



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 28, 2017 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

3. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code §54956.9(d)(2)

- Five Claims:
- 1. Constantina Felactu, formerly 2856 San Juan Boulevard
 - 2. Thomas Felactu, formerly 2856 San Juan Boulevard
 - 3. Jeffrey Ford, 2856 San Juan Boulevard
 - 4. Pamela Kawaguchi, 2630 Monserat Avenue
 - 5. Eugene Weiss, 2632 Monserat Avenue

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

5. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

6. CONSENT AGENDA

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

A. Approve Minutes for the Regular Board Meeting of August 24, 2017

B. Approve Expenditures from August 17, 2017 through September 21, 2017

7. HEARINGS AND APPEALS

None.

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

- A. Consider Resolution 2017-16 Authorizing a Professional Services Agreement with Schaaf & Wheeler Consulting Civil Engineers, referenced as Contract No. 05-1621-CIP, in the amount of \$532,965, for Engineering Design Services related to the Old County Road Improvements (CIP 15-75), "F" Street Improvements (CIP 15-79), Ralston Avenue Improvements (CIP 15-82) and the Old County Road Extension
- B. Consider Resolution 2017-17 Authorizing the Third Amendment to the Professional Services Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 07-1621-CIP, in the amount of \$325,244, for Engineering Design Services related to the 2018 Water Main Replacement Project

9. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2017-18, which Establishes Surplus Items List 17-01 and Declares Nine Items in District Inventory as Surplus, and Authorizes Staff to Sell the Items via GovDeals.com
- B. Review Proposed 2017 MPWD Personnel Manual Revisions
- C. Receive BAWSCA Report from Director Louis Vella

10. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report, including Water Conservation Progress Summary
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report
- B. Financial Reports
 - 1. Receive Financial Reports for Month Ended August 31, 2017
 - 2. Receive General Manager's Annual Report for Fiscal Year Ended June 30, 2017
- C. Director Reports

11. COMMUNICATIONS

12. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: October 26, 2017, at 6:30PM

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

August 24, 2017
Belmont, California

1. **OPENING**

A. **Call to Order:**

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Stuebing at 6:31PM.

B. **Establishment of Quorum:**

PRESENT: Directors Stuebing, Warden, Vella, and Linvill

ABSENT: Director Zucca

A quorum was present.

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

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by Rick Bisio, an employee that was present at the meeting.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

Rick Bisio, Lead Operator – 20th Service Anniversary

Ron Leithner, Water System Operator – 20th Service Anniversary

General Manager Rudock recognized that both employees are veterans in their fields, extremely knowledgeable, and well respected within the community,

Operations Manager Ramirez defined the roles of Mr. Bisio and Mr. Leithner within the District and advised that the District would be hosting a celebration luncheon in their honor on Wednesday, September 27, 2017 at 12 PM.

Administrative Services Manager Pina reported that certificates and service awards would be issued the day of the luncheon.

Directors Stuebing, Vella and Linvill praised both employees for their work ethic and contributions to the District.

Mr. Bisio and Mr. Leithner each thanked the Board for the opportunity to be of service.

52 **5. CONSENT AGENDA**

53 **A. Approve Minutes for the Regular Board Meeting of July 27, 2017**

54
55 **B. Approve Expenditures from July 20, 2017 through August 16, 2017**

56 Director Warden moved to approve the minutes for the Regular Board Meeting on July
57 27, 2017 and expenditures from July 20, 2017 through August 16, 2017. Director Vella
58 seconded and it was unanimously approved.

59
60 **C. Receive FY 2017/2018 MPWD Operating and Capital Budgets Document**

61 The Board acknowledged receipt. No action was required.

62
63 **6. HEARINGS AND APPEALS**

64 None.

65
66 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COPs**
67 **(CERTIFICATES OF PARTICIPATION) FINANCING**

68 **A. Discuss Proposed Additional Professional Engineering Design Services and**
69 **Construction Management to the Old County Road Capital Improvements (CIP 15-**
70 **75) to include the “F” Street Project (CIP 15-79), the Ralston Project (CIP 15-82),**
71 **and Extension of Old County Road Improvements**

72 Operations Manager Ramirez and District Engineer Pakpour presented their findings of
73 further field investigations with respect to the Old County Road Water Main Replacement
74 capital project. District Engineer Pakpour displayed a map showing the proposed project
75 areas, CIP ranking, construction costs and added projects’ design cost proposals versus
76 stand-alone estimates. Staff recommended engineering design services for additional
77 capital projects—“F” Street, Ralston Avenue, and Extension of Old County Road
78 Improvements—that are within the same vicinity of the approved Old County Road
79 Water Main Replacement project and result in cost savings to the MPWD.

80
81 Director Warden inquired about joint opportunities with the City of Belmont and the
82 proposed additional projects. Director Stuebing commented that staff may want to
83 pursue additional joint opportunities with other utilities as well. Director Linvill shared her
84 thoughts on the urgency to complete the CIP. General Manager Rudock expressed that
85 the timing of these add-ons allows plenty of time to pursue combined coordination efforts
86 clarifying further that the only direction sought at this time is to share information and the
87 alternative for adding additional engineering design services by Schaaf & Wheeler.

88
89 Staff requested authorization to expand the design services agreement to include the “F”
90 Street Project (CIP 15-79), the Ralston Project (CIP 15-82), and Extension of Old County
91 Road Improvements and bring forth the contract for Board approval in September. The
92 Board unanimously approved staff’s request.

93
94 Director Vella asked what was the engineer typical shelf-life for projects of this scale,
95 and District Engineer Pakpour replied the typical industry standard is 10-years but may
96 be shorter if other infrastructure improvements are made in the area.

97
98 **B. Discuss Proposed Additional Engineering Design Services and Construction**
99 **Management to the 2018 Water Main Replacement Program Improvements: Notre**
100 **Dame Loop Closure (CIP 15-10), Cliffside Court Improvement (CIP 15-38), Tahoe**
101 **Drive Area Improvements (CIP 15-28), and Zone 5 Fire Hydrant Improvements (CIP**
102 **15-06) to include the Mid-Notre Dame Abandonment (CIP 15-49)**

Operations Manager Ramirez reported that the approved capital project includes abandonment of a 1930s 6-inch cast iron water main under Notre Dame Avenue. He explained the District has three active water mains in this area which makes replacement of any of them virtually impossible. Staff is recommending adding the abandonment of one of the three water mains (CIP 15-49) as part of this project to make room for replacement of the other water main in the area. District Engineer Pakpour displayed a map to outline and define the proposed project areas. Staff requested authorization to expand the design services agreement to include the Mid-Notre Dame Abandonment (CIP 15-49) and bring forth the contract for Board approval in September. The Board unanimously approved staff's request.

Director Warden inquired about the "happy" hydrants that may be affected by the CIP. The Board asked that staff add the subject of disposition of the "happy" hydrants to a future agenda for Board discussion and policy direction.

8. REGULAR BUSINESS AGENDA

A. Approve Resolution 2017-15 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2017/2018

Staff presented the report on this annual action required by the MPWD. Director Linvill moved to approve Resolution 2017-15 and Director Vella seconded. Roll call was taken and the resolution was unanimously approved.

B. Progress Report on MPWD 2017-2018 Strategic Plan

General Manager Rudock provided a report of the highlights from her written report on the MPWD 2017-2018 Strategic Plan progress and reminded the Board that because of the two-year plan, staff would not be scheduling a Special Board Meeting/strategic planning session in January 2018.

C. Review MPWD Annual Reimbursements Report for Fiscal Year 2016/2017 pursuant to Government Code Section 53065.5

General Manager Rudock presented the legislative requirements for reporting reimbursements to employees of \$100 and greater. She confirmed that the information within the report was contained within monthly expenditure reports provided at Board meetings.

D. Annual Review of MPWD Catalog of Enterprise Systems per Senate Bill 272

General Manager Rudock reported that an annual review was required of the MPWD Catalog of Enterprise Systems, and there were no recommended revisions to the catalog for 2017.

E. Review and Approve the MPWD's Response to the San Mateo County Grand Jury's report filed June 19, 2017 Regarding Special Districts' Website Transparency Update

General Manager Rudock presented the MPWD's response to the Grand Jury's findings and recommendation letter dated June 19, 2017. The Board unanimously approved the letter.

F. Review Call for Nomination to Elect Alternate Special District Member on San Mateo LAFCo and Authorize a Voting Delegate

The Board nominated President Stuebing to act as the District's voting Agent.

154 **9. MANAGER AND BOARD REPORTS**

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

156 General Manager Rudock reported on water conservation progress. She also provided
157 each Board member with a copy of ACWA JPIA's 2018 Employee Benefits Program
158 Renewal.

159
160 **1. Supplemented by Administrative Services Manager's Report**

161 Administrative Services Manager Pina reported that the annual Financial Audit field
162 work would take place August 29-31, 2017.

163
164 **2. Supplemented by Operations Manager's Report**

165 Operations Manager Ramirez reported on a number of key items in his monthly
166 report.

167
168 Director Linvill asked who was responsible for the easement surrounding hydrant
169 meters. Operations Manager Ramirez shared that the area in question is a MPWD
170 right-of-way and staff adheres to the MPWD standards and specifications.

171
172 **3. Supplemented by District Engineer's Report**

173 None.

174
175 **B. Financial Reports**

176 General Manager Rudock reported that the budget balances were on target and
177 reminded the Board that it has been only one month since the start of the new fiscal
178 year.

179
180 **C. Director Reports**

181 Director Linvill reported that she is unable to attend the September 28, 2017 Board
182 meeting. Director Stuebing reported that he is unable to attend the Harbor Industrial
183 Association meeting on Thursday, September 7, 2017.

184
185 **10. COMMUNICATIONS**

186 None.

187
188 **11. ADJOURNMENT**

189 The meeting was adjourned at 8:20 PM.

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193 _____
194 DISTRICT SECRETARY

195 APPROVED:

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197 _____
198 BOARD PRESIDENT
199
200

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 9/25/2017 10:28 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
465	WFBUSCAR	WELLS FARGO BUSINESS CARD	08/17/2017	435.76
Total for 8/17/2017:				435.76
422	ICMACONT	ICMA contributions	08/18/2017	1,923.08
423	CALPERS	CALPERS	08/18/2017	2,625.25
424	HEALTH EQ	Health Equity	08/18/2017	200.00
425	ADPPAYRL	adp	08/18/2017	9,615.20
426	ADPPAYRL	adp	08/18/2017	5,132.43
Total for 8/18/2017:				19,495.96
428	WFBUSCAR	WELLS FARGO BUSINESS CARD	08/22/2017	13,435.76
32584	ATT60197	AT&T 60197	08/22/2017	19.92
32585	CINTS	CINTAS CORPORATION	08/22/2017	799.00
32586	GRANITE	GRANITE ROCK, INC.	08/22/2017	404.96
32587	HACHCOMI	HACH COMPANY INC	08/22/2017	1,656.82
32588	STANDINS	STANDARD INSURANCE COMPANY	08/22/2017	951.31
Total for 8/22/2017:				17,267.77
445	ACHRETN	ACH Returns	08/24/2017	59.90
Total for 8/24/2017:				59.90
437	BANKMTO1	Bankcard Mtot Disc	08/25/2017	4,121.77
Total for 8/25/2017:				4,121.77
1008	SCHAAFWE	SCHAAF & WHEELER	08/26/2017	8,286.70
Total for 8/26/2017:				8,286.70
32589	ACCELA	ACCELA, INC. #774375	08/29/2017	32,999.25
32590	CGUHLENB	C G UHLENBERG LLP	08/29/2017	1,325.00
32591	COMCAST	COMCAST	08/29/2017	260.41
32592	COMCASTB	COMCAST BUSINESS	08/29/2017	632.09
32593	CORNERST	CORNERSTONE STRUCTURAL ENGIN	08/29/2017	300.00
32594	GRANITE	GRANITE ROCK, INC.	08/29/2017	257.25
32595	LINCOLNL	LINCOLN LIFE	08/29/2017	175.00
32596	MHN	MHN	08/29/2017	45.54
32597	PG&E	PG&E CFM/PPC DEPT	08/29/2017	6,905.86
32598	PRECISE	PRECISE, INC.	08/29/2017	566.92
32599	RUDOCK	TAMMY RUDOCK	08/29/2017	108.00
32600	SFWATER	SAN FRANCISCO WATER DEPT	08/29/2017	532,898.30
32601	SCHAAFWE	SCHAAF & WHEELER	08/29/2017	6,698.30

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32602	STEPFORD	STEPFORD BUSINESS, INC.	08/29/2017	4,440.00
32603	VERIZON	VERIZON WIRELESS	08/29/2017	853.99
Total for 8/29/2017:				588,465.91
432	CALPERS	CALPERS	08/31/2017	7,510.51
433	HEALTH EQ	Health Equity	08/31/2017	652.08
434	ICMA CONT	ICMA contributions	08/31/2017	666.24
435	ADPPAYRL	adp	08/31/2017	35,170.07
436	ADPPAYRL	adp	08/31/2017	14,734.00
444	CALPERS	CALPERS	08/31/2017	350.00
447	ADPPAYRL	adp	08/31/2017	315.09
448	ADPPAYRL	adp	08/31/2017	9,844.23
449	ADPPAYRL	adp	08/31/2017	5,486.85
450	CALPERS	CALPERS	08/31/2017	2,714.63
451	ICMA CONT	ICMA contributions	08/31/2017	1,923.08
452	HEALTH EQ	Health Equity	08/31/2017	200.00
Total for 8/31/2017:				79,566.78
430	WFBUSCAR	WELLS FARGO BUSINESS CARD	09/06/2017	1,340.61
431	WFBUSCAR	WELLS FARGO BUSINESS CARD	09/06/2017	2,526.77
Total for 9/6/2017:				3,867.38
32604	ACCELA	ACCELA, INC. #774375	09/08/2017	3,252.00
32605	ACWAJPIA	ACWA/JPIA	09/08/2017	87,462.38
32606	ATT60197	AT&T 60197	09/08/2017	910.80
32607	CINTS	CINTAS CORPORATION	09/08/2017	799.00
32608	FOSTERCI	CITY OF FOSTER CITY	09/08/2017	450.00
32609	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	09/08/2017	2,958.37
32610	HANSONBR	HANSON, BRIDGETT	09/08/2017	3,240.00
32611	HIA	HARBOR INDUSTRIAL ASSOCIATION	09/08/2017	600.00
32612	HOMEDPC	HOME DEPOT	09/08/2017	90.70
32613	JAMESMAR	JAMES MARTA & COMPANY	09/08/2017	12,750.00
32614	DAVIDSON	DBA JRocket77 DESIGN & MARKETINC	09/08/2017	5,481.50
32615	LIFTOFFD	LIFTOFF DIGITAL	09/08/2017	705.00
32616	OREILLYA	OREILLY AUTO PARTS, INC.	09/08/2017	72.98
32617	PACOFFIC	PACIFIC OFFICE AUTOMATION	09/08/2017	184.91
32618	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	09/08/2017	5,309.02
32619	PG&E	PG&E CFM/PPC DEPT	09/08/2017	15,491.49
32620	PRECISE	PRECISE, INC.	09/08/2017	572.24
32621	RANDB	ROBERTS & BRUNE CO. INC.	09/08/2017	612.98
32622	SMCEMA	SAN MATEO COUNTY EMERGENCY M	09/08/2017	100.00
32623	UPS	UPS	09/08/2017	160.07
32624	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	09/08/2017	385.00
32625	XIOINC	XIO, INC.	09/08/2017	808.00
32626	YOUNG	HENRY YOUNG	09/08/2017	481.83
32627	UB*00023	PREETI BAJWA	09/08/2017	2.34
32628	UB*00062	MONICA BELLARD	09/08/2017	62.46
32629	UB*00025	KATHRYN BOWENKAMP	09/08/2017	206.60
32630	UB*00046	MARILYN R. BULLERT	09/08/2017	4.00
32631	UB*00019	DONN-MARJORI CARRAHER	09/08/2017	28.34
32632	UB*00047	MICHAEL CHAN	09/08/2017	6.58
32633	UB*00060	YU CHEN	09/08/2017	10.60
32634	UB*00035	NICHOLAS CIARDELLA	09/08/2017	9.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32635	UB*00063	Randy Davenport	09/08/2017	15.40
32636	UB*00049	ALI FAGHFURI	09/08/2017	1.76
32637	UB*00031	LARRY FERRETTI	09/08/2017	174.28
32638	UB*00059	BRUNO GALATI	09/08/2017	19.34
32639	UB*00051	DOROTHY GORDON	09/08/2017	7.40
32640	UB*00044	GLADYS GRECO	09/08/2017	6.56
32641	UB*00054	HERITAGE REALTY	09/08/2017	47.20
32642	UB*00024	ALICE HO	09/08/2017	21.40
32643	UB*00033	CHARLES HUNNICUTT	09/08/2017	18.58
32644	UB*00036	MAMI ISHIKAWA	09/08/2017	1.76
32645	UB*00061	JEFF JACONA	09/08/2017	3.36
32646	UB*00053	ANTONIA KAO	09/08/2017	4.98
32647	UB*00052	MICHAEL KENNEDY	09/08/2017	29.62
32648	UB*00038	TRACEY LEE	09/08/2017	17.00
32649	UB*00027	STEVE LEFCZIK	09/08/2017	13.60
32650	UB*00048	LEO LEUNG	09/08/2017	43.80
32651	UB*00029	MARIA LI	09/08/2017	18.58
32652	UB*00040	HONGMEI LIU	09/08/2017	15.38
32653	UB*00057	TRIAANTAFI MAKROPOULOS	09/08/2017	24.16
32654	UB*00039	JOHN MICHERO	09/08/2017	9.96
32655	UB*00042	GAYLE MISLE	09/08/2017	21.80
32656	UB*00041	WILLIAM NAPPI	09/08/2017	35.24
32657	UB*00037	NEULING INVESTMENT COMPANY	09/08/2017	375.29
32658	UB*00026	KELVIN NISHIKAWA	09/08/2017	21.80
32659	UB*00043	TERRY OCONNOR	09/08/2017	14.60
32660	UB*00056	PACIFIC STATES ENVIRONMENTAL	09/08/2017	1,581.20
32661	UB*00050	NICOLE PAYNE	09/08/2017	35.24
32662	UB*00064	PILIER CONSTRUCTION CO.	09/08/2017	1,111.61
32663	UB*00055	GAIL RUDOLPH	09/08/2017	24.00
32664	UB*00034	SILVIO SALDANA	09/08/2017	5.17
32665	UB*00030	JIM SAMUELSEN	09/08/2017	30.58
32666	UB*00022	SAADAT SEZGEN	09/08/2017	7.85
32667	UB*00045	STEVE M. SHAW	09/08/2017	2.38
32668	UB*00028	JOANE SIERMANN KAY	09/08/2017	47.40
32669	UB*00032	SHAHIN SMITH	09/08/2017	27.40
32670	UB*00020	MICHELLE WINTERS	09/08/2017	6.58
32671	UB*00021	TIMOTHY YOUNG	09/08/2017	88.34
32672	UB*00058	JUSTIN ZHANG	09/08/2017	18.60

Total for 9/8/2017:

147,157.39

453	LAIF	LOCAL AGENCY INVESTMENT FUND	09/14/2017	200,000.00
32673	BPLANDSC	BAY POINTE LANDSCAPE	09/14/2017	1,300.00
32674	GRANITE	GRANITE ROCK, INC.	09/14/2017	213.02
32675	HOMEDPC	HOME DEPOT	09/14/2017	827.55
32676	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	09/14/2017	231.66
32677	KIMBALLM	KIMBALL MIDWEST, INC.	09/14/2017	179.74
32678	LINCOLNL	LINCOLN LIFE	09/14/2017	175.00
32679	OFFICEDE	OFFICE DEPOT, INC.	09/14/2017	1,063.00
32680	PACWEST	PACIFIC WEST SECURITY, INC.	09/14/2017	1,788.00
32681	RECOLOGY	RECOLOGY SAN MATEO	09/14/2017	620.05
32682	RANDB	ROBERTS & BRUNE CO. INC.	09/14/2017	8,718.57
32683	ROYALWHC	ROYAL WHOLESALE ELECTRIC	09/14/2017	3,636.95
32684	SMENVIRN	SAN MATEO CO. ENVIRO. HEALTH	09/14/2017	361.00
32685	TAPMASTR	TAP MASTER, INC	09/14/2017	1,705.00
32686	USBANKPR	U.S. BANK PARS ACCT# 6746019200	09/14/2017	41,100.67
32687	VALLEYOL	VALLEY OIL COMPANY	09/14/2017	1,394.71

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32688	JOSEFCEL	JOSEF CELNAR	09/14/2017	150.00
32689	KARLEISE	KARL EISELE	09/14/2017	450.00
32690	HENRYJAC	HENRY JACQUEMET	09/14/2017	75.00
32691	SYLVIALA	SYLVIA LAU	09/14/2017	75.00
32692	JOHNLINN	JOHN LYNN	09/14/2017	75.00
32693	ERICTRAN	ERIC TRANTINA	09/14/2017	75.00
32694	WILTONWO	WILTON WONG	09/14/2017	125.00
Total for 9/14/2017:				264,339.92
454	CALPERS	CALPERS	09/15/2017	7,549.22
455	CALPERS	CALPERS	09/15/2017	2,672.29
456	ICMACONT	ICMA contributions	09/15/2017	666.24
457	ICMACONT	ICMA contributions	09/15/2017	1,923.08
458	HEALTHEQ	Health Equity	09/15/2017	908.13
459	ADPPAYRL	adp	09/15/2017	35,242.06
460	ADPPAYRL	adp	09/15/2017	9,777.63
461	ADPPAYRL	adp	09/15/2017	5,277.08
462	ADPPAYRL	adp	09/15/2017	14,922.45
Total for 9/15/2017:				78,938.18
1009	pakpour	PAKPOUR CONSULTING GROUP, INC	09/20/2017	26,923.33
1010	WESTYOST	WEST YOST ASSOCIATES	09/20/2017	3,606.12
Total for 9/20/2017:				30,529.45
466	LAIF	LOCAL AGENCY INVESTMENT FUND	09/21/2017	200,000.00
32695	ATT60197	AT&T 60197	09/21/2017	41.06
32696	BAWSCA	BAY AREA WATER SUPPLY & CONSER	09/21/2017	116.18
32697	CAOXIAOM	XIAOMEI CAO	09/21/2017	638.30
32698	CINTS	CINTAS CORPORATION	09/21/2017	799.00
32699	COASTTOC	COAST TO COAST DEVOPMENT	09/21/2017	596.30
32700	COMCAST	COMCAST	09/21/2017	318.62
32701	DAVIDOVI	EDWARD DAVIDOVITS	09/21/2017	596.30
32702	EEAPSAFE	EEAP THE SAFETY PEOPLE, INC.	09/21/2017	550.00
32703	FASTSIGN	FASTSIGNS	09/21/2017	113.36
32704	HOMEDPC	HOME DEPOT	09/21/2017	52.16
32705	LEETOMMY	TOMMY LEE	09/21/2017	900.80
32706	LIQUANSH	QUAN SHENG LI	09/21/2017	596.30
32707	OREILLYA	OREILLY AUTO PARTS, INC.	09/21/2017	670.22
32708	PARS	PARS	09/21/2017	300.00
32709	PG&E	PG&E CFM/PPC DEPT	09/21/2017	8.65
32710	PRECISE	PRECISE, INC.	09/21/2017	7,500.00
32711	RUDOCK	TAMMY RUDOCK	09/21/2017	76.00
32712	SCHAAFWE	SCHAAF & WHEELER	09/21/2017	4,535.93
32713	SCOTSMAN	WILLIAMS SCOTSMAN	09/21/2017	540.67
32714	TOWNSENE	BRIAN TOWNSEND	09/21/2017	638.30
32715	ENNISTOM	TOM ENNIS	09/21/2017	1,614.56
Total for 9/21/2017:				221,202.71
Report Total (169 checks):				1,463,735.58



AGENDA ITEM NO. 8.A.

DATE: September 28, 2017

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2017-16 AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH SCHAAF & WHEELER CONSULTING CIVIL ENGINEERS, REFERENCED AS CONTRACT NO. 05-1621-CIP, IN THE AMOUNT OF \$532,965, FOR ENGINEERING DESIGN SERVICES RELATED TO THE OLD COUNTY ROAD IMPROVEMENTS (CIP 15-75), "F" STREET IMPROVEMENTS (CIP 15-79), RALSTON AVENUE IMPROVEMENTS (CIP 15-82) AND THE OLD COUNTY ROAD EXTENSION

RECOMMENDATION:

Adopt Resolution 2017-16, which authorizes a professional services agreement totaling \$532,965 with Schaaf & Wheeler Consulting Civil Engineers (S&W), for professional engineering design services in conjunction with the Old County Road Improvements (CIP 15-75), "F" Street Improvements (CIP 15-79), Ralston Avenue Improvements (CIP 15-82) and the Old County Road Extension. The contract and CIP project is to be referred to as 05-1621-CIP.

FISCAL IMPACT:

The attached proposal from S&W, dated August 15, 2017, proposes to collect field data using sub-consultants, provide project management and coordination, prepare a preliminary engineering report, support public outreach, and develop plans and specifications for this CIP project. The cost of the S&W proposal is \$532,965. *(The most recent construction and contingency estimate, less this engineering contract, from a Board report on August 24, 2017 for the four projects is \$4.6 million in 2017 dollars).* Funding for the professional services will come from the 2016 Certificates of Participation (COP) Project Fund.

BACKGROUND

The Board adopted a five-year Capital Improvement Plan (CIP) at its May 26, 2016 meeting and also directed staff to develop a "game plan" to execute the improvements. One component of the game plan was to seek additional professional services for certain CIP projects that required a level of service beyond the capabilities of the District Engineer. Beginning in January 2017, staff and District Engineer issued a request for qualifications for On-Call Engineering Services. Over 20 professional firms attended a pre-proposal meeting

including 16 professional engineering firms. Statements of qualifications were received on the due date of February 7, 2017 from 10 engineering firms. Staff and District Engineer scored and ranked the 10 firms to short-list six (6) firms for interview. Interviews were held at the end of February and four (4) firms were selected to become On-Call Engineers for the District during the CIP, which included S&W.

DISCUSSION:

S&W was assigned the task to provide professional services for the Old County Road Improvements (OCR) (CIP 15-75). Because of proximity to the OCR project and gathering of area field data, it makes economic sense to design the improvements for the F Street Improvements (CIP 15-79), the Ralston Avenue Improvements (CIP 15-82), and complete design for a potential extension of system improvement on OCR beyond Marine View Avenue and to the District's northern border. Staff will bid a capital project that constructs improvements for the OCR and F Street segments, and will hold onto plans for the Ralston Avenue and extension of the OCR improvements for a future time when other funding becomes available.

Staff and District Engineer worked with S&W to develop a scope of work that is detailed in their proposal dated August 15, 2017. Their proposal includes geotechnical work, a topographic survey, potholing and utility coordination, public outreach, specification preparation, process for bid documents, advertisement, construction support and record drawing, their proposed budget, and schedule. Because the S&W proposal is packaging the design of several projects at one time, their proposal is about \$250,000 less than if each project was designed separately based on estimates prepared by the District Engineer.

Of the four identified projects the Old County Road Improvements (CIP 15-75) is the only programmed project within the MPWD 5-Year CIP FY 2016/2017 through FY 2020/2021. The other three projects were added to the list following an item for discussion by the Board at its August 24, 2017 regular meeting, where staff provided justification for their engineering and inclusion to this capital project, including proximity to the approved project and cost savings.

The attached professional services agreement is the MPWD template form prepared and reviewed by District Counsel.

Attachments: Resolution 2017-16
 Professional Services Agreement 05-1621-CP
 Schaaf & Wheeler Scope of Work dated August 15, 2017
 Three Project Descriptions

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-16

**AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
SCHAAF & WHEELER CONSULTING CIVIL ENGINEERS,
REFERENCED AS CONTRACT NO. 05-1621-CIP, IN THE AMOUNT OF \$532,965,
FOR ENGINEERING SERVICES RELATED TO
THE OLD COUNTY ROAD IMPROVMENTS (CIP 15-75), "F" STREET IMPROVEMENTS (CIP 15-79),
RALSTON AVENUE IMPROVEMENTS (CIP 15-82,) AND THE OLD COUNTY ROAD EXTENSION**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021 at its May 26, 2016, regular meeting; and

WHEREAS, the Old County Road Improvements (CIP 15-75) is derived from the MPWD's 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021; and

WHEREAS, it has been determined that the improvements to the "F" Street (CIP 15-79) must take place at the same time as the Old County Road Improvements due to a shared connection and the fact that the "F" Street water line crosses under Caltrain, which will require coordination with property owners; and

WHEREAS, during the gathering of engineering field data it makes economic sense to include the engineering design for a future CIP project, the Ralston Avenue Improvements (15-82) and design of future water system improvements on Old County Road between Marine View Avenue and the District's northern boundary, and;

WHEREAS, the District proposes a professional services agreement with Schaaf & Wheeler Consulting Civil Engineers for the purpose of engaging Schaaf & Wheeler Consulting Civil Engineers to prepare plans, specifications, cost estimates and provide construction support for the Old County Road Improvements (CIP 15-75), "F" Street Improvements (CIP 15-79), Ralston Avenue Improvements (CIP

15-82) and improvements to an extension of the water system under Old County Road from Marine View Avenue to the District's northern border.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a professional services agreement with Schaaf & Wheeler Consulting Civil Engineers, referenced as Contract No. 05-1621-CIP, in the amount of \$532,965 for the preparation of plans, specifications, cost estimates and construction support for the Old County Road Improvements (CIP 15-75), "F" Street Improvements (CIP 15-79), Ralston Avenue Improvements (CIP 15-82) and improvements to an extension of the water system under Old County Road from Marine View Avenue to the District's northern border.

REGULARLY passed and adopted this 28th day of September 2017.

AYES:

NOES:

ABSTAINS:

ABSENCES:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

PROFESSIONAL SERVICES AGREEMENT

Contract: 05-1621-CIP

THIS AGREEMENT is made as of this 28th day of September 2017, by and between MID-PENINSULA WATER DISTRICT, a public agency ("DISTRICT") and Schaaf & Wheeler Consulting Civil Engineers, a California corporation ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional services in conjunction with capital improvement projects known as the Old County Road Improvements (CIP 15-75), "F" Street Improvements (CIP 15-79), Ralston Avenue Improvements (CIP 15-82), and improvements for an extension of Old County Road from Marine View Avenue to the District's northern boundary; and

WHEREAS, the CONSULTANT is ready, willing and able to furnish such services and has submitted a Proposal dated August 15, 2017, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. PROVISION OF SERVICES

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

2. SCOPE OF WORK

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

3. TERM

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

4. CONTRACT AMOUNT

The CONSULTANT shall perform all work set forth in Section 2 of this Agreement for a total sum not to exceed \$532,965 including all labor, materials, taxes, insurance, subcontractor / subconsultant costs, overhead, profit, and all other costs and expenses incurred by

CONSULTANT.

5. MANNER OF PAYMENT

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

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

6. CONSULTANT'S KEY PERSONNEL

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

7. DISTRICT REPRESENTATIVE

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

8. CONSULTANT'S STATUS

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

9. OWNERSHIP OF WORK

A. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared by CONSULTANT under this Agreement ("Work Product") shall be the property of DISTRICT.

B. CONSULTANT assigns to DISTRICT all right, title, and interest in and to the Work Product, including ownership of the entire copyright in the Work Product and any causes of action existing or arising in connection with the copyright to said Work Product. DISTRICT shall be entitled to access to and copies of these materials as they are being developed. Any such materials in the hands of CONSULTANT or in the hands of any subcontractor upon completion or termination of services hereunder shall be immediately

delivered to DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

10. CHANGES

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

11. RESPONSIBILITY; INDEMNIFICATION

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

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

defense costs. This indemnity shall survive the termination of this Agreement.

12. INSURANCE

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

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

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

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

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

13. TERMINATION

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

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

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

14. NOTICES

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

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

If to the DISTRICT:	Mid-Peninsula Water District 3 Dairy Lane P.O. Box 129 Belmont, CA 94002 ATTENTION: Tammy Rudock, General Manager
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If to the CONSULTANT:	Schaaf & Wheeler Consulting Civil Engineers 1171 Homestead Road, Suite 255 Santa Clara, CA 95050-5485 ATTENTION: Leif Coponen, P.E.
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The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY

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

16. RECORDS

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

17. DISTRICT WARRANTIES

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

18. RELEASE OF INFORMATION

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

19. USE OF SUBCONTRACTORS

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

20. ASSIGNMENT

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

21. ATTORNEY'S COSTS

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

22. APPLICABLE LAW

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

23. BINDING ON SUCCESSORS

All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives. CONSULTANT shall not assign this Agreement without the prior express written approval of the DISTRICT.

24. WAIVER

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

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

26. COMPLIANCE WITH LAWS AND REGULATIONS

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

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

DISTRICT:

MID-PENINSULA WATER DISTRICT

CONSULTANT:

SCHAAF & WHEELER
CONSULTING CIVIL ENGINEERS

By: _____

Name: _____

Title: _____

By: _____

Name: _____

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.

Project Understanding

The Mid-Peninsula Water District (District) is undertaking a considerable capital improvement program to update, consolidate, and increase reliability of their potable water system. Schaaf & Wheeler has been selected to prepare construction contract documents for three of the District's capital projects along the Old County Road corridor in the City of Belmont (CIP No 15-75, 15-79, and 15-82). Each project is described in detail below:

Base Project

CIP 15-75 – Old County Rd – Project includes abandonment/removal of all the existing mains in Old County Road from just south of Bragato Road to Marine View Way and installation of 3,700 linear feet of 8-inch PVC main and 1,800 linear feet of 20-inch PVC main. The project includes an aerial crossing of Belmont Creek south of Harbor Blvd, the crossing will be constructed of free-span steel water pipe or ductile iron water pipe located on a support structure. Water services, fire hydrants, and fire sprinkler services will be replaced within the project boundaries.

CIP 15-79 – F Street – Project includes abandonment/replacement of 6-inch PVC and 10-inch concrete cylinder pipe along F Street between El Camino Real and Old County Road and installation of 8-inch PVC main. The project includes installation of new pipe under the PCJPB (Caltrain) railroad right-of-way and transverse crossing of Caltrans right-of-way.

Optional Projects

CIP 15-82 – Ralston Ave – Project includes abandonment/removal of 6-inch cast iron pipe along Ralston Ave between Old County Road and Elmer Street and installation of 8-inch PVC main. This project will connect to CIP 15-75.

CIP XX-XX – OCR Extension – Project is an additional alternative to extend the above project from Marine View Way to Sterling View Ave. The project includes abandonment/removal of all existing mains in Old County Road and installation of 2,200 linear feet of 8-inch PVC main.

Schaaf & Wheeler is providing a comprehensive team to provide engineering services from preliminary design through preparation of construction bid documents. Our scope of services includes mapping, permitting, CEQA support, public outreach support, geotechnical investigation, environmental investigation, utility locating and verification, cathodic protection, preliminary design, detailed design, and bid document preparation. The scope and fee assumes all base and optional projects will be undertaken at the same time and will be packaged as one bid package. If the different projects are phased at different times, additional effort may be required for design and assembly of separate bid packages.

Scope of Services

Schaaf & Wheeler has prepared a comprehensive scope to provide engineering design services for the District's capital replacement of water mains within the City of Belmont. Our team includes in-house engineering staff as well as sub-consultants that specialize in their related fields. Our sub-consultants include: Kier & Wright for surveying, Biggs Cardosa for structural engineering, JDH Corrosion for cathodic protection, BSK for geotechnical and environmental, David J Powers for CEQA compliance, Bess Testlab for utility locating, and Hexagon for traffic control design.

Task 1. Project Management and Coordination

As project manager, Leif M. Coponen, PE, will be the main point of contact for District staff. Schaaf & Wheeler's proposed design process will require close coordination between Leif and the design team to ensure delivery of a complete set of contract documents ready for public bid. The following tasks will be performed by the project manager:

- Obtain available record drawings and any pertinent project reports
- Arrange access for site surveys and other investigations
- Coordinate with District Engineer as required (hydraulic modeling)
- Subconsultant coordination
- Project scheduling
- Monthly progress reports, schedule of work, and progress meetings with District
- Prepare meeting agenda and document meeting minutes (Kick-off, Design Review) Quantity: 5
- Coordinate proposed improvements with District staff and affected utilities and agencies (Caltrain, Caltrans, City of Belmont, County of San Mateo, PG&E, AT&T, etc)
- Provide presentations to District staff and Board as required
- Prepare submittals as defined in this detailed scope of services
- Answer questions during all project phases as required

Task 2. Public Outreach Support

Schaaf & Wheeler will assist District staff with public outreach support, as the Old County Road corridor contains many businesses that may be impacted during construction. The District is committed to close coordination and noticing of customers to ensure their construction projects minimize impacts to homes and businesses, our engineers will assist in this effort. Timing of services will be at the District's discretion and may be inter-mixed throughout the duration of design services. The following tasks are included:

- Provide technical background for mailer notices (2 mailers)
- Attend one property owner meeting
- Attend two public meetings
- Attend two targeted field meetings

Task 3. Land Survey and Basemapping

Kier & Wright will prepare detailed land surveys and base mapping materials with utilities located in world coordinate system on the District's datum (or national datum if desired) over digitally rectified images from aerial photographs. The survey and mapping will be used by Schaaf & Wheeler to develop a set of construction documents suitable for public bid.

The initial work will include aerial flight photogrammetry and GPS coordination of flight markers and street monumentation. Flight markers will be set along with establishment of horizontal and vertical control on the State Plane Coordinate System. To reduce costs and improve accuracy between compilation of aerial photogrammetry and utility record data, all manholes and valves within the streets will be marked and painted in the field to help identify them accurately in the survey after receiving permission from Cities/Agencies with jurisdiction of right-of-way.

Utility and record map research will begin concurrent with the aerial photogrammetry. Office personnel will coordinate with various agencies to request record data for street improvements, public and private utility maps, as-built information and record map data.

As initial photogrammetry is compiled and delivered the field survey can begin. This includes field surveying of existing sewer/storm infrastructure including flowline data. Manholes will be dipped and measured along all project streets and all four directions of each street intersection to verify flow and depth. Storm drain manholes, catch basins and other structures will be surveyed as well for rim and invert data. Trees with canopies within 30 feet of the proposed alignment will be identified from the aerial data and these trees will be surveyed also. The surveying activities will include securing a survey encroachment permit from Caltrans and hiring a sub-contractor for traffic control within Caltrans right-of-way.

As above tasks are initiated, office personnel will begin compilation of all the record research data and aerial photogrammetry. This work includes drafting of the field survey data, record map information and utility measurements taken in the field. This will run concurrent with the majority of the above field efforts to maximize efficiency and reduce lead time as the field crews will be working one step ahead of office personnel as they deliver their field data.

As an optional task, Kier & Wright can obtain title reports for up to six parcels to determine more precise property boundaries and easements for two distinct areas: Belmont Creek at Old County Road and F Street at the Walgreens property. The two locations may require improvements and construction activities that are outside street right-of-way. The title reports will allow the District to determine specific property rights they may or may not have, which has the potential for determining feasibility of design concepts at these locations.

Task 4. Preliminary Engineering Report

Schaaf & Wheeler will prepare a basis of design report for the three capital projects. All key aspects of each project will be discussed including: system hydraulics, pipe materials, construction methods, design and construction alternatives, construction constraints and phasing, potential utility conflicts, and permitting requirements. The intent of the report is to allow the design team and District staff to work through the project design concepts and to determine the most preferred approach to detailed design,

prior to expending considerable design effort. The outcome of the preliminary engineering will direct our fieldwork program and detailed design effort. The basis of design report will also include conceptual design drawings (30% level) to assist with discussion of project constraints and alternatives.

Task 5. Field Investigation

Our team will conduct several different field investigations as part of the detailed design effort. The fieldwork will be the foundation for the design drawings and represents a considerable amount of work to ensure our design is complete and representative of real-world conditions the contractor will encounter during construction. The following key investigations are proposed:

Underground Utility Verification

The proposed pipeline alignment is located within a major utility corridor. Due to the limited space and congested corridor, it is imperative to determine any potential utility conflicts and provide resolution during design. Field modifications to the alignment and grade of the new water main during construction to avoid unforeseen conflicts can be costly and sometimes prohibitive. The proximity of the new improvements to existing high priority utilities reinforces the importance of field verifying utilities as part of the design process and not relying solely on pipeline construction activities to identify potential conflicts.

The previously collected utility data will be gathered from the surveyors and reviewed. Feedback from utility representatives will be solicited to obtain all available record information. Specific clearance requirements from identified utilities will be determined to assist with conflict resolution efforts. Significant utility uncertainties, especially with respect to depth, will need to be resolved through potholing activities.

Upon completion of preliminary design drawings there may be a number of locations where possible conflicts may occur between existing underground infrastructure and proposed improvements due to unknown depths and exact locations of various utilities. These locations will need to be potholed to verify locations and depths and revise designs as necessary.

The potholing will be coordinated between the survey team and Bess Testlab (potholers). The design team will determine key areas of possible conflicts and delineate these on a Pothole Exhibit for Bess Testlab to pothole the locations. Locations will be marked in the field in accordance with the exhibit and ground elevations will be surveyed in the area to be potholed. The locator can then pothole and document each location and provide the surveyors with the depth and location data per their measurements. As pothole data is delivered the design base maps will be updated to reflect the new information and revised deliverables will be provided to the design team.

Bess Testlab will perform the utility potholing operations by air lance excavation techniques. All known utilities that cross the proposed pipeline alignment will be field potholed to verify size of conduit and horizontal and vertical location. All utilities that run parallel to the proposed pipeline alignment and are within five feet of proposed excavation will be potholed as well. Traffic control measures and necessary encroachment permits will be part of the potholing operations. Pavement will be repaired per City or Agency requirements once potholing operations are finished. Field data will be recorded and incorporated into the design documents. Five days of potholing are anticipated with five potholes performed per day to a depth of 10 feet for areas outside Caltrans right-of-way, for the basis of the

proposal. One day of potholing is anticipated with four potholes performed to a depth of 10 feet for the El Camino Real crossing at F Street, for the basis of the proposal. Additional potholes can be performed on time and materials, generally performed on a per-day basis

Potential utility conflicts will be identified by Schaaf and Wheeler early in the design to allow the most flexibility for conflict resolution. All locations identified will be reviewed with District staff and include resolution alternatives that quantify impacts to the project and impacts to the affected utility. The analysis and chosen resolution alternative will be documented and provided to the District, in addition to being incorporated into the design documents. Schaaf & Wheeler will coordinate design efforts with affected utility companies as necessary.

Geotechnical Investigation and Report

BSK will provide subsurface investigations and geotechnical engineering to provide design parameters required for various construction methods and information useful to the Contractor for construction. BSK will also perform design document review for conformance of the plans with the geotechnical report and recommendations. The goal is to minimize the number of unknown site characteristics to reduce Contractor and District risk, thereby improving the quality of bids.

The purpose of the geotechnical investigation is to:

- Characterize the subsurface conditions
- Obtain soil samples for visual examination and laboratory testing to evaluate soil properties
- Provide geotechnical recommendations for the proposed water main project including, if needed, allowable lateral earth pressures for temporary shoring, temporary excavations, bedding, discussion of dewatering and earthwork recommendations, trench backfill recommendations, trenchless pipe installation technology recommendations, and pavement recommendations
- Prepare a report that describes the subsurface conditions, engineering properties, engineering analyses and evaluations, and provides recommendations for the proposed water pipelines

To characterize subsurface conditions, BSK will drill and sample four hollow stem auger borings to depths of 30 feet at two specific locations with truck-mounted, hollow-stem auger drilling equipment. We are not proposing to conduct field exploration for the entire pipeline length since the trench excavation will likely be a maximum of 5 feet deep for the majority of the alignment and slightly deeper for the 20-inch diameter main. Two borings will be performed at the Belmont Creek crossing and two borings will be performed at F Street where we anticipate crossing the railroad. We have included the borings at the railroad crossing in case sliplining the existing 10-inch concrete pipe is not feasible and a new trenchless crossing is required. Borings will be as close as practical to the location of the new alignment. An encroachment permit will be obtained from the required agencies prior to field exploration. Work will be performed on the side/shoulder of existing roadways with traffic control provided in accordance with City and County guidelines. Soil samples will be collected from the borings for visual classification and laboratory testing.

Boring locations will be marked and Underground Service Alert (USA) notified prior to beginning fieldwork, so that public and private underground utilities can be identified. (Marked locations will also be surveyed and incorporated into the plans in another task.) To further reduce the risk of damaging

unidentified underground utilities during drilling, a private utility locator will also be used. All borings will be permitted and backfilled with cement grout in accordance with San Mateo Environmental Health Department guidelines. Soil cuttings from borings will be collected in 55-gallon drums to be removed and relocated to a nearby location in coordination with the District.

(Project cost estimates assume that the soils cuttings will be non-hazardous. If environmental services indicate that the soil cuttings may be hazardous, additional testing services and disposal fees may be necessary.)

BSK will perform laboratory testing on the sampled soils to evaluate engineering properties. This testing will include:

- Liquid and Plastic Limit test
- Moisture-density tests
- Washed sieve grain size analysis

Field and laboratory data will be reviewed and engineering analyses performed to evaluate allowable lateral earth pressures for temporary shoring and pipeline thrust block design, temporary excavations, bedding, discussion of dewatering and earthwork recommendations, trench backfill recommendations, allowable lateral bearing pressures and trenchless construction recommendations. The geotechnical report will include the results of the investigation, and conclusions and geotechnical recommendations for design of the proposed water improvements. The report will also include an annotated site plan, boring logs, and laboratory test data in addition to the following:

- Site Conditions Summary and the engineering properties of the soils
- Geologic Hazards including liquefaction, lateral spreading, differential seismic compaction, fault rupture, and ground shaking
- Regional seismicity including active faults, maximum estimated ground shaking, earthquake probabilities. Seismic coefficients for design based on the California Building Code
- Discussion of trench shoring earth pressures, excavation stability, temporary construction dewatering, trench backfill materials, and fill placement specifications
- Pavement designs based upon actual R-value samples

Environmental Assessment

BSK will perform an environmental site assessment along the proposed pipeline alignment. Again the goal is to minimize the number of unknown site characteristics and provide useful information for the specifications. The scope of work presented below has been prepared to assist in identifying potential areas of environmental concern along the proposed pipeline alignment. It should be noted that the limited site assessment may reveal site conditions that warrant characterization and environmental testing.

A brief search of the State's GeoTracker database did not return results of active LUST sites within the project corridor, but given the commercial/industrial land-use along the project we believe a more detailed assessment is reasonable. The assessment will include the following:

- A review of publicly available and practically reviewable standard local, state or tribal, and federal environmental record sources

- A review of publicly available and practically reviewable standard historical sources, aerial photographs, Sanborn Fire Insurance Maps, and physical setting sources
- A review of publicly available environmental studies and monitoring reports associated with the any open or historical LUST sites
- Preparation of a report with our findings, opinions and conclusions

Corrosivity Investigation

JDH Corrosion Consultants will conduct site corrosivity investigation to determine the severity of soil corrosivity for buried metal piping and fittings. The field and laboratory work will be used as a basis for designing project specific cathodic protection for the water mains. Corrosion control design will use the District's standard design as a basis and be expanded only if additional design parameters are warranted. In-situ soil resistivity will be measured at selected locations along the project alignments. Soil samples will gathered near-surface and transported to CERCO Analytical for chemical analysis including pH, chlorides, sulfates, resistivity @ 100% saturation, and Redox potential. A corrosivity evaluation will be performed by reviewing the in-situ and laboratory analyses. JDH will prepare an engineering report that includes recommendations for long-term prevention of corrosion of water system components.

Task 6. Permitting and CEQA Coordination

Schaaf & Wheeler anticipates encroachment permits being required from the City of Belmont, County of San Mateo, Caltrans, and Caltrain for construction of the project. We also anticipate the need to obtain encroachment permits from some of the same agencies for design related fieldwork. Schaaf & Wheeler is proposing to provide permitting assistance to the District that will include preparation of the permits, technical analyses and reports, and improvement drawings and specifications. Payment of any permitting fees is not included in our scope of work. Based on the current concept of crossing Belmont Creek with a free-span aerial pipe, we do not anticipate the need for obtaining environmental agency permits for construction. Since Belmont Creek is under the purview of the County, we anticipate coordination with the County will be required, as the pipeline design will accommodate any future creek expansion plans known at the time of design.

Schaaf & Wheeler has retained David J. Powers to provide CEQA compliance services. An opinion letter will be prepared that discusses our recommended level of CEQA documentation and action for the District to take to comply with State requirements. At this time, based on the anticipated construction, we are anticipating a Categorical Exemption (Class 2) will be sufficient and we will prepare a Notice of Determination for the District to adopt.

Task 7. Design Development (60% & 95% PS&E)

Schaaf & Wheeler will prepare detailed plans, specifications, and estimates (PS&E) and submit these for District review and comment at the 60% and 95% completion levels. The 30% completion level submittal (as part of Task 4) will be used as conceptual level design to open discussion between the design team and the District to make sure the project is started down the correct path. All work will be provided on standard District border sheets using AutoCAD. For convenience, Adobe PDF files may be used to help circulate plans for comment at the District's discretion. District and/or Agency review

comments will also be incorporated into plan and specification revisions. The following sheets will generally be included in the plan set, with the first submittal parenthetically indicated:

- Cover Sheet (30%)
- Notes, Abbreviations and Legend (60%)
- Plan and Profile sheets over digitally rectified aerial photographs (60%)
- Existing rights-of-way and easements (60%)
- Major utility crossings (30%)
- All utility crossings (60%)
- Water Main Inter-tie Plans (60%)
- Traffic Control Plans (95%)
- General, Special and Technical Provisions (60%)
- Standard and Special Detail Sheets (60%)
- Construction Phasing/Outage Plans and Details (95%)

Schaaf & Wheeler fully comprehends the challenges facing the design phase of the project. Schaaf & Wheeler has identified three key design phase elements of this project that are important for the successful construction of this project:

- Constructability of design
- Public/Agency Outreach
- Permitting

First and foremost the design must be constructable. The project is large enough in scale and corridor congestion that significant modifications during construction will be costly and may be prohibitive. Schaaf & Wheeler's detail oriented design team will take the preliminary pipeline design and alignments provided by the District, and begin final design with an emphasis placed on constructability.

Plans, specifications, and engineer's cost estimates will be submitted for District review at 65%, 90%, and 100% completion levels. Schaaf & Wheeler will meet with the District to discuss the design and any review comments that are generated. Meeting minutes will be generated along with the documented review comments and the design team's response to the comments.

Hexagon Transportation Consultants will prepare traffic-handling plans for critical traffic locations for field activities associated with the design phase of the project and for the pipeline work associated with the construction phase of the project. We anticipate providing specific traffic control plans for the crossing of El Camino Real, Ralston Ave at Old County Road intersection, and Harbor Boulevard at Old County Road intersection. We also propose to prepare typical traffic control plans for up to six general conditions which will include handling driveway access for adjacent properties and any specific construction phasing stipulated in the design. We are not proposing to prepare complete traffic control plans for the entire project alignment for construction, as we feel the contractor is better suited to prepare plans based on his actual work and equipment layout.

The plans will be developed consistent with MUTCD, Caltrans, and WATCH manual standards. The plans will be drawn over existing base maps supplied by Schaaf & Wheeler and will include construction area

signage, temporary traffic control devices, and detour signage as needed to safely handle auto traffic as well as bicycle and pedestrian traffic during potholing and construction activity.

Hexagon will provide traffic engineering support services to Schaaf & Wheeler during the design phase of the project, as needed to refine the design of the project so as to minimize construction-related traffic impacts. The project alignment is located in a congested corridor with considerable traffic congestion and Schaaf & Wheeler anticipates traffic control during construction will be an important component to overall project success. Therefore, if our pipeline placement and design can take into account contractor operations and required traffic control, there is a reduced risk of needing to relocate the pipeline during construction due to traffic control constraints.

JDH Corrosion Consultants will prepare cathodic protection plans and specifications for the project. We anticipate a passive system will be required and no deep wells or rectifiers are needed. Typical details will be provided and sizing of anodes will be provided for reference by contractor, given the number of fittings or length of pipe to be protected.

Biggs Cardosa Associates will provide structural engineering design and specifications for the aerial crossing of the 20-inch water main over Belmont Creek. Structural design is anticipated to include either free-span steel water pipe or ductile iron pipe on a support structure that is independent of the existing bridge/culvert structure. Buried structural foundations are also planned at both sides of the crossing.

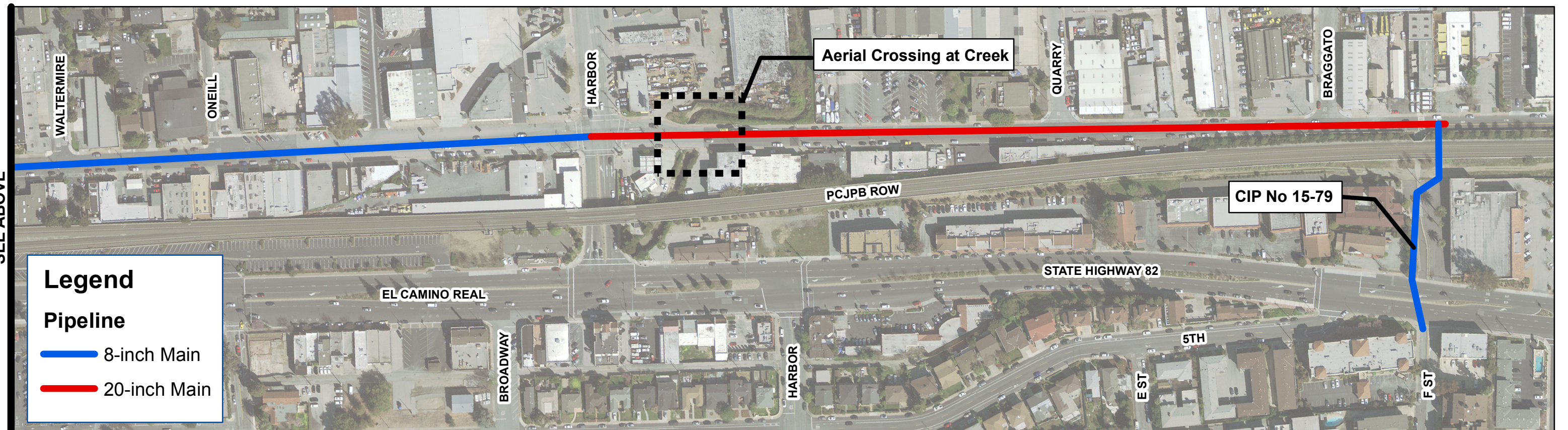
Task 8. Final Bid Documents

A written resolution of all comments from each PS&E submittal and all applicable Agency comments will be provided to the District for final document conformance. The final reproducible bid set will reflect all conformed comments. A complete camera-ready copy of the contract book and electronic version will be furnished to the District for reproduction. Schaaf & Wheeler anticipates incorporating the District's General Provisions and Standard Provisions into our Technical Provisions for a complete package ready for public competitive bidding. The District's standard construction contract will be used for the project.

Mid-Peninsula Water District Engineering Design Services CIP 15-75, 15-79, & 15-82 Schaaf & Wheeler August 15, 2017		Contract Hours and Rates by Task						Kier + Wright (Surveyors)	BSK Associates (Geotech/Environmental)	Biggs Cardosa Associates (Structural)	Hexagon Transportation Consultants (Traffic Engineer)	JDH Corrosion Consultants (Corrosion)	Bess Testlab Inc (Utility Locating)	David J Powers & Assoc (CEQA)	Subsconsultant Markup (5%)	Contract Total
		Schaaf & Wheeler					Schaaf & Wheeler Contract Value									
		Project Manager	Senior Engineer	Associate Engineer	Assistant Engineer	Designer / CAD										
Task 1	Project Management	116	10	0	30	0	\$32,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,900
1.1	Project Management / Coordination	96					\$21,600								\$0	\$21,600
1.2	Meeting Prep / Attend / Records (Qty: 5)	20	10		30		\$11,300								\$0	\$11,300
Task 2	Public Outreach Support	24	0	36	0	16	\$14,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,120
2.1	Technical Support Mailers (Qty: 2)	4		16		8	\$4,900								\$0	\$4,900
2.2	Property Owner Mtg (Qty: 1)	4		4			\$1,620								\$0	\$1,620
2.3	Public Meetings (Qty: 2)	8		8		8	\$4,360								\$0	\$4,360
2.4	Field Meetings (Qty: 2)	8		8			\$3,240								\$0	\$3,240
Task 3	Land Survey / Basemapping	2	0	8	12	24	\$7,170	\$57,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,875	\$67,545
3.1	Land Survey / Basemapping	2		8	12	24	\$7,170	\$57,500							\$2,875	\$67,545
Task 4	Preliminary Engineering Report	20	24	36	56	32	\$29,220	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$100	\$31,320
4.1	Draft Report	16	16	24	40	24	\$20,880			\$2,000					\$100	\$22,980
4.2	Final Report	4	8	12	16	8	\$8,340								\$0	\$8,340
Task 5	Field Investigation	8	10	36	28	8	\$15,880	\$0	\$45,760	\$0	\$0	\$3,500	\$50,150	\$0	\$4,971	\$120,261
5.1	Underground Utility Verification (29 PH)	2	4	16	24	8	\$9,090						\$50,150		\$2,508	\$61,748
5.2	Geotechnical Investigation and Report	2	4	8			\$2,690		\$38,200						\$1,910	\$42,800
5.3	Environmental Assessment	2	2	8	4		\$2,930		\$7,560						\$378	\$10,868
5.4	Corrosivity Investigation	2		4			\$1,170					\$3,500			\$175	\$4,845
Task 6	Permitting and CEQA Coordination	26	32	8	48	28	\$25,290	\$0	\$0	\$0	\$0	\$0	\$0	\$2,080	\$104	\$27,474
6.1	Encroachment Permits	24	32		48	24	\$22,840								\$0	\$22,840
6.2	CEQA Documentation / CE	2		8		4	\$2,450							\$2,080	\$104	\$4,634
Task 7	Design Development	84	108	114	100	104	\$91,580	\$0	\$5,000	\$15,800	\$6,000	\$5,000	\$0	\$0	\$1,590	\$124,970
7.1	60% Plans, Specs, Estimate	32	40	46	34	58	\$37,040		\$2,000	\$10,000	\$1,000				\$650	\$50,690
7.2	95% Plans, Specs, Estimate	52	68	68	66	46	\$54,540		\$3,000	\$5,800	\$5,000	\$5,000			\$940	\$74,280
Task 8	Final Bid Documents	24	24	36	32	24	\$25,160	\$0	\$0	\$2,000	\$1,000	\$1,000	\$0	\$0	\$200	\$29,360
8.1	Final Bid Documents	24	24	36	32	24	\$25,160			\$2,000	\$1,000	\$1,000			\$200	\$29,360
	PROJECT TOTAL (BASE SCOPE)	304	208	274	306	236	\$241,320	\$57,500	\$50,760	\$19,800	\$7,000	\$9,500	\$50,150	\$2,080	\$9,840	\$447,950
Add-Alt	Ralston Ave CIP 15-82	2	4	6	4	4	\$3,530	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$5,105
RA-1	Design / Bid Documents	2	4	6	4	4	\$3,530	\$1,500							\$75	\$5,105
Add-Alt	Main Extension OCR	4	0	14	12	8	\$6,460	\$14,000	\$2,200	\$0	\$0	\$1,500	\$16,740	\$0	\$1,722	\$42,622
OCR-1	Survey/Basemapping	2		2	4	8	\$2,570	\$14,000							\$700	\$17,270
OCR-2	Environmental Assessment	2		4			\$1,170		\$2,200						\$110	\$3,480
OCR-3	Corrosion Design			4			\$720					\$1,500			\$75	\$2,295
OCR-4	Underground Utility Verification (10 PH)			4	8		\$2,000						\$16,740		\$837	\$19,577
Opt	Optional Tasks	4	0	0	8	8	\$3,300	\$24,000	\$0	\$0	\$0	\$0	\$8,370	\$0	\$1,619	\$37,289
Opt-1	Title Reports / Mapping (Qty: 6)	2			4	4	\$1,650	\$24,000							\$1,200	\$26,850
Opt-2	Additional Potholes (1-Day / 5 PH)	2			4	4	\$1,650						\$8,370		\$419	\$10,439
	PROJECT TOTAL	314	212	294	330	256	\$254,610	\$97,000	\$52,960	\$19,800	\$7,000	\$11,000	\$75,260	\$2,080	\$13,255	\$532,965

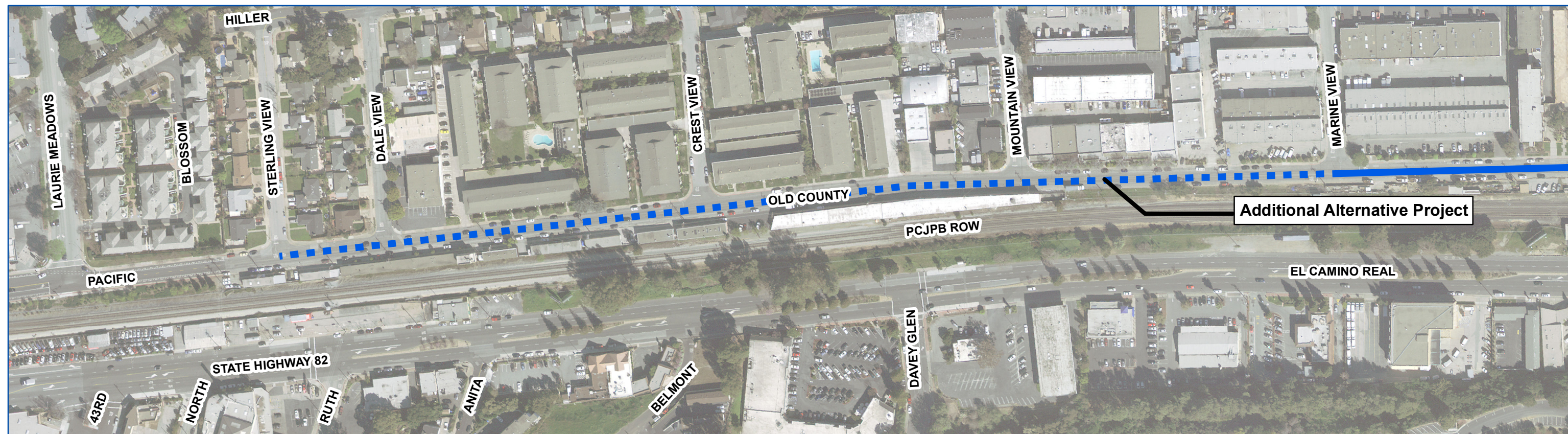


SEE BELOW



SEE ABOVE





Legend

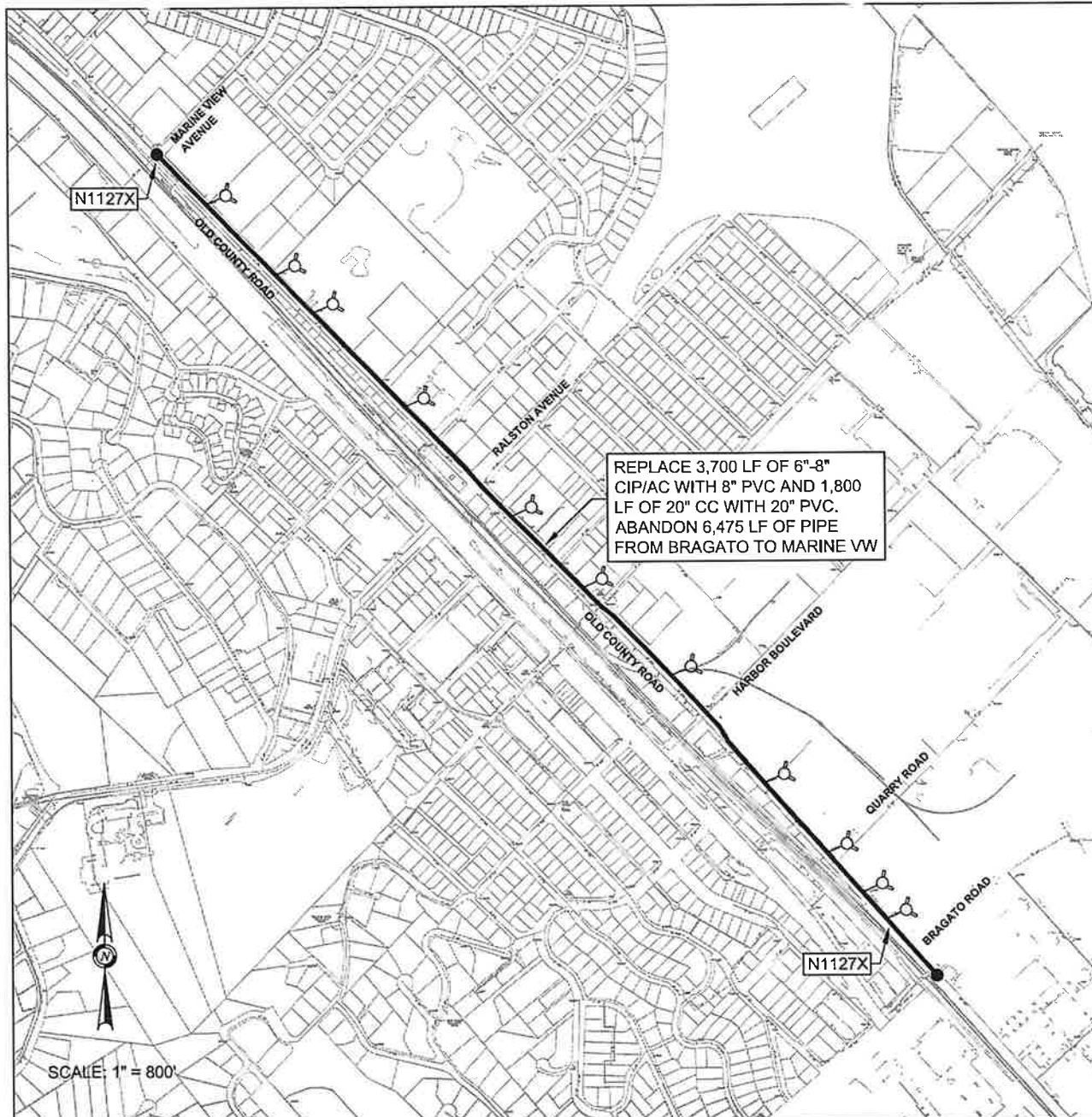
Pipeline

— 8-inch Main

- - - Alternative 8-inch Main



FIGURE 2:



OLD COUNTY ROAD IMPROVEMENTS

PROJECT BACKGROUND

Old County Road spans the entire length of Zone 1 and has approximately 5,000 LF of various 4", 6" and 8" cast iron pipe (CIP) and asbestos cement (AC) water mains installed in the 1930's/1940's located on the east side of the road. In addition, approximately 3,100 LF of 10" and 12" polyvinylchloride (PVC) and polyethylene (PE) water mains in steel casings were installed in the late 1980s and parallel the CIP and AC on the left side of the road. There are approximately 111 service connections, 15 fire service connections, and 11 fire hydrants along the CIP/AC water mains. Hydraulic analysis indicates the larger parallel water mains (10"-12") provide no significant fire flow benefit to the zone. This project abandons 6,475 LF of various sized parallel water main and replaces all of the 6"- 8" CIP/AC with 8" PVC (3,700 LF) and 1,800 LF of 20" CC with 20" PVC from Bragato Road to Marine View Avenue. Distribution System Analysis No. 080

PROPOSED IMPROVEMENTS

Abandon 6,475 LF of various size/type water mains
 Replace 3,700 LF of 6"-8" CIP/AC with 8" PVC
 Replace 1,800 LF of 20" CC with 20" PVC
 Replace 11 fire hydrant assemblies
 Replace 111 service connections
 Replace 15 fire service connections

PROJECT BENEFITS

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

PROJECT BUDGET

3,700 LF - 8" PVC @ \$275/LF	\$ 1,017,500
1,800 LF - 20" PVC @ \$500/LF	\$ 900,000
Abandonments	\$ 75,000
11 Fire Hydrants @ \$15,000/EA	\$ 165,000
15 Fire Services @ \$6,000/EA	\$ 90,000
111 Service Connections @ \$3,000/EA	\$ 333,000
Subtotal Construction	\$ 2,580,500
Planning, Design, & Construction Support	\$ 510,000
Contingency (±10%)	\$ 309,500
Project Budget	\$ 3,400,000



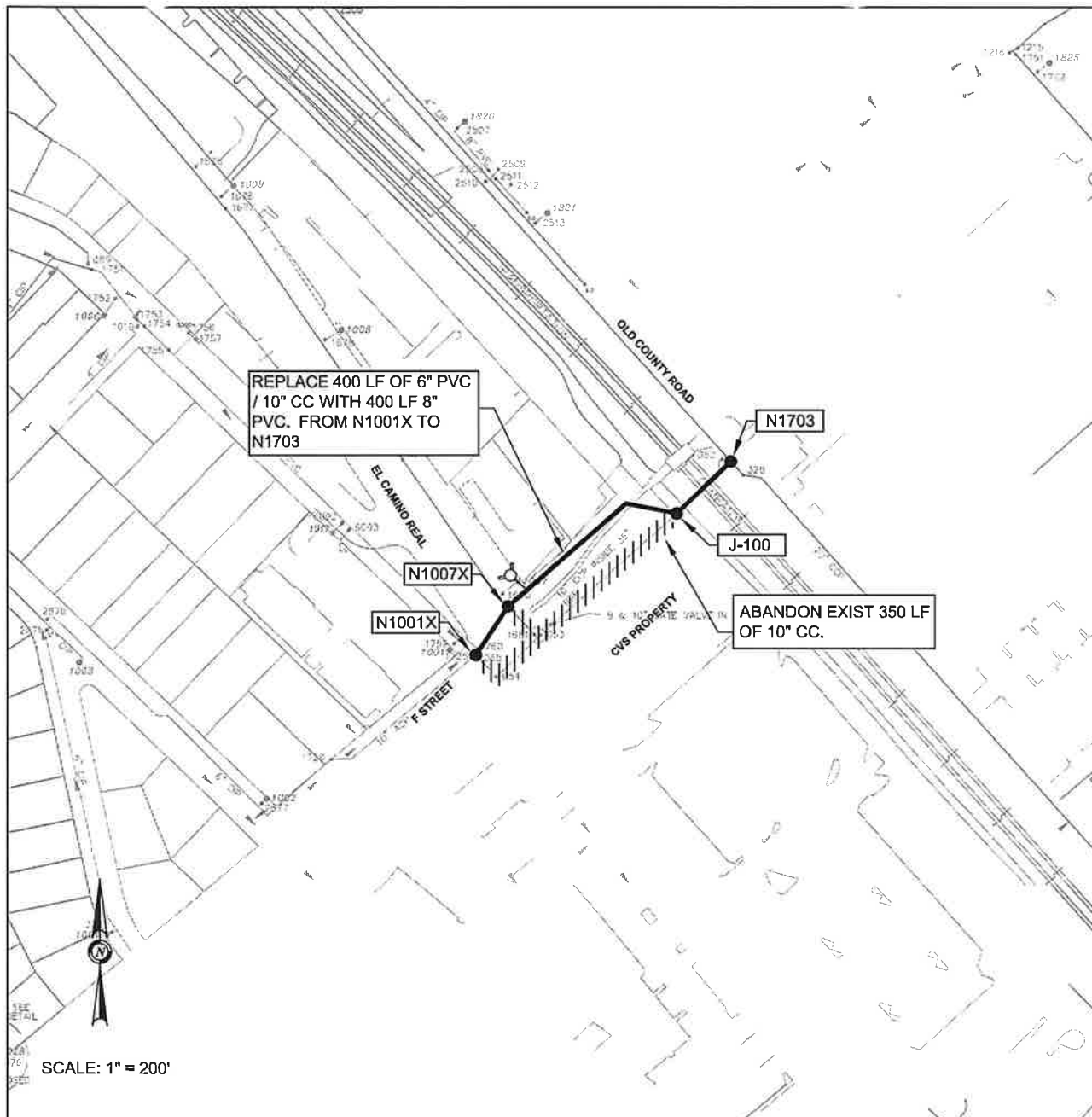
Pakpour Consulting Group, Inc.
 5776 Stoneridge Mall Road, Suite 320
 Pleasanton, CA 94588
 925.224.7717 Fax 925.224.7726
 www.pcgengr.com

JOB No. 10012.07
 DATE 5/20/16
 SCALE AS NOTED
 DRAWN: BY BL
 CKD JP



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 OLD COUNTY ROAD IMPROVEMENTS
 PROJECT 15-75



F STREET IMPROVEMENTS

PROJECT BACKGROUND

F Street is located in the southern portion of Zone 1 and crosses El Camino Real where it dead ends before the railroad tracks. A short 150 LF 6" polyvinylchloride (PVC) water main provides service to one business and a hydrant on F Street. Directly to the south of F Street, the District has a 350 LF 10" concrete (CC) water main located in an easement on the CVS property and is 1 of 5 railroad crossings connecting Old County Road with El Camino Real. The 10" CC was installed in 1963 and is currently out of service due to main break with the exact location of the break unknown. This project relocates the existing 10" CC out of the CVS easement to F Street and installs a new 400 LF 8" PVC. The existing 10" CC will be used as a casing for the new 8" PVC underneath the tracks. Hydraulic analysis indicates this particular crossing does not provide significant fire flow benefit however it does provide other benefits including system redundancy and relocation of a water main out of an easement onto public right-of-way. Distribution System Analysis No. 084

PROPOSED IMPROVEMENTS

Install 400 LF of new 8" DIP
 Replace 1 fire hydrant assembly
 Replace 2 service connections

PROJECT BENEFITS

The F Street Improvements replaces old and aging water main, relocates a damaged water main out of the CVS property to public right-of-way, and provides system redundancy.

PROJECT BUDGET

400 LF - 8" PVC @ \$300/LF	\$ 120,000
2 Abandonments @ \$20,000/LS	\$ 20,000
1 Fire Hydrant @ \$15,000/EA	\$ 15,000
2 Service Connections @ \$3,000/EA	\$ 6,000
Subtotal Construction	\$ 161,000
Planning, Design, & Construction Support	\$ 54,000
Contingency (±10%)	\$ 20,000
Project Budget	\$ 235,000

SCALE: 1" = 200'



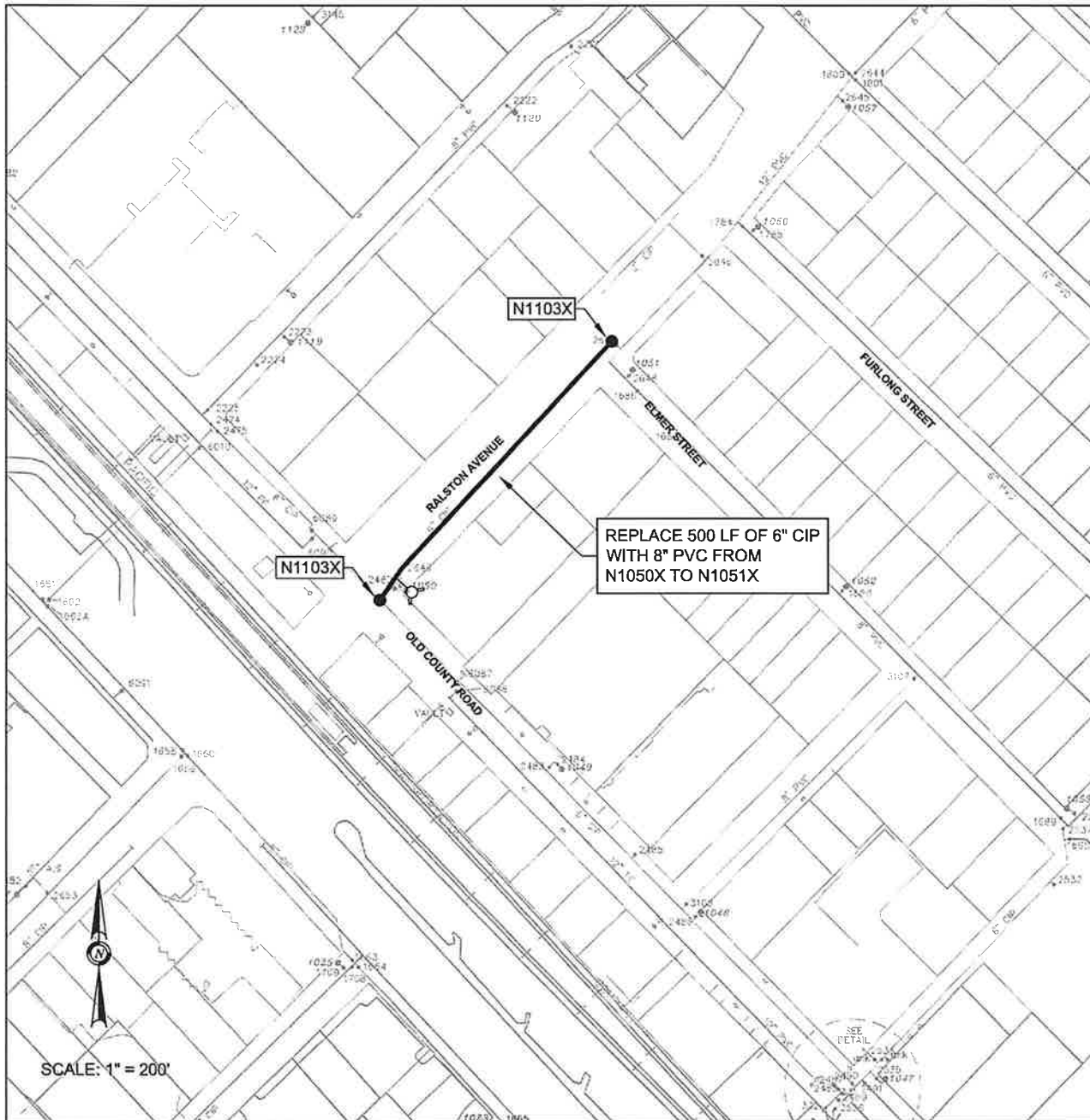
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SCALE	AS NOTED
DRAWN:	BY RL CKD JP



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 F STREET IMPROVEMENTS
 PROJECT 15-79



RALSTON AVENUE IMPROVEMENTS

PROJECT BACKGROUND

The 500 LF 6" cast iron (CIP) water main along Ralston Avenue between Old County Road and Elmer Street was identified by maintenance personnel as a preferred capital improvement project. The CIP was installed in 1937 and it is probable this water main could experience a significant break in the future. Given the location on the highly traveled Ralston Avenue, a main break would not be ideal and would cause major traffic disruptions. This project replaces the existing 6" CIP with a new 8" polyvinylchloride (PVC) in addition to 5 service replacements and 1 fire hydrant. Traffic control on Ralston Avenue will be challenging where night time work may be a possibility to minimize traffic disruptions.

PROPOSED IMPROVEMENTS

Replace 500 LF of 6" CIP with 8" PVC
 Replace 1 fire hydrant assembly
 Replace 5 service connections

PROJECT BENEFITS

The Ralston Avenue Improvements replaces an old and aging water main capable of creating major traffic disruptions in the event of a main break, and increases the water main to the minimum 8-inches set by the District.

PROJECT BUDGET

500 LF - 8" PVC @ \$250/LF	\$ 125,000
1 Fire Hydrant @ \$15,000/EA	\$ 15,000
5 Service Connections @ \$3,000/EA	\$ 15,000
Traffic Control @ \$50,000/LS	\$ 50,000
Subtotal Construction	\$ 205,000
Planning, Design, & Construction Support	\$ 60,000
Contingency (±10%)	\$ 25,000
Project Budget	\$ 290,000



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JOB No. 10012.07
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 SCALE AS NOTED
 DRAWN: BY BJ
 CKD JP



MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 RALSTON AVENUE IMPROVEMENTS
 PROJECT 15-82



AGENDA ITEM NO. 8.B.

DATE: September 28, 2017

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2017-17 AUTHORIZING THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC., REFERENCED AS CONTRACT NO. 07-1621-CIP IN THE AMOUNT OF \$325,244, FOR ENGINEERING DESIGN SERVICES RELATED TO THE 2018 WATER MAIN REPLACEMENT PROJECT

RECOMMENDATION:

Adopt Resolution 2017-17, which authorizes a third amendment totaling \$325,244 to the District Engineer's contract for professional engineering design services for the 2018 Water Main Replacement Project (2018 WMRP) on Notre Dame (CIP 15-10), Mid-Notre Dame (CIP 15-49), Cliffside Court (CIP 15-38), Tahoe Drive (CIP 15-28) and the Zone 5 Hydrant Improvements (CIP 15-06) in and around Solana Drive, Desvio Way and Altura Way.

FISCAL IMPACT:

The attached proposal from the District Engineer dated September 5, 2017, proposes to prepare plans, specifications, provide construction support and provide funding for sub-consultants to gather field information for the five (5) capital projects. The total proposal cost is \$325,244. With the exception of the Mid-Notre Dame abandonment project, which the Board agreed with staff's recommendation at their August meeting to add to the 2018 WMRP, all of the proposed improvements are approved within the MPWD 5-Year CIP FY 2016/2017 through FY 2020/2021. *(The construction cost estimate for the five projects, including contingency but not engineering, is \$1.836 million in 2017 dollars.)* Funding for the engineering and sub-consultant services will come from the 2016 COP proceeds.

DISCUSSION:

The Board adopted a five-year Capital Improvement Plan (CIP) at its May 26, 2016 meeting and directed staff to develop a "game plan" to execute the improvements. Staff and the District Engineer have developed such a plan that entails developing plans and

specifications in one fiscal year or two, depending on the size of the project, and construction in the following year or two, again depending on the size of the project. Part of the plan also included combining some projects to be efficient and provide an economy of scale for bidding and construction purposes as just discussed.

The seventh improvement project from the CIP recognizes five (5) more projects. Four of the five are from the Board's adopted five-year list: Notre Dame Loop Closure (CIP 15-10), Cliffside Court Improvements (CIP15-38), Tahoe Drive Area Improvements (CIP 15-28) and Zone 5 Fire Hydrant Upgrades (CIP 15-06). The fifth project, Mid-Notre Dame Avenue Abandonment (CIP 15-49) was ranked 29th and would be potentially found on the next list of five-year capital improvements based on priority. At the Board's August 24, 2017 meeting staff brought an agenda item for discussion and recommended adding the Mid-Notre Dame Abandonment project to the 2018 WMRP due to a lack of available public right-of-way to construct another pipeline. The District currently operates three (3) water mains under a portion of Notre Dame. Two of the water mains service customers in Zone 2 and the third one serves Zone 3 customers. In addition there is sewer, natural gas, storm water and other infrastructure under the street. The Mid-Notre Dame Abandonment project will literally remove 650 lineal feet of 6-inch cast iron pipe constructed in 1935, in order to install an eight-inch ductile iron pipe under Notre Dame from Arbor Avenue to Valley View, a distance of 2,230 lineal feet.

The District Engineer's contract defines any engineering or construction management support greater than \$100,000 as Major Improvement Projects, and requires them to submit a proposal.

A proposal from the District Engineer dated September 5, 2017 and details the type of improvements to be made at each of the five (5) locations. Their proposal goes on to describe a topographic survey, utility coordination, plan and specification preparation, process for bid documents, advertisement, construction support and record drawing, their proposed budget, and schedule. The intent is to have plans and specifications ready in the Spring of 2018 with construction starting at the very onset of FY 2018-2019.

Attachments: Resolution 2017-17
 Proposal from Pakpour Consulting Group dated September 5, 2017
 Contract No. 07-1621-CIP Third Amendment to Contract for Professional Services
 Five Programmed Project Descriptions

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-17

**AUTHORIZING THE THIRD AMENDMENT TO THE
PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC.,
REFERENCED AS CONTRACT NO. 07-1621-CIP, IN THE AMOUNT OF \$325,244,
FOR ENGINEERING SERVICES RELATED TO
THE 2018 WATER MAIN REPLACEMENT PROJECT**

*** * ***

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) entered into a contract with Pakpour Consulting Group on June 25, 2015 to provide District Engineer services for the planning, design, construction, management and operation of the District water system (Contract); and

WHEREAS, a First Amendment to the Contract (referenced as Contract No. 01-1621-CIP) with the District Engineer for the 2017 Water Main Improvements Project totaling \$292,155 was approved by the Board of Directors on September 22, 2016; and

WHEREAS, a Second Amendment to the Contract (referenced as Contract No. 02-1621-CIP) with the District Engineer for the Hillcrest Pressure Regulating Station Project totaling \$89,250 was approved by the Board of Directors on February 23, 2017; and

WHEREAS, Section 2.C. of the Contract includes optional services for Major Improvement Projects, defined as improvement projects or construction management services costing over \$100,000; and

WHEREAS, the Board of Directors (Board) adopted the MPWD Comprehensive System Analysis and Capital Improvement Program (CIP), FY 2016/2017 Update, and authorized the MPWD 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021 at its May 26, 2016, regular meeting; and

WHEREAS, the 2018 Water Main Replacement Project is derived from the MPWD's 5-Year CIP for Fiscal Years 2016/2017 through 2020/2021; and

WHEREAS, the District proposed a Third Amendment to the Contract for the purpose of engaging the District Engineer to prepare plans, specifications, cost estimates and construction support for the 2018 Water Main Replacement Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a Third Amendment to the Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 07-1621-CIP, for professional engineering services related to the 2018 Water Main Replacement Project totaling \$325,244.

REGULARLY passed and adopted this 28th day of September 2017.

AYES:

NOES:

ABSTAINS:

ABSENCES:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

CONTRACT NO. 07-1621-CIP

THIRD AMENDMENT TO

CONTRACT FOR PROFESSIONAL SERVICES

THIS THIRD AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES, (HEREINAFTER REFERRED TO AS "CONTRACT NO. 07-1621-CIP"), is made as of the 28th day of September 2017, by and between the MID-PENINSULA WATER DISTRICT (hereinafter referred to as "DISTRICT") and PAKPOUR CONSULTING GROUP, INC. (hereinafter referred to as "ENGINEER").

- A. The Parties entered into a Contract for Professional Services ("Contract") on June 25, 2015, under which Engineer provides professional engineering services in connection with the planning, design, construction, management, and operation of the DISTRICT's water system, including optional services related to major improvement projects costing over \$100,000.
- B. The DISTRICT desires Engineer to provide support services related to the District's 2018 Water Main Replacement Project (Project), as more particularly described in the ENGINEER's proposal dated September 5, 2017, a copy of which is attached hereto and incorporated herein as Attachment "A" to this Third Amendment, which services generally include the preparation of plans, specifications, cost estimates and construction support for said Project.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. Under Section 2 of the Contract, the Scope of Services is amended to add the ENGINEER's services described in Attachment "A" to this Third Amendment.
- 2. Under Section 4.3 of the Contract, the Compensation to be paid the ENGINEER for the specified services to be provided pursuant to this Third Amendment is set forth in Attachment "A" to this Third Amendment.
- 3. Except for those changes expressly specified in this Third Amendment, all other provisions, requirements, conditions and sections of the Contract remain in full force and effect.

IN WITNESS WHEREOF, this Third Amendment to the Contract, referenced as Contract No. 07-1621-CIP, is entered into as of the date first written above by the duly authorized representatives of the parties.

MID-PENINSULA WATER DISTRICT

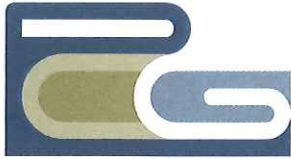
PAKPOUR CONSULTING GROUP, INC.

BY: _____
Tammy A. Rudock, General Manager

BY: _____
Joubin Pakpour, P.E., Principal

APPROVED AS TO FORM:

District Counsel



Pakpour Consulting Group, Inc.

September 5, 2017

10012.24

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

**Subject: Proposal to Prepare Plans, Specifications, Cost Estimate and
Provide Construction Support
Notre Dame Avenue, Cliffside Court, Tahoe Drive Water Main Improvement Project**

Dear Tammy,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, cost estimate and provide construction support for the above mentioned projects as part of the District's Capital Improvement Program.

1. Notre Dame Avenue Loop Closure (CIP# 15-10) - Zone3

The project consists of eliminating 2,100 LF of an existing dead-end water main on Terrace Drive that has a history of water quality issues and does not meet the minimum recommended fire flow of 1,500 gallons per minute (gpm) at 20 pounds per square inch (psi). The connection of Terrace Drive with Notre Dame Avenue at Manzanita Avenue with a new 1,030 LF 8-in ductile iron pipe (DIP) water main will eliminate the dead-end main and create a looped system to improve water quality while also meeting fire protection recommendations. In addition, the installation of 1,200 LF of 8-in DI water main on Notre Dame Avenue between Manzanita Avenue and Valley View Avenue will replace existing aging 4-in and 6-in polyvinylchloride (PVC) and cast iron (CIP) pipes. Based on hydraulic analysis, the available fire flows will experience a 12% to 106% increase along Terrace Drive and Notre Dame Avenue after project completion. Three fire hydrants will be upgraded and 29 services will be reconnected to the new infrastructure.

2. Mid-Notre Dame Avenue Abandonment (#15-49) - Zone 2

There are two existing parallel water mains along Notre Dame Avenue between Folger Avenue and South Road: an 8-in CIP water main installed in 1950's and a 6-in CIP water main installed in the 1930's. The existing fire flows are above the recommended 1,500 gpm at 20 psi. This project will abandon the 6-in CIP water main on Notre Dame Avenue and connect the existing water main on Folger Avenue and Notre Dame Place to the 8-in CIP water main. Based on hydraulic analysis there are no indications of adverse affects to fire flows when the 6-in main is abandoned. Ten services will be reconnected to the existing 8-in CIP.



3. Cliffside Court Improvements (CIP #15-38)

The project consists of replacing existing undersized 4-in PVC water mains installed in the 1970's on two dead ends within Cliffside Court. Fire flows on Cliffside Court are below the recommended 1,500 gpm at 20 psi due to the 4-in bottlenecks.

This project will replace 330 LF of 4-in PVC with a new 8-in DIP water main thereby increasing available fire flows more than 300% of the current flows. Two fire hydrants will be upgraded and 14 services will be reconnected to the new infrastructure.

4. Tahoe Drive Area Improvements (CIP# 15-28)

The project consists of replacing existing undersized 4-in CIP water mains along Muir Way, Tioga Way, and Bryce Court. Fire flows at each of these streets are below the recommended 1,500 gpm at 20 psi. The existing water mains will be replaced with a new 8-in DIP water main thereby increasing fire flows approximately 130% of the current flows. Four fire hydrants will be upgraded and 28 services will be reconnected to the new infrastructure.

5. Zone 5 Fire Hydrant Upgrades (CIP# 15-06)

The project consists of upgrading and installing new fire hydrants along Solana Drive, Desvio Way, and Altura Way to improve flushing operations and increase fire protection in Zone 5. Three existing fire hydrants will be upgraded (Desvio Way, Solana Drive, and Altura Way) and three new hydrants will be installed at the cul de sacs to provide additional flushing capabilities and fire protection. One additional fire hydrant will be installed at the intersection of Solana Way and Desvio Way.

1.0 Meetings, Field Investigation with District Staff, and Potholing

PCG will conduct meetings and field investigations with District staff during the design phase and coordinate with the City of Belmont and utility companies for possible utility conflicts. PCG will coordinate with a potholing contractor to locate and confirm the depths of existing facilities along the new water main alignments. Information will be used to finalize the alignments for the 60% submittal.

Project Utility Notices will be sent out to all utilities and services operating in the area informing them of the project, requesting plans of their facilities, and their requirements for construction near them.

Deliverables: Meeting Minutes, Field Site Visit, Preliminary Layout on Notre Dame Avenue, Pothole Data Sheet

2.0 Topographic Survey & Utility Coordination

PCG, along with our subconsultant *Triad Holmes & Associates (THA)*, will research District, City, and County records for "As-Built" improvement plans, reports, studies and other data pertinent to the project. Local agencies in the area that have recently completed similar projects will be contacted for input.

Topography will be established and tied to horizontal and vertical control by THA. The scope of the survey work will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility location and invert elevations. Existing right-of-way and adjoining property information will be obtained and shown on the project base map.



3.0 60% Plans and Cost Estimate

The 60% progress plans will be prepared per District standards and with a preliminary cost estimates. The design drawings will be prepared in AutoCAD 2017. The plans and cost estimates will be submitted for review to the District. PCG will participate fully in the review process.

Deliverables: 60% Plans and Cost Estimate (see Proposed Schedule)

4.0 90% Plans, Specifications, and Cost Estimate (PSE)

The 60% submittal will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments. Project specifications will be prepared in Microsoft Word 2007 format and will be incorporated into the District's "boilerplate" to produce draft bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors.

Deliverables: 90% Plans, Specifications, and Cost Estimate (see Proposed Schedule)

5.0 Bid Documents (Final PSE)

The 90% submittal will be finalized by addressing District and other agency comments. Appropriate modifications will be made to the plans, specifications, and cost estimates to produce the final bid documents. .

Deliverables: Final (signed and sealed) PSE in hard copy and in electronic file format

6.0 Advertisement/Award Period

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

Deliverables: Documentation of activities, addenda, and responses to inquiries

7.0 Construction Support/ Record Drawings

PCG will provide construction support to the District consisting of submittal reviews and shop drawings for compliance with the contract documents. PCG will also respond to Requests for Information (RFIs) during the construction phase, attend progress meetings, and provide on-site observations at the District's request.

PCG will prepare and submit Record Drawings ("As Builts") based upon the Contractor's marked up plans. The Contractor's marked up plans will be reviewed by PCG concurrently with the project inspector to ensure an accurate representation of the "As Built" water mains.



Proposed Schedule

Notice to Proceed by the Board	September 28, 2017
Public Utility Notification	September 29, 2017
MPWD Coordination USA Markings	October 2, 2017
Topographic Survey and Coordination:	
Cliffside Ct	
Field Survey Start	October 9, 2017
Field Survey Complete (3 Weeks)	October 27, 2017
Tahoe Dr:	
Field Survey Start	October 23, 2017
Field Survey Complete (3 Weeks)	November 13, 2017
Notre Dame Av:	
Pothole Coordination	October 2, 2017
Pothole Investigation	October 16, 2017
Field Survey Start	November 13, 2017
Field Survey Complete (6 weeks)	December 22, 2017
60% Review Submittal Due (Plans and Estimate) for Cliffside Ct, Tahoe Dr, Zone 5 Fire Hydrants	December 11, 2017
60% Submittal Review Comments Due (District) for Cliffside Ct, Tahoe Dr, Zone 5 Fire Hydrants	January 8, 2018
60% Review Submittal Due (Plans and Estimate) for Notre Dame Av	January 26, 2018
60% Submittal Review Comments Due (District) for Notre Dame Av	February 16, 2018
90% Review Submittal Due (Plans, Specifications, and Estimate) for Cliffside Ct, Tahoe, Dr, Zone 5 Fire Hydrants, and Notre Dame Av	March 23, 2018
90% Review Submittal Comments Due (District) for Cliffside Ct, Tahoe, Dr, Zone 5 Fire Hydrants, and Notre Dame Av	April 27, 2018
Bid Documents (Construction Documents) Completion Date	May 18, 2018
Begin Advertisement (4 Weeks)	May 21, 2018
Pre-Bid Meeting	June 14, 2018



Proposed Schedule (continue)

Bid Opening (4 Weeks to Prepare)	July 12, 2018
Bid Results/Recommendation Board Package	July 20, 2018
Award Project (Board Meeting)	July 26, 2018
Start Construction on Notre Dame Av (Summer School Session after June 11, 2018)	August 2018

Assumptions

- Construction schedule may have to be adjusted to accommodate the summer school session for Notre Dame Elementary and Notre Dame High School on Notre Dame Av and Ralston Ave
- Schedule has been closely coordinated with the surveyor and any delay on their part may affect the proposed schedule and will notify the District
- Pothole is not required on Cliffside Court and on Tahoe Drive area
- Zone 5 Fire Hydrant Upgrade will not require survey and can be schematically design with District's GIS Map
- 3 weeks is allocated for the District to review the deliverables between submittals
- No coordination with Caltrans or Fish and Games is expected
- Design is based on open trench and no horizontal directional drilling or pipe bursting was considered
- Additional scope of work added to the stated projects will affect the schedule

Proposed Budget

TASK	DESCRIPTION	District Engineer		Project Engineer II		Project Engineer I		TOTALS	
		HR	COST	HR	COST	HR	COST	HRS	COST
			\$190		\$145		\$130		
1.0	Meetings/Field Investigation with District Staff	24	\$4,560	40	\$5,800	0	\$0	64	\$10,360
2.0	Utility Coordination	8	\$1,520	80	\$11,600	0	\$0	88	\$13,120
3.0	60% Plans and Cost Estimates	24	\$4,560	240	\$34,800	0	\$0	264	\$39,360
4.0	90% Plans, Specifications, and Estimates (PSE)	24	\$4,560	240	\$34,800	0	\$0	264	\$39,360
5.0	Bid Documents - Final PSE	24	\$4,560	240	\$34,800	56	\$7,280	320	\$46,640
6.0	Advertisement / Award Period	24	\$4,560	120	\$17,400	0	\$0	144	\$21,960
7.0	Construction Support/ Record Drawing	72	\$13,680	240	\$34,800	0	\$0	312	\$48,480
Total Labor		200	\$38,000.00	1200	\$174,000	56	\$7,280	1456	\$219,280
Topographic Survey (Notre Dame Avenue, Cliffside Court, Tahoe Drive Area) - Topographic Survey									\$45,000
Potholing									\$50,000
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)									\$10,964
Total Budget for CIP Planning, Design, and Construction Support Project Cost									\$325,244



The total CIP budget for Planning, Design, and Construction Support (CIPs 15-06, 15-10, 15-28, 15-38, and 15-49) is \$325,000. As a comparison, the current total design budget is 14.0% less than the original 2015 design budget of \$370,500 for these services.

We look forward to assisting the District with this project. Please do not hesitate to contact me at (925) 224-7717 should you have any questions.

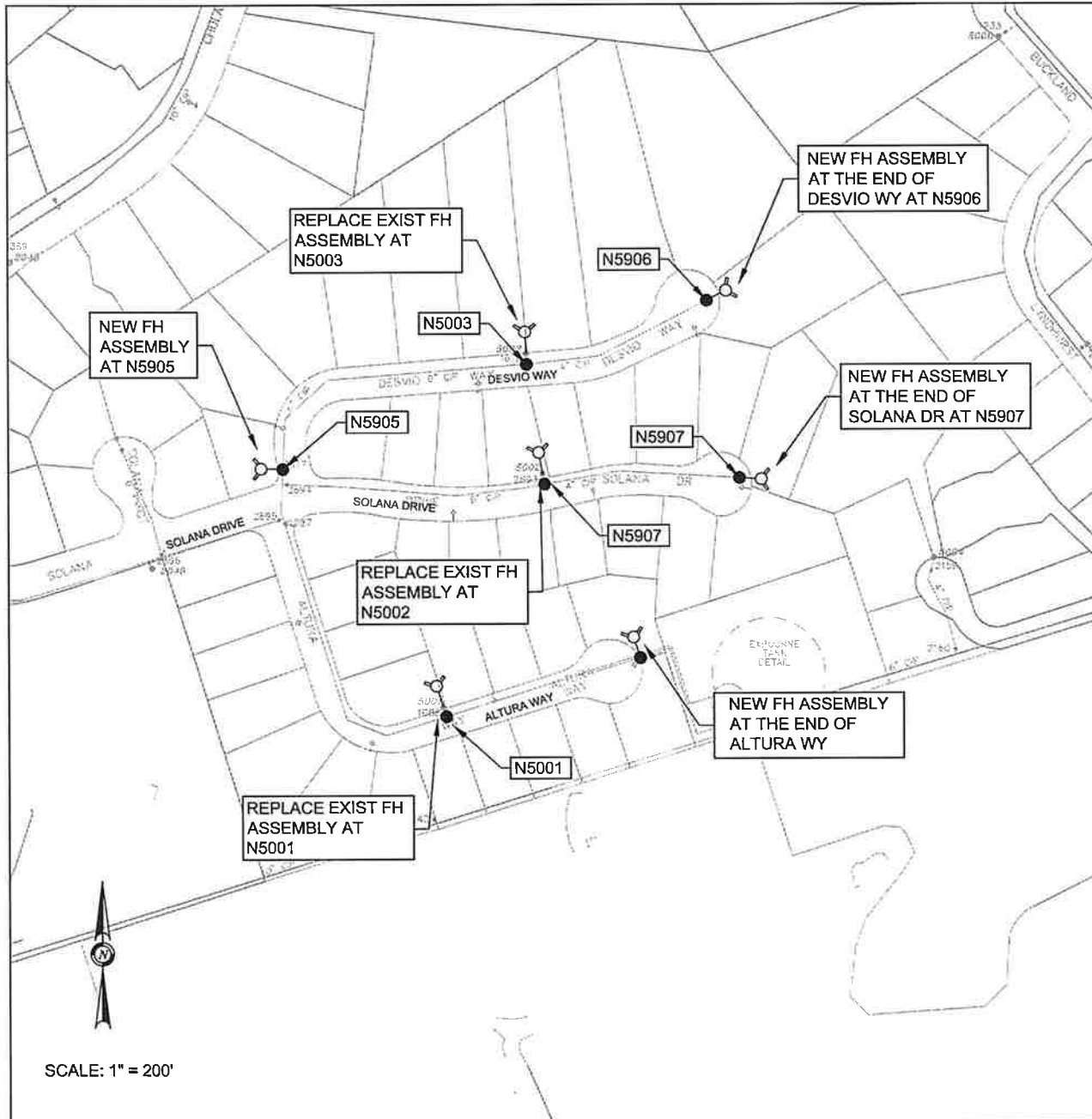
Very truly yours,

Pakpour Consulting Group, Inc.

A handwritten signature in blue ink, appearing to read "Victor Pakpour for".

Joubin Pakpour, P.E.
District Engineer





ZONE 5 FIRE HYDRANT UPGRADES

PROJECT BACKGROUND

Desvio Way, Solana Drive and Altura Way are each located in Zone 5 and each street has one hydrant located along their midpoints. Desvio Way and Solana Drive are dead end streets with no fire hydrants at their ends and hydrant spacing along all the streets is not optimal. This project improves the hydrant spacing and provides flushing capabilities at the dead ends by installing 4 new fire hydrants. The existing 3 fire hydrants would also be replaced as part of this project to bring them up to current standards. There will also be an added benefit in increasing fire flow protection to residents in Zone 5.

PROPOSED IMPROVEMENTS

Install 4 new hydrant assemblies
Replace 3 fire hydrant assemblies

PROJECT BENEFITS

The Zone 5 Fire Hydrant Upgrades improves hydrant spacing in the area, provides flushing capabilities for the dead ends, and provides increased fire protection to Zone 5 residences.

PROJECT BUDGET

7 Fire Hydrants @ \$15,000/EA	\$ 105,000
Subtotal Construction	\$ 105,000
Planning, Design & Construction Support	\$ 31,000
Contingency (±10%)	\$ 14,000
Project Budget	\$ 150,000



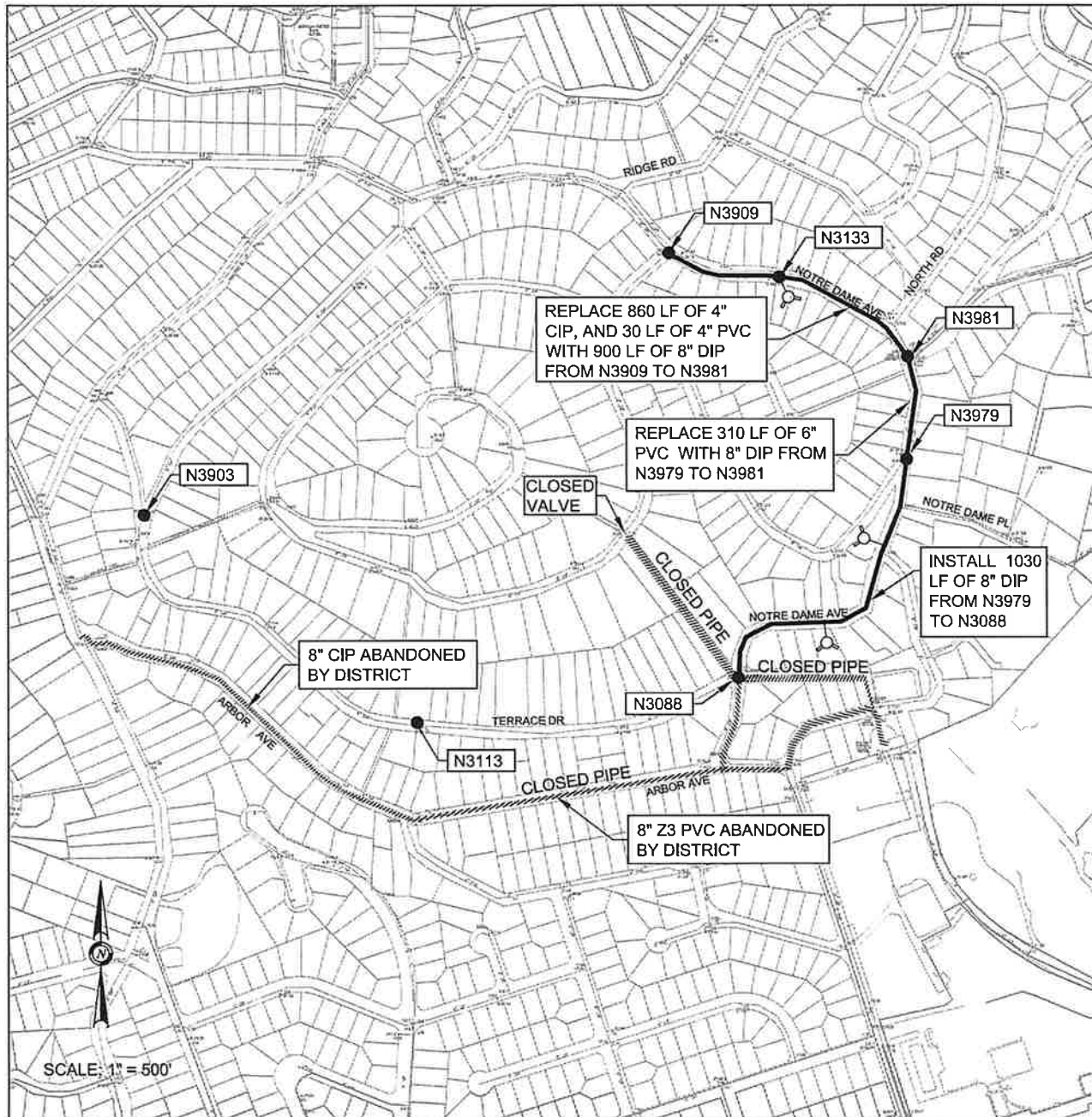
Pakpour Consulting Group, Inc.
5776 Stoneridge Mall Road, Suite 320
Pleasanton, CA 94588
925.224.7717 Fax 925.224.7726
www.pcgengr.com

JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN:	BY BL
CKD	JP



MID-PENINSULA WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
3 DAIRY LANE
BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
ZONE 5 FIRE HYDRANT UPGRADES
PROJECT 15-06



NOTRE DAME AVENUE LOOP CLOSURE

PROJECT BACKGROUND

According to the District GIS map and discussions with District personnel, water mains along Arbor Avenue and a small portion on Notre Dame Avenue were abandoned. As a result, this created a long 2,100 LF dead end on Terrace Drive and the District has reported water quality issues near the end of the dead end main. In addition, several water mains along Notre Dame Avenue (between Valley View Avenue and Manzanita Avenue) and the Terrace Drive dead end are incapable of meeting the minimum recommended fire flow of 1,500 gpm at 20 psi. This improvement will reconnect Terrace Drive with Notre Dame Avenue at Manzanita Avenue with 1,030 LF of new 8" ductile iron pipe (DIP) thereby eliminating the dead end. In addition, 1,200 LF of new 8" DIP will replace aging, undersized 4" and 6" water mains along Notre Dame Avenue. Three fire hydrants and 29 service connections will also be replaced. Hydraulic analysis indicates a 12% to 106% increase in available fire flows along Terrace Avenue and Notre Dame Avenue upon completion of this project. Distribution System Analysis No. 013

PROPOSED IMPROVEMENTS

Install 1,030 LF of new 8" DIP
 Replace 860 LF of 4" CIP, 30 LF of 4" PVC and 310 LF of 6" PVC with 1,200 LF of 8" DIP
 Replace 3 fire hydrant assemblies
 Replace 29 service connections

PROJECT BENEFITS

The Notre Dame Avenue Loop Closure eliminates the dead end on Terrace Avenue and replaces aging and undersized 4" and 6" CIP / PVC water mains with new 8-inch DIP. Fire flows increase by 12% to 106%.

PROJECT BUDGET

2230 LF - 8" DIP @ \$250/LF	\$ 557,500
3 Fire Hydrants @ \$15,000/EA	\$ 45,000
29 Service Connections @ \$3,000/EA	\$ 87,000
Subtotal Construction	\$ 689,500
Planning, Design & Construction Support	\$ 138,000
Contingency (±10%)	\$ 82,500
Project Budget	\$ 910,000



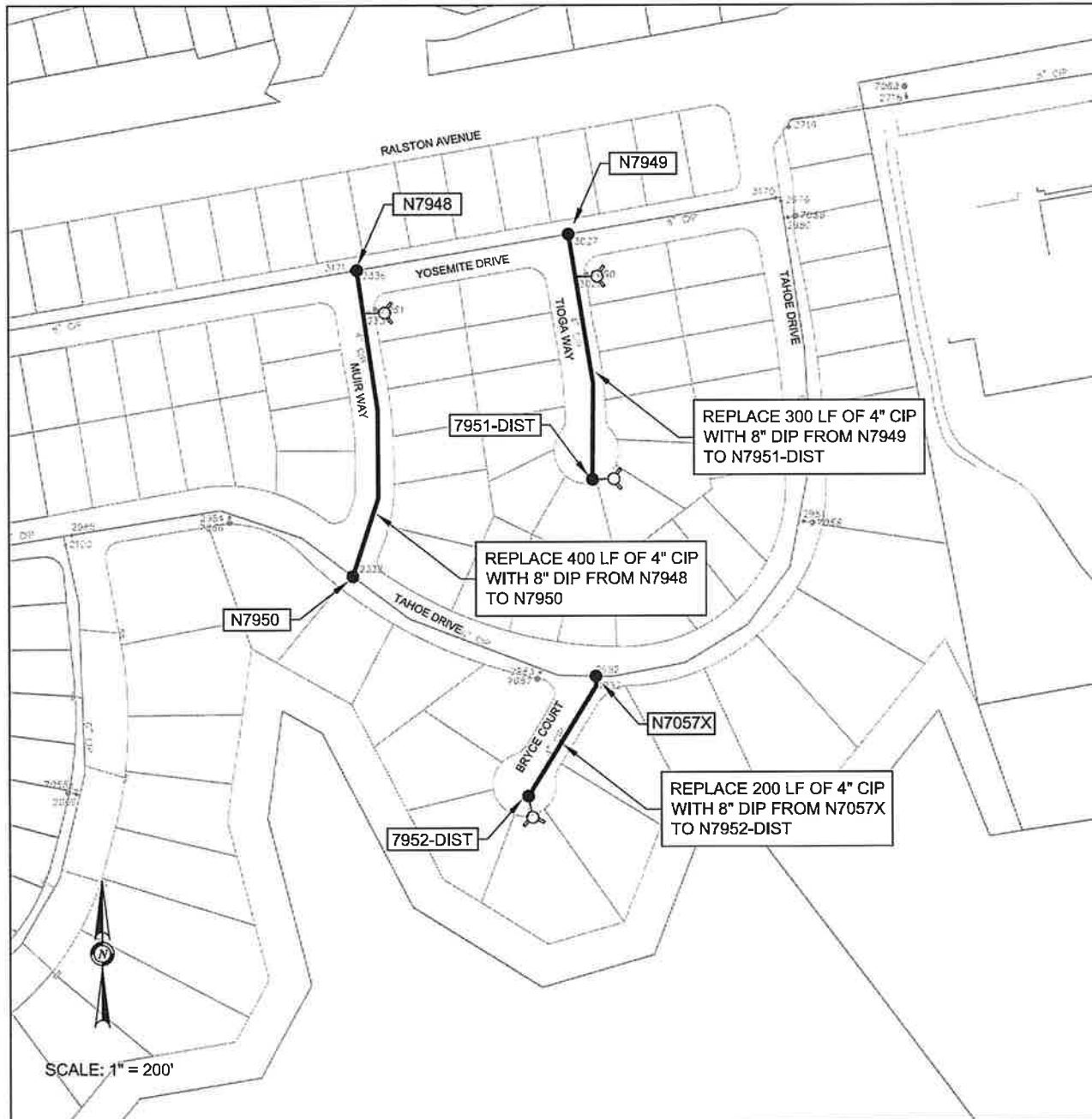
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MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 NOTRE DAME AVENUE LOOP CLOSURE
 PROJECT 15-10



TAHOE DRIVE AREA IMPROVEMENTS

PROJECT BACKGROUND

Water is currently provided to Tioga Way, Bryce Court and Muir Way through 300 LF, 400 LF and 200 LF 4" cast iron pipes (CIP) respectively, installed in the late 1950's. Fire flows along each of these streets are below the recommended minimum of 1,500 gpm at 20 psi. In addition, Tioga Way and Bryce Court have dead ends with blowoffs. This project replaces the aging and undersized water mains with new 8" ductile iron pipe (DIP). Two hydrants and 28 service connections will be replaced in conjunction with replacing the blowoffs with new hydrants. An analysis on water age indicates minimal effects with the increase in pipe size. Hydraulic analysis indicates as much as a 130% increase in available fire flows upon completion of this project. Combining this project with the West Belmont Tank Water Main Improvements Project (15-26) increases fire flows as much as 238%. Distribution System Analysis No. 030

PROPOSED IMPROVEMENTS

Replace 900 LF of 4" CIP with 8" DIP
 Replace 2 fire hydrant assemblies
 Replace 2 blowoffs with new fire hydrant assemblies
 Replace 28 Service Connections

PROJECT BENEFITS

The Tahoe Drive Area Improvements increases fire flows as much as 130%. When combined with the West Belmont Tank Water Main Improvements, fire flow increase is as much as 238%. Old and aging infrastructure is also replaced.

PROJECT BUDGET

900 LF - 8" DIP @ \$ 250/LF	\$ 225,000
4 Fire Hydrants @ \$15,000/EA	\$ 60,000
28 Service Connections @ \$3,000/EA	\$ 84,000
Subtotal Construction	\$ 369,000
Planning, Design & Construction Support	\$ 94,000
Contingency (±10%)	\$ 47,000
Project Budget	\$ 510,000



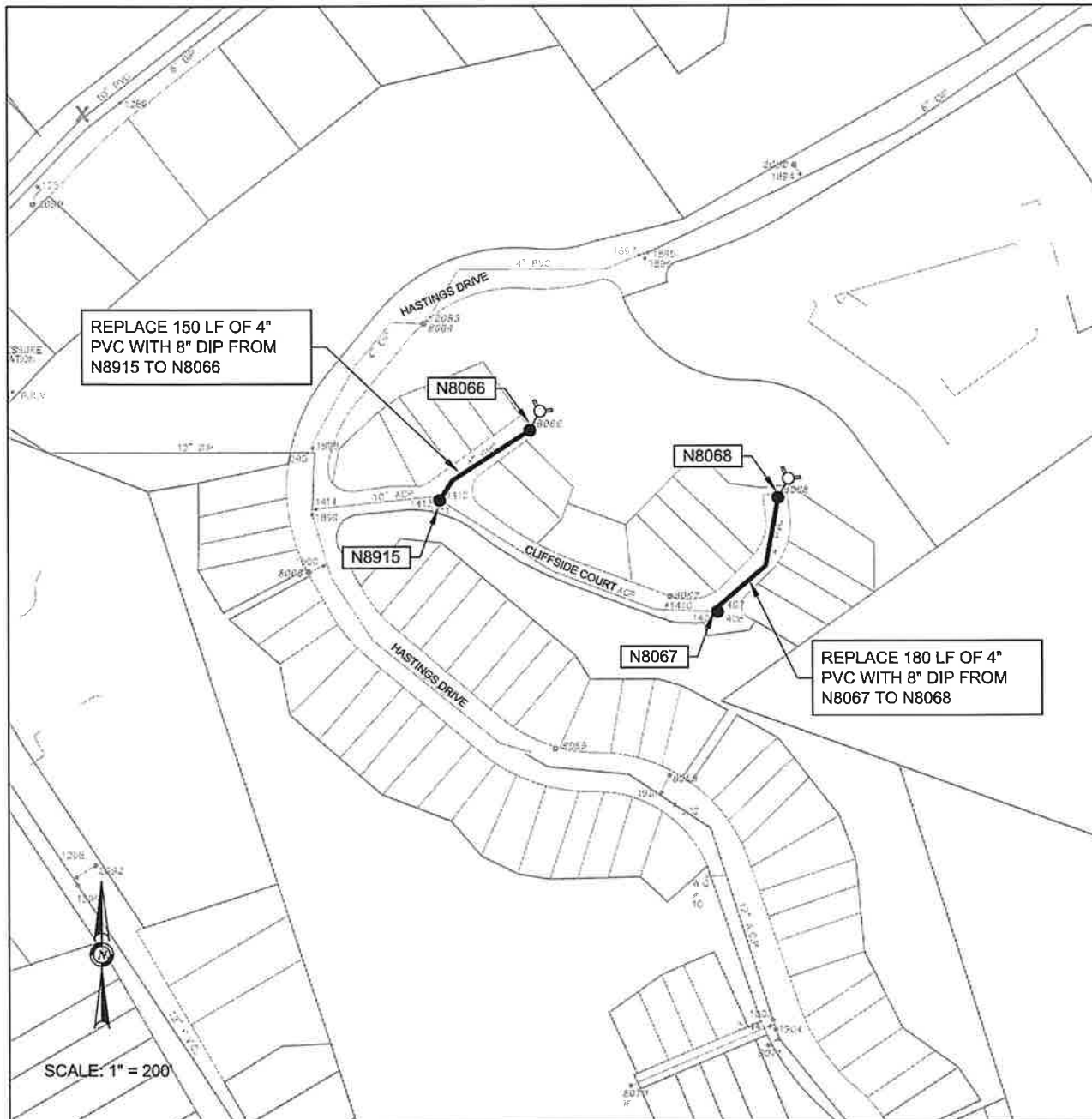
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MID-PENINSULA WATER DISTRICT
 SAN MATEO COUNTY, CALIFORNIA
 3 DAIRY LANE
 BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
 TAHOE DRIVE AREA IMPROVEMENTS
 PROJECT 15-28



CLIFFSIDE COURT IMPROVEMENTS

PROJECT BACKGROUND

Water is currently provided to 14 residences on Cliffside Court through 330 LF 4" polyvinylchloride pipe (PVC) originally installed in 1976. The existing available fire flows (588 gpm) on Cliffside Court are significantly below the recommended 1,500 gpm at 20 psi residual. This project replaces the existing 4" PVC with new 8" ductile iron pipe (DIP), replaces the existing fire hydrants, and replaces all 14 services. Hydraulic analysis indicates a 300% increase in available fire flow to 2,350 gpm to Cliffside Court upon completion of this project. An analysis on water age indicates minimal effects with the increase in pipe size. Distribution System Analysis No. 040

PROPOSED IMPROVEMENTS

Replace 330 LF of 4" PVC with 8" DIP
Replace 2 fire hydrant assemblies
Replace 14 service connections

PROJECT BENEFITS

The Cliffside Court Improvements replaces undersized 4" PVC water mains with new 8" DIP increasing fire flow by approximately 300% in the area.

PROJECT BUDGET

330 LF - 8" DIP @ \$ 250/LF	\$ 82,500
2 Fire Hydrants @ \$15,000/EA	\$ 30,000
14 Service Connections @ \$3,000/EA	\$ 42,000
Subtotal Construction	\$ 154,500
Planning, Design & Construction Support	\$ 46,500
Contingency (±10%)	\$ 19,000
Project Budget	\$ 220,000



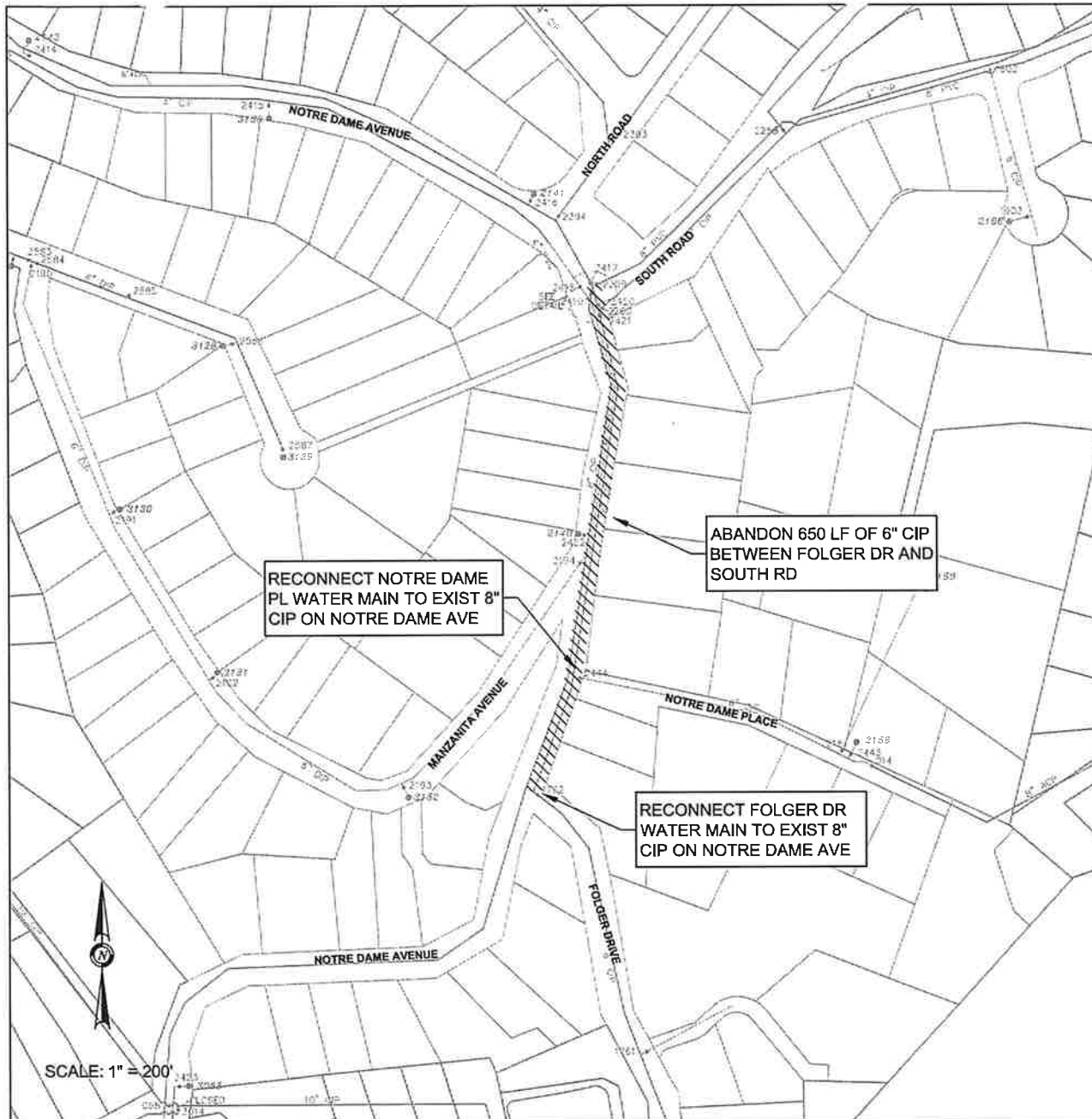
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MID-PENINSULA WATER DISTRICT
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BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
CLIFFSIDE COURT IMPROVEMENTS
PROJECT 15-38



MID-NOTRE DAME AVENUE ABANDONMENT

PROJECT BACKGROUND

Notre Dame Avenue between Folger Drive and South Road has two parallel Zone 2 water mains: an 8" cast iron pipe (CIP) installed in 1951 and a 6" CIP installed in 1935. Fire flows under existing conditions are very strong in the area with flows well above the minimum recommendation of 1,500 gpm at 20 psi. This project abandons the existing 6" CIP and reconnects all branch connections and service connections to the existing 8" CIP. Hydraulic analysis indicates there is no adverse affect in abandoning the 6" CIP and fire flows remain nearly identical. Although the existing 8" CIP is also an aging water main, potential replacement of this water main will be on another distribution analysis involving all of the 8" water main on Notre Dame Avenue from Folger Drive to Hersom Tank. Distribution System Analysis No. 053

PROPOSED IMPROVEMENTS

Abandon 650 LF of 6" CIP
Replace 10 service connections

PROJECT BENEFITS

The Mid-Notre Dame Avenue Abandonment abandons a redundant, aging water main between Folger Drive and South Road reducing District maintenance.

PROJECT BUDGET

2 Pipe Abandonments @ \$10,000/End	\$ 20,000
2 Pipe Reconnects @ \$30,000/EA	\$ 60,000
10 Service Connections @ \$3,000/EA	\$ 30,000
Subtotal Construction	\$ 110,000
Planning, Design & Construction Support	\$ 33,000
Contingency (±10%)	\$ 17,000
Project Budget	\$ 160,000



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

JOB No.	10012.07
DATE	5/20/16
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP



MID-PENINSULA WATER DISTRICT
SAN MATEO COUNTY, CALIFORNIA
3 DAIRY LANE
BELMONT, CA 94002

CAPITAL IMPROVEMENT PROGRAM
MID-NOTRE DAME AVENUE ABANDONMENT
PROJECT 15-49



AGENDA ITEM NO. 9.A.

DATE: September 28, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2017-18, WHICH ESTABLISHES SURPLUS ITEMS LIST 17-01 AND DECLARES NINE ITEMS IN DISTRICT INVENTORY AS SURPLUS, AND AUTHORIZES STAFF TO SELL THE ITEMS VIA GOVDEALS.COM

RECOMMENDATION

Adopt Resolution No. 2017-18 establishing a list known as "Surplus Items List 17-01" and declaring nine (9) items in District inventory surplus (see attached Exhibit A for description), and authorizing staff to place the items for sale on a public auction bid site known as GovDeals.com (see attached brochure).

FISCAL IMPACT

It is estimated that the auction of these nine items could generate approximately \$10,000 in revenue. GovDeals.com fee/commission is 10% of the item's sales price and will be paid by the successful bidder. The proceeds from the sale of this equipment would be miscellaneous revenue.

DISCUSSION

The equipment/items identified on Exhibit A are no longer being used by the District. Staff plans to use a public auction site known as GovDeals.com to dispose of the obsolete items. GovDeals.com works only with public agencies for the sale and/or disposal of many types of items and inventory. They are an auction site and anyone with internet capability can bid on items from their site. GovDeals.com derives their fee/commission from a 10% fee added to the successful bid, which is very similar to car auction sites and others. For a staff our size, GovDeals.com appears to be a very efficient way to deal with surplus items. The first step is to have materials declared surplus and authorize the sale.

Attachments: Resolution 2017-18
Exhibit A – Surplus Items List 17-01
GovDeals.com Brochure

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-18

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MID PENINSULA WATER
DISTRICT DECLARING DISTRICT PROPERTY SURPLUS
IDENTIFIED IN SURPLUS ITEMS LIST 17-01**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District no longer has a need or use for the vehicles and equipment listed on Exhibit A due to age, obsolescence and/or cost of maintenance; and

WHEREAS, it is highly desirable to sell or dispose of the surplus equipment for the highest return possible.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby declares the equipment listed on Exhibit A, which is incorporated herein by reference, is declared surplus and is to be sold by public auction, bid or sale at the least cost or greatest benefit to the District; and that staff is authorized to undertake any and all actions to transfer title to the successful bidder/purchaser or done.

REGULARLY PASSED AND ADOPTED this 28th day of September, 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

EXHIBIT A

SURPLUS ITEMS LIST 17-01

1. 2001 Ford F-350 XLT Regular Cab pickup truck w/long bed; 2-doors; 7.3L V8 turbo-diesel engine; 122,330 miles; VIN: 1FTSF30F71EA55207. Transmission needs work.
2. 2001 Ford F-150 XL Regular Cab pickup w/short bed; 2-doors; 5.4L V8 gas engine; 132,000 miles; VIN: 1FTRF17L31NA21182. Odometer works erratically.
3. 2001 Ford Ranger XLT Super Cab pickup w/short bed; 4-doors; 3.0L V6 gas engine; 98,600 miles; VIN: 1FTRF17L31NA21182. Both sides of rear quarter panels have damage and the engine is not the original.
4. General Electric 30-inch range; Model #JGSO4PPH.
5. Tappan 30-inch range; Model #MEF303PGWC
6. Wacker Vibrating Tamper; Model #BS105Y. Item was operational before similar new unit replaced it.
7. Mikasa Plate Compactor; Model #MVC-90L with a Robin Engine. Unit was operating when removed from service.
8. MultiQuip 140 Amp DC Welder/3000 Watt Generator; Model ACX-140GII. Unit believed to be in working condition. No welding leads are included.
9. Trench Shoring Equipment

Lot includes:

Pump

1 piece @ 18"

2 pieces @ 24"

4 pieces @ 52" to 88"

2 pieces @ 76" to 112"

No other equipment is included.

GovDeals is the leading online government surplus sales service provider.

GovDeals Advantages

- Our only business is selling government surplus online.
- Our expansive audience of bidders and buyers produces higher revenue for surplus items.
- GovDeals is resourcefully designed for governments.
- We have complete audit retention and extensive reporting.
- GovDeals.com is easy to learn and utilize.
- We provide an environmentally friendly solution for surplus property disposal.

GovDeals can electronically collect proceeds using these methods:



Doing Business with GovDeals

- Clients are invoiced for sold items only.
- We have elective payment options.
- We offer training and help desk support.
- We have extensive marketing capabilities to maximize asset revenue.
- Signing up is easy at www.govdeals.com



www.facebook.com/govdeals

www.twitter.com/govdeals



GovDeals.com
A Liquidity Services Marketplace

GovDeals

100 Capitol Commerce Blvd

Suite #110

Montgomery, AL 36117

55

GovDeals.com
Online Government Surplus Auctions

Jason Weber
CA/NV Representative

jweber@govdeals.com
(310) 600-3651

Redondo Beach, CA
(866) 377-1494

A LIQUIDITY SERVICES MARKETPLACE

• 866.377.1494 • SalesSupport@govdeals.com • www.govdeals.com

GovDeals.com
Online Government Surplus Auctions

www.govdeals.com

A Liquidity Services Marketplace

GovDeals is where *motivated buyers* meet *trustworthy sellers*.

OUR MISSION

GovDeals strives to provide the best platform for government agencies to sell surplus easily and efficiently.

OUR PRODUCTS

- Clients can quickly sell items before they lose value.
- We have over 100 categories for surplus assets; offering buyers a vast variety of items.
- 154,555 items were purchased on GovDeals in 2014 for over \$172 million in sales.

OUR SERVICES

- Our marketing department has extensive capabilities to maximize asset revenue.
- We offer training and continued support through our client service representatives.
- The GovDeals specialists are easily accessible to clients and buyers alike.

OUR CUSTOMERS

- We have over 2 million shared bidders and buyers.
- Our top ten buyers alone have purchased over \$14 million worth of items through our website.
- Both our sellers and buyers are provided with secure and transparent transactions.

GovDeals, Inc. is a subsidiary of Liquidity Services, Inc. (NASDAQ:LODY). LSI and its subsidiaries enable corporations and government agencies to market and sell surplus assets quickly and conveniently using online auction marketplaces and value-added services. The company is headquartered in Washington, DC. Additional information may be found at liquidityservices.com

PUBLIC UTILITIES



EMERGENCY VEHICLES



HEAVY EQUIPMENT



SPECIALTY ITEMS



TRANSPORTATION



Customer Testimonies

"GovDeals is an excellent partner helping us market and sell our unclaimed property. They provide exceptional customer service, allow us to sell our surplus property fast, and give us an exceptional dollar return for our agency."

— Dave Benson

Portland Police Bureau Property Evidence Division, OR

"As the State of New Jersey's online auction vendor since March 2008, GovDeals has met or exceeded all contract requirements and provided consistently excellent customer service to the State and to over 600 NJ counties and municipalities. In particular, for high-value auctions such as State Police helicopters and New Jersey Network TV studios, GovDeals' marketing support has gone well beyond the contract requirements to ensure that we receive maximum value for these assets."

— Robert Sharbaugh

State of New Jersey - Division of Purchase and Property

"The City of Gadsden, Alabama has been a client of GovDeals since January 2002 and we are proud to be one of the early adopters of the GovDeals program. In that time period we have sold 560 different items that brought in over \$735,000. Our list of surplus assets sold has ranged from school books to police vehicles to heavy equipment. We have found your system to be an effective way to maximize the return on our taxpayer's investment in equipment and other assets while simultaneously reducing depreciation, storage and handling costs."

— Iva Nelson

City of Gadsden, AL

"GovDeals has facilitated the disposal of our surplus equipment and generated sales above what we normally receive by conducting local auctions. We had buyers from Florida, New York, Ohio, Tennessee, Kentucky, South Carolina, and North Carolina. The assistance that we received from GovDeals throughout the entire process was exceptional. Online auctions are definitely the best and most convenient way to dispose of surplus equipment at the highest possible price."

— Franz Ader

Town of Kopersville, NC



AGENDA ITEM NO. 9.B.

DATE: September 28, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: REVIEW PROPOSED 2017 MPWD PERSONNEL MANUAL REVISIONS

RECOMMENDATION

Review and discuss proposed 2017 revisions to the MPWD Personnel Manual.

FISCAL IMPACT

There will be nominal printing costs to replace the pages for the hard copies of the manual that were distributed among employees and Directors.

DISCUSSION

The MPWD Personnel Manual was adopted by the Board this time last year. One of the 2017-2018 MPWD Strategic Plan goals was to review the manual since it has been effective for one year for any revisions, additions, or deletions.

Management requested input from employees on any edits or suggestions for additions or deletions within the manual. We met and conferred twice over suggested revisions, which are summarized in the attachment "Proposed 2017 Revisions to MPWD Personnel Manual" dated September 22, 2017. District Counsel has reviewed and approved all suggested edits.

Staff intended to review the revisions this month and consider any input from Directors, and bring it back to the Board next month for approval consideration.

Attachments: Proposed 2017 Revisions – MPWD Personnel Manual
Eleven (11) pages from the MPWD Personnel Manual impacted by proposed revisions

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

PROPOSED 2017 REVISIONS – MPWD PERSONNEL MANUAL

1. Cover Page and Spine Cover – Change Date: Revised September 28, 2017
 2. Page 5 - **MPWD Personnel Manual History**: Revision adopted September 28, 2017 (*Resolution 2017-XX*).
 3. Page 12 – **5.01C. Overtime Work** – Second paragraph, second sentence, delete the words “floating holiday” and replace with “PTO.”
 4. Page 15 – **6.01 Group Insurance Plans** – Second paragraph, rewrite the first sentence to read: “Depending on the employee’s date of hire and the options elected, the employee may be required to contribute to the cost of these benefits.”
 5. Page 16 – **6.01A. Medical Plan** – In the table:
 - Delete TIER 1A entirely because it is no longer effective.
 - TIER 1B should be “TIER 1 – Group Insurance Plans (Active Employees hired on or before September 25, 2014).” Delete “(Amended effective Jan. 1, 2017)”. On the right side, delete “Account Based Health Plan and ABHP” and replace with “Consumer Driven Health Plan and CDHP”. *In fact, all references to ABHP will be converted to CDHP.* Period at the end of the second paragraph will be deleted for consistency.
 - Tier 2 – Delete “(Current)”. Add “(Active Employees hired on or after September 26, 2014)”.
 - On the right side of Tier 2, delete in each paragraph “lowest cost plan” and replace with “CDHP”.
 6. Page 17 – **6.01B. Health Savings Account (HSA)** – In second line of first paragraph, delete “Account Based Health Plan (a/k/a Consumer Driven Health Plan)” and replace with “Consumer Driven Health Plan.”
 7. Page 19 – **6.01I. Retiree Health Benefits** – Third line, delete “have been” and replace with “were”.
 8. Page 21 – **Employer/Employee contribution** table – Effective January 1, 2017: Delete “100%” from the beginning of each column under Tier 1 and Tier 2. Start each paragraph with “Coverage of the...”
 9. Page 32 – **7.01F. Holiday Conditions** – First sentence, delete the words “a paid” and replace with “the actual”. And in the second sentence, delete “a paid holiday” and replace with “the holiday”.
- 7.02 – Paid Time Off (PTO)** - Delete the second sentence and replace with: “If the PTO leave is not used by the end of the fiscal year, the employee will be paid for the unused hours at the regular rate earned by the employee at the time paid.”

7.03 – **Management Leave** - Delete the second sentence and replace with: “If the management leave is not used by the end of the fiscal year, the employee will be paid for the unused hours at the regular rate earned by the employee at the time paid.”

10. Page 33 – **7.04J. Vacation Leave** cash out – Delete in its entirety.

7.04K. – Renumber to become 7.04J.

11. Page 57 – Renumber “**Other Related Policies**” to 8.28 and insert a new Section 8.27 before it to read as follows:

“8.27 California Public Records Act Request

The MPWD strives to comply with all applicable laws and provide the public with information as requested. Therefore, the MPWD’s goal is to respond promptly to any public records request. Any employee receiving a request from the public for documents is to forward that request to the Administrative Services Manager and General Manager immediately. Employees are not to respond to public records requests independently.”



MID-PENINSULA
WATER DISTRICT

Personnel Manual

SEPTEMBER 23, 2016

SECTION 1 PURPOSE

The Mid-Peninsula Water District (“MPWD”) is governed by the provisions of the California Water Code (“Water Code”) Section 30000 *et seq.* (and following) sections. Under the Water Code, the MPWD General Manager has authority to employ and discharge an employee at any time, with or without cause.

The language used in this *Personnel Manual* is not intended, nor is it to be construed, to constitute a contract between the MPWD and any employee or the public. The MPWD may add, modify, or delete any provision contained in this manual, including those concerning employee benefits, at any time with or without notice.

This manual replaces and supersedes all personnel manuals, revisions, and amendments previously adopted by the MPWD.

MPWD Personnel Manual History:

- New manual adopted September 22, 2016 (Resolution 2016-18)
- Revision adopted October 22, 2009 (Resolution 2009-09)
- Revision adopted June 26, 2008 (Minute Order)
- Revision adopted May 23, 2002 (Resolution 2002-11)
- Revision adopted April 25, 1996 (Minute Order)

SECTION 5 OVERTIME WORK AND COMPENSATION

5.01 Overtime Work and Compensation

- A. **Non-Exempt Employees.** Non-exempt employees are employees that are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws.
- B. **Exempt Employees.** Exempt employees (e.g., executive, administrative, professional) are exempt from state and federal laws requiring overtime compensation.
- C. **Overtime Work.** Overtime for non-exempt employees includes work in excess of eight (8) hours in one work day—either before or after the established MPWD work hours, which will be permitted only if previously approved by the General Manager, Administrative Services Manager, or Operations Manager. Time spent on MPWD property for the convenience of the employee shall not be included as overtime hours worked.

If an employee is called to work before or after regular business hours, they may, with management approval, document that time as part of their regular work day. If the employee's total time worked does not equal eight (8) hours, the employee may either work the remaining hours within the work day, or integrate their vacation leave, compensatory time, or floating holiday leave to make up the difference. Use of sick leave is prohibited for time the employee is not using for a purpose outlined in the sick leave policy.

- D. **Overtime Compensation.** The MPWD will compensate overtime at the rate of one and a half (1.5) times the employee's regular rate of pay for all hours worked in excess of eight (8) hours in any one work day or forty (40) hours in any one work week.
- E. **Compensatory Time Off.** In lieu of overtime compensation, with supervisor or manager approval, an employee may receive compensatory time off at a rate of not less than one and one-half hours for each hour of employment that overtime compensation is earned, provided that the use of compensatory time in lieu of overtime compensation does not impair the MPWD's ability to maintain the efficiency and effectiveness of its operations. Compensatory accruals and balances will be reflected on employee's paystub.

All of the following criteria apply to compensatory time off:

1. Request for compensatory time must be made in writing during the payroll period in which the overtime was worked.
2. An employee may not accrue more than eighty (80) hours of compensating time off. Any employee that has accrued eighty (80) hours of compensating time off shall be paid overtime compensation for any additional overtime hours worked.

SECTION 6 EMPLOYEE BENEFITS

The MPWD has developed a broad, comprehensive set of employee benefit programs to supplement an employee's regular wages. The MPWD is continually investigating opportunities to improve its benefits as budget limitations permit.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that the MPWD pays for through an outside source. Examples of these benefits include Medical, Dental, Vision, Life, and Disability insurance.

Examples of uninsured benefits are Vacation, Sick, and Holiday pay. These are benefits that are paid for directly by the MPWD and are available to an employee with conditions and specifications summarized herein.

6.01 Group Insurance Plans

The MPWD provides group major medical, dental, vision, life, and Employee Assistance Program (EAP) insurance to eligible employees and eligible dependents.

Depending on your date of hire and the options you elect, you may be required to contribute to the cost of these benefits. For purposes of benefits while an employee, there are two applicable "tiers":

Tier 1 (Group Insurance Plans, excluding Retiree Health): All active employees of the MPWD hired on or before September 25, 2014.

Tier 2 (Group Insurance Plans, excluding Retiree Health): All employees hired by the MPWD on or after September 26, 2014.

Eligible employees are defined as regular full-time employees. See Section 2.04 for details.

An eligible dependent is defined as the following:

- Spouse;
- Children to their 26th birthday, including children placed in the home for adoption;
- Unmarried children who, prior to age 26, are incapable of self-sustaining employment due to physical or mental condition are eligible dependents beyond age 26. A physician must certify this condition within 60 days, and it is subject to approval by the group insurance carrier;
- Children eligible for coverage as a result of a valid qualified medical child support order;
- Domestic Partner as defined by the State of California for state registration requirements;
- Those designated according to the law.

SECTION 6

For a dependent to be eligible for coverages, a copy of a marriage license, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required.

It is the employee's responsibility to notify the MPWD in writing upon divorce, termination of Domestic Partnership, over-age dependent, or any event that changes the status of dependency.

The following is a brief description of the plans available and is not meant to replace the actual wording of the plans, which makes the final determination of the benefits to be provided.

A. Medical Plan

1. **Persons eligible:** Regular full-time employees and their eligible dependents.
2. **Waiting period:** First day of the month following the employee's hire date.
3. **Employer/Employee contribution as follows:**

~~TIER 1A - Group Insurance Plans (Current)~~

~~MPWD pays 100% of the premium for medical plan coverage for employee and spouse/domestic partner/dependent(s)~~

TIER 1B - Group Insurance Plans (Amended effective Jan. 1, 2017)

MPWD pays 100% of the premium for medical plan coverage for employee and spouse/domestic partner/dependent(s) equal to the value of the Account Based Health Plan (ABHP)

If a Tier 1 employee elects a medical plan that costs more than the ABHP, the employee is required to contribute the difference between the cost of the ABHP and the higher cost plan.

TIER 2 - Group Insurance Plans (Current)

MPWD pays 100% of the premium for medical plan coverage for the employee equal to the value of the lowest cost plan for medical benefits offered

MPWD pays 80% of the premium for medical plan coverage for the spouse/domestic partner/dependent(s) equal to the value of the lowest cost plan for medical benefits offered

SECTION 6 B. Health Savings Account (HSA)

The MPWD established HSAs for funding in conjunction with an employee's enrollment in an **Account Based Health Plan** (a/k/a Consumer Driven Health Plan). If an employee does not enroll in the ABHP, they cannot participate in the HSA.

The amount that the MPWD contributes is based on the employee's Tier (described above), the coverage elected (employee only or employee plus one or more) and the amount of the annual deductible under the ABHP.

HSA Tier A: For employees that transitioned to an ABHP effective January 1, 2015, HSA funding is at the following funding levels for 2015, 2016, 2017, and 2018:

Single (Employee only) \$1,500 Family (Employee+1) \$3,000

HSA Tier B: For employees hired on or after September 26, 2014, and employees that transitioned to an ABHP after January 1, 2015, HSA funding is at the following levels for 2015, 2016, 2017, and 2018:

Single (Employee only) \$1,200 Family (Employee+1) \$2,400

Employees who change from Single to Family coverage mid-year (for any reason permitted under the ABHP's terms) will receive pro-rated HSA funding at the Family rate for the remaining months of the year.

The above amounts may be adjusted in future years to coincide with changes in the amount of the annual deductible under the ABHP.

C. Dental Plan

1. **Persons eligible:** Regular full-time employees and their eligible dependents.
2. **Waiting period:** First day of the month following the employee's hire date.
3. **Employer/Employee contribution:** See table below.

TIER 1 - Group Insurance Plans

MPWD pays 100% of the premium for dental plan coverage for employee and spouse/domestic partner/dependent(s)

TIER 2 - Group Insurance Plans

MPWD pays 100% of the premium for dental plan coverage for the employee equal to the value of the lowest cost plan for dental benefits offered

MPWD pays 80% of the premium for dental plan coverage for the spouse/domestic partner/dependent(s) equal to the value of the lowest cost plan for dental benefits offered

SECTION 6

These benefits are taxable. Any overpayment of benefits will require reimbursement. Refer to long-term disability insurance for continued coverage as applicable.

G. Long-Term Disability Insurance

1. **Persons eligible:** Regular full-time active employees.
2. **Waiting period:** First day of the month following the employee's hire date.
3. **Employer contribution:** Total cost for employee.
4. **Employee contribution:** None.
5. **Benefits provided:** Long-term disability insurance provides an employee with income protection after the short-term disability insurance ends, and could continue until age 65 subject to an age reduction schedule. The policy should be referred to for detailed information. These benefits are taxable. Any overpayment of benefits will require reimbursement.

H. Employee Assistance Program (EAP)

1. **Persons eligible:** Regular full-time active employees.
2. **Waiting period:** First day of the month following the employee's hire date.
3. **Employer contribution:** Total cost for employee and eligible family members.
4. **Employee contribution:** None.
5. **Benefits provided:** The EAP provides confidential, professional assistance when personal challenges impact an employee's life and work. The EAP provides information, consultation, and counseling for employees and their family members, as well as training and consultation to management.

The EAP encourages employees to use services early in the progression of a problem before situations significantly impact their work. This is accomplished by promoting service for "normal problems in living" such as relationships, stress, legal and financial challenges, career concerns, anxiety and depression. The EAP also services more serious concerns such as alcohol and drug problems, family violence, and threats of suicide. Numerous additional resources are available. The provider's website will provide detailed information for program and confidential contact information.

I. Retiree Health Benefits

Currently, the MPWD provides health insurance benefits (medical, dental and vision) for eligible retirees from the time they retire until their death. The Retiree Health Benefits have been amended effective January 1, 2017 to add Tier 3 retirees and to provide for HSA funding for Tiers 1 and 2. The existing provisions and amended provisions are shown in the tables below in this section I.

For purposes of retiree health benefits, there are three applicable "Tiers":

SECTION 6

2. **Employer/Employee contribution:** See table below.

	<i>TIER 1 - Retiree Health</i>	<i>TIER 2 - Retiree Health</i>	<i>TIER 3 - Retiree Health</i>
<i>Existing</i>	100% coverage of healthcare benefits paid by the MPWD for eligible retiree and spouse/domestic partner	100% coverage of healthcare benefits paid by the MPWD for eligible retiree only, up to the amount that the MPWD contributed for healthcare benefits of the eligible retiree immediately before the termination of their MPWD employment.	N/A (Tier 3 not eligible until 2017)
<i>Effective Jan, 1, 2017</i>	<p>100% coverage of the healthcare benefits premium paid by the MPWD for eligible retiree and spouse/domestic partner at the value of the lowest cost plan for healthcare benefits offered (medical, dental, and vision) after completion of the following consecutive years at the indicated percentages:</p> <p>15 Years: 75% 20 Years: 100%</p> <p>If an eligible retiree chooses a higher cost healthcare plan, they shall pay the difference between the lowest cost plan and higher cost plan.</p> <p>The MPWD will fund the eligible retiree's HSA at the active employee rate for Single (Employee only) or Employee+1, as applicable based on coverage, until the retiree reaches age 65.</p>	<p>100% coverage of healthcare benefits premium paid by the MPWD for eligible retiree only at the value of the lowest cost plan for healthcare benefits offered (medical, dental, and vision) after completion of the following consecutive years at the indicated percentages:</p> <p>15 Years: 75% 20 Years: 100%</p> <p>If an eligible retiree chooses a higher cost healthcare plan, they shall pay the difference between the lowest cost plan and higher cost plan.</p> <p>The MPWD will fund the eligible retiree's HSA at the active employee rate for Single (Employee Only) until the retiree reaches age 65.</p>	<p>50% of the premium paid by the MPWD for the lowest cost plan for healthcare benefits offered (medical, dental, and vision) at the time of eligible retiree's termination of employment with the MPWD.</p> <p>HSAs will NOT be funded by the MPWD in retirement, unless otherwise required to comply with applicable federal or state law and regulations.</p>

SECTION 7

- D. To be entitled to pay for the holiday benefit, an employee must have worked both the day before and the day after a holiday, unless scheduled time off was approved in advance (e.g., vacation). In the event of an emergency, an employee is required to report to their manager.
- E. Part-time and temporary employees are not eligible for paid holiday benefits.
- F. An employee that is requested or required to work on a paid holiday shall receive overtime paid at the double-time rate. For purposes of determining holiday pay, a paid holiday begins at 12:00AM and ends 24 hours later at 11:59PM.

7.02 Paid Time Off (PTO)

Each employee is granted 24 hours of paid time off at the beginning of each fiscal year. The leave must be used in the fiscal year in which credited and cannot be accrued.

7.03 Management Leave

Management employees may be granted paid Management Leave at the beginning of each fiscal year and at the discretion of the General Manager in lieu of after-hours work performed on behalf of the MPWD. The leave must be used in the fiscal year in which credited and cannot be accrued.

7.04 Vacation Leave

The following rules govern vacation leave:

- A. For the purpose of calculating vacation leave due each eligible employee, the employee's initial hire date will be used.
- B. Vacation leave accrual for non-exempt employees commences on the first working day of the month if the employee is hired between the 1st and 15th of the month; and on the first working day of the following month if the employee is hired between the 16th and last day of the month.
- C. Non-exempt regular employees become eligible to use accrued vacation leave following 90 days' of continuous employment with the MPWD.
- D. Full-time employees shall earn vacation in accordance with the following schedule:

SERVICE YEARS COMPLETED	ANNUAL VACATION HOURS EARNED
1 – 5	80
6 – 10	120
11 – 20	160
21	168
22	176
23	184
24	192
25+	200

SECTION 7

- E. Employees **must** take at least 40 hours of vacation each year and at least three (3) consecutive working days.
- F. Annual vacation leave schedules shall be distributed by the MPWD in January of each year and completed by employees by January 31. Scheduled vacations shall be coordinated, subject to MPWD operating requirements.
- G. All vacation schedules must be approved in advance by the General Manager, Operations Manager, or Administrative Services Manager.
- H. Employees may accrue up to two (2) times their annual vacation leave. Once the maximum is reached, all further accruals cease until after vacation leave is used and the employee's accrued vacation leave drops below the maximum. Vacation accrual will recommence after the employee has used his or her vacation and the accrued vacation hours have dropped below the maximum balance.
- I. Upon termination of employment with the MPWD, the employee shall be paid for accrued and unused vacation leave.
- J. Between May 15th and June 1st of each fiscal year, an employee may make a written request to the General Manager to cash out up to eighty (80) hours of their accrued vacation leave benefits. The employee's vacation leave accrual will be reduced by the number of hours cashed out. The payment is subject to all applicable payroll taxes and will be made by the MPWD on or before June 30th. This cash-out will not relieve the employee from the 40-hour vacation requirement described in Section 7.04.E. hereinabove.
- K. The General Manager has discretion to grant vacation leave to a new employee to aid in the recruitment process.

7.05 Sick Leave

The following rules govern sick leave:

- A. **Use.** Sick leave benefits are available for the employee or the employee's family members for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's spouse, parent, child, domestic partner, or child of a spouse or domestic partner, sibling, grandparent, or grandchild. The employee must notify the MPWD in advance if the sick leave is planned. If the need is unforeseeable, the employee must give notice as soon as practical.
- B. **Accrual.** Regular full-time employees shall accrue eight (8) hours of sick leave with pay for each month of service. All other employees accrue one hour of paid sick leave for each 30 hours of work. A new employee cannot use any accumulated sick leave during the first 90 days of employment. An employee may accrue up to a limit of 960 hours of sick leave. Once the limit is reached, all further accruals cease until after sick leave is used and the employee's accrued sick leave drops below the maximum.

SECTION 8

Pose a risk of significant damage to MPWD property or equipment; or (c) Substantially interfere with the employee's job performance or the efficient operation of the MPWD's business or equipment. If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to the employee's supervisor or a manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.

- B. **Reasonable Suspicion Testing.** Employees may be subject to drug and alcohol testing when there is a reasonable suspicion that the employee has violated the rules expressed in this policy. "Reasonable Suspicion" will be based on specific observations such as abnormal coordination, appearance, behavior, and speech or breath odor. It can also include work performance, safety or attendance problems.

8.27 Other Related Policies

- A. **Safety Manual and Emergency Operating Plan.** The MPWD greatly values the safety and health of all employees and is committed to providing a safe and healthful workplace. This is accomplished through the establishment, implementation, and maintenance of an effective Injury & Illness Prevention Program (IIPP). The General Manager is assigned responsibility for implementation and management of the IIPP.

The MPWD Safety Manual and Emergency Operating Plan were adopted in June 1991 and each employee was provided with a copy, including any updates.

- B. **Salary Plan.** The Salary Plan and Job Descriptions covering MPWD employees are maintained in a separate document. Each employee is provided with a copy, including any updates.



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: September 28, 2017

MANAGER'S REPORT

FOLLOW-UP FROM 08/24/17 REGULAR BOARD MEETING

- The FY 2017/2018 MPWD Operating and Capital Budgets document was posted to the website.
- The progress report on the MPWD 2017-2018 Strategic Plan was posted to the website.
- The MPWD Annual Reimbursements Report for FY 2016/2017 was posted to the website.
- Staff updated the MPWD Catalog of Enterprise Systems per SB 272 at the website.
- Transmitted the MPWD's response to the San Mateo County Grand Jury's Report filed June 19, 2017, regarding Special Districts' Website Transparency Update.
- Submitted the required form to San Mateo LAFCo authorizing President Stuebing as the voting delegate for the Alternate Special District Member.

WATER CONSERVATION PROGRESS – SUMMARY REPORT



The report due September 15th to the SWRCB was timely submitted. August's total water consumption was 130,327 units. The reduction measured -16.3% (compared with 155,788 units in August 2013).



Last month's R-GPCD was 105.1 (as compared to August 2013 R-GPCD of 122.7).



For FY 2017/2018 the cumulative water reduction equals 15.8% (compared to 2013).



There were no water waste complaints last month. The total number of water waste complaints for FY 2017/2018 is zero (July 1, 2017 through August 31, 2017).

Governor Brown lifted the drought emergency water conservation regulations but retained the water waste prohibitions and urban water supplier reporting requirements. Executive Order B-40-17 lifted the drought emergency in all California counties except Fresno, Kings, Tulare, and Tuolumne, where there are diminished groundwater supplies. Continued prohibitions on wasteful practices include watering during or after rainfall, hosing off sidewalks, and irrigating turn on public street medians.

The framework for the plan to make conservation a way of life in California requires new state legislation to establish long-term water use efficiency measures and improved planning for more frequent and severe droughts.

HOLIDAY CLOSURE

The MPWD Administration, Customer Services, and Field Operations will be closed on Monday, October 9, 2017, in observance of Columbus Day.

On-call staff will be available for service interruptions and emergencies. Customers may contact the MPWD's 24-hour answering service at 650-591-8941.

MPWD CLASSIFICATION STUDY

We continued to have challenges with staff leave schedules and work priorities in order to effectively schedule employee meetings. Koff & Associates will meet with employees soon to review the proposed classifications and position descriptions. Drafts were developed after the employee questionnaires were completed and initial meeting with each employee conducted. We plan to present these to the Board next month and also an overview of the MPWD organization and staff positions and duties.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

OCTOBER 26, 2017

- Receive Reconciliation Quarterly Report on 2016 COP Financing for period July 1, 2017 through September 30, 2017, and 2016 COP Project Fund Quarterly Report.
- Consider/Approve 2017 MPWD Personnel Manual revisions.
- Consider Joint Agreement between the MPWD and City of Belmont for 2017 MPWD Capital Project known as the Francis, Academy, and Davey Glen Water Main Replacement Project.
- Receive structural engineering report on MPWD Dairy Lane facilities.
- Consider updated Employee Position Descriptions.
- Receive overview of MPWD organization and staff positions and duties.
- Discuss Draft Debt Management Policy.
- Discuss Draft Revised Reserve Policy.
- Required Ethics training for Form 700 officers and elected officials to be completed (AB 1234).

NOVEMBER 15, 2017 (3rd Wednesday)

- Receive annual financial audit report for FYE June 30, 2017. Post to website.
- Receive annual PARS OPEB trust account performance review and confirm investment strategy.
- Consider/Approve Debt Management Policy.
- Consider/Approve Revised Reserve Policy.
- Consider/Approve annual Board meeting schedule. Post to website.

DECEMBER 21, 2017 (3rd Thursday)

- Election of Officers.
- Receive BAWSCA report.

MEETINGS

<i>DATE</i>	<i>EVENT</i>
August 24 th	Attended safety session with staff and facilitated GM rap session.
August 25 th	Attended WaterNow Alliance Water Data Summit at Stanford University Graduate School of Business.
August 30 th	Met with Colleen Haley, CSDA Public Affairs Field Coordinator.
August 31 st	Participated in CSDA Webinar: Legislative Roundup.
September 6 th -8 th	Attended CUEMA (California Utility Executive Managers Association) 2017 Leadership Summit in Carlsbad.
September 12 th	Attended quarterly coordination meeting with Belmont Public Works Department.
September 13 th	Web conference with and demonstration by NovusAGENDA representatives.
September 15 th	Participated in ACWA JPIA Leadership Essentials Program monthly conference call.
September 18 th	Met with Board President for agenda review. Participated in conference call with Operations Manager and District Engineer regarding proposed shared project costs with City of Belmont.

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): October 5, 2017

HIA Meeting (Belmont): October 5, 2017

MPWD/BAWSCA Community Hands-On Workshop (@ MPWD): October 5, 2017 (6:00PM – 8:00PM)

ACWA JPIA 2017 Fall Conference & Exhibition (Anaheim): November 27, 2017-December 1, 2017

ACWA JPIA 2018 Spring Conference & Exhibition (Sacramento): May 7-11, 2018



TO: Board of Directors

FROM: Candy Pina

DATE: September 28, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

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

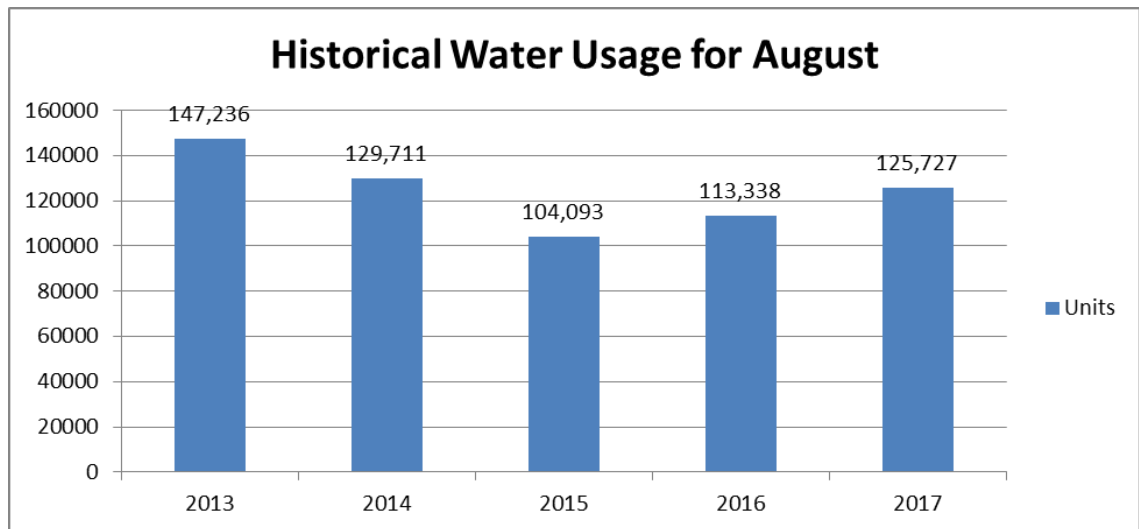
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 08/31/17	BALANCE @ 09/21/17
PETTY CASH	\$ 400	\$ 400
CASH DRAWER	\$ 200	\$ 200
WELLS FARGO CHECKING	\$ 441,750	\$ 288,379
LAIF	\$ 5,490,511	\$ 5,890,511
TOTAL	\$ 5,932,861	\$ 6,179,490
2016 COP FINANCING – BNY MELLON CHECKING	\$ 18,867,141	\$ 18,867,141

Month End Balance of PARS/OPEB for July 2017 (August 2017 report not available): \$828,380.83. Contribution of \$41,100.67; Net Earnings of \$8,481.06 reported.

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 08/31/2015	Balance @ 08/31/2016	Balance @ 08/31/2017	Budget for Reserve Policy
Capital Reserves	\$ 889,457	\$ 1,555,161	\$ 2,990,511	\$ 2,500,000
Emergency Reserves	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS	\$ 3,389,457	\$ 4,055,161	\$ 5,490,511	\$ 5,000,000

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2017/2018					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	117,761	991,424.67	221,479.51	1,212,904.18	1,263.43
AUG	125,727	1,058,492.93	221,538.81	1,280,031.74	1,262.50
TOTAL	243,488	2,049,917.60	443,018.32	2,492,935.92	2,525.93

**CONFERENCES, TRAINING, & MEETINGS:**

- 1) Jeanette Kalabolas: 09/06/17 – CA-NV AWWA D-1 Certification Training
- 2) Candy Pina: 09/07/17 – HIA meeting
- 3) Jeanette Kalabolas/Misty Malczon/Candy Pina: 09/13/17 – Novus Agenda MPWD Product Demonstration
- 4) Candy Pina: 09/22/17 – Met with Jen Dermon for Financial Review
- 5) Jeanette Kalabolas: 09/26/17 – BAWSCA “Water Conservation A Way of Life” Webinar

TEAM BUILDING ACTIVITIES:

We had Rick Bisio’s and Ron Leithner’s 20-year anniversary luncheon celebration on Wednesday, September 27th.

We continue to celebrate birthdays.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: September 28, 2017

OPERATIONS REPORT – AUGUST

Projects:

- We have just one meter in Zone 1 to replace and are waiting for the dust to settle regarding the lawsuit before we replace this meter. In the meantime, their water is still metered;
- During August 155 meters were installed for a total of 455 AMI meters installed since June 2nd. This puts us at approximately 25% complete with the Zone 2 AMI meters;
- Removed a system valve on Escondido Way that supplied a vintage 1931 4-inch CIP between 4 homes before connecting to the water main on Ralston near Notre Dame. This abandonment is also known as CIP 15-61 Escondido Way Cross Country Abandonment. Because of all of the work being done on Ralston at this time, we have only turned the system valve off on Ralston, but our plan is to also abandon that valve by replacing a section of pipe with the valve removed;
- Constructed new water service for 905 South Road;
- Digging trench to relocate natural gas service on District property at 1510 Folger Drive;
- Hot tapped water main for water service at 490 El Camino Real; and
- Tunnels Pump #1 was being flow tested by manufacturer to ensure flow output matches our needs.

Maintenance:

- Responded to and completed 245 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 217 locations;
- Read meters in zones without AMI;
- Addressed a couple of water service issues reported by customers on Irwin and Manchester Streets;
- Reset meter box for 1401 Shoreway, which is actually located on Cormorant;
- Performed routine maintenance to system regulators;
- Collected a requisite 55 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and

- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
No	Leaks	In	August		

Development:

Staff is currently working with developers on 33 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – Fee schedule provided to developer; and
- o 400-490 El Camino Real – All 4 connections to our main have been completed. Backflow assemblies are installed and tested. Two new hydrants are on-line.

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – water and fire service installed. Inspection of fire backflow assembly complete. Awaiting irrigation and domestic backflow installation;
- o 1201 Shoreway Road – Fee schedule provided to developer;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave – Fee schedule provided to developer;
- o 2525 Buena Vista– installation complete, inspection complete;
- o Belmont Ave Parcel APN's – (2) awaiting plans;
- o 1301 Shoreway Road – Backflow installation complete, inspection complete;
- o 1401 Shoreway Rd/Cormorant Drive irrigation meter relocation installed, contractor connection to irrigation backflow assembly complete; and
- o 1500 Ralston – currently reviewing plans.

Residential/Multi-Family:

- o 1001 Notre Dame – installation scheduled;
- o 2828 Monte Cresta – installed, awaiting backflow inspection;
- o 905 South Rd - currently reviewing their plans;
- o 10 Notre Dame Place - currently reviewing their plans;
- o 1906 Bishop – completed;
- o 1919 Oak Knoll Dr. – currently reviewing their plans;
- o 1942 Bayview – currently reviewing their plans;
- o 1557 Vine St. – installed;

- 3826 Naughton – installed;
- 2902 San Juan – service installed, awaiting paving;
- 2904-2906 San Juan – installation of services complete, awaiting paving;
- 796 Miramar Terrace - currently reviewing their plans;
- Bishop Road development - currently reviewing their plans;
- 1320 Talbryn Lane development- awaiting plans;
- 2712 Comstock – currently reviewing their plans;
- 2128 Pullman Ave - currently reviewing their plans;
- 909 Ruth - currently reviewing their plans; and
- 2227 Thurm Ave – currently reviewing their plans.
- 2221 Thurm Ave – currently reviewing their plans

Administration:

- Met with representative from GovDeals.com to discuss an opportunity to sell surplus District goods and equipment online;
- Conference call with Schaaf & Wheeler to talk about their proposed scope of work for their design services on CIP 15-75, the Old County Road Improvements;
- Attended a field meeting at 10 Davis Drive with contractor and City regarding the location of the water service now that the sidewalk has been installed;
- Members of Operations staff sat in a meeting with a representative of the Van's Restaurant to talk about water pressure findings on the outside of the restaurant and the proposed improvements as a part of the CIP 15-76 El Camino and 15-74 Malcolm Area Improvements under design;
- Actively managing five (5) engineering design contracts related to the CIP;
- Held pre-construction meeting with the contractor, Stoloski and Gonzalez, for the 2017 Water Main Replacement Project; and
- Continued to actively manage power use during pumping operations.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2016-2017
SUMMARY**

DESCRIPTION	APPROVED FY 2017-2018 BUDGET \$	ACTUALS 7/1/2017 8/31/17	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 17.0%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,500,000	2,049,917.60	6,450,082	24.1%
FIXED SYSTEM CHARGES	2,663,720	443,018.31	2,220,702	16.6%
FIRE SERVICE CHARGES	14,000	2,525.93	11,474	18.0%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
WATER SYSTEM CAPACITY CHARGES	200,000	233,742	(33,742)	116.9%
WATER DEMAND OFFSET CHARGES	10,000	29,306	(19,306)	293.1%
MISCELLANEOUS CHARGES	10,000	50,167	(40,167)	501.7%
INTEREST REVENUE - LAIF	10,000	10,337	(337)	103.4%
LEASE OF PHYSICAL PROPERTY	150,000	19,509	130,491	13.0%
PROPERTY TAX REVENUE	260,000	861	259,139	0.3%
TOTAL OPERATING REVENUE	11,827,720	2,839,382	8,988,338	24.0%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES (A)	1,718,225	174,084	1,544,141	10.1%
PAYROLL TAXES & BENEFITS	1,204,893	176,076	1,028,817	14.6%
PURCHASED WATER	5,234,856	1,112,971	4,121,885	21.3%
OUTREACH & EDUCATION	116,900	525	116,375	0.4%
M&R - OPS SYSTEM	389,598	40,226	349,372	10.3%
M&R - FACILITIES & EQUIPMENT	166,860	12,306	154,554	7.4%
MAJOR MAINTENANCE	30,000	-	30,000	NA
OFFICE SUPPLIES & EQUIPMENT	314,755	43,705	271,050	13.9%
MEMBERSHIP & GOV FEES	208,613	35,778	172,835	17.2%
BAD DEBT & CLAIMS	37,000	(590)	37,590	-1.6%
UTILITIES	301,687	33,182	268,505	11.0%
PROFESSIONAL SERVICES	458,660	63,015	395,645	13.7%
TRAINING/TRAVEL & RECRUITMENT	45,000	6,484	38,516	14.4%
RESTRICTED EARNINGS	10,000	10,337	(337)	103.4%
RESERVES	-	-	-	NA
DEBT SERVICE 2016 COPs	1,045,865	117,817	928,048	11.3%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	11,282,912	1,825,917	9,456,995	16.2%
TOTAL OP REVENUE LESS OP EXP & DEPREC	544,808	1,013,466	(468,658)	186.0%
DEPRECIATION	1,050,000	135,814	914,186	12.9%
TOTAL OP REVENUE LESS OP EXP	(505,192)	877,651	(1,382,843)	-173.7%
NET TRANSFERS TO CAPITAL	505,192	(877,651)	1,382,843	-173.7%
NET RESULTS OF OPERATIONS	-	-	-	

(A) Salaries & Wages less capitalized labor (see account lines 6011 & 6017)

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED

					Target YTD % 17.0%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 8/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES (A)	8,500,000	2,049,917.60	6,450,082	24.1%
4020	FIXED SYSTEM CHARGES	2,663,720	443,018.31	2,220,702	16.6%
4030	FIRE SERVICE CHARGES	14,000	2,525.93	11,474	18.0%
4050	SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
4060	WATER SYSTEM CAPACITY CHARGES (B)	200,000	233,742	(33,742)	116.9%
4070	WATER DEMAND OFFSET CHARGES (B)	10,000	29,306	(19,306)	293.1%
4090	MISCELLANEOUS REVENUES (C)	10,000	50,167	(40,167)	501.7%
4000	TOTAL WATER AND FEE CHARGES	11,407,720	2,808,676	8,599,044	24.6%
4102	Interest Revenue- LAIF (D)	10,000	10,337	(337)	103.4%
4100	INTEREST REVENUE	10,000	10,337	(337)	103.4%
4201	Lease of Physical Property	150,000	19,509	130,491	13.0%
4202	Property Tax Revenue	260,000	861	259,139	0.3%
4208	Landscape Plan Permit Review	-	-	-	NA
4200	OTHER REVENUE	410,000	20,369	389,631	5.0%
4000	TOTAL OPERATING REVENUE	11,827,720	2,839,382	8,988,338	24.0%
6011	Salaries & Wages	1,622,250	164,927	1,457,323	13.9%
6012	Director Compensation	11,000	1,100	9,900	10.0%
6017	Capital Salaries & Wages	-	69,462	(69,462)	NA
6010	GROSS REGULAR WAGES	1,633,250	235,489	1,397,761	14.4%
6017	CAPITAL SALARY & WAGES reversed	-	(69,462)	69,462	
6021	Overtime Labor	46,865	3,660	43,205	7.8%
6022	Standby Labor	38,110	4,397	33,713	11.5%
6020	SUB-TOTAL SALARY & WAGES	1,718,225	174,084	1,544,141	10.1%
6031	FICA/Medicare PR Tax	135,445	16,980	118,465	12.5%
6038	ACWA Health Care	329,600	57,880	271,720	17.6%
6039	ACWA Dental	31,930	4,356	27,574	13.6%
6040	ACWA Vision	4,481	757	3,724	16.9%
6041	ACWA Life/AD&D	4,326	767	3,559	17.7%
6042	Standard LDL/SDL Disability	12,772	1,879	10,893	14.7%
6043	Workers' Comp Insurance	50,400	5,886	44,514	11.7%
6044	Unemployment	1,030	-	1,030	NA
6045	CALPERS Retirement - ER 2%@55	242,050	40,172	201,878	16.6%
6054	CAPITAL PAYROLL TAXES & BENEFITS	80	359	(359)	N/A

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED

Target YTD % 17.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 8/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6046	Retirees' ACWA Health Care	57,680	10,523	47,157	18.2%
6047	Directors' ACWA Health Care	111,240	19,383	91,857	17.4%
6049	Medical Reimbursement	1,030	91	939	8.8%
6050	Employee Service Recognition	10,000	412	9,588	4.1%
6051	Safety Incentive Program (E)	7,416	(8,000)	15,416	-107.9%
6052	Uniforms	25,493	3,687	21,806	14.5%
6053	PARS OPEB Expense	180,000	21,303	158,697	11.8%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,204,893	176,435	1,028,458	14.6%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(359)	359	N/A
6000	PERSONNEL COSTS	2,923,118	350,161	2,572,957	12.0%
6101	SFPUC Treated Water (A)	4,700,000	1,018,407	3,681,593	21.7%
6102	BAWSCA (Debt Service Surcharges)	476,000	81,520	394,480	17.1%
6103	Rates Stabilization	58,856	-	58,856	NA
6104	SFPUC Water Service Charge	-	13,044	(13,044)	N/A
6100	PURCHASED WATER	5,234,856	1,112,971	4,121,885	21.3%
6301	Water Conservation Program	7,200	449	6,751	6.2%
6302	School Conservation Program	7,200	-	7,200	NA
6303	Public Outreach & Education	25,750	76	25,674	0.3%
6305	HET Rebates	19,750	-	19,750	NA
6306	Washing Machine Rebates	13,750	-	13,750	NA
6307	Lawn-Be-Gone Rebates	38,100	-	38,100	NA
6308	Rain Barrel Rebates	5,150	-	5,150	NA
6304	TOTAL WATER CONSERVATION REBATES	76,750	-	76,750	NA
6300	OUTREACH/EDUCATION	116,900	525	116,375	0.4%
6401	Water Quality	69,010	4,960	64,050	7.2%
6402	Pumping	65,148	-	65,148	NA
6403	Storage Tanks	10,300	-	10,300	NA
6404	Mains/Distribution (F)	103,000	26,942	76,058	26.2%
6405	Meters & Service	30,900	4,922	25,978	15.9%
6406	Fire Hydrants	31,930	278	31,652	0.9%
6407	Regulator Stations	6,180	550	5,630	8.9%
6408	Safety	32,960	155	32,805	0.5%
6409	SCADA Maintenance	15,450	2,419	13,031	15.7%
6410	Generator Maintenance	24,720	-	24,720	NA
6400	M&R - OPS SYSTEMS	389,598	40,226	349,372	10.3%
6501	M&R-Buildings&Grounds	95,790	9,983	85,807	10.4%
6502	M&R- Equipment&Tools (G)	21,630	(1,257)	22,887	-5.8%
6503	M&R- Vehicles & Large Equipment	19,570	1,607	17,963	8.2%
6504	M&R - Fuel	29,870	1,975	27,895	6.6%
6500	M&R - FACILITIES & EQUIPMENT	166,860	12,306	154,554	7.4%

MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED

					Target YTD % 17.0%
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 8/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6601	Cathodic Protection Survey		-	-	NA
6602	Leak Detection Survey	30,000	-	30,000	NA
6600	MAJOR MAINTENANCE	30,000	-	30,000	NA
6701	Office Supplies	15,450	1,861	13,589	12.0%
6702	Insurance- Liability/Vehicles	90,381	11,521	78,860	12.7%
6703	Postage	8,240	201	8,039	2.4%
6704	Printing/Printing Supplies	15,450	1,002	14,448	6.5%
6705	Equipment Services/Maintenance	58,453	1,369	57,084	2.3%
6706	Computer Supplies & Upgrades (H)	15,193	5,589	9,604	36.8%
6707	Security & Safety	11,073	261	10,812	2.4%
6708	Other Fees	515	-	515	NA
6709	Customer Credit Card Svs Fees	100,000	21,902	78,098	21.9%
6700	OFFICE SUPPLIES & EQUIP	314,755	43,705	271,050	13.9%
6801	Dues & Publications	40,685	6,228	34,457	15.3%
6802	Gov't Fees & Licenses	54,848	6,762	48,086	12.3%
6803	BAWSCA Membership Assessments	76,000	12,101	63,899	15.9%
6804	Env Health - Cross Connection Inspection	31,930	5,450	26,480	17.1%
6805	Software License (I)	5,150	5,238	(88)	101.7%
6800	MEMBERSHIP & GOV FEES	208,613	35,778	172,835	17.2%
6901	Bad Debt	7,000	(590)	7,590	-8.4%
6902	Claims	30,000	-	30,000	NA
6900	BAD DEBT & CLAIMS	37,000	(590)	37,590	-1.6%
7001	Utilities-Internet/Cable	12,462	1,266	11,196	10.2%
7002	Utilities-Cellular Telephones	12,206	1,717	10,489	14.1%
7003	Utilities-Electric-Pumping	226,600	21,330	205,270	9.4%
7004	Utilities-Electric-Bldgs&Grounds	24,720	4,323	20,397	17.5%
7005	Utilities-Telephones	18,025	3,502	14,523	19.4%
7006	Utilities-Sewer - NPDES	7,674	1,044	6,630	13.6%
7000	UTILITIES	301,687	33,182	268,505	11.0%
7101	Prof Serv - District Counsel	90,000	8,493	81,508	9.4%
7102	Prof Serv - District Engineer	80,000	5,870	74,130	7.3%
7103	Prof Serv - IT	19,750	2,960	16,790	15.0%
7104	Prof Serv- Annual Finance Audit (J)	19,000	12,750	6,250	67.1%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,750	4,305	17,445	19.8%
7107	Prof Serv- Customer Billing	72,250	14,523	57,727	20.1%
7109	Prof Serv - Answering Svs	5,000	562	4,438	11.2%
7110	Prof Serv - Miscellaneous	147,210	12,952	134,258	8.8%
7111	Prof Serv - District Treasurer (J)	3,700	600	3,100	16.2%
7100	PROFESSIONAL SERVICES	458,660	63,015	395,645	13.7%

**MID-PENINSULA WATER DISTRICT
OPERATIONS BUDGET FOR YEAR 2016-2017
DETAILED**

Target YTD % 17.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 8/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7201	Director Travel	5,000	-	5,000	NA
7202	Director Expense	1,000	-	1,000	NA
7203	Elections	-	-	-	NA
7204	Employee Travel/Training	32,000	5,972	26,028	18.7%
7205	Meetings Expense	7,000	512	6,488	7.3%
7200	TRAINING & TRAVEL	45,000	6,484	38,516	14.4%
7302	Restricted Earnings Expense - Interest LAIF (D)	10,000	10,337	(337)	103.4%
7300	RESTRICTED EARNINGS EXPENSE	10,000	10,337	(337)	103.4%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	1,050,000	135,814	914,186	12.9%
9011	DEBT SERVICE 2016 COPs	1,045,865	117,817	928,048	11.3%
SUB-TOTAL - OPERATING EXPENSES		9,409,794	1,611,571	7,798,223	17.1%
TOTAL OPERATING EXPENSES		12,332,912	1,961,731	10,371,181	15.9%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		(505,192)	877,651	(1,382,843)	-173.7%

- (A) Water revenues are at 24.1% and water purchases are at 21.7%.
- (B) Six (6) meter upgrades & new services closed & revenue recognized accordingly.
- (C) Vehicle expenses related to nine (9) AMI Meter Upgrade projects generate revenue totaling \$46,605.
- (D) Increased reserves generating more interest revenue.
- (E) Prior year's Safety Incentive program will be an audit adjustment.
- (F) Mains materials purchased totaling \$21,009 in July 2017.
- (G) Recognized small tools with Meter Installation and upgrade projects, so moved to Fixed Assets totaling \$3,769.
- (H) Replacement battery back-up and printer purchased totaling \$3,040.
- (I) Accela (Springbrook) software license \$2,619/month. Need to adjust at mid-year budget review.
- (J) Financial Audit first payment for field work completed.

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

	Jul 17 -Aug 17	Jul 16 - Aug 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	2,808,676.35	2,251,393.58	557,282.77	24.75%
4100 · INTEREST INCOME	34,701.70	1,943.51	32,758.19	1,685.52%
4200 · OTHER INCOME	20,369.45	32,578.23	-12,208.78	-37.48%
Total Income	2,863,747.50	2,285,915.32	577,832.18	25.28%
Expense				
6000 · PERSONNEL COSTS	350,160.60	395,667.93	-45,507.33	-11.5%
6100 · PURCHASED WATER	1,112,971.20	1,080,647.73	32,323.47	2.99%
6300 · OUTREACH/EDUCATION	525.01	3,514.15	-2,989.14	-85.06%
6400 · M&R - OPS SYSTEMS	40,226.19	44,046.62	-3,820.43	-8.67%
6500 · M&R - FACILITIES & EQUIPMENT	12,306.35	24,271.14	-11,964.79	-49.3%
6600 · MAJOR MAINTENANCE	0.00	0.00	0.00	0.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	43,705.17	48,291.03	-4,585.86	-9.5%
6800 · MEMBERSHIP & GOV FEES	35,778.10	26,720.11	9,057.99	33.9%
6900 · BAD DEBT & CLAIMS	-590.36	484.63	-1,074.99	-221.82%
7000 · UTILITIES	33,182.06	42,584.75	-9,402.69	-22.08%
7100 · PROFESSIONAL SERVICES	63,014.82	54,777.97	8,236.85	15.04%
7200 · TRAINING & TRAVEL	6,483.70	4,152.76	2,330.94	56.13%
Total Expense	1,697,762.84	1,725,158.82	-27,395.98	-1.59%
Net Ordinary Income	1,165,984.66	560,756.50	605,228.16	107.93%
Other Income/Expense				
Other Expense				
9000 · DEPRECIATION	135,814.22	149,237.81	-13,423.59	-9.0%
COP Financing Costs	117,817.46	0.00	117,817.46	100.0%
Total Other Expense	253,631.68	149,237.81	104,393.87	70.0%
Net Revenue/(Expenses)	912,352.98	411,518.69	500,834.29	121.7%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-34,701.70
Total Adjustments to Increase Net Operating Surplus	-34,701.70

Net Revenue/(Expenses) 912,352.98

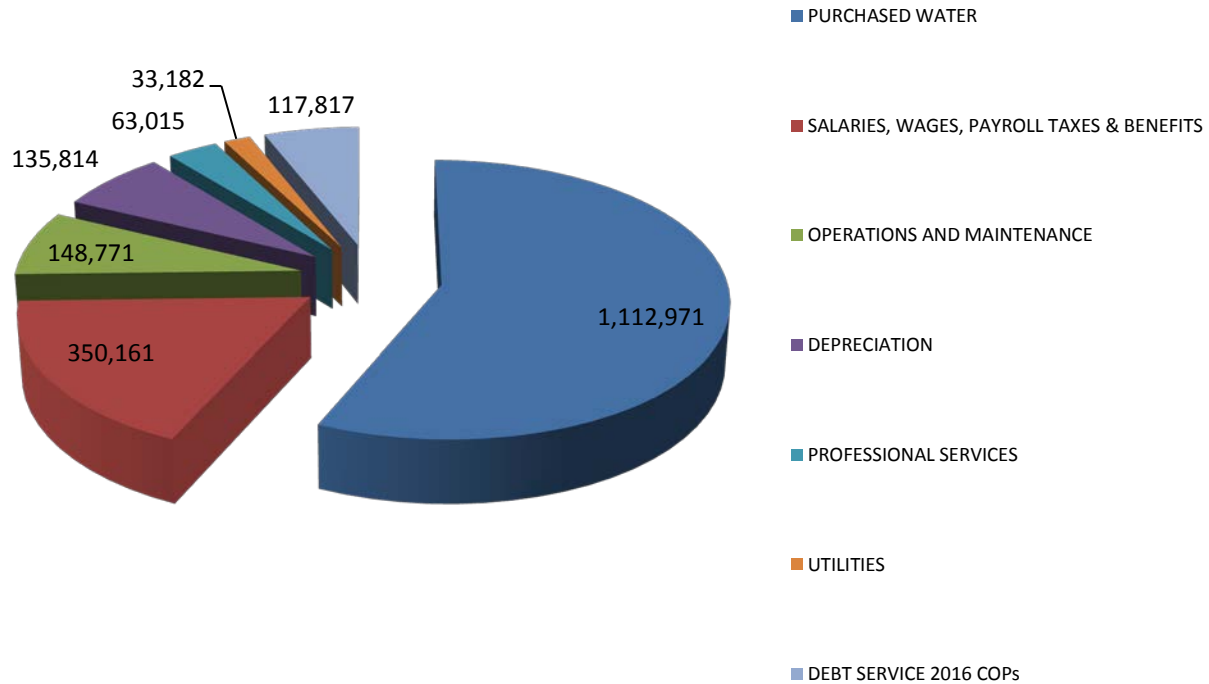
Net Operating Surplus/(Loss) Transfer to Capital 877,651.28

* Prior year amounts have been adjusted in accordance with current year presentation.

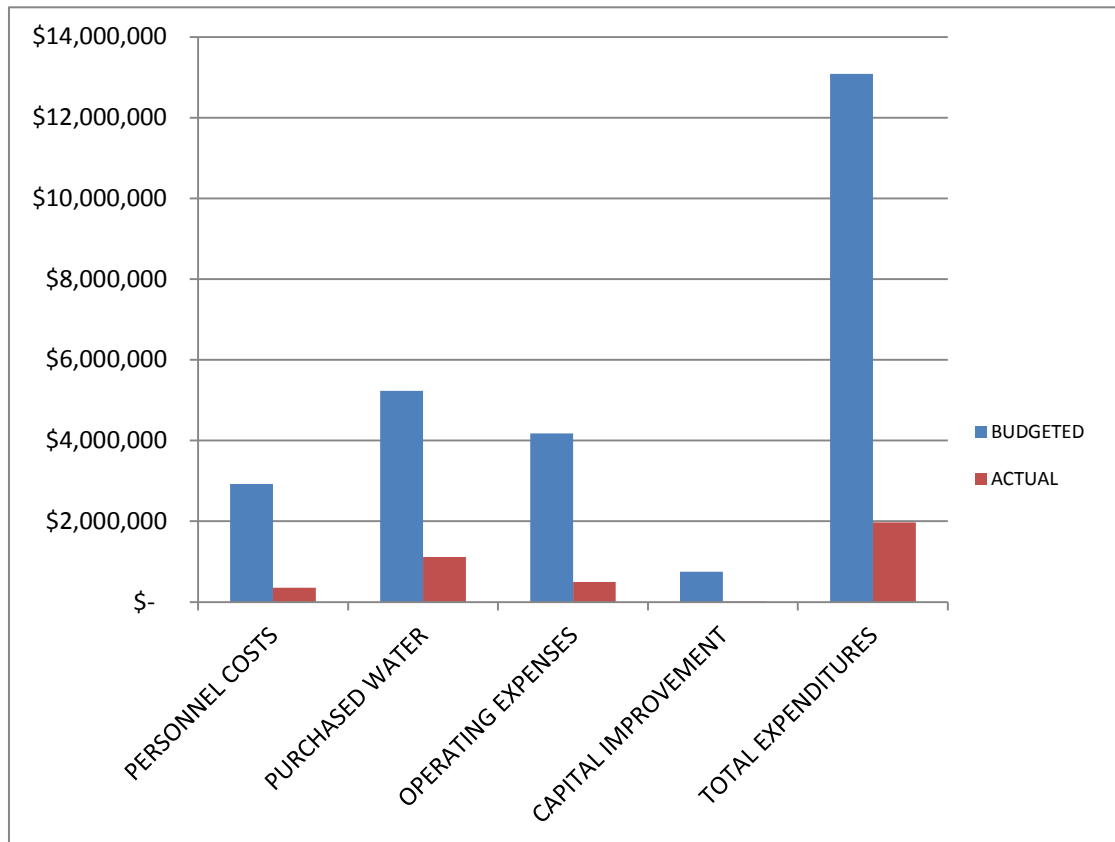
Does this need to be here anymore?

MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Aug-17

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	1,112,971	56.7%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	350,161	17.8%
OPERATIONS AND MAINTENANCE	148,771	7.6%
DEPRECIATION	135,814	6.9%
PROFESSIONAL SERVICES	63,015	3.2%
UTILITIES	33,182	1.7%
DEBT SERVICE 2016 COPs	117,817	6.0%
TOTAL OPERATING EXPENDITURES	1,961,731	100%



2016/2017 BUDGET vs ACTUAL TOTAL EXPENDITURES Aug-17



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,923,118	\$ 350,161	22%	18%
PURCHASED WATER	\$ 5,234,856	\$ 1,112,971	40%	56%
OPERATING EXPENSES	\$ 4,174,938	\$ 498,599	32%	25%
CAPITAL IMPROVEMENT	\$ 751,930	\$ 11,234	6%	1%
TOTAL EXPENDITURES	\$ 13,084,842	\$ 1,972,965	100%	100%

**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2016-2017
Capital Projects**

DESCRIPTION	APPROVED FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 8/31/2017	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 17.0%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
CIP 15-51 Francis Improvements	425,790	6,815	418,975	1.6%
CIP 15-53 Academy Improvements	276,140	4,420	271,720	1.6%
AMI Meter Change Out Program	-	-	0	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	701,930	11,234	690,696	1.6%
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects (A)	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	751,930	11,234	740,696	1.5%
DEPRECIATION	1,050,000	135,814	914,186	12.9%
TRANSFER FROM OPS	(505,192)	877,651	(1,382,843)	-173.7%
TRANSFER (TO)/FROM CAPITAL RESERVES	207,122	(1,002,231)	1,209,353	-483.9%
CAPITAL OUTLAY/CAPITAL PROJECTS	(751,930)	(11,234)	(740,696)	1.5%
NET RESULTS OF CAPITAL	-	0	(0)	N/A

0

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

	31-Aug-17	31-Aug-16	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,940,960.00	4,268,575.73	1,672,384.27	39.18%
Total COP Funds	18,867,140.91	0.00	0.00	100.0%
Total Accounts Receivable	1,297,045.77	1,108,773.50	188,272.27	16.98%
Total Other Current Assets	260,132.27	193,902.81	66,229.46	34.16%
TOTAL CURRENT ASSETS	26,365,278.95	5,571,252.04	20,794,026.91	373.24%
FIXED ASSETS				
Fixed Assets	43,608,185.22	42,013,899.48	1,594,285.74	3.8%
Accumulated Depreciation	-26,803,854.96	-25,913,329.78	-890,525.18	-3.44%
Construction in Progress	1,349,962.78	867,928.19	482,034.59	55.54%
TOTAL FIXED ASSETS	18,154,293.04	16,968,497.89	1,185,795.15	6.99%
TOTAL OTHER ASSETS	442,276.00	442,276.00	0.00	0.0%
TOTAL ASSETS	44,961,847.99	22,982,025.93	21,979,822.06	95.64%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	235,265.43	114,531.32	120,734.11	105.42%
Total Other Current Liabilities	1,974,382.77	1,125,607.64	848,775.13	75.41%
TOTAL CURRENT LIABILITIES	2,209,648.20	1,240,138.96	969,509.24	78.18%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	18,255,000.00	0.00	18,255,000.00	100.0%
Total COP Premium (B)	914,986.10	0.00	914,986.10	100.0%
Total Other Long Term Liabilities (B)	1,351,457.45	1,351,457.45	0.00	0.0%
TOTAL LONG TERM LIABILITIES	20,521,443.55	1,351,457.45	19,169,986.10	1,418.47%
TOTAL LIABILITIES	22,731,091.75	2,591,596.41	20,139,495.34	777.11%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES *	5,690,511.28	4,055,161.46	1,635,349.82	40.33%
3940 - Fund Bal Invest in Util Plant	18,154,293.04	16,855,178.32	1,299,114.72	7.71%
Net Assets (A)	-1,614,048.08	-519,910.26	-1,094,137.82	-210.45%
TOTAL EQUITY	22,230,756.24	20,390,429.52	1,840,326.72	9.03%
TOTAL LIABILITIES & EQUITY	44,961,847.99	22,982,025.93	21,979,822.06	95.64%

	Balance @ Aug 2015	Balance @ Aug 2016	Balance @ Aug 2017	Budget for Reserve Policy
* RESERVES				
Capital Reserves	889,457	1,555,161	3,190,511	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000
Working Capital Reserves	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDS	3,389,457	4,055,161	5,690,511	5,000,000

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

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



AGENDA ITEM NO. 10.B.2.

DATE: September 28, 2017

TO: Board of Directors

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

SUBJECT: RECEIVE GENERAL MANAGER'S ANNUAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2017

RECOMMENDATION

Receive General Manager's annual report for FYE 2016/2017.

FISCAL IMPACT

None.

DISCUSSION

Staff will present a fiscal year-end review on the following topics:

- Financial/budget summary;
- Capital program;
- LAIF reserves;
- OPEB trust account update;
- Claims update; and
- Loss prevention.

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



MANAGER'S ANNUAL REPORT FOR FISCAL YEAR ENDED JUNE 30, 2017

MPWD Regular Meeting - September 28, 2017

Tammy Rudock, General Manager

MPWD FYE JUNE 30, 2017

- **FINANCIAL SUMMARY:**

- **Operating Revenues - \$11,922,416***

- FYE 2015/2016: \$10,582,037
- FYE 2014/2015: \$ 9,922,395
- FYE 2013/2014: \$10,404,868

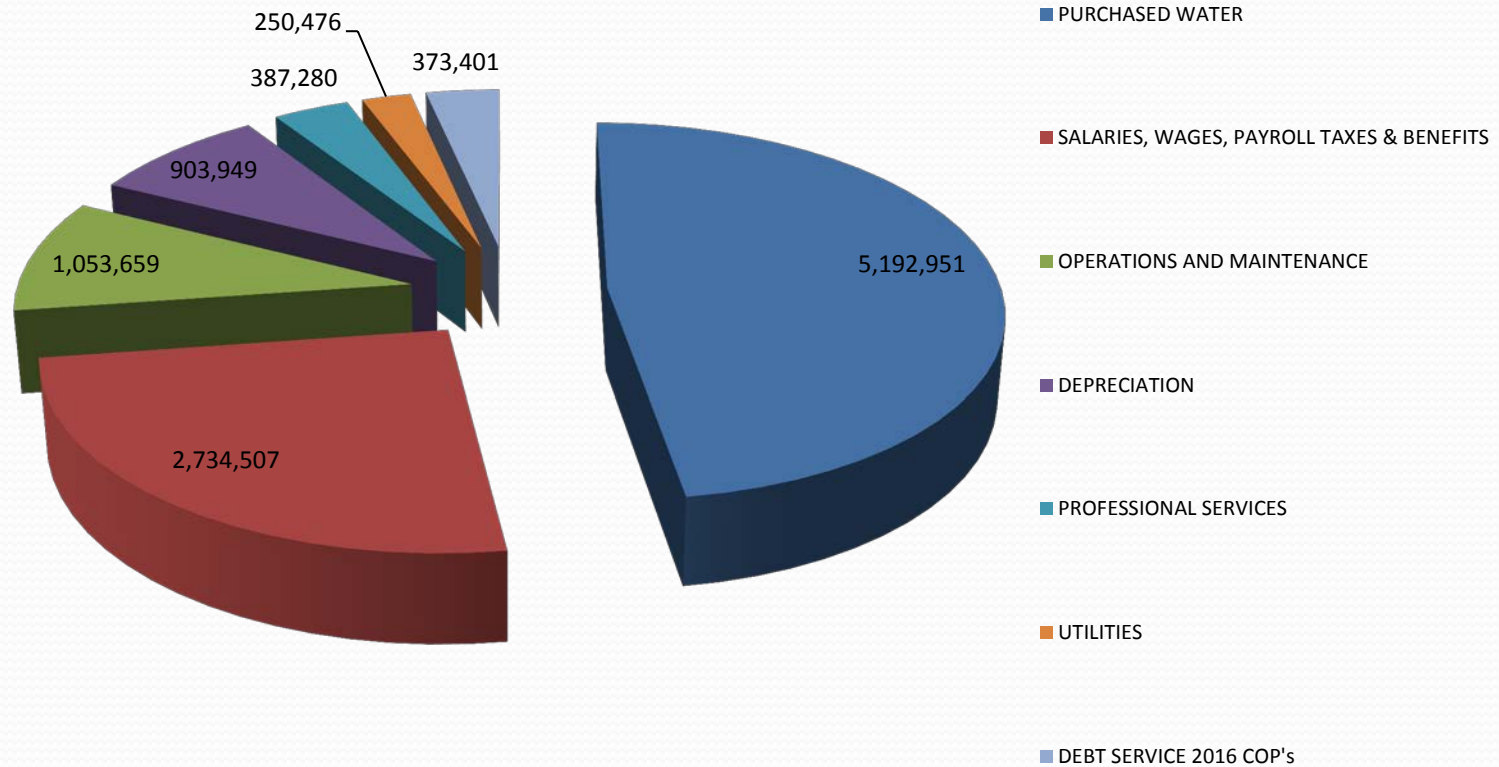
- **Operating Expenditures - \$10,896,225* (Includes Depreciation \$903,949)**

- FYE 2015/2016: \$ 9,677,632 (Depreciation - \$910,362)
- FYE 2014/2015: \$ 9,302,930 (Depreciation - \$912,979)
- FYE 2013/2014: \$ 8,992,980 (Depreciation - \$837,048)

- **Difference - \$1,026,191* → TRANSFER TO CAPITAL**

**Unaudited*

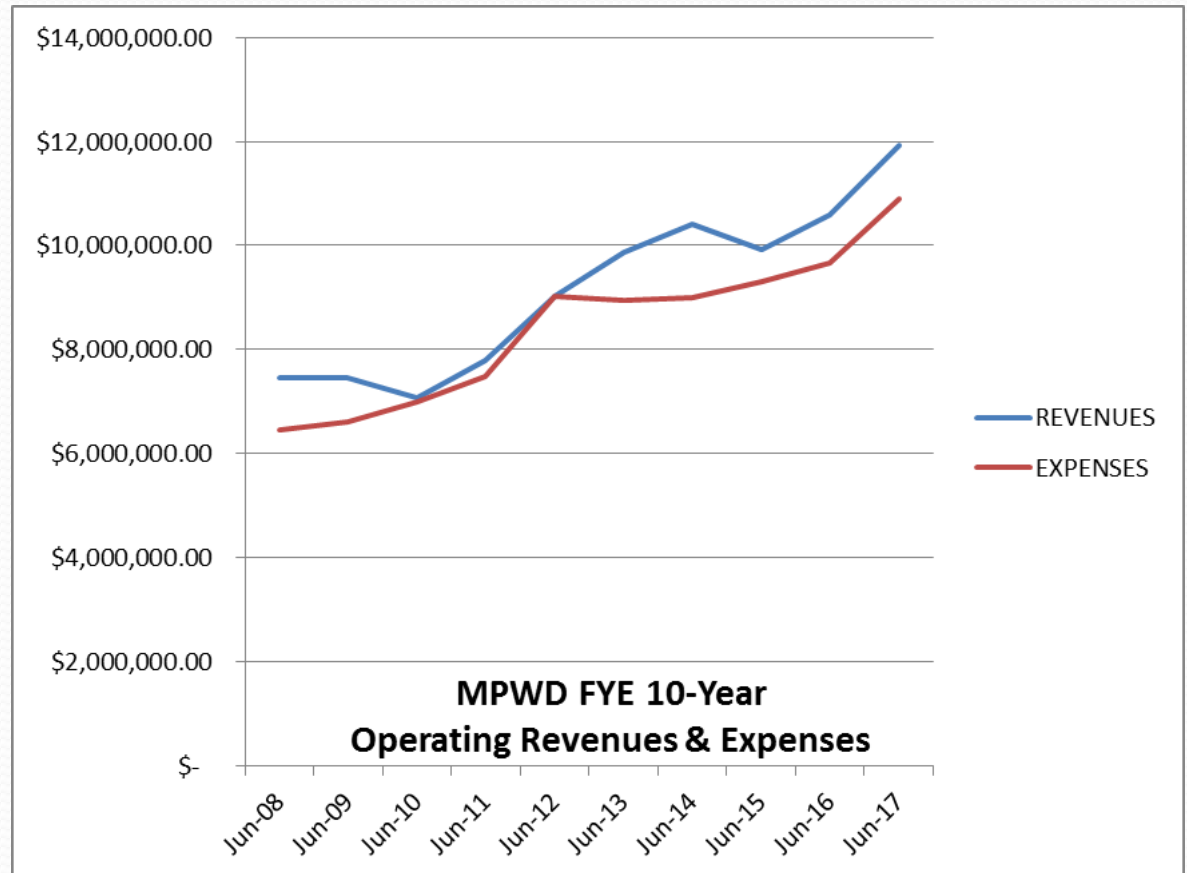
FYE 2017 OPERATING EXPENDITURES



OPERATING EXPENDITURES BY PERCENTAGES – FYE 2017

- Purchased Water = 47.7%
- Salaries, Wages, Payroll Taxes, and Benefits = 25.1%
- Operations and Maintenance = 9.7%
- Depreciation = 8.3%
- Professional Services = 3.6%
- Debt Service 2016 COPs = 3.4%
- Utilities = 2.3%

Date	REVENUES	EXPENSES
Jun-08	\$ 7,464,417.54	\$ 6,453,779.77
Jun-09	\$ 7,469,669.14	\$ 6,615,610.89
Jun-10	\$ 7,082,219.49	\$ 6,995,624.15
Jun-11	\$ 7,793,617.75	\$ 7,487,137.09
Jun-12	\$ 9,028,135.98	\$ 9,014,267.14
Jun-13	\$ 9,875,688.50	\$ 8,934,651.49
Jun-14	\$ 10,404,867.50	\$ 8,992,980.21
Jun-15	\$ 9,922,394.78	\$ 9,302,929.84
Jun-16	\$ 10,582,036.90	\$ 9,677,631.84
Jun-17	\$ 11,922,416.00	\$ 10,896,225.00



FY 2016/2017 CAPITAL PROGRAM

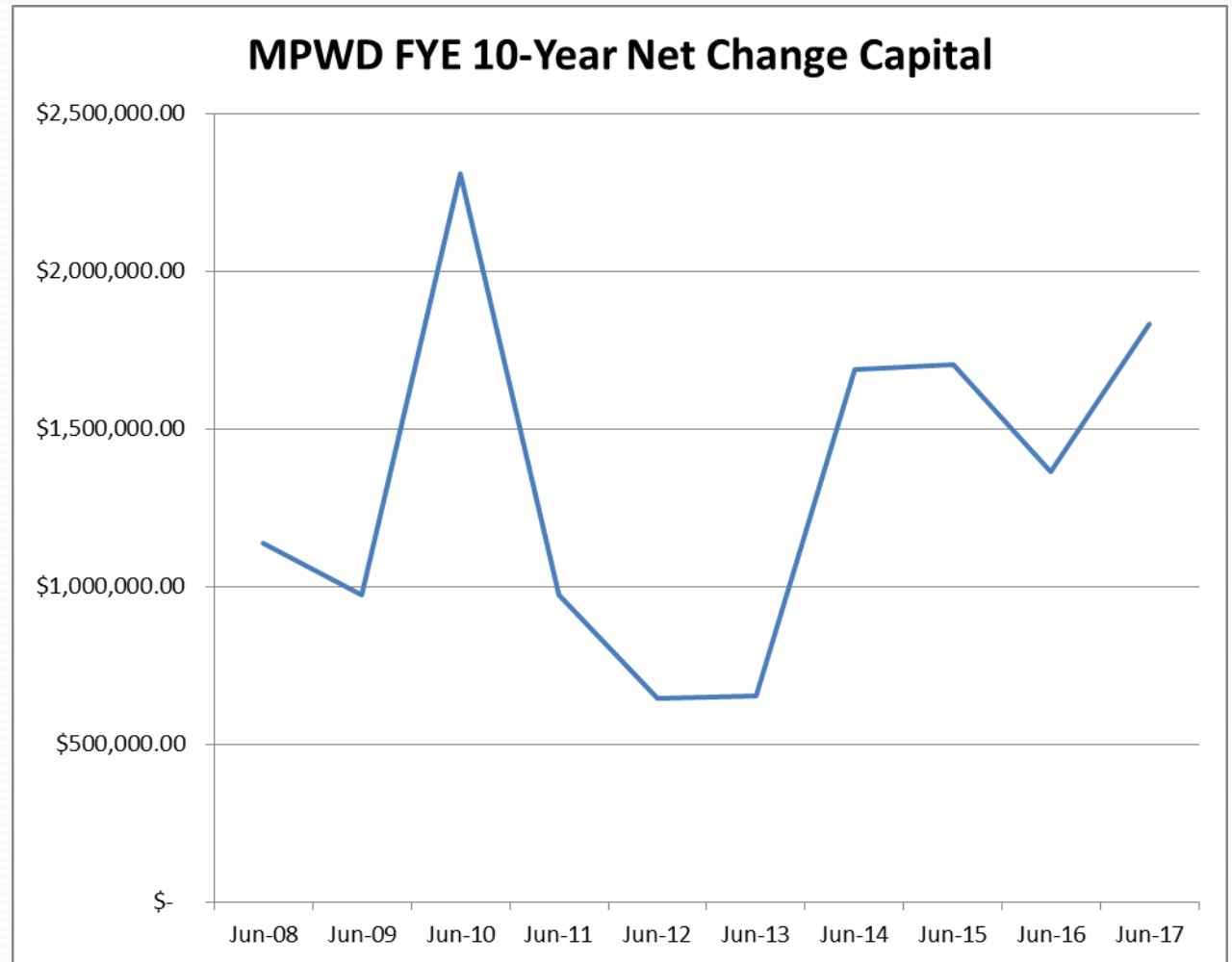
- CAPITAL OUTLAY/PROJECTS
 - Capital Revenues:
 - \$ 903,949 Depreciation Budgeted Expenditure
 - \$1,026,191 Operations Net Transfer to Capital (\$878,588 higher than projected--\$147,603)
 - \$954,575 total transferred to Capital Reserves (\$1,015,680 higher than the projected transfer from Capital Reserves--\$61,105)
 - Capital Expenditures: \$975,565*
 - Compared to FY 2015/2016: \$1,362,802
 - Compared to FY 2014/2015: \$1,704,515
 - Compared to FY 2013/2014: \$1,688,251

**Unaudited*

FY 2016/2017 CAPITAL PROGRAM COMPLETED

- Capital Outlay/Projects:
 - Phased AMI Meter Change-Out Program - \$513,861
 - Alameda de las Pulgas Water Main Replacement Project (Final) - \$243,708
 - Financial Management System Replacement - \$94,865
 - Implementation of Sensus Customer Portal - \$64,855
 - Miscellaneous Capital Projects/Outlay (Hallmark Tank Retrofit Project \$12,842; 2017 WMRP \$31,640; and Folger Abandoned Pump Station \$13,794) - \$58,276

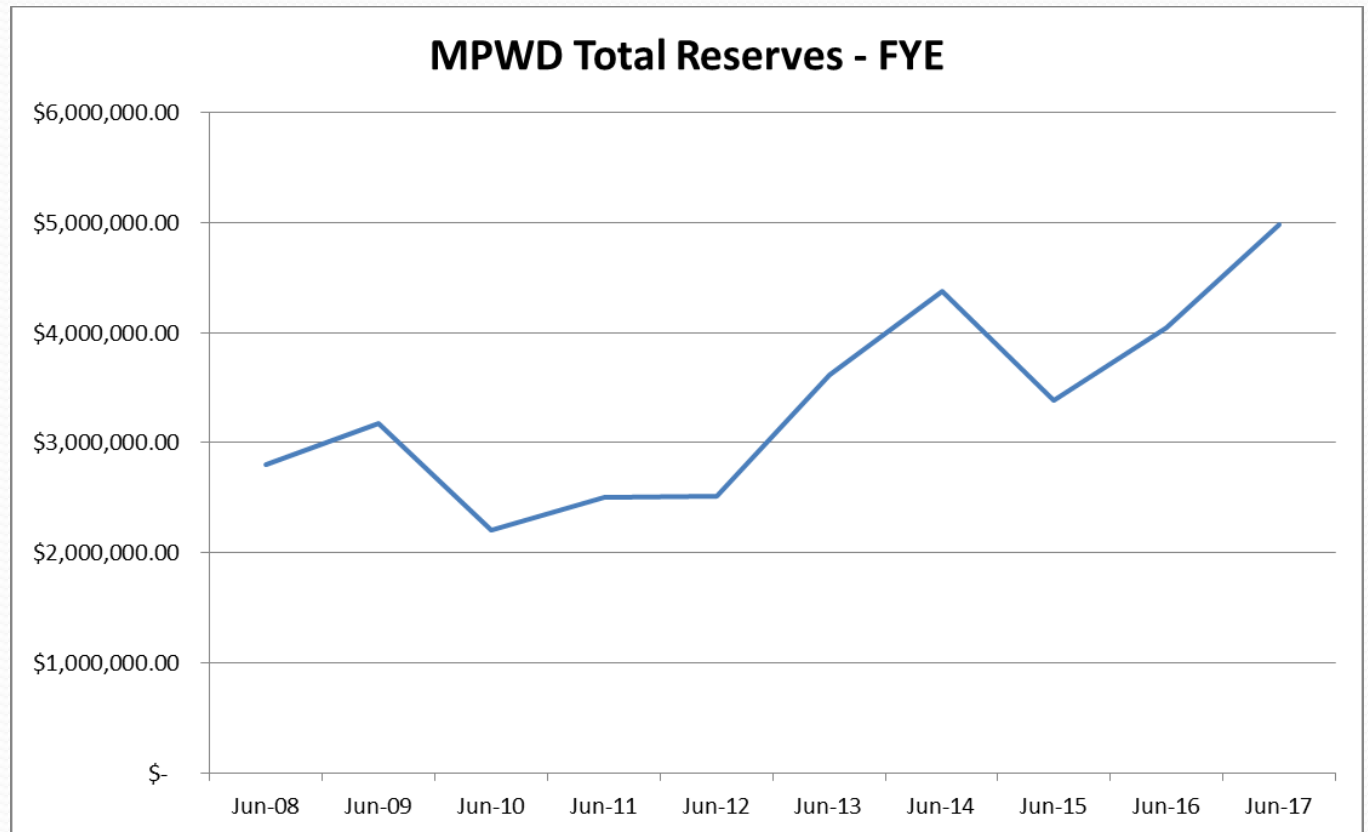
Date	MPWD FYE 10-Year Net Change Capital
Jun-08 \$	1,138,150.33
Jun-09 \$	972,408.74
Jun-10 \$	2,309,837.30
Jun-11 \$	973,123.93
Jun-12 \$	646,582.48
Jun-13 \$	652,333.66
Jun-14 \$	1,688,251.39
Jun-15 \$	1,704,514.94
Jun-16 \$	1,362,801.62
Jun-17 \$	1,833,702.40



MPWD LAIF RESERVES – FYE 2017

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 06/30/2015	Balance @ 06/30/2016	Balance @ 06/30/2017	Budget for Reserve Policy
Capital Reserves	\$ 887,031	\$ 1,549,652	\$ 2,478,363	\$ 2,500,000
Emergency Reserves	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS	\$ 3,387,031	\$ 4,049,652	\$ 4,978,363	\$ 5,000,000

Date	MPWD Total Reserves - FYE
Jun-08 \$	2,804,773.11
Jun-09 \$	3,179,932.35
Jun-10 \$	2,207,751.07
Jun-11 \$	2,499,122.58
Jun-12 \$	2,509,151.79
Jun-13 \$	3,617,717.36
Jun-14 \$	4,376,967.23
Jun-15 \$	3,387,030.52
Jun-16 \$	4,049,651.92
Jun-17 \$	4,978,363.47



CLAIMS

- Update on FYE June 30, 2016:
 - One (1) claim filed 06/06/17 and resolved (ACWA JPIA settled \$7,731).
- FYE June 30, 2017:
 - Three (3) claims filed:
 - 09/14/16 – Returned to claimant as untimely. Statute of limitations to file suit has expired.
 - 10/28/16 – Resolved (ACWA JPIA settled \$6,054).
 - 11/21/16 – Resolved (ACWA JPIA settled \$1,550).

LITIGATION – FY 2016/2017

- No (new) litigation initiated in FY 2016/2017.
- Dismissed by plaintiff:
 - *Samir Shaikh, et ux. v. Mid-Peninsula Water District, et al.*
San Mateo County Case No. 538041.
- Judgment awarded in favor of MPWD:
 - *Maskay, Inc. d/b/a Eurotech, et al. v. Mid-Peninsula Water District*
San Mateo County Case No. 536467.

LOSS PREVENTION – FY 2016/2017

- Two measurable property losses – vehicle incidents/repairs (ACWA JPIA managed risk pool coverage, less deductible – Total \$10,000)
- One employee on-the-job injury
- One Worker's Compensation claim (ACWA JPIA managed risk pool coverage)



||||| SUSTAINABLE WATER FOR FUTURE GENERATIONS

Paying Your Water Bill Safely

Paying your MPWD water bill has become much easier with our new Civic Pay online customer portal. Paying your water bill is secure, but we would like to make sure you get there safely. Here are some easy tips on how to pay securely:

- Always go through the MPWD website at MidPeninsulaWater.org to pay your bill and click on the "Pay Bill" button to be taken safely to the Civic Pay login.
- Bookmark MidPeninsulaWater.org/billpay for convenience, which will take you directly to the Civic Pay login.
- For eBill customers, link directly from your monthly MPWD eBill statement.
- Do not use search engines or go through a third-party site to pay your bill.
- Do not link from emails that are not your monthly MPWD eBill statements.

If you have any suspicions or questions when trying to pay your bill online, please contact MPWD at mpwd@midpeninsulawater.org or (650) 591-8941.



★ *Serving You Is Our Business...*



Co-sponsored by



HANDS-ON WORKSHOP

Parent/Child Workshop: Edible Gardening

HOSTED AT MPWD

WITH FRANK NICCOLI - Gardening is a fun and healthy activity for all. Growing together teaches practical knowledge, responsibility, discipline skills, and more. Children will learn the benefits of growing edible plants as well as maintaining them with proper gardening and watering techniques. This workshop aims to strengthen family bonds and is a perfect way to cultivate a child's interest in gardening.

Thursday, Oct. 5, 2017 • 6:00–8:00 pm • 3 Dairy Ln., Belmont



COMPLIMENTARY GIFT

REGISTER TODAY! Call 650.349.3000 or go to MidPeninsulaWater.org/workshops