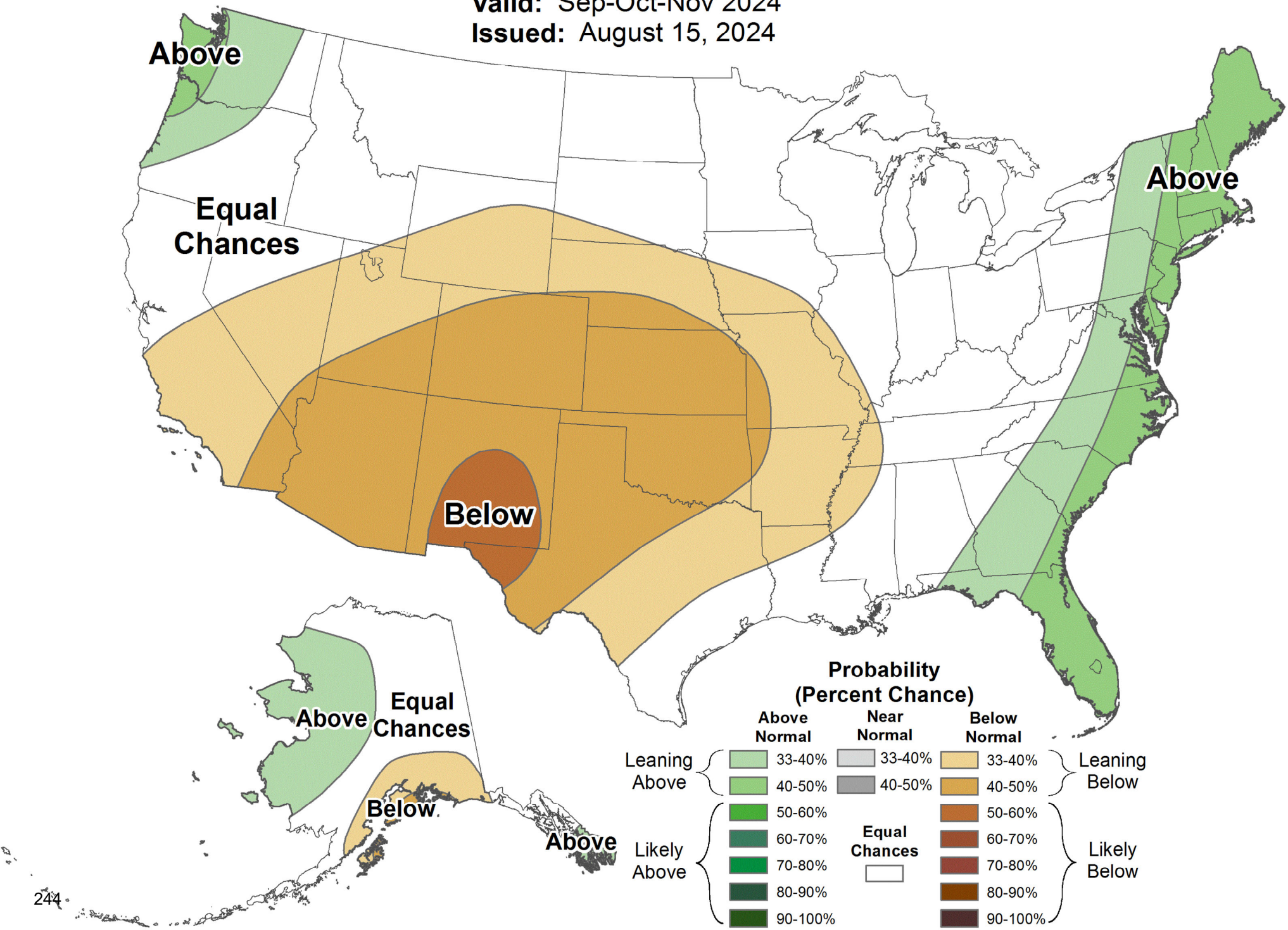
Updated 09/05/2024 07:48 AM

Hetch-Hetchy Precipitation



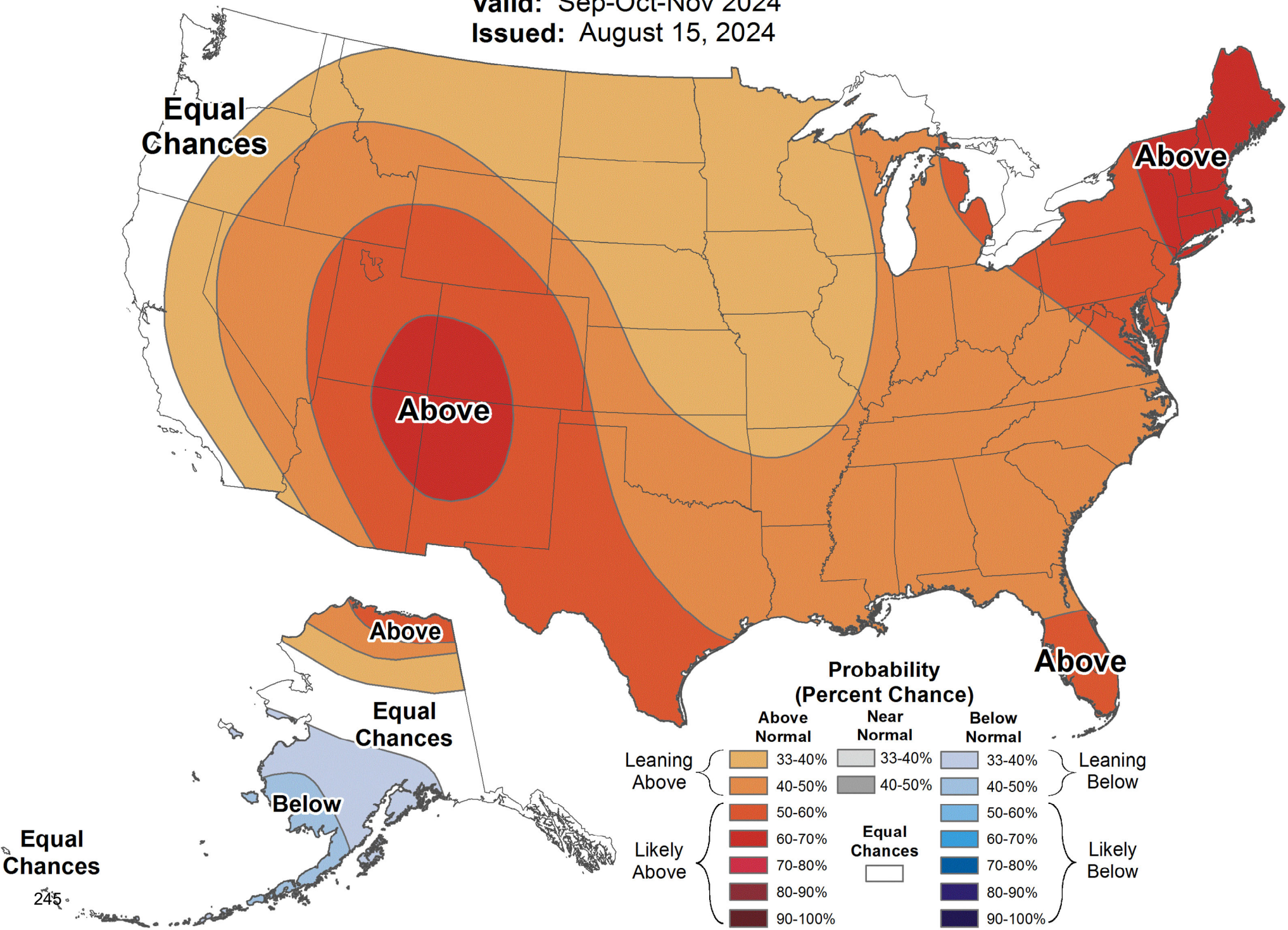
Seasonal Precipitation Outlook

Valid: Sep-Oct-Nov 2024
Issued: August 15, 2024



Seasonal Temperature Outlook

Valid: Sep-Oct-Nov 2024
Issued: August 15, 2024



Significant Wildland Fire Potential Outlook
September 2024

Significant Wildland Fire Potential

- Above Normal
- Below Normal
- Normal
- Geographic Area Boundary
- State Boundary

Above normal significant wildland fire potential indicates a greater than usual likelihood that significant wildland fires will occur.
Significant wildland fires should be expected at typical times and intervals during normal significant wildland fire potential conditions.
Significant wildland fires are still possible but less likely than usual during forecasted below normal periods.

Map produced by
Predictive Services,
National Interagency Fire Center
Boise, Idaho
Issued September 1, 2024
Next issuance October 1, 2024

Hetch Hetchy Regional Water System

RWS - Storage Conditions Comparison

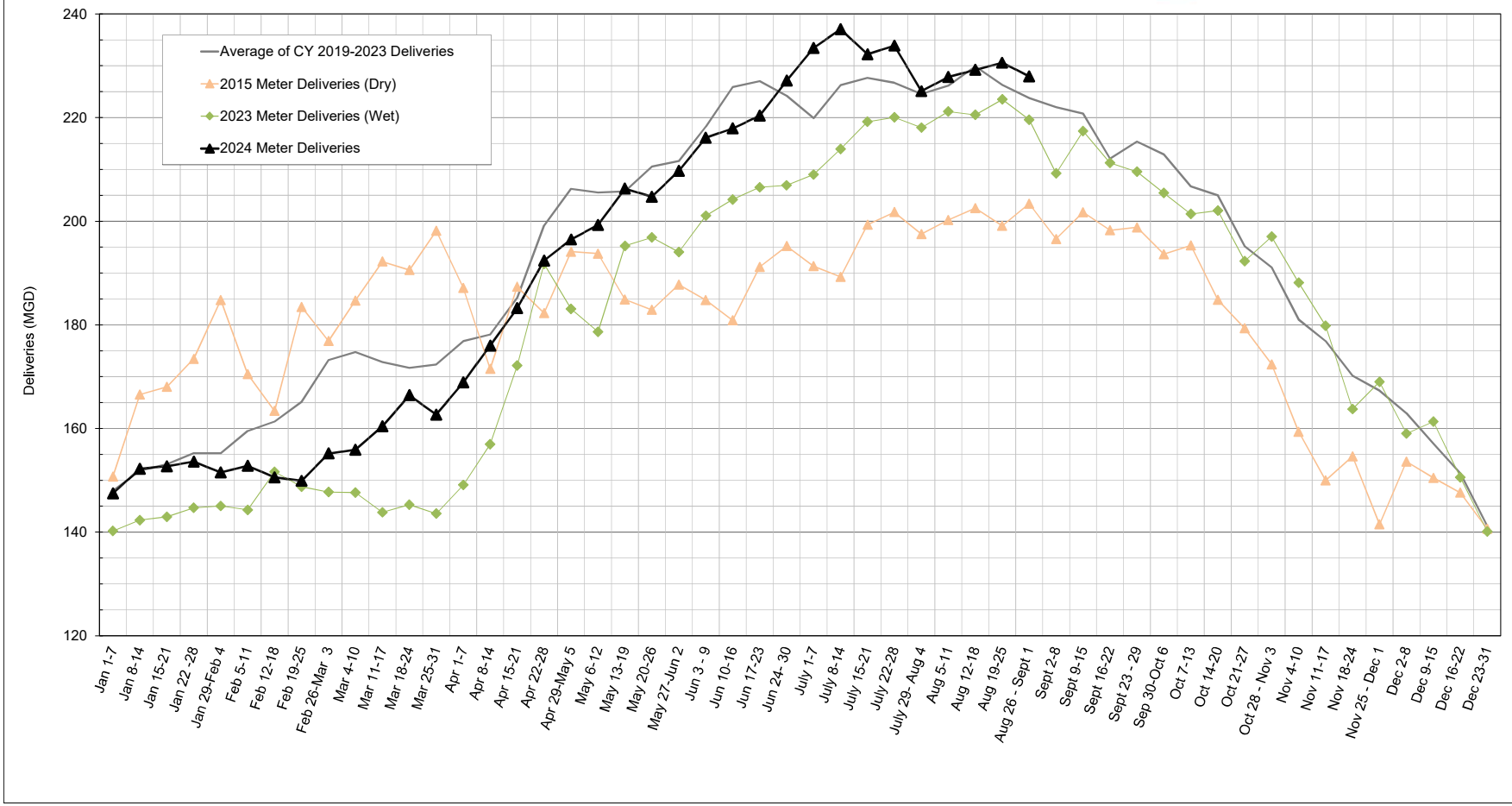
	9/1/2024			9/1/2023			Comparing	8/29/2022	
	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage	Maximum Storage Acre-Feet	Current Storage Acre-Feet	Pct. Of Maximum Storage	This Year to Last Year	Current Storage Acre-Feet	Pct. Of Maximum Storage
Tuolumne System									
Hetch Hetchy Rsvr	360,360	315,446	87.5%	360,360	359,572	99.8%	-12.3%	307,700	98.0%
Cherry Rsvr	273,345	244,197	89.3%	273,345	257,032	94.0%	-5.0%	240,900	96.0%
Lake Eleanor	27,100	24,565	90.6%	27,100	26,533	97.9%	-7.4%	23,740	97.0%
Water Bank	570,000	570,000	100.0%	570,000	570,000	100.0%	0.0%	248,503	40.1%
Total Tuoloumne Storage	**1,230,805**	**1,154,208**	93.8%	**1,230,805**	**1,213,137**	98.6%	-4.9%	**820,843**	**70.7%**
Local Bay Area Storage									
Calaveras Rsvr	96,670	89,087	92.2%	96,670	91,284	94.4%	-2.4%	59,019	63.1%
San Antonio Rsvr	53,266	49,345	92.6%	53,266	51,662	97.0%	-4.5%	45,858	88.4%
Crystal Springs Rsvr	68,953	52,411	76.0%	68,953	49,088	71.2%	6.8%	51,465	87.1%
San Andreas Rsvr	18,572	11,689	62.9%	18,572	15,476	83.3%	-24.5%	16,193	74.9%
Pilarcitos Rsvr	3,125	2,326	74.4%	3,125	2,726	87.2%	-14.7%	2,450	89.4%
Total Local Storage	**240,586**	**204,858**	85.1%	**240,586**	**210,236**	87.4%	-2.6%	**174,985**	**76.3%**
Total RWS Storage	**1,471,391**	**1,359,066**	92.4%	**1,471,391**	**1,423,373**	96.7%	-4.5%	**995,828**	**71.6%**

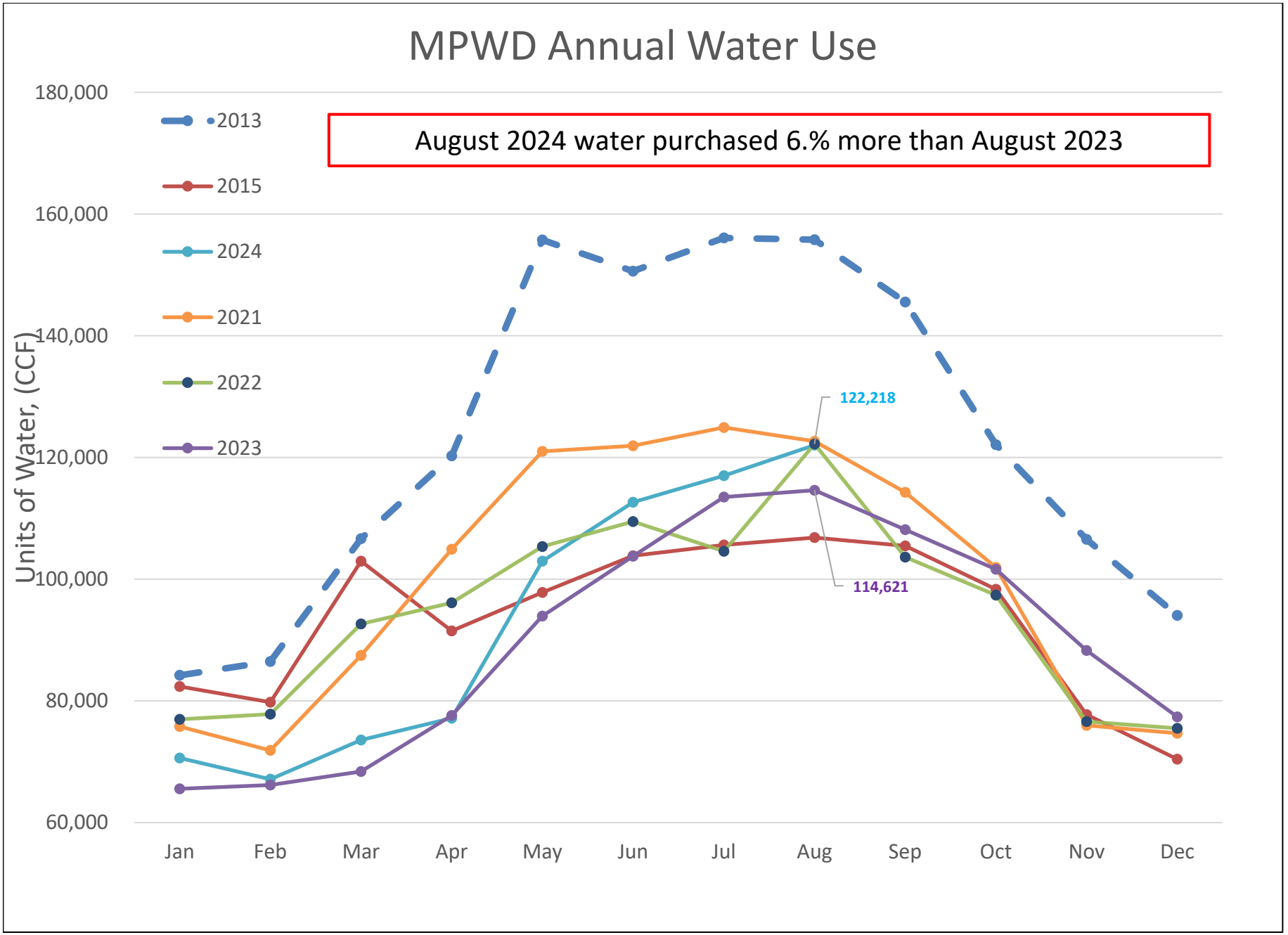
	Total RWS Storage on 7/1/2024	**1,437,001**	**Total RWS Storage on 7/1/2023**	**1,398,795**	**7/5/2022**	**1,046,369**
Inc/Dec over the month		**(77,935)**		**24,578**		**(50,541)**

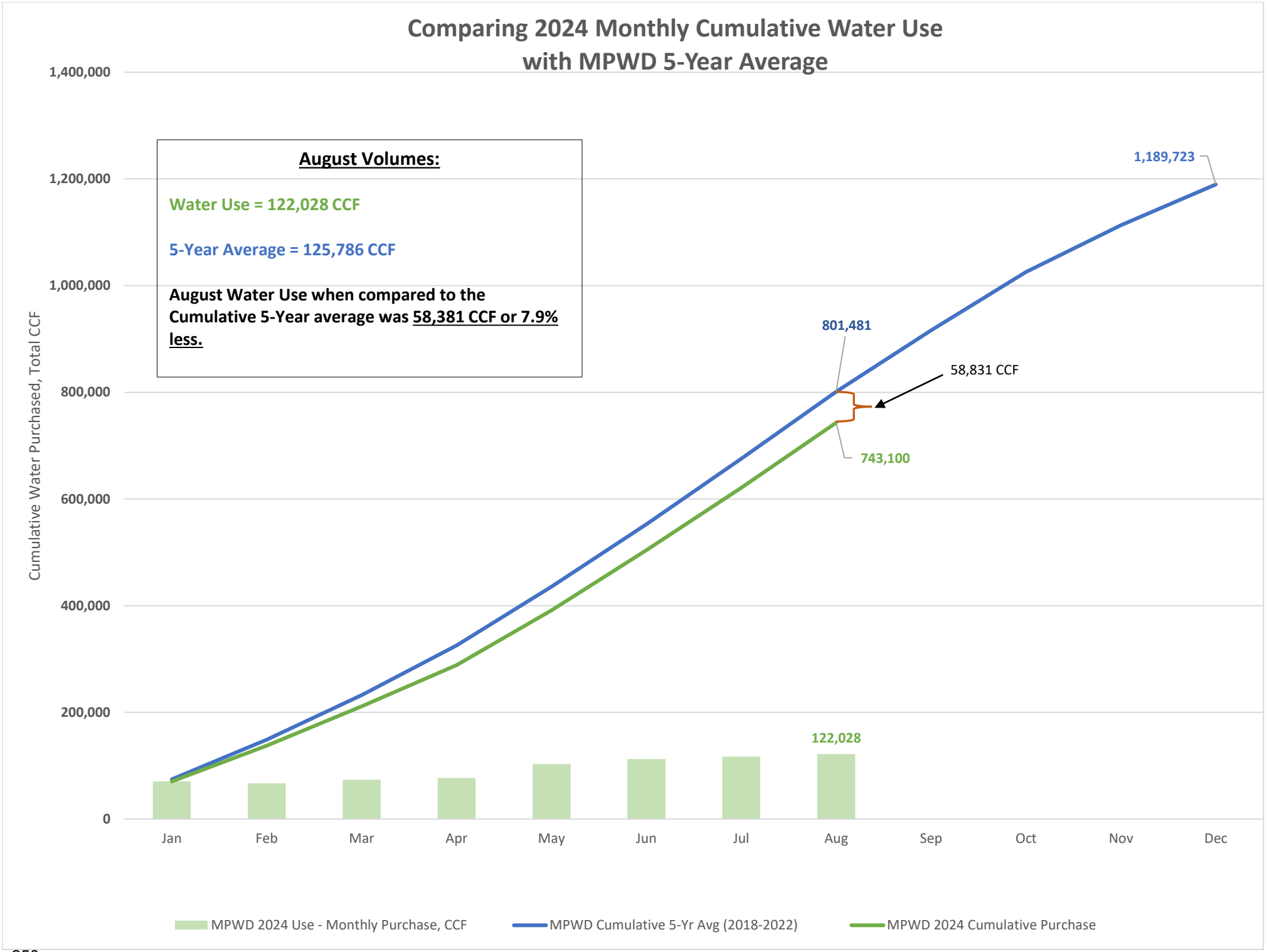
SAN FRANCISCO PUBLIC UTILITIES COMMISSION
REGIONAL WATER SYSTEM DELIVERY REPORT
Calendar Year 2024
(Monitoring Year #18)

---- Provisional Data Subject to Revision ----

SFPUC Regional Water System - Meter Deliveries
Total SFPUC Service Area
Source: SFPUC Regional Water System County Meters




MPWD Annual Water Use
August 2024 water purchased 6.% more than August 2023
Units of Water, (CCF)
180,000
160,000
140,000
120,000
100,000
80,000
60,000
2013
2015
2024
2021
2022
2023
122,218
114,621
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec


Comparing 2024 Monthly Cumulative Water Use
with MPWD 5-Year Average
August Volumes:
Water Use = 122,028 CCF
5-Year Average = 125,786 CCF
August Water Use when compared to the Cumulative 5-Year average was 58,381 CCF or 7.9% less.
1,400,000
1,200,000
1,000,000
800,000
600,000
400,000
200,000
0
Cumulative Water Purchased, Total CCF
1,189,723
801,481
58,831 CCF
743,100
122,028
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
MPWD 2024 Use - Monthly Purchase, CCF
MPWD Cumulative 5-Yr Avg (2018-2022)
MPWD 2024 Cumulative Purchase

MID-PENINSULA WATER DISTRICT

TO: Board of Directors

FROM: James W Ramsey, CPA, District Treasurer

DATE: September 26, 2024

Budget Performance and Financial Position Report
July & August, 2024

Please find the enclosed fiscal year 2024/25 (FY 24/25) unaudited monthly budget report for the period of July 1-June 30, 2025 and Statement of Financial Position as of July 31, 2024 & August 31, 2024.

July Activities

The following highlights significant activity through and as of July 31, 2024:

- The net surplus from operations is $885,069, an increase of $545,064 as compared to the same period last year. The primary changes stem from the payment for purchased water not recorded until August, resulting in a decrease of $627,648 in that account.
- Water Commodity Charges totaled $1,114,039. This is 9.6% of budget.
- Fixed System Charges were $272,116, which is 8.5% of budget.
- The total interest revenue from all sources is $48,902, which is 13.1% of budget.
- Total Operating Revenue is $1,401,126, which is 9.4% of budget. Total Non-Operating Revenue is $76,471 which is 4.6% of the amended budget.
- Total Revenue is $1,477,598 which is 8.9% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is $346,490, which is 8.7% of budget.
- Purchased Water is $0. Purchased Water cost for the year ended June 30, 2024 was $5,758,822.
- Total Operating Expenditures were $592,529, which is 3.8% of budget.
- Unrestricted Cash & Cash Equivalents is $15,673,096, which is a decrease of $221,501 from July 2023.
- Unrestricted Net Position was $19,944,741 with Total Net Position of $44,445,938.

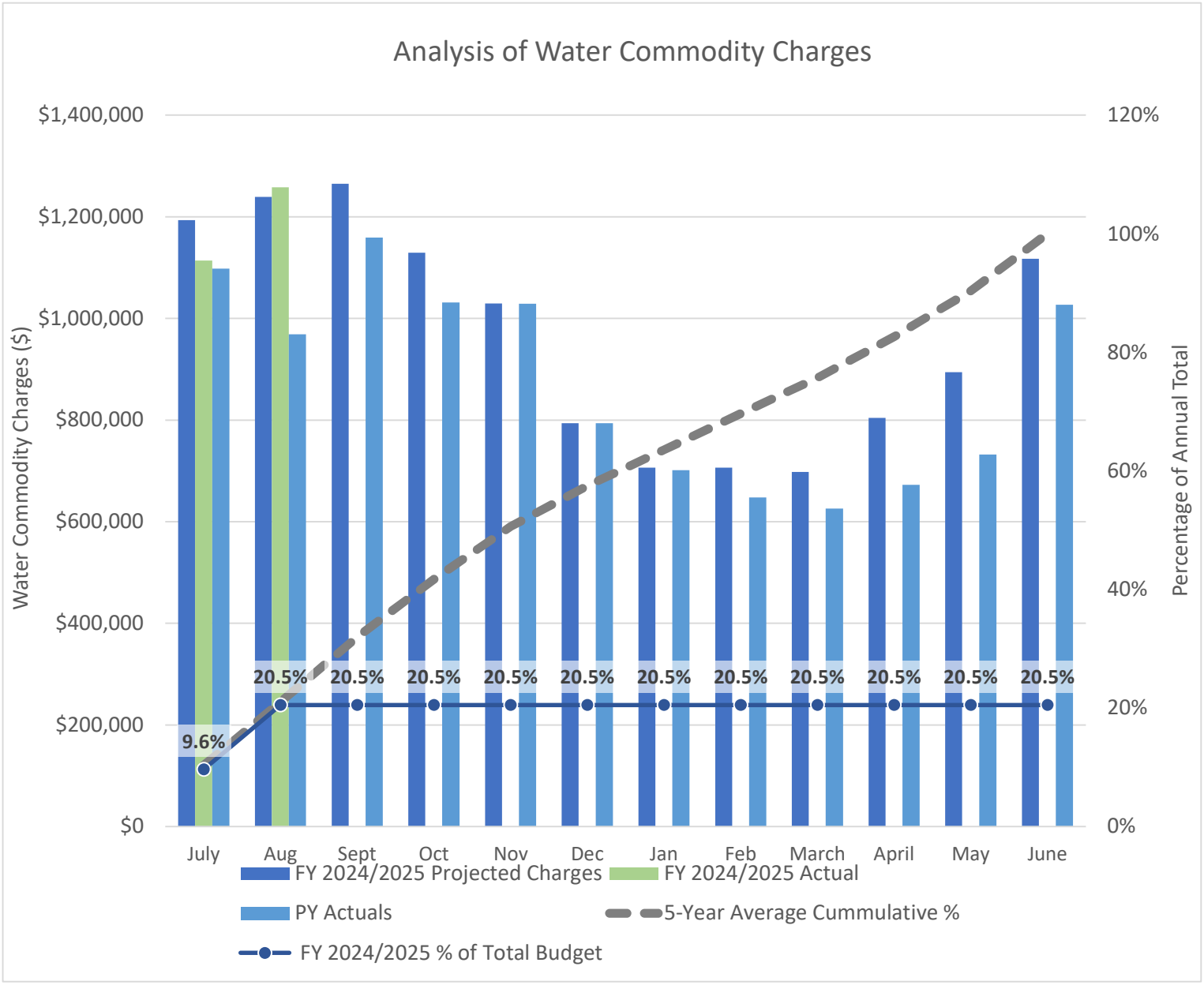
August Activities

The following highlights significant activity through and as of August 31, 2024:

- The net surplus from operations is $2,061,297, an increase of $1,277,100 as compared to the same period last year. The primary changes stem from an increase of water commodity charges charged as of August 31, 2024 of $305,388 as well water system capacity charges

collected $807,339. The most significant changes in expenditures for the same period are primarily from salaries and benefits, which are up $217,783 as compared to last year and purchased water charges down as compared to last year by $542,330. Remaining changes are spread among other categories.

- Water Commodity Charges totaled $2,372,108. This is 20.5% of budget.
- Fixed System Charges were $541,638, which is 16.9% of budget.
- The total interest revenue from all sources is $119,720, which is 25.8% of budget.
- Total Operating Revenue is $2,985,806, which is 20.0% of budget. Total Non-Operating Revenue is $981,467, which is 58.6% of the amended budget. The primary driver is the receipt of a receipt for a payment on water system capacity charges for $807,339 on August 1, 2024.
- Total Revenue is $3,967,273 which is 23.9% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is $676,005, which is 17.2% of budget.
- Purchased Water is $664,608 which is only 10.0% of budget. Purchased Water cost for the year ended June 30, 2024 was $5,758,822.
- Total Operating Expenditures were $1,905,976, which is 12.1% of budget.
- Unrestricted Cash & Cash Equivalents is $16,194,085, which is a decrease of $246,199 from August 2023.
- Unrestricted Net Position was $21,111,888 with Total Net Position of $45,622,166.



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2024/2025 Projected Charges	FY 2024/2025 Actual	FY 2024/2025 % of Total Budget
July	10.3%	10.3%	1,098,097	1,193,599	1,114,039	9.6%
August	21.0%	10.7%	968,623	1,239,525	1,258,069	20.5%
September	31.9%	10.9%	1,159,108	1,264,714	-	20.5%
October	41.7%	9.8%	1,030,999	1,129,414	-	20.5%
November	50.6%	8.9%	1,028,758	1,029,169	-	20.5%
December	57.4%	6.9%	793,729	793,919	-	20.5%
January	63.5%	6.1%	701,568	705,962	-	20.5%
February	69.7%	6.1%	647,539	706,654	-	20.5%
March	75.7%	6.0%	625,568	697,650	-	20.5%
April	82.6%	6.9%	672,435	804,474	-	20.5%
May	90.3%	7.7%	731,935	893,920	-	20.5%
June	100.0%	9.7%	1,027,158	1,117,200	-	20.5%
TOTAL		100.0%	10,485,518	11,576,200	2,372,108	

MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
AS OF JULY 31, 2024 AND 2023

	AS OF 7/31/2024	AS OF 7/31/2023
ASSETS		
Current Assets		
Cash and cash equivalents	$ 3,039,311	$ 6,654,734
Investments	12,633,785	9,239,863
Accounts receivable	2,798,934	2,611,906
Prepaid expenses and other assets	329,738	136,716
Total Current Assets	18,801,768	18,643,219
Restricted cash with fiscal agent	1,209,153	5,318,132
Lease receivable	1,099,275	1,099,275
Construction in progress	16,092,806	8,668,059
Capital assets, net	24,810,793	23,599,575
Net OPEB asset	135,246	135,246
TOTAL ASSETS	$ 62,149,041	$ 57,463,506
Deferred Outflows of Resources		
Pension related deferred outflows	$ 1,898,626	$ 1,898,626
OPEB related deferred outflows	291,399	291,399
Total Deferred Outflows	$ 2,190,025	$ 2,190,025
LIABILITIES		
Current Liabilities		
Accounts payable	$ 608,461	$ 683,275
Accrued expenses	89,452	131,093
COP Interest Payable	-	55,303
Current portion of long-term debt	579,419	564,419
Total Current Liabilities	1,277,332	1,434,090
Noncurrent Liabilities		
Compensated absenses	198,259	198,259
Lease liability	84,816	84,816
SBITA Liability	4,854	4,854
Long-term portion of Certificates of Participation	16,262,510	16,697,510
Net pension liability	271,173	271,173
Total Noncurrent Liabilities	16,821,612	17,256,612
TOTAL LIABILITIES	18,098,944	18,690,702
Deferred Inflows of Resources		
Pension related deferred inflows	844,115	844,115
Lease receivable related deferred inflows	950,069	950,069
Total Deferred Inflows	1,794,184	1,794,184
NET POSITION		
Net investment in capital assets	$ 24,501,197	$ 23,249,435
Unrestricted	19,944,741	15,919,210
TOTAL NET POSITION	$ 44,445,938	$ 39,168,645

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATING
FOR THE 1 MONTH ENDED JULY 2024
SUMMARY

			Target	16.67%
DESCRIPTION	**APPROVED FY 2024-25 BUDGET**	**ACTUALS 7/1/2024-7/31/2024**	**REMAINING BALANCE/ (OVER BUDGET)**	**Y-T-D % OF BUDGET**
OPERATING REVENUE				
WATER COMMODITY CHARGES	11,576,200	1,114,039	10,462,161	9.6%
FIXED SYSTEM CHARGES	3,197,000	272,116	2,924,884	8.5%
FIRE SERVICE CHARGES	18,000	1,479	16,521	8.2%
MISC CUSTOMER ACCOUNT FEES	98,700	9,879	88,821	10.0%
SERVICE LINE & INSTALLATION CHARGES	60,000	3,614	56,386	6.0%
MISCELLANEOUS OPERATING	3,000	-	3,000	-
TOTAL OPERATING REVENUE (SOURCES)	**14,952,900**	**1,401,126**	**13,551,774**	**9.4%**
WATER SYSTEM CAPACITY CHARGES	60,000	-	60,000	-
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	5,148	539,852	0.9%
LEASE OF PHYSICAL PROPERTY	168,000	22,022	145,978	13.1%
MISCELLANEOUS NON-OPERATING	75,000	-	75,000	-
INTEREST REVENUE - PARS	41,000	12,115	28,885	29.5%
INTEREST REVENUE - LAIF	100,000	-	100,000	-
INTEREST REVENUE - COP	273,000	2,495	270,505	0.9%
INTEREST REVENUE - US TREASURIES	393,000	34,292	358,708	8.7%
LANDSCAPE PERMIT REVENUE	4,000	400	3,600	10.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	**1,674,000**	**76,471**	**1,597,529**	**4.6%**
TOTAL REVENUE (SOURCES)	**16,626,900**	**1,477,598**	**15,149,302**	**8.9%**
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,772,868	164,289	2,608,579	5.9%
PAYROLL TAXES & BENEFITS	1,176,865	182,202	994,664	15.5%
PURCHASED WATER	6,640,719	-	6,640,719	-
OUTREACH & EDUCATION	80,000	-	80,000	-
M&R - OPS SYSTEM	630,000	4,129	625,871	0.7%
M&R - FACILITIES & EQUIPMENT	352,000	7,106	344,894	2.0%
SYSTEM SURVEYS	-	-	-	-
ADMINISTRATION & EQUIPMENT	715,000	84,377	630,623	11.8%
MEMBERSHIP & GOV FEES	606,000	41,797	564,203	6.9%
BAD DEBT & CLAIMS	40,000	-	40,000	-
UTILITIES	506,400	55,920	450,480	11.0%
PROFESSIONAL SERVICES	1,076,500	52,710	1,023,790	4.9%
TRAINING/TRAVEL & RECRUITMENT	87,500	-	87,500	-
DEBT SERVICE	1,055,000	-	1,055,000	-
TOTAL OPERATING EXPENDITURES (USES)	**15,738,852**	**592,529**	**15,146,323**	**3.8%**
NET SURPLUS/LOSS	**888,048**	**885,069**	**-**	**99.7%**
DEBT SERVICE COVERAGE	**0.93**	**N/A**		

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-CAPITAL
FOR THE 1 MONTH ENDED JULY 2024
SUMMARY

				Target	8.33%
DESCRIPTION	**APPROVED FY 2024-25 BUDGET**	**ACTUALS 7/1/2024-7/31/2024**	**REMAINING BALANCE/ (OVER BUDGET)**	**Y-T-D % OF BUDGET**	
CAPITAL ASSETS					
Trucks (2)	$ 200,000	$ -	$ 200,000	-	
Surveillance Equipment for Tanks / Facilities	40,000	-	40,000	-	
Misc. Equipment	30,000	-	30,000	-	
Valve Turner	30,000	-	30,000	-	
Air Relief and Vacuum Valves	100,000				
TOTAL CAPITAL ASSET	**400,000**	**-**	**300,000**	**-**	
CAPITAL PROJECTS - PAYGO					
15-75A Old County Road Improvements	225,000	-	225,000	-	
15-09/15-19 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	-	3,000,000	-	
24-08 Exborne West Tank Recoating	675,000	-	675,000	-	
West Belmont North Tank Recoating	130,000	-	130,000	-	
TOTAL CAPITAL PROJECTS - PAYGO	**4,030,000**	**-**	**4,030,000**	**-**	
CAPITAL PROJECTS - DEBT FINANCING					
20-09 Dairly Lane Ops Center Rehab Design	1,859,858	-	1,859,858	-	
24-07 Folger Drive Property Improvements	2,295,000	-	2,295,000	-	
TOTAL CAPITAL PROJECTS - DEBT FINANCING	**4,154,858**	**-**	**12,214,858**	**-**	
TOTAL CAPITAL PROJECTS	**8,184,858**	**-**	**16,244,858**		
TOTAL CAPITAL	**8,584,858**	**-**	**16,544,858**		

MID-PENINSULA WATER DISTRICT
INVESTMENT & RESERVES REPORT
AS OF JULY 31, 2024

Cash Analysis

Account		Investment	Cost	Market Value	Interest Earned (Fiscal - to - date)	Yield	Days to Maturity
Petty Cash		Cash	$ 800	$ 600	-	n/a	n/a
Wells Fargo		Cash	344,258	344,258	-	n/a	n/a
LAIF		LAIF	2,697,000	2,697,000	-	4.15% +	0
BNY - Reserve	*	Money Market Funds	668,157	670,651	2,495	5.13%	0
PARS - Pension	*	Money Market Funds	540,996	550,077	12,115	2.36% ++	0
Zions		Money Market Funds	1,508,542	1,508,542		4.94%	0
		US Treasury Notes	2,030,735	2,122,809		1.51%	61
		US Treasury Notes	1,749,168	1,752,346		4.14%	153
		US Treasury Notes	2,654,843	2,690,552		0.39%	242
		US Treasury Notes	4,543,870	4,559,535		0.26%	334
		Total Zions	12,487,159	12,633,785	34,292		
		Total Cash and investments	$ 16,738,370	$ 16,896,370	$ 48,902		

Reserves Analysis

Priority	Reserve		Target	Funded Amount	% Funded	Description of amount
1	Working Capital (Operating) Reserve		$ 7,869,426	$ 7,869,426	100.00%	50% of Annual Fiscal Year Budgeted Expenditures
2	Capital Reserve		8,000,000	3,693,679	46.17%	Fixed.
3	IRC 115 Irrevocable Trust - Pension		271,173	550,077	202.85%	100% of the District's projected net pension/total OPEB liability, or $500,000 if no liability is outstanding. Based on most recent audited financial statements.
	IRC 115 Irrevocable Trust - OPEB	+++	3,495,503	4,112,537	117.65%	
4	Rate Stabilization Reserves		1,200,000	-	0.00%	Fixed or $500,000 if no bonds are outstanding
n/a	Reserve for debt service		754,300	670,651	88.91%	Required by bond agreements for the COP. Amount based next scheduled debt service.
			21,590,402	16,896,370	78.26%	

* - Restricted accounts
+ - based on a rolling 12 - month average
++ - based on a 3-year annualized return
+++ - amounts not reported in cash and investments balance sheet due to accounting treatment

MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
AS OF AUGUST 31, 2024 AND 2023

	AS OF 8/31/2024	AS OF 8/31/2023
ASSETS		
Current Assets		
Cash and cash equivalents	$ 3,501,057	$ 7,170,837
Investments	12,693,028	9,269,447
Accounts receivable	2,988,146	2,463,760
Prepaid expenses and other assets	329,738	136,716
Total Current Assets	19,511,969	19,040,760
Restricted cash with fiscal agent	1,220,728	5,218,832
Lease receivable	1,099,275	1,099,275
Construction in progress	16,542,992	8,781,325
Capital assets, net	24,810,793	23,599,575
Net OPEB asset	135,246	135,246
TOTAL ASSETS	$ 63,321,003	$ 57,875,013
Deferred Outflows of Resources		
Pension related deferred outflows	$ 1,898,626	$ 1,898,626
OPEB related deferred outflows	291,399	291,399
Total Deferred Outflows	$ 2,190,025	$ 2,190,025
LIABILITIES		
Current Liabilities		
Accounts payable	$ 604,195	$ 650,590
Accrued expenses	89,452	131,093
COP Interest Payable	-	55,303
Current portion of long-term debt	579,419	564,419
Total Current Liabilities	1,273,066	1,401,405
Noncurrent Liabilities		
Compensated absenses	198,259	198,259
Lease liability	84,816	84,816
SBITA Liability	4,854	4,854
Long-term portion of Certificates of Participation	16,262,510	16,697,510
Net pension liability	271,173	271,173
Total Noncurrent Liabilities	16,821,612	17,256,612
TOTAL LIABILITIES	18,094,678	18,658,017
Deferred Inflows of Resources		
Pension related deferred inflows	844,115	844,115
Lease receivable related deferred inflows	950,069	950,069
Total Deferred Inflows	1,794,184	1,794,184
NET POSITION		
Net investment in capital assets	$ 24,510,278	$ 23,241,060
Unrestricted	21,111,888	16,371,777
TOTAL NET POSITION	$ 45,622,166	$ 39,612,837

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATING
FOR THE 2 MONTHS ENDED AUGUST 2024
SUMMARY

			Target	16.67%
DESCRIPTION	**APPROVED FY 2024-25 BUDGET**	**ACTUALS 7/1/2024-8/31/2024**	**REMAINING BALANCE/ (OVER BUDGET)**	**Y-T-D % OF BUDGET**
OPERATING REVENUE				
WATER COMMODITY CHARGES	11,576,200	2,372,108	9,204,092	20.5%
FIXED SYSTEM CHARGES	3,197,000	541,638	2,655,362	16.9%
FIRE SERVICE CHARGES	18,000	2,969	15,031	16.5%
MISC CUSTOMER ACCOUNT FEES	98,700	18,849	79,851	19.1%
SERVICE LINE & INSTALLATION CHARGES	60,000	48,242	11,758	80.4%
MISCELLANEOUS OPERATING	3,000	2,000	1,000	66.7%
TOTAL OPERATING REVENUE (SOURCES)	**14,952,900**	**2,985,806**	**11,967,095**	**20.0%**
WATER SYSTEM CAPACITY CHARGES	60,000	807,339	(747,339)	1345.6%
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	5,148	539,852	0.9%
LEASE OF PHYSICAL PROPERTY	168,000	42,861	125,139	25.5%
MISCELLANEOUS NON-OPERATING	75,000	6,000	69,000	8.0%
INTEREST REVENUE - PARS	41,000	21,196	19,804	51.7%
INTEREST REVENUE - LAIF	100,000	-	100,000	-
INTEREST REVENUE - COP	273,000	4,989	268,011	1.8%
INTEREST REVENUE - US TREASURIES	393,000	93,535	299,465	23.8%
LANDSCAPE PERMIT REVENUE	4,000	400	3,600	10.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	**1,674,000**	**981,467**	**692,533**	**58.6%**
TOTAL REVENUE (SOURCES)	**16,626,900**	**3,967,273**	**12,659,627**	**23.9%**
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,772,868	349,061	2,423,807	12.6%
PAYROLL TAXES & BENEFITS	1,176,865	326,944	849,921	27.8%
PURCHASED WATER	6,640,719	664,608	5,976,111	10.0%
OUTREACH & EDUCATION	80,000	(2,034)	82,034	-2.5%
M&R - OPS SYSTEM	630,000	24,773	605,227	3.9%
M&R - FACILITIES & EQUIPMENT	352,000	60,794	291,206	17.3%
SYSTEM SURVEYS	-	2,100	(2,100)	#DIV/0!
ADMINISTRATION & EQUIPMENT	715,000	95,090	619,910	13.3%
MEMBERSHIP & GOV FEES	606,000	87,139	518,861	14.4%
BAD DEBT & CLAIMS	40,000	-	40,000	-
UTILITIES	506,400	80,192	426,208	15.8%
PROFESSIONAL SERVICES	1,076,500	212,731	863,769	19.8%
TRAINING/TRAVEL & RECRUITMENT	87,500	4,579	82,921	5.2%
DEBT SERVICE	1,055,000	-	1,055,000	-
TOTAL OPERATING EXPENDITURES (USES)	**15,738,852**	**1,905,976**	**13,832,876**	**12.1%**
NET SOURCES OVER/(UNDER) USES	**888,048**	**2,061,297**		
TOTAL OPERATING EXPENDITURES	**15,738,852**	**1,905,976**	**13,832,876**	**12.1%**
DEPRECIATION EXPENSE	**1,100,000**	**183,370**	**916,630**	**16.7%**
TOTAL EXPENSES	**16,838,852**	**2,089,346**	**14,749,506**	**12.4%**
NET SURPLUS/LOSS	**(211,952)**	**1,877,927**	**(916,630)**	**-886.0%**
DEBT SERVICE COVERAGE	**0.93**	**N/A**		

MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-CAPITAL
FOR THE 2 MONTHS ENDED AUGUST 2024
SUMMARY

				Target	16.67%
DESCRIPTION	**APPROVED FY 2024-25 BUDGET**	**ACTUALS 7/1/2024-8/31/2024**	**REMAINING BALANCE/ (OVER BUDGET)**	**Y-T-D % OF BUDGET**	
CAPITAL ASSETS					
Trucks (2)	$ 200,000	$ -	$ 200,000	-	
Surveillance Equipment for Tanks / Facilities	40,000	-	40,000	-	
Misc. Equipment	30,000	-	30,000	-	
Valve Turner	30,000	-	30,000	-	
Air Relief and Vacuum Valves	100,000				
TOTAL CAPITAL ASSET	**400,000**	**-**	**300,000**	**-**	
CAPITAL PROJECTS - PAYGO					
15-75A Old County Road Improvements	225,000	2,636	222,365	1.2%	
15-09/15-19 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	10,547	2,989,453	0.4%	
24-08 Exborne West Tank Recoating	675,000	-	675,000	-	
West Belmont North Tank Recoating	130,000	-	130,000	-	
TOTAL CAPITAL PROJECTS - PAYGO	**4,030,000**	**13,183**	**4,016,817**	**0.3%**	
CAPITAL PROJECTS - DEBT FINANCING					
20-09 Dairly Lane Ops Center Rehab Design	1,859,858	-	1,859,858	-	
24-07 Folger Drive Property Improvements	2,295,000	30,523	2,264,477	1.3%	
TOTAL CAPITAL PROJECTS - DEBT FINANCING	**4,154,858**	**56,888**	**12,157,970**	**1.4%**	
TOTAL CAPITAL PROJECTS	**8,184,858**	**70,071**	**16,174,787**		
TOTAL CAPITAL	**8,584,858**	**70,071**	**16,474,787**		

MID-PENINSULA WATER DISTRICT
INVESTMENT & RESERVES REPORT
AS OF AUGUST 31, 2024

Cash Analysis

Account		Investment	Cost	Market Value	Interest Earned (Fiscal - to - date)	Yield	Days to Maturity
Petty Cash		Cash	$ 800	$ 600	$ -	n/a	n/a
Wells Fargo		Cash	806,004	806,004	-	n/a	n/a
LAIF		LAIF	2,697,000	2,697,000	-	4.15% +	0
BNY - Reserve	*	Money Market Funds	670,651	670,651	4,989	5.13%	0
PARS - Pension	*	Money Market Funds	550,077	550,077	21,196	2.36% ++	0
Zions		Money Market Funds	1,510,222	1,510,222		4.94%	0
		US Treasury Notes	2,030,735	2,130,942		1.51%	61
		US Treasury Notes	1,749,168	1,755,187		4.14%	153
		US Treasury Notes	2,654,843	2,706,511		0.39%	242
		US Treasury Notes	4,543,870	4,590,965		0.26%	334
		Total Zions	12,488,839	12,693,828	93,535		
		Total Cash and investments	$ 17,213,371	$ 17,418,160	$ 119,720		

Reserves Analysis

Priority	Reserve		Target	Funded Amount	% Funded	Description of amount
1	Working Capital (Operating) Reserve		$ 7,869,426	$ 7,869,426	100.00%	50% of Annual Fiscal Year Budgeted Expenditures
2	Capital Reserve		8,000,000	4,886,120	61.08%	Fixed.
3	IRC 115 Irrevocable Trust - Pension		271,173	550,077	202.85%	100% of the District's projected net pension/total OPEB liability, or $500,000 if no liability is outstanding. Based on most recent audited financial statements.
	IRC 115 Irrevocable Trust - OPEB	+++	3,495,503	4,112,537	117.65%	
4	Rate Stabilization Reserves		1,200,000	-	0.00%	Fixed or $500,000 if no bonds are outstanding
n/a	Reserve for debt service		754,300	670,651	88.91%	Required by bond agreements for the COP. Amount based next scheduled debt service.
			21,590,402	17,418,160	80.68%	

* - Restricted accounts
+ - based on a rolling 12 - month average
++ - based on a 3-year annualized return
+++ - amounts not reported in cash and investments balance sheet due to accounting treatment

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 9.A.2.

DATE: September 26, 2024

TO: Board of Directors

FROM: Joubin Pakpour, PE – District Engineer

SUBJECT: Capital Project Update

Harbor Blvd Water Main Improvements (20-07)
All construction work is complete with the exception of closing out the County encroachment permit which is pending the resolution of conduit repair at the intersection Industrial and Harbor Blvd. District Counsel has prepared a summary which will be sent to the County once the OCR project is complete. We noticed an issue while preparing the record drawings and are actively working on resolving it. We will update the board with our findings and proposed solutions.

Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (15-09 &15-19)
Consultant submitted an addendum to modify their indemnity clause to reflect the comments received from the Division of Drinking Water. District Counsel met with the Consultants Attorney's and a compromised resolution was reached. The addendum was signed by both the District and Consultant. The 100% design was submitted by the consultant for District review. The city reviewed and provided comments on the 60% plans in May 2024. Since there was a delay from the State in finalizing our permit, as a courtesy, we forwarded the final plans to the city for another review. We received comments that the city would like us to shift our alignment at the intersection of Dekoven and Lincoln Avenues, requiring a redesign. The consultant is currently working on this task. We will discuss this matter with the city during our next quarterly meeting as there are cost implications when changes are made after the design is complete.

Old County Road Water Main Improvements (15-75)
Please see report under Agenda Item 7.B.

BOARD ACTION: APPROVED:_____ DENIED:_____ POSTPONED:_____ STAFF DIRECTION:_____
UNANIMOUS____ VELLA _____ ZUCCA _____ JORDAN_____ SCHMIDT _____ WHEELER _____

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 9.A.3

TO: Board of Directors

FROM: Alison Bell, Administrative Services Manager

DATE: September 26, 2024

ADMINISTRATIVE SERVICES MANAGER'S REPORT

August/September:

Tour of Facilities
Thank you to Michael Anderson for providing me an extensive and detailed tour of our water system. I explained to Michael when we approached our first pumping station that I was easily impressed by anything, so he made sure to show me all the things that could provide the wow factor. It was so valuable to have the tour by a veteran employee as you could hear the pride in all the stories shared with me.

National Night Out
Fun is an understatement to describe the experience I had representing MPWD! We had a steady flow of community members stopping by our table all night. I would like to think they stopped by to ask about how our water system works, but something tells me they were mostly there for the swag. I was able to observe and learn from listening to Rene talking to community members about our water system model that was on display, which was a bonus for me!

CSDA Conference
I had the pleasure of attending the annual CSDA conference with Kat. It was a terrific opportunity to network and attend sessions that were inspiring to me. A highlight was attending a session that focused on the happiness of employees which leads to retention strategies.

ADP (Strategic Plan No. B-1.3)
Since implementing ADP in 2020, MPWD has invested approximately $56,500 in services that remain unutilized. To address this, I conducted an internal audit to reassess our service usage and identify cost-saving opportunities. As a result, we are eliminating unused features and optimizing our service to better align with our needs. Elimination of unused features will result in approximately $3,000 annually going forward.

One notable change to utilize the available features involves the Time and Attendance module, which we are prioritizing for immediate implementation. This feature will automate the tracking and reconciliation of leave of absence requests, replacing the current paper-based process that often results in incomplete forms due to inefficient routing. Employees will now be able to request time off through ADP's online platform and/or mobile app, which we are already paying

for but not utilizing. This app not only streamlines time-off requests but also provides easy access to payroll information and details about the Employee Assistance Program (EAP), which is another feature that we are currently paying for and not utilizing. Supervisors will receive timely alerts via email or app notifications for time-off requests, allowing for immediate review and approval without the need for paper forms. This will reduce staff time needed for these routine and consistent administrative tasks. Additionally, all records will be accessible through ADP, ensuring a streamlined digital paper trail for future reference and reducing the potential for human filing errors.

Additionally, we will be implementing the New Hire Onboarding module, another feature we are currently paying for but not using. This module enables a completely paperless onboarding process, allowing new hires to complete and review all necessary paperwork at their convenience from home. On their first day, new employees will still meet with payroll and HR to review their documents and benefits, but they will no longer face a stack of paperwork. These documents will also be available at any time in ADP for the employees' future reference. The new onboarding feature also facilitates the distribution of updated forms requiring current employee signatures, reducing the need for manual tracking. Furthermore, we can incorporate our MPWD welcome video into the onboarding process, enhancing the new hire experience right from the start. Liz Ganske has been tasked with implementing these new features and has hit the ground running with them. I appreciate her collaboration on this project, her historical knowledge with ADP is valuable to the district.

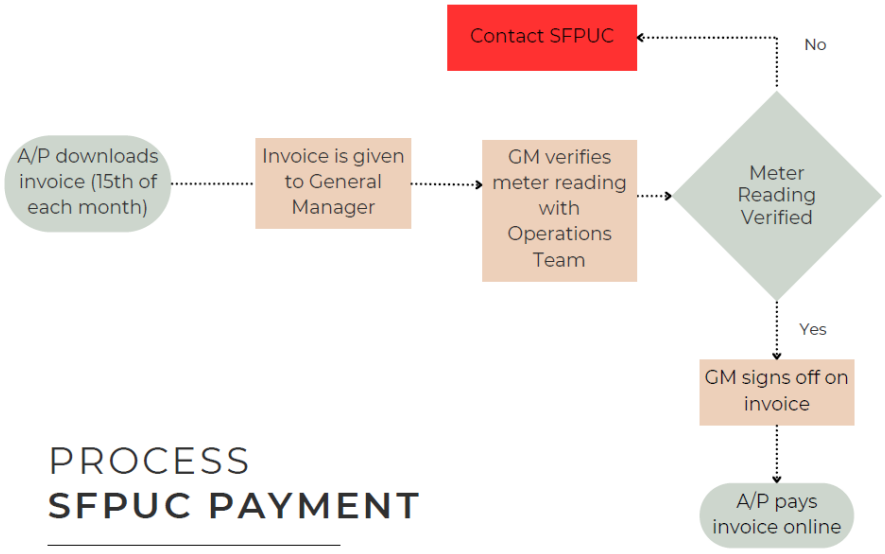
These enhancements will streamline our administrative processes, improve efficiency, and generate cost savings by fully utilizing the capabilities of our existing ADP services. I will continue to update the Board as utilization of current features progresses.

Processes

During our recent monthly Administrative Staff meetings, we introduced a comprehensive strategy for creating and implementing standardized processes. This initiative is aimed at enhancing operational efficiency and consistency across our administrative functions.

The development of clear, written processes is crucial for several reasons. Firstly, well-documented processes ensure that all staff members have a consistent understanding of their responsibilities, and the steps involved in completing specific tasks. This reduces the likelihood of errors and omissions, improves communication, and helps maintain high-quality standards. Secondly, established processes provide a framework for training new employees, enabling them to quickly become proficient and integrate seamlessly into their roles. Additionally, having documented procedures allows for easier identification and resolution of issues, as deviations from the process can be promptly addressed and corrected.

An illustrative example of a newly implemented process is the handling of the San Francisco Public Utilities Commission (SFPUC) invoice. As the largest invoice the District receives regularly, it is essential to have a clear and efficient procedure for its payment. The established process for this invoice includes detailed steps for review, approval, and payment, ensuring accuracy and timeliness. By following this process, we minimize the risk of payment delays and discrepancies, thereby maintaining good relationships with our vendors and ensuring smooth financial operations.



Some processes will include supporting documentation to facilitate cross-training among administrative staff. Comprehensive processes, complete with detailed workflows and accompanying documentation, enable other employees to step in and handle time-sensitive tasks in the absence of the regular staff member.

Overall, the creation and implementation of robust processes are vital for improving efficiency, supporting staff, and ensuring the reliability of our operations. Moving forward, we will continue to identify and document key processes to further enhance our administrative practices and support the success of our organization.

Records Management Policy Training/Lunch and Learn (Strategic Plan No. B-4.3)

On August 19th, I had the pleasure of providing training to all employees reviewing the newly adopted Records Management Policy. Key highlights from the training are:

Overview of Records Management "What is it?" (2 minutes)

- **Definition and Importance**
  - Define records management as the systematic control of records throughout their lifecycle, from creation to disposal.
  - Emphasize the importance for ensuring compliance with laws and regulations, protecting sensitive information, and maintaining organizational efficiency.

Policy Manual Structure "How to navigate the manual" (3 minutes)

- **Overview of Document Sections**
  - The manual includes sections on policy objectives, records classification, retention schedules, storage and security, access and retrieval, disposal and destruction, compliance, and training.
  - Briefly summarize the purpose of each section and how they contribute to effective records management.

Records Management Policy Summary "Our why" (2 minutes)

- **Policy Objectives**
  - **Objective**: To ensure proper management of records to support operational needs, legal compliance, and historical preservation.
  - **Key Goals**:

        - Legal compliance with state and federal regulations.
        - Efficient management and retrieval of records.
        - Protection of sensitive and confidential information.

Records Classification and Retention (20 minutes)

- **Records Classification**
    - Records are classified into categories such as Administrative, Financial, Legal, and Historical.
    - **Administrative Records**: Include routine operational documents.
    - **Financial Records**: Include budgets, financial statements, and invoices.
    - **Legal Records**: Include contracts, agreements, and legal correspondence.
    - **Historical Records**: Include documents with long-term value, such as organizational history or significant events.
- **Retention Schedules**
    - **Retention Periods**: Specify the duration for retaining records based on their type and legal requirements. For example:
        - **Administrative Records**: Retained for 3 years.
        - **Financial Records**: Retained for 7 years.
        - **Legal Records**: Retained for the duration of the legal requirement or until litigation is resolved.

Records Disposal and Destruction (3 minutes)

- **Disposal Procedures**
    - **Authorization**: Ensure records are reviewed and authorized for disposal by designated personnel.
    - **Method**: Use appropriate methods for disposal based on the record type (e.g., shredding, electronic deletion).
- **Destruction Methods**
    - **Physical Records**: Shred or incinerate to ensure complete destruction.
    - **Electronic Records**: Use secure deletion methods to prevent recovery of deleted files.
- **Documentation of Disposal**
    - Maintain records of disposal activities, including what was destroyed, when, and by whom.
    - Ensure documentation is retained to provide evidence of compliance with retention policies.

Evaluation Process Revamp (Strategic Plan No. B-1.1)

I am currently reviewing and updating the evaluation process and forms that have been in use for several years. We are revising the evaluation form to enhance its effectiveness and usability. The updated form will eliminate the self-assessment scoring component, where employees previously had to rate their performance against their supervisors' evaluations. Instead, employees will now submit a self-assessment paragraph that allows them to highlight their achievements and successes over the past year. This change aims to streamline the evaluation process and focus more on employee accomplishments rather than comparative scoring.

Another improvement being considered is the potential introduction of a biennial cycle evaluation system for employees who have been with the organization for 10 or more years. These long-tenured employees would be evaluated every year, but after 10 years with the District would have the option of doing a more streamlined evaluation process every other year, unless a supervisor deems otherwise.

Personnel Manual (Strategic Plan No. A-1.4)

We are working diligently on updating the Personnel Manual in-house. We have slowed down our progress due to additional changes and updates we are making to various employee processes like the evaluation system.

Granicus Peak Transition

We currently use Granicus' Novus software for Board agenda and packet publication. This software is being deprecated and we will be transitioning to Granicus' newer software, called Peak. We will be entering the training stages for the Peak transition soon. The transition will include multiple training courses for administrators and then basic training sessions for other admin staff so that we can foster cross-training between colleagues. The Peak platform will be a welcome upgrade from Novus as we will have more control over our own records and creation of meetings.

Employee Retention and Succession Planning (Strategic Element 1)

Employee retention is a top priority for our district, especially now that we are fully staffed. In today's competitive job market and with the rising cost of living, it is essential to invest in our team's satisfaction and long-term commitment. We have already begun implementing strategies to attract and retain talent, such as adopting a four-day work week, which has been well received by our employees. This schedule not only improves work-life balance but also enhances productivity and job satisfaction. Additionally, we continue to offer competitive salaries, comprehensive benefits, and opportunities for professional growth. Retaining skilled employees helps maintain organizational stability and ensures consistent, high-quality service to the community.

As we look to the future, succession planning has become a critical focus for the district, especially with a few additional retirements anticipated in the coming years. It is essential to ensure that our institutional knowledge and leadership capabilities are preserved and passed on. To address this, we are proactively identifying potential leaders within our current workforce and providing them with mentorship, training, and development opportunities to prepare them for future roles. Succession planning is vital to maintaining continuity, operational efficiency, and high service standards. By preparing our next generation of leaders, we can ensure the long-term success and stability of the district.

This element will be a continued focus of mine. I will be developing a more comprehensive plan and strategy to focus on retention and succession planning in the coming months. This topic is a "hot topic" amongst all public agencies right now and will continue to be for a while. MPWD is in the best place that we can be right now, and the goal will be to continue that trend.

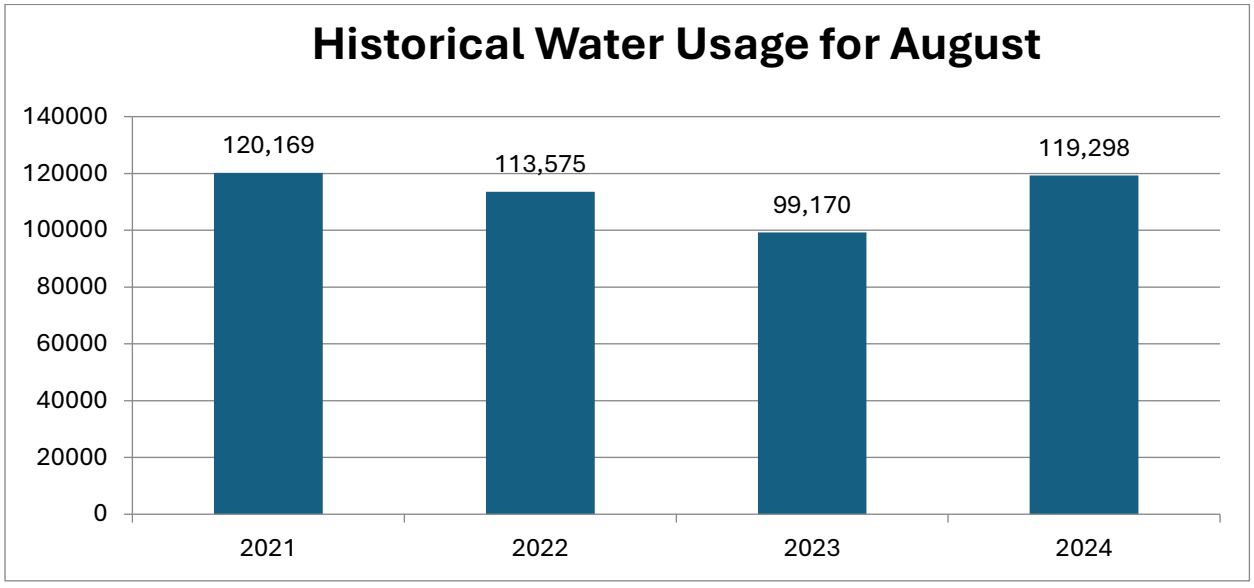
CUWA_Reliable+Workforce+Issue+Brief_FINAL.pdf (squarespace.com)

Utility Billing:
Account information

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	416	7290	205	88	65	48	11	14	8137
February	414	7296	205	88	65	48	11	18	8145
March	415	7291	205	88	64	48	14	18	8143
April	415	7292	205	88	64	48	12	415	8124
May	416	7294	205	87	65	48	15	23	8130
June	419	7295	205	88	65	48	15	27	8135
August	418	7290	205	88	64	48	13	31	8126

Billing information:

2023	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	367	50	0	0	7	0	5	0
February	373	29	0	0	2	18	6	0
March	323	40	0	0	0	2	7	1
April	307	45	0	0	7	17	1	1
May	318	28	0	0	3	1	5	1
June	321	36	0	0	3	1	5	1
August	400	36	0	0	7	1	6	0



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:

- Cathy M. Jordan — December 12, 2024
- Monique Madrid — March 2, 2025
- Joubin Pakpour — December 9, 2024
- Rene Ramirez — December 7, 2024
- James Ramsey — October 19, 2025
- Brian Schmidt — March 30, 2025
- Julie Sherman — March 9, 2025
- Louis Vella — December 05, 2024
- Kirk Wheeler — January 30, 2025
- Kat Wuelfing — March 22, 2025
- Matt Zucca — April 10, 2025
- Alison Bell — June 12, 2026

For compliance, training should be completed on or before the due date, and the certificate turned into the MPWD.

Here is the link to the FPPC free online ethics training: http://localethics.fppc.ca.gov/login.aspx

SEXUAL HARASSMENT PREVENTION EDUCATION (AB 1825 FOR MANAGERS, SB 1343 FOR EMPLOYEES, AB 1661 FOR ELECTED OFFICIALS)

Everyone is current with Harassment Prevention training (required every two years). Due dates (in alphabetical order) for certification renewal of Sexual Harassment Prevention Education:

- Cathy M. Jordan — October 28, 2024
- Monique Madrid — December 28, 2024
- Joubin Pakpour — April 6, 2025
- Rene Ramirez — December 14, 2025
- James Ramsey — October 19, 2025
- Brian Schmidt — December 19, 2025
- Julie Sherman — January 31, 2026
- Louis Vella — October 25, 2025
- Kirk Wheeler — December 10, 2025
- Kat Wuelfing — November 29, 2024
- Matt Zucca — March 23, 2025
- Alison Bell — June 10, 2026

For compliance, training should be completed on or before the due date, and the certificate turned into the MPWD.

Here is the link to the DFEH free online Sexual Harassment Prevention training: https://www.dfeh.ca.gov/shpt/

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Alison Bell at abell@midpeninsulawater.org.

MID-PENINSULA WATER DISTRICT

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: September 26, 2024

OPERATIONS REPORT – July & August

Projects:

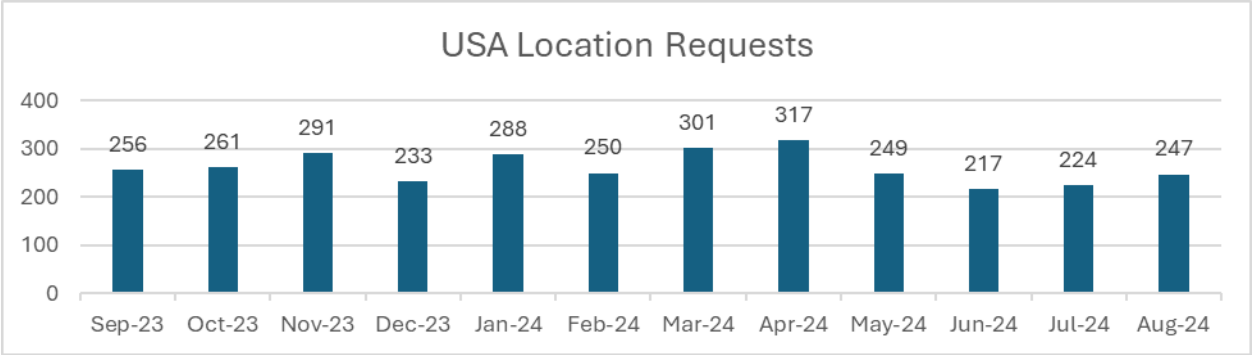
- The regional PureWater Peninsula group met virtually to talk about public outreach and a potential demonstration unit;
- Received a copy of District's CIP update report from District Engineer;
- Had an internal meeting with District Engineer to discuss status of the Dekoven, Newlands, Lincoln and Oak Knoll water main replacement project's status before meeting with design consultant;
- Continue working with Noll and Tam to complete documents for the Folger property improvements as a part of the city's entitlement process;
- EPA required lead service line inventory throughout entire service territory. Wrapping up draft report. Held conversation with regulator to get their review of our proposed submission. The inventory due on October 16, 2024;
- District staff prepared and issued a request for quotes to remove some 30 trees on District properties that are in poor health and a potential liability. The intent is to recommend award at the Board's September meeting and start the removal in the fall;
- Completed service upgrades to 1" for 1127 Alomar, 828 Alameda de las Pulgas, 1607 Fairway and 1523 Altura Way:
- Installed a new 2" service upgrade at 2244 Semeria Avenue;
- Installed an 8" backflow device near the Hannibal Pump Station to prevent water in an 18" water line that used to be connected to the now demolished pump station at 1510 Folger Drive and now only provides fire protection to a small portion of the Notre Dame University campus; and
- Assisted in the shredding of documents approved on the District's Records Destruction Certificate.

Maintenance:

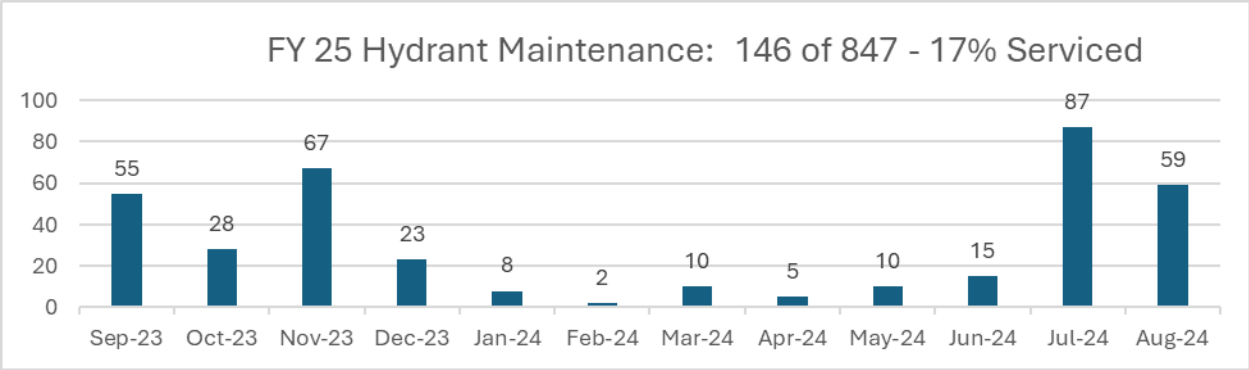
- Hired CorrPro to inspect the impressed current cathodic protection system on the Buckland Tanks following a visual inspection last year whose visual inspection

suggested hiring a cathodic protection contractor perform a thorough inspection of the system – it checked out fine;

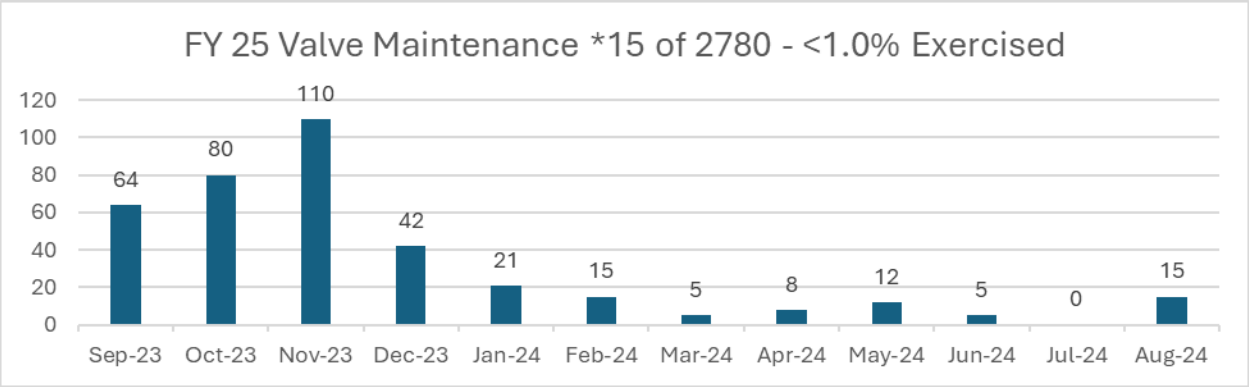
- Lowered service lines located at 1800 Mills, 1710 Mills and 2516 Dekoven Avenues prior to City contractor replacing sidewalk;
- Repaired leaking service line at 30 Arroyo View Circle;
- Repaired main break in front of 1404 Civic Lane:
- Replaced old hydrant with new located in front of 515 Marine View;
- Repaired water main break near 2652 Belmont Canyon Road;
- Replaced 5 - meters that stopped working;
- Replaced 1 – meter registers with weak batteries
- Replaced 22 - meter transceivers due to weak batteries;
- Responded to and completed 224 USA (underground service alerts) location requests in July and 247 in August. Running 12-month location requests totals 3,134, an average of 262 per month;
-



- Hydrant maintenance visits: 87 in July and 59 in August:



- No valves exercised in July and 15 exercised in August. The valve exercising machine is back in service.



- Collected the requisite 55 water samples in July and 44 in August from 11 sample station sites. None of the samples tested positive for total coliform; and
- Staff continue to closely monitor the water system's condition as part of normal operations. During July and August staff flushed 11 dead ends in the system;.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
7/8/24	30 Arroyo View Circle	¾" service leak	Copper	1996	~ 100
8/7/24	1404 Civic Lane	6" Water Main Break	Cast Iron	1949	~20,000
8/30/24	2652 Belmont Canyon Road	6" Water Main Break	Cast Iron	1956	~20,000

Development:

Staff continues to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved;
- 2 Davis Drive; offices and research space, & fire station;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided;
- 1500 Ralston; conceptual development plan for Belmont-Standford

campus;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process;
- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); currently reviewing plans; and
- 642 Quarry Road – preliminary, information provided to developer.

Commercial: 16
- Reviewing Plans – 12
- Approvals Received – 2
- In Construction - 2

Residential: 44
- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)
- Plans Through Staff Approval Process – 10
- Project In Construction - 3

Administration:

- Plan to work with GovDeals to surplus a District vehicle, a 2016 Ford Transit Connect mini-van. The vehicle had an unexpected major transmission failure. Unfortunately, the cost of the repair is almost as much as the vehicle's value. The District's Financial Management Policy does not require Board approval so long as the initial cost does not exceed $25,000, which is this case;
- Actively participating in regional discussions with other agencies on the changes promulgated by the state related to cross-connection programs arriving at the beginning of fiscal year 2025-26;
- Working with SCADA provider, XiO, on an agreement for their service to bring to Board for consideration in September;
- Met virtually with Wulff-Hansen to discuss reinvestment options for the District US Treasury investments;
- Attended a special Board meeting in July to discuss rate model;
- Attended an all-hands lunch and learn on updates to the District's website;
- Went on local field trip to see a "micro-grid" setup at the Menlo Park – Belle Haven Community Center set up by Engie;

- Met with District counsel to discuss some feedback received from community regarding a cell tower location;
- Attended National Night Out event and manned a booth at the library;
- Provided a tour of some District facilities to ACWA JPIA's new Risk Control Manager;
- Attended District Engineer's 3rd quarter luncheon with other districts to discuss common issues and matters;
- Participated in the Finance Committee meeting;
- Met with Monique in order to transfer over her Sonitrol responsibilities before she retires;
- Participated in a virtual meeting with NDNU representatives to discuss the potential of an emergency entrance/exit on a common boundary at the Folger Drive site;
- Attended an all-hands lunch and learn to go over the District's records management policy;
- Participated in an all-hands training sessions. With many new employees unfamiliar with DiSC, it was an opportunity to engage them and then talk about how to use what we learn about ourselves in DiSC and how to make conflict productive
- Attended staff meeting for management and supervisors;
- Participated in weekly call with District Engineer, and Operations Supervisor on District matters and projects; and
- Continue to actively manage power use for pumping operations via SCADA.

MID-PENINSULA WATER DISTRICT

AGENDA ITEM NO. 9.A.5.

TO: Board of Directors

FROM: Kathryn Wuelfing, General Manager

DATE: September 26, 2024

GENERAL MANAGER'S REPORT

Key Activities Since July Meeting

- **BAWSCA Long-Term Reliable Water Supply Strategy 2050 (Strategy 2050) –** BAWSCA's 2050 Strategy Project will begin soon. At the July Board meeting, it was asked what the scope of the work for this big project is. A presentation describing the scope is attached.

- **CalWater Water Rates and City of San Carlos –** I emailed the Board with two newspaper articles regarding San Carlos community concerns about the way CalWater's rate increase was communicated. From the news articles it seems that the rates will be discussed at a City Council meeting. I've been monitoring council agendas and will continue to follow the issue.

- **Will Surplus a 2016 Ford Transit** – As discussed in the Operations Manager Report, our 2016 Ford Transit Connect had a major transmission failure. After assessing the issue, it was decided that the vehicle is not worth the cost of repair. Consistent with our Financial Management Policy, because the initial purchase cost was less than $25,000, surplusing the vehicle does not require approval by the Board.

- **Capital Improvement Plan** – The finalized FY 2024-2025 Update CIP document is available on our website: https://www.midpeninsulawater.org/cip. Please let me know if anyone is interested in having a hard copy.

- **Tier 2 and Minimum Purchase Quantities –** The BAWSCA Water Managers involved in the multi-year Tier 2 negotiation effort have come to an agreement on the methodology for allocating water during a shortfall on the Regional Water System. This method is in the process of being fully documented. A proposal for amending the Minimum Purchase Quantities for 4 agencies in the Water Supply Agreement with San Francisco has been presented to the BAWSCA Water Managers at several meetings,

and the Water Managers support this proposal. The Tier 2 and MPQ proposals were shared with the Finance Committee on August 8, 2024. The MPQ Amendment is expected to go before the SFPUC in November/December, and then each BAWSCA agency would be asked to approve the MPQ amendment and Tier 2 update in early 2025.

- **2x2 Meeting with City of Belmont** – Our 2x2 Meeting with City of Belmont was rescheduled and is planned for Tuesday October 1st, and will be hosted at our 1075 Old County Road office.

- **Tour of Menlo Park PV Microgrid –** On July 29th, OM Ramirez and I toured the Menlo Park Community Center's solar microgrid facilities. The tour was arranged by Engie, the company that did the design and construction management for the project, and does the ongoing maintenance and monitoring of the system. We are interested in implementing a similar system at Dairy Lane.

- **Completing ASM Transition –** Management Advisor Robinson is completing her last projects, and has transitioned tasks and responsibilities to new Administrative Services Manager Bell. We greatly appreciate having the overlap time available to support a smooth transition of District services.

- **Staff Training** – We've had a lot of staff training opportunities this last month, including (1) website training by PCG, (2) Records Retention Management Plan Training by ASM Bell, and (3) DISC Assessment and Productive Conflict Training by Clint Camac. All training were very well received. A staff survey on the DISC Assessment training is provided as an attachment.

- **Support for AB 2257 (Wilson) Local government: property-related water and sewer fees and assessments: remedies** – In June, ACWA asked all members to support AB 2257, which would authorize public agencies to adopt procedures for the submittal and consideration of public comments regarding proposed water and sewer rates and assessments, and help agencies defend against Proposition 218 lawsuits. The bill has passed the legislature and is awaiting signature by Governor Newsom. A summary of this, and other legislative "wins" by ACWA is provided as an attachment.
- **Dairy Lane Rehab** – Noll & Tam's proposal the full design for the Dairy Lane project is included for discussion on this agenda.

- **Folger Drive EOC –** We submitted our application to the City for this project on August 30th. Staff and Noll & Tam are working with the City to support their review. Working with John Davidson and Voler Strategic Advisors, we're working on developing public outreach materials to support the project, and plan to host 2 open houses to share the project benefits with our neighbors.

- **PCG Management Support** – PCG has elected to stop supporting us with management-related projects. Staff is responsible for completing the remaining tasks. ASM Bell

completed the Records Retention Policy training of staff on August 20th, and myself and ASM Bell continue to complete the update of the Personnel Manual, working with District Counsel.

- **ACWA JPIA Leadership Class** – I applied for the 2024-2025 JPIA Leadership Essentials for the Water Industry Program class and was accepted. The program is over the course of 1 year, and the time commitment includes monthly 2-hour webinars, and four in-person sessions (2 days each) in Roseville. In the past, this course has been taken by four District employees, all of whom have reported that it is a very valuable course. The class kicks off November 7, 2024.

- **Conferences & Training** – Scheduled to attend:
    - ACWA JPIA Leadership Class – Begins November 7, 2024
    - California Public Employers Labor Relations Association (CALPELRA) training forum, Monterey – 11/12/2024-11/15/2024

Key Meetings and Conferences Attended

- MPWD/City of Belmont Public Works Quarterly Meeting – 9/18/2024
- Meeting w/City of Belmont re: Stanford/NDNU Project – 9/16/2024
- CSDA Annual Conference – 9/10/2024 – 9/12/2024
- Meeting w/eSource to Discuss Potential Billing Process Audit Project – 9/6/2024
- Harbor Industrial Area Luncheon – 9/5/2024
- BAWSCA Water Managers Meeting – 9/5/2024
- Meeting w/BAWSCA's EKI Team to Discuss AMI Data – 9/3/2024
- Meeting with Redwood City Fire Chief Regarding Fire Flow needs in Northeast Specific Plan Area – 8/29/2024
- Staff DISC Training with Clint Camac – 8/29/2024
- Urban Water Institute Conference – 8/21/2024-8/23/2024
- Meeting with Notre Dame De Namur University Re: Folger Drive Project – 8/19/2024
- Lunch meeting w/ PCG, PHWD and WWD – 8/15/2024
- BAWSCA Tier 2/MPW Negotiation Meeting – 8/12/2024
- Vacation – 8/5/2024 – 8/9/2024
- BAWSCA Water Managers Meeting – 8/1/2024
- Tour of Menlo Park Community Center's MicroGrid w/Engie – 7/29/2024
- Website training meetings w/PCG and John Davidson – 7/25/2024
- Meeting with Stanford University Re: Folger Drive Project – 7/25/2024
- Meeting with Clint Camac to Discuss DISC Training options – 7/22/2024
- Meeting with Wulff Hansen to Discuss UST Reinvestment – 7/22/2024
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG
- Bi-Weekly Safety/Rap Session Meetings with All Staff

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

October 24, 2024 (Fourth Thursday)

- Approve Water Supply Assessment for City of Belmont's Harbor Industrial Area Specific Plan
- Approve Water Supply Assessment for City of San Carlos' Northeast Area Specific Plan
- Approve 2023 MPWD Catalog of Enterprise Systems per Government Code Section 6270.5
- Receive Report from Wulff-Hansen on the U.S. Treasuries Investment to Date
- Receive 2024 Third Quarter Water Conservation Staff Report
- Receive BAWSCA Update
- Receive Report on the California and San Francisco Regional Water System Conditions
- General Manager Annual Performance Evaluation Review

November 21, 2024 (*Third* Thursday)

- Consider and Confirm MPWD 2025 Regular Board Meeting Schedule
- Review Ordinance 128 Comments Received *(if Ordinance 128 is passed by Board)*
- Proposition 218 Protest Hearing
- Consider Ordinance Amending Rates and Charges
- Approve Annual Planning Schedule for Board of Directors
- Receive Report on the California and San Francisco Regional Water System Conditions

December 12, 2024 (*Second* Thursday)

- Receive Certified Election Results from San Mateo County Chief Elections Officer
- Board Member Oath of Office
- Recognize Staff Accomplishments Over the Last Year
- Board Member Group Photo, Acknowledging Completion of a Successful Year
- Election of Officers for 2025
- Receive Report and Review Investment Structure and Plan Performance for MPWD Public Agency Retirement Services (PARS) Other Post-Employment Benefits (OPEB) Pre-Funding Trust Program and Pension Rate Stabilization Program (PRSP), and Consider Approving Plan Investment Portfolio for 2025
- Receive Report on Accounting Internal Controls
- Receive BAWSCA Update
- Receive Report on the California and San Francisco Regional Water System Conditions

Strategy 2050

Strategy 2050 Regional Water Supply & Demand Management Purpose and Objectives Updated to Reflect WMR and Board Input

Strategy 2050 Purpose
Identify the water supply and demand management needs and opportunities for the BAWSCA region and establish a framework to collectively support water reliability and resilience.

Strategy 2050 Objectives

1	Provide a comprehensive picture of the region's supply and demand management needs and options.
2	Establish a framework for collectively maintaining and improving regional water supply reliability and resilience.
3	Elevate awareness of and support the region's interests in new and emerging regulations that impact water supply and demand management.
4	Expand regional dialogue and collaboration to collectively address common needs.
5	Close the gap on funding needed for water supply resilience and reliability.
6	Support availability of affordable water supplies and demand management strategies to all customers.

35

Purpose and Objectives of Strategy 2050 Supports the Identification of 7 Preliminary Key Tasks for the Scope of Work

1. Evaluate Water Supply and Demand Management Reliability
2. Assess Regulatory Setting and Collaboration Opportunities
3. Evaluate Existing Project Concepts / Identify New Regional Project Opportunities
4. Provide Support to Member Agencies in their Efforts to Obtain External Funding
5. Document Water Affordability Challenges and Opportunities
6. Develop Method to Track and Report on Status of Strategy 2050 Implementation
7. Report Preparation – Including Findings, Near and Long-Term Recommendations

BAWSCA Bay Area Water Supply & Conservation Agency

Strategy 2050 Key Task Clarifications

Key Task 1:
Evaluate Water Supply and Demand Management Reliability

Subtask 1B:
Develop Preliminary Water Demand, Supply, and Reliability Assessment for 2025 UWMPs

Key Task 3:
Evaluate Existing Project Concepts and Identify New Regional Project Opportunities

Subtask 3G*:
Update Regional Groundwater Model

Key Task 4:
Provide Funding Support

Subtask 4C:
Provide Funding Application Support (*Subscription Program*)

*Previously a contingency task; now a core task with contingency task options per WMR feedback

BAWSCA Bay Area Water Supply & Conservation Agency

Subtask 1B: Background

- BAWSCA has historically provided Member Agencies support on their UWMPs
  - Demand Projections (via Demand Study)
  - Supply Projections (based on Tier 2 Allocations)
  - Common language on water supply reliability and potential projects, incorporating information from 2015 Strategy
- 2025 UWMPs are due 1 July 2026
  - While Strategy 2050 Report may not be complete before UWMP submittal, key findings from analysis and Technical Memorandums will be available
- Purpose of Subtask 1B is to provide key information and findings from Strategy 2050 to inform 2025 UWMPs and enable alignment between local and regional planning documents

Subtask 1B: Anticipated Elements

- Single document (enhanced version of BAWSCA common language previously provided) that includes:
  - Regional Water Demand, Supply, and Conservation Projections
  - Regional Water Supply Reliability, including Tier Two Drought Allocations and Regional Reliability Modeling results
  - Regulatory Risks and Associated Actions
  - Regional Water Supply Projects

Subtask 1B: UWMP Support

2025 Demand Study
SFPUC Information
UWMP Requirements

TM: Demand, Supply, and Reliability Assessment

Q: Anything else you would like to see in this subtask?

UWMP Development

Table 7-2: Normal Year Supply and Demand Comparison - Districtwide

Supply totals	
Demand totals	
Difference	
NOTES:	

Table 7-3: Single Dry Year Supply and Demand Comparison - Districtwide

Supply totals	
Demand totals	
Difference	
NOTES:	

Table 7-4: Multiple Dry Years Supply and Demand Comparison - Districtwide

First year	Supply totals	
	Demand totals	
	Difference	
Second year	Supply totals	
	Demand totals	
	Difference	
Third year	Supply totals	
	Demand totals	
	Difference	
Fourth year	Supply totals	
	Demand totals	
	Difference	
Fifth year	Supply totals	
	Demand totals	
	Difference	
Sixth year *(optional)*	Supply totals	
	Demand totals	
	Difference	
NOTES:		

Table 7-5: Five-Year Drought Risk Assessment Tables to address Water Code Section 10635(b)

2026	Total
Gross Water Use	
Total Supplies	
Surplus/Shortfall w/o WSCP Action	
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	
Resulting % Use Reduction from WSCP action	

2027	Total
Gross Water Use [Use Worksheet]	
Total Supplies [Supply Worksheet]	
Surplus/Shortfall w/o WSCP Action	
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	
Resulting % Use Reduction from WSCP action	

2028	Total
Gross Water Use [Use Worksheet]	
Total Supplies [Supply Worksheet]	
Surplus/Shortfall w/o WSCP Action	
Planned WSCP Actions (use reduction and supply augmentation)	
WSCP - supply augmentation benefit	
WSCP - use reduction savings benefit	
Revised Surplus/(shortfall)	
Resulting % Use Reduction from WSCP action	

40/48

Subtask 3G: Background

- Regional Groundwater Model (Model)
  - Most recently updated in 2018 by San Mateo County
  - Update incorporated new data and expanded upon the Model developed for the 2015 Strategy
- It is anticipated that the Model updates would include:
  - (1) review and incorporation of new datasets related to climate and water use, along with available monitoring data
  - (2) definition of actual stressors from 2018 – 2023 period and model runs using existing model to predict response
  - (3) identification of sources of uncertainty or error
  - (4) updates and recalibration based upon identified sources of error and uncertainty

41/48

Subtask 3G: Update Regional Groundwater Model

Core Task

Q: How are Member Agencies using the Model? What do Member Agencies want to use it for?

(1) Collect new data/information to update inputs to the Model

(2) Identify data/information in existing models that need to be incorporated

(3) Run Model and conduct post-audit to verify Model

Contingency Tasks

Post-audit finetuning to make the Model current

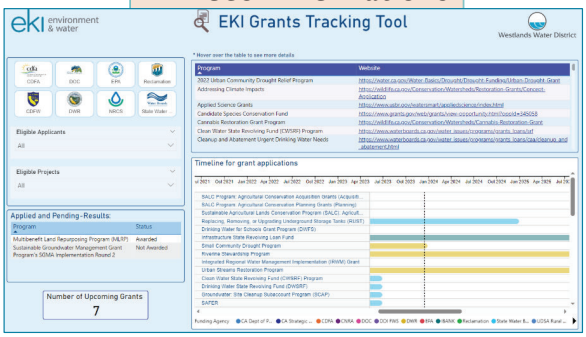
Execute Model runs to evaluate projects and impacts (cap at 5 projects)

Identify funding (e.g., apply for funding or identify potential partners)

Subtask 4C: Provide Funding Application Support (*Subscription Program*)

- Task would support Member Agencies pursuing funding for individual and regional projects.
- For each Member Agency that subscribes to this program, support may include:

1 Grant Tracking and Recommendations



2 Grant Application Support

- Review Grant Guidelines
- Coordinate with agency and project sponsor
- Prepare grant materials
- Coordinate submittal

3 Grant Administration Support

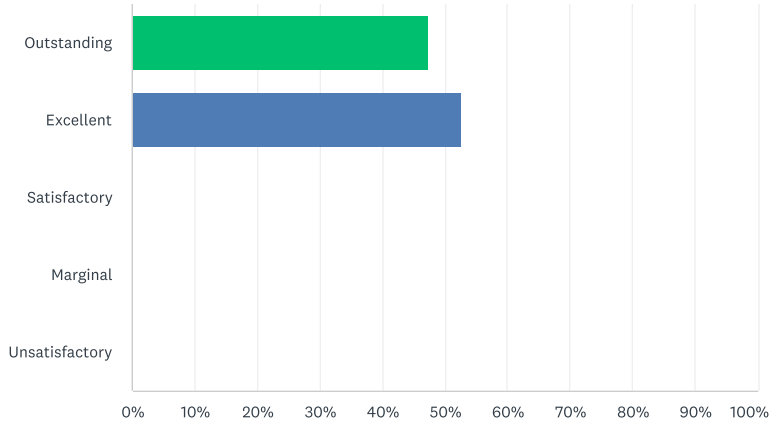
- Grant agreement coordination
- Reporting, invoice packages, and progress reports
- Tracking deliverable submittals

MPWD Team Development Workshop | Aug 2024

Q1

Overall, how would you rate today's workshop?

Answered: 19 Skipped: 0

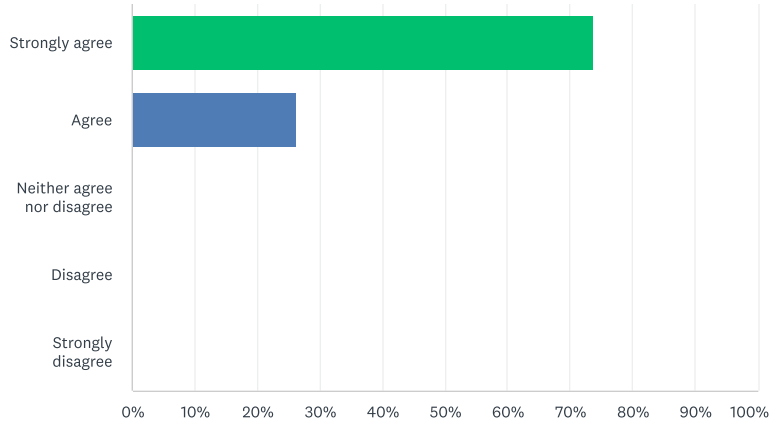


ANSWER CHOICES	RESPONSES	
Outstanding	47.37%	9
Excellent	52.63%	10
Satisfactory	0.00%	0
Marginal	0.00%	0
Unsatisfactory	0.00%	0
TOTAL		**19**

Q2

Overall, I found the information shared in today's workshop to be useful.

Answered: 19 Skipped: 0



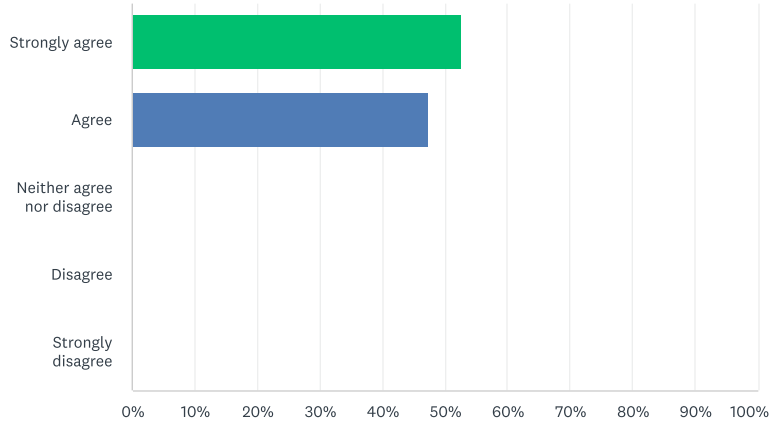
Share Link COPY 19 responses

Strongly agree	73.68%	14
Agree	26.32%	5
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		**19**

Q3

This workshop helped me understand how to better connect and engage in productive conflict with my teammates.

Answered: 19 Skipped: 0

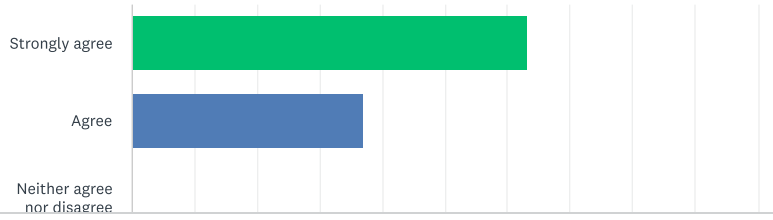


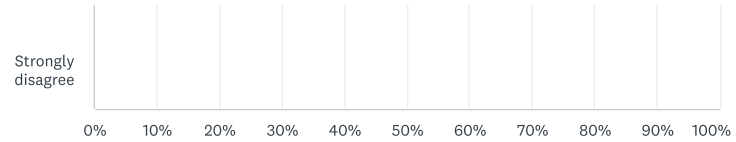
ANSWER CHOICES	RESPONSES	
Strongly agree	52.63%	10
Agree	47.37%	9
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		**19**

Q4

This workshop, and my personalized DiSC conflict assessment report, helped me better understand my tendencies while in conflict.

Answered: 19 Skipped: 0



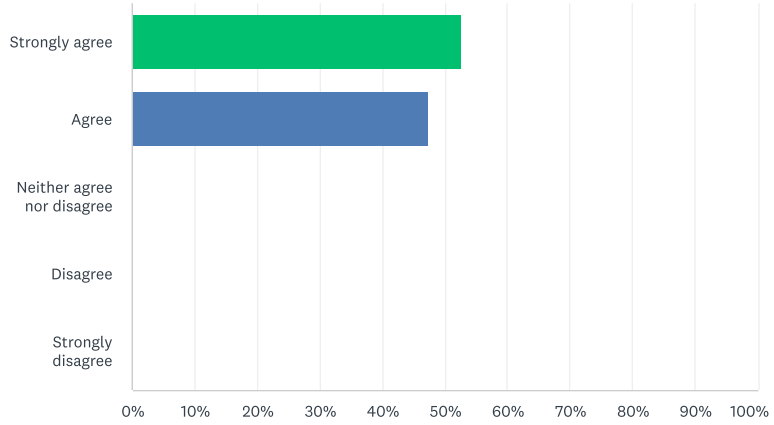


ANSWER CHOICES	RESPONSES	
Strongly agree	63.16%	12
Agree	36.84%	7
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		**19**

Q5

This workshop helped me better understand and appreciate how others approach and engage in conflict.

Answered: 19 Skipped: 0

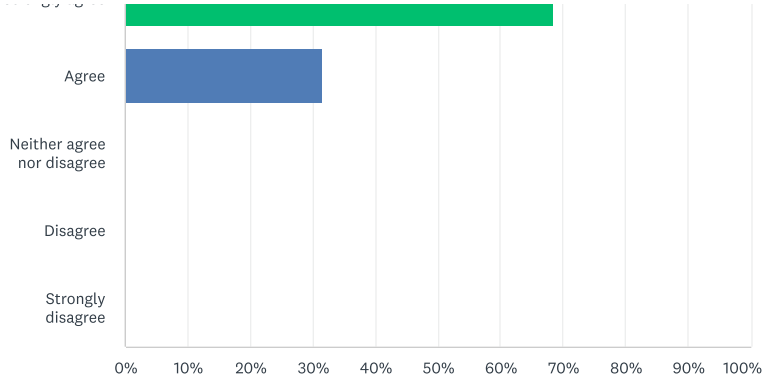


ANSWER CHOICES	RESPONSES	
Strongly agree	52.63%	10
Agree	47.37%	9
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		**19**

Q6

This workshop helped identify a few things I can do to better connect and and engage in productive conflict with my teammates.

Answered: 19 Skipped: 0

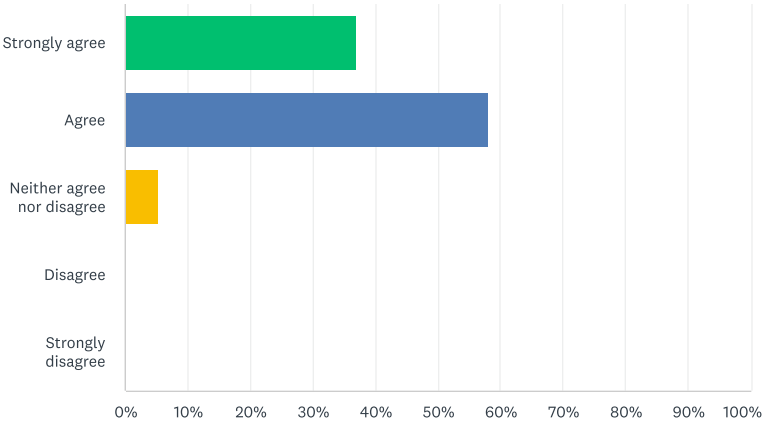


ANSWER CHOICES	RESPONSES	
Strongly agree	68.42%	13
Agree	31.58%	6
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		**19**

Q7

Overall, I think this workshop will help my team better connect and work together.

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	36.84%	7
Agree	57.89%	11
Neither agree nor disagree	5.26%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		**19**

Share Link COPY 19 responses

What did you like best about this workshop?

Answered: 17 Skipped: 2

Speaker

8/29/2024 03:12 PM

The laughter and enthusiasm from the team. Everyone enjoyed it!!

8/29/2024 03:10 PM

Helps build trust of level. Difference of opinion between two people or more

8/29/2024 03:10 PM

Learn how to deal with others and to be able to look in the mirror and work on our own flaws.

8/29/2024 03:09 PM

Being able to discuss w and connect w teammates

Q9

What suggestions do you have to improve this workshop?

Answered: 16 Skipped: 3

Nothing

8/29/2024 03:12 PM

N/A

8/29/2024 03:10 PM

Help improve your self

8/29/2024 03:10 PM

None

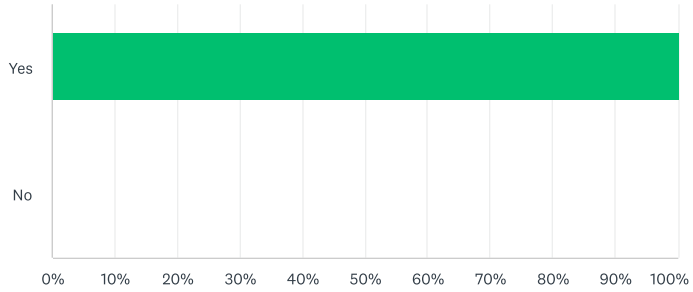
8/29/2024 03:09 PM

More examples of women in leadership in the first sessions.

Share Link COPY 19 responses

Would you recommend this workshop to a colleague or friend?

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	19
No	0.00%	0
TOTAL		19

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Kat Wuelfing

From: ACWA <acwabox@acwa.com>
Sent: Tuesday, September 3, 2024 9:59 AM
To: Kat Wuelfing
Subject: Legislative Advisory: Legislative Year Ends with Wins for ACWA Members

Click here to view it in your browser.

ACWA ADVISORY

LEGISLATIVE | END-OF-SESSION SUMMARY
Sept. 3, 2024

Last Year of the 2023-'24 Legislative Session Ends with Wins for ACWA Members

The California legislative year that ended Aug. 31 included many wins for ACWA member agencies across a wide range of issues. Below is an overview of action on some of the key bills in which ACWA staff advocated in support or opposition on behalf of its members this year.

Rate Setting Process

The Legislature passed ACWA-sponsored AB 2257 — which would help member agencies defend against Proposition 218 lawsuits — and it is now on Gov. Gavin Newsom's desk. He has until Sept. 30 to sign or veto bills.

Authored by Assemblymember Lori Wilson (D-Suisun City), AB 2257 would allow ratepayers to participate and raise specific objections to proposed rate changes before resorting to litigation after the new rates are approved. The bill would provide an opportunity for local agencies and ratepayers to resolve objections during the public process and avoid surprise litigation down the road.

ACWA has been leading a large coalition in support of the bill, building on the success of ACWA-sponsored SB 323 (Caballero, Chapter 216, Statutes of 2021), which created a 120-day statute of limitations for filing lawsuits against water and sewer rates through the Proposition 218 process.

Low-Income Rate Assistance

ACWA maintained an oppose-unless-amended position on SB 1255 (Durazo) and it failed to make it out of the Assembly Appropriations Committee's suspense file, effectively stopping the bill.

This bill would have required each retail water supplier that serves more than 3,300 connections to establish a water low-income rate assistance (LIRA) program with specified minimum requirements, some of which are unworkable.

ACWA recognizes the need for a water LIRA program, but it must be workable and efficient. With SB 1255, ACWA submitted recommended amendments to the author, some of which were accepted. However, amendments made still would not have adequately addressed the fundamental "opt-out" issue, and other issues, preventing ACWA from changing its position.

The bill was of serious concern to many ACWA members as it would have relied on voluntary contributions from ratepayers who were not eligible for the assistance, which is an uncertain funding source. The approach would have been an "opt-out" approach, so these ratepayers would have been charged the voluntary contribution unless they affirmatively opted out. They could have later sought a refund, but that would have made the funding stream even more uncertain. ACWA suggested a true "opt-in" approach.

The bill would have also capped the amount of administrative costs that could have been covered with the voluntary contributions, leaving agencies with a funding conundrum since the use of rate revenue from the non-eligible customers would have violated Proposition 218.

Water Rights

ACWA removed opposition to AB 460 (Bauer-Kahan) after significant amendments limited the bill to increasing penalties for certain violations, including illegal diversions. The Legislature passed the bill, and it is now before Gov. Newsom.

These amendments represented an extraordinary improvement to the bill, which previously would have granted the State Water Resources Control Board new and

sweeping authority to prevent diverters from exercising their water rights. With the amendments, AB 460 will ensure penalties serve as a deterrent to illegal diversions.

AB 460 was one of three water rights bills introduced in the California Legislature last year, making water rights a top priority for ACWA. ACWA led a large coalition of more than 100 organizations, including water industry, agricultural, business, and labor interests in opposing AB 460. The coalition, including many ACWA member agencies, was instrumental in advocacy through extensive contact with local legislators and testifying at hearings.

Groundwater

AB 2079 (Bennett), which would have banned local agencies from permitting some new groundwater wells, failed to pass out of the Senate Natural Resources and Water Committee, effectively stopping the bill.

ACWA's State Legislative Committee adopted an oppose-unless-amended position due to concerns over the moratorium on new wells throughout much of the state and the potential legal liability it created for local agencies. The bill would have prohibited well-permitting agencies from approving applications for agricultural and industrial wells in basins that experienced more than half a foot of subsidence since 2015, or if the well was within a quarter mile of a domestic well.

ACWA participated in a large coalition of associations, water agencies, business and agricultural interests in opposing the bill.

Climate Resilience Bond

The Legislature passed SB 867 (Allen), a $10 billion climate resilience bond on July 3. Signed into law, this measure will appear on the Nov. 5 ballot as Proposition 4. It proposes $2.91 billion in funding for nine of the 10 water-related categories that ACWA and an ACWA-led coalition advocated to be included based on guidance on a statewide perspective from a large working group of the State Legislative Committee.

There are positive aspects, such as the measure includes significant funding for safe drinking water and dam safety projects. At the same time, the level of funding for the 10 categories is less than one-third of the bond, and funding levels are very low for some categories that are fundamental to water management.

Voluntary Agreements

SB 108 (Wiener), the Budget Act of 2024, was signed into law in June, and restored nearly $500 million for the Agreements to Support Healthy Rivers and Landscapes (Agreements), formerly known as the Voluntary Agreements.

The funding was previously rescinded in the main budget bill, AB 107 (Gabriel). ACWA, the Northern California Water Association, the State Water Contractors and more than 40 other organizations successfully advocated to maintain nearly all funding for the Agreements.

The Agreements represent an unprecedented opportunity to improve California's Sacramento-San Joaquin Bay-Delta ecosystem by creating a comprehensive program of habitat enhancement projects coupled with more water for fish and wildlife, managed in a collaborative, science-based manner.

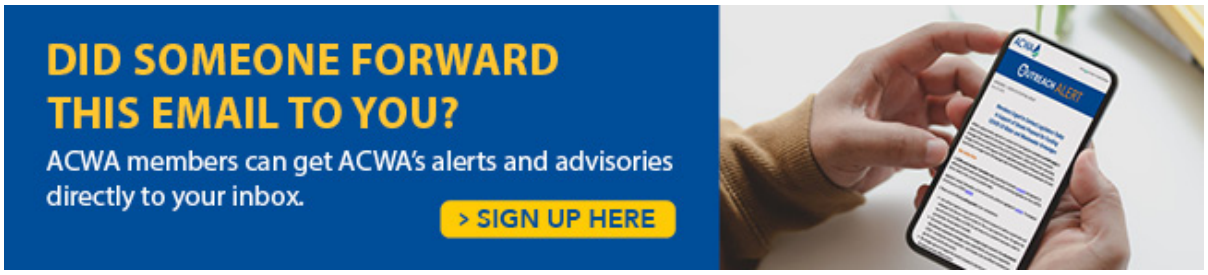
Discontinuation of Water Service

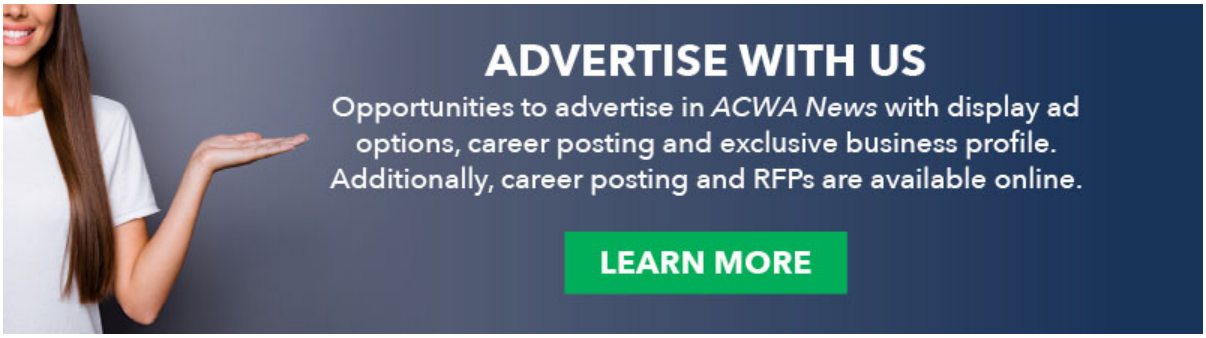
ACWA-sponsored AB 2599, authored by the Assembly Environmental Safety and Toxic Materials Committee, passed the Legislature and is now before Gov. Newsom. The bill would incorporate agreed-upon amendments to SB 3 (Dodd, 2023), which made various changes to the Water Shutoff Protection Act, including granting the California Attorney General a restitution authority.

AB 2599 would provide that this new authority does not cover personal property — as water systems do not have the authority to obtain personal property from their customers — and applies where there "has been unlawful conduct" as opposed to where there "may have been unlawful conduct" under the Act.

Questions

For questions about these bills and ACWA state legislative advocacy, please contact ACWA Director of State Relations Adam Quiñonez at (916) 441-4545.





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MEETING MINUTES

BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT

Thursday, September 26, 2024
Belmont, California

1. OPENING

A. Call to Order

The regular meeting of the Mid-Peninsula Water District was called to order by President Zucca at 6:32 PM.

B. Establishment of Quorum

Present: President Zucca, Vice President Jordan, Director Vella, Wheeler, and Schmidt.

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Alison Bell, District Counsel Julie Sherman, District Treasurer James Ramsey, District Engineer Joubin Pakpour

C. Pledge of Allegiance

Director Schmidt led the Pledge of Allegiance.

2. PUBLIC COMMENT

President Zucca asked for public comment.

There were none.

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

President Zucca asked if there were any additions, deletions, or items to be pulled from consent. Director Schmidt asked that his Director Report be moved up before item 8.D.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Presentation by Kati Martin, Special District Representative on San Mateo County LAFCo

Kati Martin presented the Board with information regarding her background and the functions of LAFCo. Board discussion ensued.

B. Monique Robinson, Management Advisor (and Former Administrative Services

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Manager Manager) – Service Retirement
Affirm Proclamation Honoring Administrative Services Manager Monique Robinson upon her Retirement from the Mid-Peninsula Water District

The Board presented Management Advisor, Monique Robinson with a Proclamation for her retirement. Staff members and the Board shared their experiences working with her and expressed their gratitude for her service to the District.

5. CONSENT AGENDA

A. Approve Minutes for the Special Board Meeting on July 23, 2024

B. Approve Minutes for the Regular Board Meeting on July 25, 2024

C. Consider Resolution 2024-13 Authorizing a Five-Year Contract with XiO, Inc. for Acuity Hub Operations Management (SCADA System)

D. MPWD Annual Reimbursements Report (pursuant to Government Code Section 53065.5)

E. Consider Resolution 2024-17 Authorizing the General Manager to Execute a

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Contract with West Coast Arborists, Inc. for Tree Removal Services at Four District Sites in the Amount of $51,150, Plus a 10% Contingency in the Amount of $5,100 for a Total Budget not to Exceed $56,250

F. Approve Expenditures from July 1, 2024 through July 31, 2024, and from August 1, 2024 through August 31, 2024

G. Approve Resolution 2024-18 Authorizing Task Order 25-07 with the District Engineer, Pakpour Consulting Group, Inc., to Provide Plans, Specifications and Cost Estimates for the Recoating of the West Belmont North Tank and the Exbourne West Tank at a Cost of $78,541, Plus a 10% Contingency of $7,850 for a Total Budget of $86,391

Director Schmidt moved to approve the Consent Agenda.

Director Wheeler seconded the motion.

Motion passed 5-0-0. 5-Ayes, 0-Noes, 0-Absent

6. HEARING AND APPEALS – None

There were none.

7. CAPITAL IMPROVEMENT PROGRAM

A. Consider Resolution 2024-19 Authorizing the General Manager to Execute a Contract Amendment for Professional Services with Noll & Tam Architects, for Architectural and Engineering Services for the MPWD Dairy Lane Facility in the Amount of $800,490, Plus a 10% Contingency in the Amount of $80,010 for a Total Project Budget Not to Exceed $880,500

General Manager Wuelfing presented the resolution that would amend the existing contract with Noll & Tam to include scope for design services for the MPWD Dairy Lane Facility. Scott Salge was present from Noll & Tam to answer Director questions.

Director Vella moved to adopt Resolution No. 2024-19 approving the contract amendment for Noll & Tam.

Director Schmidt seconded the motion.

Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent

B. Consider Resolution 2024-20 Accepting as Complete the Old County Road Phase 1 Improvements (15-75) and Ralston Avenue Improvements (15-82), and Authorizing the Recordation of a Notice of Completion for the Project

Operations Manager Ramirez presented the resolution that will allow the District to file the notice of completion with the County for the Old County Road project. District Engineer Joubin Pakpour was present to answer Director questions.

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Director Vella moved to adopt Resolution No. 2024-20 accepting as complete the Old County Road Phase 1 Improvements (15-75) and Ralston Avenue Improvements (15-82) projects.

Director Wheeler seconded the motion.

Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent

8. REGULAR BUSINESS AGENDA

A. Review Final 2024 Rate Study

Board received information from General Manager (GM) Kat Wuelfing. Board discussion followed and provided GM Wuelfing with several items to follow-up with Rick Simonson on, and potentially be revised in the report.

B. Review Draft Proposition 218 Public Hearing Notice

Board reviewed the notice for Proposition 218. Feedback was given to GM Wuelfing for edits to be made to the notice, and direction to proceed with mailing the notice to customers and property owners.

C. Consider Ordinance No. 128 Establishing a Procedure for Ratepayer Objections to Proposed Water Rates

GM Wuelfing presented Ordinance No. 128 as well as the draft notice that will be sent to the community, if the Borad approved the ordinance. District Counsel Julie Sherman provided information to the Board. Board provided suggestions to add further information and clarifications to the notice regarding the differences between a Proposition 218 protest and an objection required pursuant to the ordinance.

Director Schmidt moved to adopt Ordinance No. 128 Establishing Procedure for Ratepayer Objections to Proposed Water Rates.

Vice President Wheeler seconded the motion.

Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent

D. Receive Mezes and Hersom Water Tank Property Appraisals, Status Report Update, and Provide Direction

GM Wuelfing presented the Board with information regarding the Mezes and Hersom Water Tank properties. Board discussion followed. The Board directed staff to do further research to evaluate whether it would be feasible to create a buildable residential lot out of a portion of the Hersom tank site and the total Mezes tank site and then bring the results back to the Board at a future meeting.

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E. Consider Process for Filling Director Vacancies and Provide Direction to Staff

Vice President Jordan and Director Schmidt recused themselves from this item.

Board gave direction on how they would like to proceed with filing Director vacancies. President Zucca nominated Directors Vella and Wheeler to be on the ad hoc appointment committee. The tentative schedule is to begin community outreach to the division(s) that will be unrepresented in November.

F. Consider Scheduling Special Board Meeting in January for Development of MPWD Strategic Plan

GM Wuelfing presented the potential meeting dates for the Special Board Meeting to review the Strategic Plan. January 14, 2025 at 6 PM was chosen.

G. Receive BAWSCA Update

Director Vella provided staff with an update from the last BAWSCA meeting. GM Wuelfing provided additional information.

H. Receive Report on the California and San Francisco Regional Water System Conditions

OM Ramirez presented the Board with information on the California and San Francisco Regional Water System.

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10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Months Ending July 31, 2024 and August 31, 2024
District Treasurer James Ramsey provided the Board with a financial update.

2. District Engineer
District Engineer Joubin Pakpour provided an update on Capital Projects.

3. Administrative Services Manager
ASM Bell provided a review of her report.

4. Operations Manager
OM Ramirez provided a review of her report.

5. General Manager
GM Wuelfing provided a review of her report.

B. Director Reports

Director Schmidt provided his report immediately following item 8.D. Director Schmidt notified the Board and the District that he had officially moved out of the City of Belmont and therefore the District would need to consider filling his vacated position.

Director Wheeler updated the Board on HIA meetings that have been reconvened.

Director Vella suggested we attend the Hetch Hetchy tour if ever given the chance.

President Zucca had nothing to report.

Vice President Jordan had nothing to report.

11. COMMUNICATIONS

There were none.

12. Adjourn in Memory of Charles "Chuck" Wagenseller

Meeting adjourned at 9:52 PM

Signed by:
Alison Bell
5558314A921146D...

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DISTRICT SECRETARY

APPROVED:

Signed by:
Matt Zucca
79E67E7DD0B4461...

BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, OCTOBER 24, 2024 AT 6:30PM