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**BOARD OF DIRECTORS  
THURSDAY, OCTOBER 24, 2024 - 6:30 PM**

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**AGENDA**

Public comments may be submitted via email to  
Administrative Services Manager, Alison Bell, at [abell@midpeninsulawater.org](mailto:abell@midpeninsulawater.org).  
Please indicate in your email the agenda item to which your comment applies.

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

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

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

Should Zoom not be operational, please check online at: [www.midpeninsulawater.org](http://www.midpeninsulawater.org) for any updates or further instruction.

**1. OPENING**

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

**2. PUBLIC COMMENT**

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

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

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

*be made. Such items are pulled for separate discussion and action after the Consent Agenda is acted upon.*

- A. Approve Minutes for the Special Meeting on September 17, 2024
- B. Approve Expenditures from September 1, 2024 through September 30, 2024
- C. Approve 2024 MPWD Catalog of Enterprise Systems per Government Code Section 6270.5

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM**

- A. Provide Direction on Hiring a Consultant Program Manager for Building Projects

**8. REGULAR BUSINESS AGENDA**

- A. Consider Resolution 2024-21 Resolution of the Board of Directors of the Mid-Peninsula Water District Expressing its Official Intent Regarding Certain Capital Expenditures to be Reimbursed with Proceeds of a Proposed Financing and Retaining a Municipal Advisor, Bond Counsel and Disclosure Counsel and Directing Certain Actions with Respect Thereto
- B. Consider Adopting Telework Policy for the Mid-Peninsula Water District
- C. Receive 2024 Third Quarter Water Conservation Staff Report
- D. Consider and Confirm MPWD 2025 Regular Board Meeting Schedule
- E. Consider and Give Direction Regarding Voting on the Proposed Amended and Restated Bylaws of the Association of California Water Agencies (ACWA) at the Fall 2024 ACWA Conference
- F. Receive BAWSCA Update
- G. Receive Report on the California and San Francisco Regional Water System Conditions

**9. MANAGEMENT AND BOARD REPORTS**

- A. Management Reports
  - 1. District Treasurer and Financial Report for the Month Ending September 30, 2024
  - 2. District Engineer
  - 3. Administrative Services Manager
  - 4. Operations Manager
  - 5. General Manager
- B. Director Reports

**10. COMMUNICATIONS**

- A. Customer Objections Received to Date in Accordance with Ordinance 128

**11. CLOSED SESSION**

- A. Public Employee Performance Evaluation and Associated Negotiations  
Government Code Sections 54957 and 54957.6  
Title: General Manager

**12. RECONVENE TO OPEN SESSION**

**13. ADJOURNMENT**

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

**ACCESSIBLE PUBLIC MEETINGS**

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

**NEXT REGULAR BOARD MEETING: THURSDAY, NOVEMBER 21, 2024 AT 6:30PM**

# MEETING MINUTES

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

**TUESDAY, SEPTEMBER 17, 2024 - 6:00 PM**  
BELMONT, CALIFORNIA

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### 1. **OPENING**

#### A. **Call to Order**

The Special Meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:03pm.

#### B. **Establishment of Quorum**

PRESENT: Directors Jordan, Schmidt, Vella, Zucca, Wheeler (via Zoom)

A quorum was present.

Also present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Alison Bell, District Counsel Julie Sherman (via Zoom)

#### C. **Pledge of Allegiance**

Director Schmidt led the Pledge of Allegiance.

### 2. **PUBLIC COMMENT**

President Zucca asked for public comment.

There were none.

### 3. **AGENDA REVIEW: ADDITIONS/DELETIONS**

None.

### 4. **CLOSED SESSION**

#### A. **Conference with Legal Counsel – Existing Litigation Pursuant to Government**

**Code §54956.9 - In re: Aqueous Film-Forming Foams Products Liability Litigation, MDL No. 2:18-mn-02873: City of Camden, et al., v. Tyco Fire Products**

**LP, No. 2:24-cv-02321-RMG; City of Camden, et al., v. BASF Corporation, No.**

**2:24-cv-03174-RMG**

**B. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code §54956.9(b) – one potential case**

The Board adjourned to closed session at 6:05pm.

**5. RECONVENE**

President Zucca reconvened to open session meeting at 6:41pm.

District Counsel Julie Sherman reported that there were no reportable actions on either item.

**6. REGULAR BUSINESS AGENDA**

**A. Introduce Proposed Water Rates Administrative Remedies Exhaustion Ordinance**

District Counsel Julie Sherman presented on a draft ordinance for the Board to consider, noting that they would be asked to vote on it at an upcoming regular Board meeting.

**7. ADJOURNMENT**

President Zucca adjourned the meeting at 7:01pm.

**Teleconference location: Homewood Suites 206 Western Ave West Seattle, WA 98116; 2613 Wakefield Dr., Belmont, CA 94002**

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DISTRICT SECRETARY

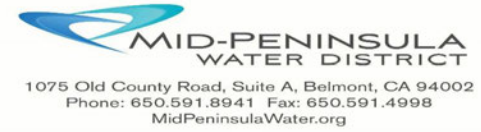
APPROVED:

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BOARD PRESIDENT

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Construction in Progress	MIG	24-07 - FOLGER EOC - JULY 2024	09/05/2024	39292	3,665.30
Construction in Progress	SONITROL / PACIFIC WEST SECURITY, INC.	EQUIPMENT INSTALLATION - DAIRY LANE	09/12/2024	103651	3,416.55
Construction in Progress	SONITROL / PACIFIC WEST SECURITY, INC.	EQUIPMENT INSTALLATION - DAIRY LANE	09/12/2024	103651	558.30
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	09/12/2024	103647	8,963.06
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 HARBOR BLVD WMI PROJECT	09/12/2024	103647	2,386.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1621-CP OLD COUNTY RD WMI PROJECT	09/12/2024	103647	3,394.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-08/24-10 W. BELMONT & EXBOURNE TANK COAT	09/12/2024	103647	1,044.75
Acwa Health Care	ACWA JPIA	EAP - OCT 2024	09/12/2024	103635	54.56
Acwa Health Care	ACWA JPIA	MEDICAL - OCT 2024	09/12/2024	103635	29,741.68
Awca Dental	ACWA JPIA	DENTAL - OCT 2024	09/12/2024	103635	2,680.20
Acwa Vision	ACWA JPIA	VISION - OCT 2024	09/12/2024	103635	469.04
Acwa Life/Ad&D	ACWA JPIA	LIFE - OCT 2024	09/12/2024	103635	700.03
Unemployment	STATE OF CALIFORNIA (EDD) EMPLOYMENT DEVELOPMENT DEPA	UNEMPLOYMENT	09/05/2024	103626	5,519.00
Calpers Retirement - Er 2%@55	CALPERS	GASB-68 REPORTING SVCS FEE	09/05/2024	103627	700.00
Retirees' Acwa Health Care	ACWA JPIA	RETIRES - OCT 2024	09/12/2024	103635	9,289.14
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - OCT 2024	09/12/2024	103635	7,609.27
Uniforms	RED WING SHOE STORE, INC.	BOOTS - MICHAELIS - TKT #143551	09/12/2024	103650	400.00
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 8-27-2024	09/05/2024	39294	197.71
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 09-03-2024	09/12/2024	103654	197.71
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 09-10-2024	09/25/2024	103673	214.82
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	WATER CONSUMP - 7-16 THRU 8-15-2024 - SF WATER REVISED ORIG BILL	09/25/2024	103670	654,466.42
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	WATER CONSUMPTION CHG - 08-16 THRU 09-17-2024	09/25/2024	103674	708,863.12
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA SRCHG - 7-16 THRU 8-15-2024 - SF WATER REVISED ORIG BILL	09/25/2024	103670	35,603.00
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA SURCHARGE - 08-16 THRU 09-17-2024	09/25/2024	103674	35,603.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	WATER SVC CHG 7-16 THRU 8-15-2024 - SF WATER REVISED ORIG BILL	09/25/2024	103670	7,730.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	WATER SVC CHG - 08-16 THRU 09-17-2024	09/25/2024	103674	7,730.00
Water Conservation Program	GLOBAL SUN LANDSCAPE	WELO IRRIGATION INSPECTION & RPT W/WATER BUDGET - 2708 HALLMARK	09/05/2024	39290	950.00
Smart Irrigation Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	SMART CONTROLLER PROGRAM FEE - AUGUST 2024	09/25/2024	39308	164.42
Lawn-Be-Gone Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	LAWN BE GONE POST INSPECTION - 2732 WALTHAM CROSS	09/25/2024	39308	105.00
Pumping	UNDERGROUND REPUBLIC WATER WORKS	1/8 NIPPLES	09/12/2024	103653	20.10
Mains/Distribution	E.H. WACHS	VALVE TURNER HAND HELDS	09/25/2024	103664	4,622.65
Mains/Distribution	GRANITE ROCK COMPANY	CUT BACK	09/12/2024	103642	210.15
Mains/Distribution	HOME DEPOT	SOD	09/12/2024	103643	75.18
Mains/Distribution	HOME DEPOT	GRASS SEED & TOP SOIL, GRASS BUILDERS	09/12/2024	103643	122.16
Mains/Distribution	HOME DEPOT	VALVE LID STUFF TO MAKE THEM QUIET	09/12/2024	103643	87.14
Mains/Distribution	LYNGSO GARDEN MATERIAL INC	TOPSOIL	09/12/2024	39299	43.73
Mains/Distribution	CORE & MAIN LP	4" MEGA LUGS	09/12/2024	103639	233.54
Mains/Distribution	STEVENS CREEK QUARRY, INC.	QUARRY FINES	09/12/2024	39301	173.81
Mains/Distribution	UMPQUA BANK	INSPECTION	09/25/2024	103672	142.61
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	CHLORINE	09/12/2024	103653	172.45
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	1 STICK DUCTILE IRON PIPE - 4"	09/12/2024	103653	1,228.18
Meters & Service	AQUA-METRIC SALES CO.	1.5" OMNI METERS	09/12/2024	103636	4,682.16
Meters & Service	AQUA-METRIC SALES CO.	1" SENSUS METERS	09/25/2024	103661	5,916.90
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	1" ANGLE STOPS	09/12/2024	103653	2,515.95
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	2" METER FLANGES	09/12/2024	103653	361.31
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	4" BOSS CLAMPS	09/12/2024	103653	341.66
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	SHIPPING FOR INV S100023498.001	09/12/2024	103653	330.21
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	CORPS	09/12/2024	103653	2,620.43
Fire Hydrants	NAPA AUTO PARTS	FOOD GRADE GREASE	09/12/2024	39300	26.36
Employee Safety	UMPQUA BANK	SHIPPING - REPAIR/UPGRADE HAZMAT SNIPPER	09/25/2024	103672	349.95
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE - W. BELMONT PUMP STATION	09/25/2024	103671	5,555.11
Scada Maintenance	TELSTAR INSTRUMENTS	SCADA MAINTENANCE - TUNNELS PUMP STATION	09/25/2024	103671	1,772.56

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Generator Maintenance	FASTRAK	BRIDGE TOLL	09/12/2024	39297	7.00
Generator Maintenance	FASTRAK	LATE PENALTY FOR I712416685187	09/25/2024	39309	5.00
Buildings & Grounds	HOME DEPOT	CLEANING SUPPLIES	09/12/2024	103643	98.22
Buildings & Grounds	HOME DEPOT	CUT BACK FOR OIL LEAK FOR 805	09/25/2024	103666	711.65
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION DAIRY LANE - AUG 2024	09/12/2024	103649	887.62
Buildings & Grounds	UMPQUA BANK	REPLACEMENT TARPS FOR PIPE RACK	09/25/2024	103672	855.62
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - HANNIBAL	09/25/2024	103672	642.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - EXBOURNE	09/25/2024	103672	492.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - EXBOURNE	09/25/2024	103672	10.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - HERSOM	09/25/2024	103672	642.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - DEKOVEN	09/25/2024	103672	642.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - TUNNELS	09/25/2024	103672	1,205.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - BUCKLAND	09/25/2024	103672	492.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - 3 DAIRY LANE	09/25/2024	103672	1,504.00
Buildings & Grounds	UMPQUA BANK	SMC ENVIR HLTH - PERMIT FEES - HALLMARK	09/25/2024	103672	642.00
Equipment & Tools	HOME DEPOT	VACUUM PARTS	09/12/2024	103643	69.87
Equipment & Tools	UNLIMITED TOOL & REPAIR, INC.	PUMP PARTS	09/12/2024	39302	196.52
Replacement for 4/14 incident	UMPQUA BANK	TORQUE WRENCH	09/25/2024	103672	49.21
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	COMP X COMP BALL VALVES	09/12/2024	103653	648.25
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	1" COMP BALL VALVE	09/12/2024	103653	974.25
Office Supplies	HOME DEPOT	WATER FILTERS FOR FRIDGE @ OCR	09/25/2024	103666	108.75
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	09/12/2024	103646	65.19
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	09/25/2024	103667	20.54
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES & CM376164217001	09/25/2024	103667	0.90
Office Supplies	UMPQUA BANK	BARCODE SCANNER FOR ASSET MGMT/INVENTORY	09/25/2024	103672	43.93
Office Supplies	UMPQUA BANK	REPLACEMENT AIR FILTER	09/25/2024	103672	101.06
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	09/25/2024	103672	43.63
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	09/25/2024	103672	47.99
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT	09/12/2024	103644	51.30
Computer Supplies & Upgrades	STEPFORD BUSINESS, INC.	LAPTOP DOCKING STATION	09/12/2024	103652	309.33
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATES	09/12/2024	103645	577.50
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	VIDEO SECURITY MONITORING - DAIRY LANE	09/12/2024	103651	44.00
PROPERTY LEASE	SWEDCOM CORPORATION	RENT - 1075 OCR - SEPT 2024	09/13/2024	103655	12,238.00
PROPERTY LEASE	SWEDCOM CORPORATION	RENT - 1075 OCR - OCT 2024	09/13/2024	103655	12,238.00
Dues & Publications	APWA MEMBERSHIP	MEMBERSHIP - 05/01-2024 THRU 04/30/2025	09/25/2024	39306	795.00
Dues & Publications	UMPQUA BANK	AWWA MEMBERSHIP - MICHAEL	09/25/2024	103672	321.00
Dues & Publications	UMPQUA BANK	ZOOM - MONTHLY SUBSCRIPTION	09/25/2024	103672	110.00
Dues & Publications	UMPQUA BANK	CALPERLA MEMBERSHIP FY 24-25	09/25/2024	103672	380.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	09/25/2024	103672	0.99
Dues & Publications	UMPQUA BANK	AWWA ANNUAL MEMBERSHIP FEE FOR DREW	09/25/2024	103672	321.00
Software Licenses	ESRI INC	SOFTWARE LICENSE & SUBSCRIPTION RENEWALS	09/25/2024	103665	821.21
Utilities - Internet/Cable	ACC BUSINESS	INTERNET - OLD COUNTY ROAD	09/25/2024	39305	187.83
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	09/05/2024	39289	31.32
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	09/12/2024	39296	31.41
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	09/25/2024	39307	62.32
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	09/25/2024	39307	30.42
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	09/25/2024	39307	79.00
Utilities - Internet/Cable	COMCAST	INTERNET ACCESS - VARIOUS SITES	09/12/2024	103638	1,031.91
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE FIBER/ETHERNET - 8-15 THRU 9-14-2024	09/05/2024	103628	1,094.02
Utilities - Internet/Cable	COMCAST BUSINESS	BUSINESS VOICE EDGE SVCS - 8-15 THRU 9-14-2024	09/05/2024	103628	855.57
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	09/05/2024	39293	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONE & DEVICES 7-16 THRU 8-15-2024	09/05/2024	39295	1,254.26

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	09/05/2024	103629	49,302.51
Utilities - Electric - Pumping	PG&E	W. BELMONT PUMP STATION	09/25/2024	103668	558.83
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	09/25/2024	103668	557.86
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	09/25/2024	103668	400.20
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	09/25/2024	103668	626.77
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	09/25/2024	103668	9,873.75
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE & VARIOUS TANK SITES	09/05/2024	103629	4,357.24
Utilities - Electric-Bldgs&Grnd	PG&E	GAS - DAIRY LANE	09/12/2024	103648	8.65
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR	09/25/2024	103668	1,268.03
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	09/25/2024	103668	57.97
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - MISC PROJECTS	09/12/2024	103647	1,433.25
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 - DEVELOPMENT REVIEW	09/12/2024	103647	3,071.25
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.08 - UPDATE STD PLANS & SPECS	09/12/2024	103647	161.44
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 -DISTRIBUTION SYSTEM ANALYSIS	09/12/2024	103647	2,740.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 - RETAINER	09/12/2024	103647	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.07 - CAPITAL IMPROVEMENT PROGRAM	09/12/2024	103647	5,705.44
Prof Serv - It	STEFFORD BUSINESS, INC.	IT SERVICES	09/12/2024	103652	2,978.05
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	AUDITOR SERVICES	09/12/2024	103637	4,385.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	MGMT CONSULTING SERVICES - AUG 2024	09/12/2024	103647	1,092.00
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR SEPT 2024 REMINDER NOTICES	09/25/2024	103663	205.77
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR AUG 2024 WATER BILLS	09/25/2024	103663	3,068.08
Prof Serv - Customer Billing	RAY MORGAN COMPANY	SEPTEMBER 2024 REMINDER NOTICES	09/25/2024	103669	405.13
Prof Serv - Customer Billing	RAY MORGAN COMPANY	AUGUST 2024 WATER BILLS	09/25/2024	103669	1,970.31
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	PRINTING COSTS FOR WATERLINE	09/12/2024	103640	8,792.40
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	DESIGN & MARKETING SERVICES - SEPT 2024	09/25/2024	103662	5,259.78
Prof Serv - Miscellaneous	EIDE BAILLY LLP	DISTRICT TREASURER SERVICES	09/12/2024	103641	15,036.53
Prof Serv - Miscellaneous	VOLER STRATEGIC ADVISORS, INC.	STRATEGIC FUNDING & COMMUNICATIONS SUPPORT - SEPT 2024	09/12/2024	39303	4,100.00
Employee Travel/Training	KAT WUELFING	URBAN WATER INSTITUTE CONFERENCE	09/12/2024	39304	67.00
Employee Travel/Training	FELICIA LARSON	DE-ESCALATION TRAINING FOR ALL STAFF	09/05/2024	39291	1,200.00
Employee Travel/Training	LEADERSHIP DEVELOPMENT NETWORK LLC	DISC TRAINING - ALL EMPLOYEES	09/12/2024	39298	4,004.00
Employee Travel/Training	UMPQUA BANK	WSI CONFERENCE HOTEL - DREW	09/25/2024	103672	96.05
Employee Travel/Training	UMPQUA BANK	FLIGHT FROM WSII CONFERENCE - DREW	09/25/2024	103672	129.99
Employee Travel/Training	UMPQUA BANK	FLIGHT TO UWI CONFERENCE - KAT	09/25/2024	103672	152.00
Employee Travel/Training	UMPQUA BANK	WSI CONFERENCE REGISTRATION - DREW	09/25/2024	103672	525.00
Employee Travel/Training	UMPQUA BANK	FLIGHT FOR PWX CONFERENCE - JONATHAN	09/25/2024	103672	39.99
Employee Travel/Training	UMPQUA BANK	TAXI - AIRPORT TO HOTEL	09/25/2024	103672	47.50
Employee Travel/Training	UMPQUA BANK	FLIGHT FOR PWX CONFERENCE - JONATHAN	09/25/2024	103672	39.99
Employee Travel/Training	UMPQUA BANK	FLIGHT FOR PWX CONFERENCE - JONATHAN	09/25/2024	103672	552.97
Employee Travel/Training	UMPQUA BANK	CALPERLA CONFERENCE	09/25/2024	103672	890.00
Employee Travel/Training	UMPQUA BANK	HOTEL FOR CONFERENCE	09/25/2024	103672	352.54
Employee Travel/Training	UMPQUA BANK	HOTEL RESERVATION	09/25/2024	103672	197.23
Employee Travel/Training	UMPQUA BANK	HOTEL	09/25/2024	103672	247.54
Employee Travel/Training	UMPQUA BANK	HOTEL - CSDA CONFERENCE	09/25/2024	103672	247.54
Employee Travel/Training	UMPQUA BANK	PWX EVENT - JONATHAN - POSSIBLE DUPLICATE - WAITING FOR CREDIT	09/25/2024	103672	75.00
Employee Travel/Training	UMPQUA BANK	CALPERLA CONFERENCE	09/25/2024	103672	1,175.00
Employee Travel/Training	UMPQUA BANK	HOTEL FOR CONFERENCE	09/25/2024	103672	1,667.68
Employee Travel/Training	UMPQUA BANK	URBAN WATER INSTITUTE CONFERENCE	09/25/2024	103672	695.00
Employee Travel/Training	UMPQUA BANK	FLIGHT FOR CSDA ANNUAL CONFERENCE - KAT	09/25/2024	103672	237.20
Employee Travel/Training	UMPQUA BANK	FLIGHT TO WSI CONFERENCE - DREW	09/25/2024	103672	244.47
Employee Travel/Training	UMPQUA BANK	AIRPORT PARKING - SJC	09/25/2024	103672	54.00
Employee Travel/Training	UMPQUA BANK	HOTEL - UWI CONFERENCE	09/25/2024	103672	550.50
Meeting Expenses	UMPQUA BANK	COFFEE - EMPLOYEE PERFORMANCE EVAL PROCESS REVIEW - KAT/ALISON	09/25/2024	103672	14.00



Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Meeting Expenses	UMPQUA BANK	STAFF LUNCH - DiSC TRAINING	09/25/2024	103672	287.21
Meeting Expenses	UMPQUA BANK	KAT LUNCH - DiSC TRAINING	09/25/2024	103672	24.87
Meeting Expenses	UMPQUA BANK	LUNCH & LEARN - RECORDS MANAGEMENT	09/25/2024	103672	300.10
BNY Mellon Sweep Acct	BNY Mellon Sweep [REDACTED]	WIRE 208	09/26/2024	103697	300,000.00
Payroll Clearing A/C	adp	CASH DD	09/04/2024	103633	65,404.10
Payroll Clearing A/C	adp	CASH TAXES	09/04/2024	103633	31,238.09
Payroll Clearing A/C	adp	CASH TAXES	09/18/2024	103659	30,892.24
Payroll Clearing A/C	adp	CASH DD	09/18/2024	103659	66,511.26
Payroll Clearing A/C	Health Equity	HSA	09/04/2024	103631	1,731.99
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	09/18/2024	103656	82.60
Payroll Clearing A/C	Health Equity	HSA	09/18/2024	103656	1,731.99
Payroll Clearing A/C	ICMA contributions	401A - [REDACTED]	09/04/2024	103632	4,648.00
Payroll Clearing A/C	ICMA contributions	457B	09/04/2024	103632	5,676.14
Payroll Clearing A/C	ICMA contributions	457B	09/18/2024	103657	5,687.68
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	09/04/2024	103634	2,954.53
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	09/04/2024	103634	4,619.00
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T2	09/04/2024	103634	4,690.50
Calpers Retirement - Er 2%@55	CALPERS	CALPERS ER T1	09/04/2024	103634	4,494.69
Calpers Retirement - Er 2%@55	CALPERS	ER T2	09/18/2024	103660	4,117.55
Calpers Retirement - Er 2%@55	CALPERS	EE T1	09/18/2024	103660	2,955.73
Calpers Retirement - Er 2%@55	CALPERS	EE T2	09/18/2024	103660	4,054.79
Calpers Retirement - Er 2%@55	CALPERS	ER T1	09/18/2024	103660	4,496.74
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP TIME AND ATTENDANCE	09/18/2024	103658	177.60
Prof Serv - Accting & Payroll	ADP Payroll Fees	ADP COMPREHENSIVE SVCS	09/18/2024	103658	1,981.38



**AGENDA ITEM NO. 5.C.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager

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**SUBJECT: APPROVE 2024 MPWD CATALOG OF ENTERPRISE SYSTEMS PER GOVERNMENT CODE SECTION 6270.5**

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**RECOMMENDATION**

Approve 2024 MPWD Catalog of Enterprise Systems.

**FISCAL IMPACT**

None.

**DISCUSSION**

The MPWD's Catalog of Enterprise Systems was developed in 2016 in response to SB 272 (codified as Government Code Section 6270.5) and has been maintained since then. According to law, it must be reviewed annually and approved by the Board before posting to the website. It was reviewed last by the Board on October 26, 2023.

Staff reviewed the systems catalog and provided it to our IT consultant, Stepford. There were minor changes to the list.

Attachment: MPWD Catalog of Enterprise Systems dated October 24, 2024

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

UNANIMOUS \_\_\_\_ ZUCCA \_\_\_\_ JORDAN \_\_\_\_ VELLA \_\_\_\_ SCHMIDT \_\_\_\_ WHEELER \_\_\_\_

## **CATALOG OF ENTERPRISE SYSTEMS**

**Government Code Section 6270.5** added to the California Public Records Act requiring local agencies to create and maintain a catalog of Enterprise Systems, including annual updates.

### **Enterprise System**

As defined, an Enterprise System is a software application or computer system that collects, stores, exchanges, and analyzes information an agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

### **An Enterprise System does not include any of the following:**

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage streetlights, electrical, natural gas, or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Government Code Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges, or analyzes.

### **Requirements**

1. Create a catalog of enterprise systems, containing:
  - Current vendor
  - Current system product
  - System's purpose
  - A description of categories or types of data
  - The department that is the prime custodian of the data
  - The frequency that system data is collected
  - The frequency that system data is updated
2. To make the catalog publicly available upon request
3. To post the catalog in a prominent location on the agency's website

### **Exception**

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

<b>COMPANY</b>	<b>PRODUCT</b>	<b>SYSTEM PURPOSE</b>	<b>DATA CATEGORY</b>	<b>CUSTODIAN</b>	<b>COLLECTION FREQUENCY</b>	<b>UPDATE FREQUENCY</b>
Microsoft, Inc.	Microsoft Office 365 Exchange Cloud	Email communications, scheduling/calendar	Unified messaging	MPWD/IT*	Daily	Daily
Microsoft, Inc.	Microsoft Office 365 Cloud	Creation and organization of digital work product and running of applications	Interdepartmental database of forms and documents	MPWD/IT	Daily	Daily
CUSI**	Water Billing System (Archive Only)	Water billing	Utility billing	MPWD	Never	Never
Adobe	Adobe Professional Cloud	PDF document production and editing	Other	MPWD	Daily	Daily
Comcast	Business Voice Edge Cloud	Integrated voice telephone and voicemail	Other	MPWD/IT	As Needed	As Needed
ESRI	ArcCatalog, ArcMap, ArcGIS Pro	Geographic Information System (GIS)	Land records; water system database	MPWD	Daily	Daily
Intuit	QuickBooks (Archive Only)	Financial management	Financial system	MPWD	Never	Never
ADP	ADP Payroll Cloud	Employee time entry and payroll	Financial system	MPWD/ADP***	Daily	Daily
Accela	Springbrook Cloud	Financial management and reporting	Financial system	MPWD	Daily	Daily
Granicus	NovusAGENDA Cloud  PEAK Agenda (anticipated 12/2024)	Meeting agenda and staff report management	Document management	MPWD	Weekly	Weekly
Spatial Wave	Field Mapplet Server	Asset Management	Geospatial	MPWD/Spatial Wave	Daily	As Needed
Xpress Bill Pay	Xpress Bill Pay	Financial Management and reporting	Financial	MPWD	Daily	Daily
DocuSign, Inc.	DocuSign	Document management and electronic signature	Document management	MPWD	Weekly	Weekly
Zoom Video Communications, Inc.	Zoom	Teleconference software	Teleconference	MPWD	Weekly	Weekly

\*IT = Information Technology

\*\*CUSI = Continental Utility Solutions, Inc.

\*\*\*ADP = Automatic Data Processing, Inc.



**AGENDA ITEM NO. 7.A.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: PROVIDE DIRECTION ON HIRING A CONSULTANT PROGRAM MANAGER FOR BUILDING PROJECTS**

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**RECOMMENDATION**

Provide direction.

**FISCAL IMPACT**

Consultant scope and cost has not been negotiated. However, the goal of hiring an experienced building program manager is for that experience to allow for proactive identification of issues, and ultimately reduce costs on a project.

**BACKGROUND**

MPWD is currently in the design for two building projects: Modernizing Folger Drive Property as an Emergency Operations Center, and Modernizing the Dairy Lane Operations Center for Resiliency. An application has been submitted to the City for the Folger Drive project, and the Dairy Lane project is currently in the conceptual design phase.

**DISCUSSION**

Staff has had meetings with two individuals who work as Program Managers for building construction projects. The first individual, Fred Ponce, came highly recommended, but after a couple of conversations shared that he could not possibly fit our projects into his workload. He recommended a second individual, Shawn Tooley, with a very similar skillset and with whom he has worked on numerous projects with. Shawn Tooley's work history and a list of past projects is provided as an attachment.

Staff sees value in involving an individual with this skillset in the two building projects that we are undertaking. Staff and our District Engineer have a great deal of experience in building below ground and water system infrastructure, but relatively limited experience in managing

and constructing buildings. A Program Manager who has extensive experience in constructing and managing such projects would provide benefits to the projects, including the ability to proactively identify and avoid issues that could result in schedule delays and cost increases, in a way that those of us with less experience would be less likely to. Staff would like to involve a program manager at this stage, so that he can be involved in the review of our plans from a constructability standpoint, as well as assist in other strategic thinking and planning.

Staff would like to hear from the Board regarding:

- Whether the Board supports the hiring of a Program manager at this stage;
- Whether the Board supports negotiating a scope with this consultant; and
- If the Board would prefer staff to issue a full RFQ to multiple entities, which may not receive many responses given the somewhat niche practice area.

Attachment: Shawn Tooley Work History and Past Project List

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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_  
UNANIMOUS\_\_\_\_ ZUCCA\_\_\_\_ JORDAN\_\_\_\_ VELLA\_\_\_\_ SCHMIDT\_\_\_\_ WHEELER\_\_\_\_

## Construction Professional

*Delivering quality, on time, in budget construction projects and high-performance teams.*

A seasoned executive leader operating at the intersection of construction management and operations, experienced in both large companies (Safeway/Albertsons), building new stores, as well as with construction consulting companies supporting projects, ranging from remodels to new buildings. Sources and seats multidisciplinary teams of high-performance construction professionals. Thrives in a team as an empathetic and positive leader who is a self-aware, empowering, compassionate leader. Brings additional value to a start-up environment as an entrepreneurial Construction Professional.

C.Haydon, President/CFO:  
*"Shawn embodies our core values extremely well. I can always count on Shawn to forecast needs and preemptively get things done, which creates delight for our team. Shawn stepped into a challenging situation with COVID this year which caused a lot of shifting priorities and team composition. He adapted quickly and provided leadership to the D&C team when it needed it most. Lastly, Shawn's outstanding attitude through the difficult period of furloughs left a strong positive impression."*

- *Experienced across development and construction in executive team management, project management, in a superintendent role, & as a construction supervisor, understanding people and the discipline, leading to better negotiation and clearer contracts, budget management, and a quality product aligning with expectations.*
- *Strong ability to bring departments together in cohesive action and communication.*
- *Described as an enjoyable leader giving employees a runway and the confidence to perform, empowering and supporting with decisions.*
- *Positively impacts people's work lives and improves culture.*
- *Fortifies business partnerships and rapport with local and out of state government officials, inspectors, and vendors.*

### Core Competencies

- |  |                                      |
|--|--------------------------------------|
| ✦ <i>Strategic Planning &amp; Leadership</i> | ✦ <i>Best Practices   Benchmarks</i> |
| ✦ <i>Construction Management</i>             | ✦ <i>Superior Quality</i>            |
| ✦ <i>Project Management</i>                  | ✦ <i>Client Satisfaction</i>         |
| ✦ <i>Culture Transformation</i>              | ✦ <i>Owner's Representative</i>      |
| ✦ <i>Budget Management</i>                   | ✦ <i>Large Scale Projects</i>        |
| ✦ <i>Commercial Development</i>              | ✦ <i>Business Partnerships</i>       |
| ✦ <i>Agency   Vendor Relationships</i>       | ✦ <i>Proposal Analysis</i>           |
| ✦ <i>Data Analytics   Reporting</i>          |                                      |

### Professional Experience

#### SET CONSULTING

Preconstruction & Construction Management developer consulting.

#### **Business Owner • May 2023 to Present**

Consulting services for developers acquiring land for future developments.

- ✦ Performed early project budgeting for property acquisition to final budget at closing.
- ✦ Participate with due diligence before closing on property.
- ✦ Assist guiding design team to keep development in budget.
- ✦ Work with bidding GC's and compile bids. Review for full scope alignment.
- ✦ Identify risks and develop strategies to minimize or eliminate the risks.
- ✦ Work with design teams and engineers on sustainable design with solar and improved electrical and mechanical systems that are energy efficient.

**PROSPECT HOTELS INC DBA: AUTOCAMP**

A modern outdoor hospitality and lodging concept. | Santa Barbara, CA

***VP of Construction • 2019 to May 2023***

Initially charged with managing the Construction Department. Promoted into overseeing the Design and Construction Department teams. Manage a team of project managers, design directors and design managers.

- ✦ Performed early project budgeting for property acquisition to final budget at closing.
- ✦ Negotiated large contracts of 25 to 30 acres with general contractors, engineers, and vendors in the oversight of design and construction, partnering with analysts to develop the budget and proformas.
- ✦ Managed the development from design to opening of property, with 7 active projects at a time.
- ✦ Grew the team to 3 project managers, 3 design managers and a construction administrator, mentoring a high-performance team.
- ✦ Participated in due diligence, design and build out as a key partner with acquisitions team, completing 4 acquisitions.
- ✦ Identified unsustainable development plan, changed model for increased flexibility/versatility and cost-effectiveness.

**ERIC F. ANDERSON, INC.**

A leader in the commercial construction industry. | San Leandro, CA

***VP of Construction and Operations • 2017 to 2019***

Led the construction department for a \$35M commercial general contractor, including team selection of 4 Project Managers, Engineers, 1 Estimator, and Project Assistance and 8 Superintendents. Challenged to modernize construction management processes and procedures as well as technology.

- ✦ Launched Procore and Bluebeam technology platforms, uptraining project managers in Excel, reducing labor for field superintendents, reducing overtime and labor expense in the field.
- ✦ Upgraded new hardware for management teams, installed software for the construction industry and cloud-based project management software.
- ✦ Performed business development, collaborating with the CEO. Diversified the client base to include schools beyond the niche supermarket core business. Authored client proposals to win business.
- ✦ Built Whole Foods, Safeway, and Starbucks in San Francisco. Built complex Starbucks in the Salesforce building.
- ✦ Successfully remodeled the Iconic Lahaina Cannery Safeway in Lahaina, Hawaii.

**ARC PATH PROJECT DELIVERY/SK CONSTRUCTION**

A Private, construction management firm and consulting service. | Livermore, CA

***Owner's Representative / Construction Manager • 2015 to 2017***

Consulted for 3 developers. Managed and completed projects including construction management/coordination services for a new build ground up Safeway in Lihue, HI, running the entire construction project from end to end; New Orchards Shopping Center, Walnut Creek, CA; New Ridge Shopping Center, Oakland, CA, handling the construction coordination services; and construction management for seismic upgrades and floor build outs on an existing high rise in downtown Sacramento, CA.

**SAFEMART CORPORATION (ALBERTSONS)**

The second largest food and drug retailer in the United States | Pleasanton, CA

***Owner's Representative / Construction Manager • 2011 to 2015***

Sought out and ran extremely complicated projects in Oakland and Hawaii. Planned, directed, budgeted and identified resources for a wide variety of commercial construction capital improvement and construction projects across the West Coast and Hawaii. Oversaw and developed requests for proposals (RFP), supervising the Design Group in the preparation of documents for bids, contracts and estimates for construction. Negotiated contracts with architects, contractors, and third-party vendors.

- ✦ Managed multiple projects per year; successfully completed 7 remodel projects of \$1M to \$9M each and 10 new builds approximately 52,000 - 72,000 square feet, ranging from \$8M to \$29M.
- ✦ Overcame historical delays in Hawaii and set the benchmark for success by completing a new store build in 8 months.
- ✦ Rejuvenated antiquated services, maintained project control and full ownership of critical issues of time, cost, scope, quality, and safety for complex multi-million-dollar projects.
- ✦ Authored realistic and accurate project schedules, reviewed and processed change orders, tracked team expenses and minimized exposure and risk in the project.

- ✦ Continually reconciled project status and cost reports and closeout projects at completion.
- ✦ Coordinated with internal teams and managed jobs independently without supervision or upper management communication.

## BT BUILDERS, INC.

A small GC business, building outs for commercial, tenant improvement firms | Sacramento, CA

### *Construction Project Manager/50% Partner • 2009 to 2011*

Project managed ~15 commercial tenant improvement projects per year ranging from \$10,000 to \$700,000 each.

- ✦ Negotiated, analyzed, and prepared subcontracts, purchase order agreements, and cost control budgets.
- ✦ Developed and implemented baseline schedules and provided weekly updates.
- ✦ Coordinated timely approval of all change orders, billings, and cost control budget adjustments.
- ✦ Escalated workforce efficiency and productivity with tactical scheduling and contingency plans; headed all project phases including buyouts, cost, scope, and schedule control plans.
- ✦ Boosted customer satisfaction; conducted meetings with project owners regarding job site progression, building inspections, risk management, and cost performance.
- ✦ Utilized construction knowledge to assess designer's objectives; executed field decisions according to owner specifications while adhering to budget and schedule requirements.

## EARLY CAREER HIGHLIGHTS

**NORTHVIEW CONSTRUCTION, INC., *Construction Project Manager***- Remodeled for Albertsons in the Midwest, Starbucks and Super Value, and opened an office in Brentwood, CA | **SAFWAY CORPORATION, *Owners Representative/Construction Manager*** | **TILTON PACIFIC CONSTRUCTION, INC., *Construction Project Manager, Construction Superintendent***- built a 65,000 square foot supermarket in 110 days, possibly a world record | **JP HEINZE CONSTRUCTION, INC., *Construction Superintendent***

# Project Resume (Notable)

## Shawn Tooley

Projects are listed in order starting with recent projects.

Serramonte Mall-Daly City, CA:

- Multiple Projects for the Owner/Developer working through a rebranding of the center.
- Projects range from \$500,000 to \$15,000,000.00
- Initial project assessment, review and comment on design drawings, concept budgets to final budget, create schedules starting at preconstruction to project construction completed and assist bringing together the team to complete the construction activities.

St. Francis Sq-Daly City, CA:

- \$25,000,000.00-New and redevelopment of the St Francis Square in Daly City.
- Preconstruction activities including multiple budgets, risk assessments, schedules, working with the owner design teams and assembling the final contractor team to build out the development.
- Development included new infrastructure & utilities, new retail spaces equaling 35,000 sq. ft., new façade and hardscape at existing retail buildings and all new city sidewalk & entrances.

Finding Sanctuary-Big Bear, CA:

- Consult on a 50-acre outdoor hospitality development. Work with local jurisdictions, budgeting and assisting with guiding the design teams on constructability and costs.

AutoCamp- Sequoia, CA:

- Development- 25-acre outdoor hospitality development, onsite wastewater, onsite public water system, site utility infrastructure & grading, 78-bedroom units and 6 cabins, 5500 sq. ft. clubhouse with kitchen, 2000 sq. ft. meeting space, pool, and outdoor community areas, back of house support buildings-1800 sq. ft.
- Development budget- \$32,000,000.00
- Participation- VP of Construction & Design-Create predevelopment budgets and final budgets, due diligence, oversaw team for entitlements, complete design & permitting, Negotiate GC GMP contract.

AutoCamp- Hill, Country, Tx:

- Development- 110-acre outdoor hospitality development, onsite wastewater treatment plant, onsite public water system, site utility infrastructure & grading, 120-bedroom units, 5000 sq. ft. clubhouse with kitchen, 2000 sq. ft. meeting space, pool, and outdoor community areas, back of house support buildings-1800 sq. ft.
- Development budget- \$42,000,000.00
- Participation- VP of Construction & Design-Create predevelopment budgets and final budgets, due diligence, oversaw team for entitlements, complete design & permitting.

## **Project Resume (Notable)**

### **Shawn Tooley**

#### AutoCamp- Asheville, NC:

- Development- 27-acre outdoor hospitality development, onsite wastewater treatment, onsite public water system, site utility infrastructure & grading, 72-bedroom units, 4800 sq. ft. clubhouse with kitchen, 1200 sq. ft. meeting space, spa, and outdoor community areas, back of house support buildings-1800 sq. ft.
- Development budget- \$28,000,000.00
- Participation- VP of Construction & Design-Create predevelopment budgets and final budgets, due diligence, oversaw team for entitlements, complete design & permitting, Negotiate GC GMP contract.

#### AutoCamp- Zion, UT:

- Development- 22-acre outdoor hospitality development, onsite wastewater treatment plant, heavy civil (filled property to above 100-year floodplain, riverbank armoring, revised FEMA Flood Map) site utility infrastructure & grading, 75-bedroom unit, 4800 sq. ft. clubhouse with kitchen, pool, and outdoor community areas, back of house support buildings-2600 sq. ft.
- Development budget- \$35,000,000.00
- Participation- VP of Construction & Design-Create predevelopment budgets and final budgets, due diligence, oversaw team for entitlements, complete design & permitting, Negotiate GC GMP contract, oversaw team for construction of development.

#### AutoCamp- Catskills, NY:

- Development- 35-acre outdoor hospitality development, onsite wastewater, onsite water treatment plant, heavy civil, site utility infrastructure & grading, 90-bedroom unit, 6500 sq. ft. clubhouse with kitchen, outdoor community areas, back of house support buildings-3200 sq. ft.
- Development budget- \$30,000,000.00
- Participation- VP of Construction & Design-Create predevelopment budgets and final budgets, due diligence, oversaw team for entitlements, complete design & permitting, Negotiate GC GMP contract, oversaw team for construction of development.

#### AutoCamp- Joshua Tree, CA:

- Development- 17-acre outdoor hospitality development, onsite wastewater treatment, site utility infrastructure & grading, 55-bedroom unit, 2900 sq. ft. clubhouse with kitchen, pool, and outdoor community areas, back of house support buildings-1000 sq. ft.
- Development budget- \$18,000,000.00
- Participation- VP of Construction & Design-Create final budgets, complete design & permitting, Negotiate GC GMP contract, oversaw team for construction of development.

# Project Resume (Notable)

## Shawn Tooley

### AutoCamp- Cape Cod, MA:

- Development- 32-acre outdoor hospitality development, onsite wastewater treatment, site utility infrastructure & grading, 85-bedroom units, 7800 sq. ft. clubhouse with kitchen, 1200 sq. ft. meeting space, outdoor community areas, back of house support buildings-1800 sq. ft.
- Development budget- \$33,000,000.00
- Participation- VP of Construction & Design- Negotiate GC GMP contract, oversaw team during construction process.

### Safeway Lahaina, Maui Hi:

- Development-Expansion of existing Safeway store in iconic Lahaina Cannery Row Center from 32,000 sq. ft. to 68,000 sq. ft., remodel existing Safeway. The store stayed operational throughout construction.
- GC Contract-\$12,000,000.00
- Participation- VP of Construction & Operations for GC, oversaw teams for estimating, project management, project engineers, accounting, and customer relations.

### Starbucks Salesforce Building San Francisco, CA:

- Development- Install new Flagship Starbucks in the recently opened Salesforce Highrise building.
- GC Contract-\$4,000,000.00
- Participation- VP of Construction & Operations for GC, oversaw teams for estimating, project management, project engineers, accounting, and customer relations.

### Camino Brewing San Jose, CA:

- Development-Buildout of new production brewery & tasting room.
- GC Contract-\$1,200,000.00
- Participation- VP of Construction & Operations for GC, oversaw teams for estimating, project management, project engineers, accounting, and customer relations.

### Safeway Maui Lani, Maui Hi:

- Development-New 65,000 sq. ft. ground up Safeway in the Maui Lani shopping center
- Developer-PDC
- Participation- Construction Management Consultant for budget, schedule, procurement of Safeway fixtures & install, change orders and contracts. Hand off to Safeway operations a turnkey Safeway store

### Safeway Lihue, Kauai Hi:

- Development-New 65,000 sq. ft. ground up Safeway in the Lihue shopping center.
- Developer-PDC

## **Project Resume (Notable)**

### **Shawn Tooley**

- Participation- Construction Management Consultant for budget, schedule, procurement of Safeway fixtures & install, change orders and contracts. Hand off to Safeway operations a turnkey Safeway store

#### 51st & Broadway Shopping Center Oakland, CA:

- Development-New 65,000 sq. ft. ground up Safeway, concrete tilt building with rooftop precast parking structure.
- Developer-Terramar
- Participation- Construction Management Consultant for budget, schedule, procurement of Safeway fixtures & install, change orders and contracts. Hand off to Safeway operations a turnkey Safeway store

#### The Orchards Shopping Center Walnut Creek, CA:

- Development-New 65,000 sq. ft. ground up Safeway, concrete tilt building with rooftop precast parking structure. Tenant ground up construction with precast rooftop parking-Petco, Crunch Fitness, Stein Mart.
- Developer-Terramar
- Participation- Construction Management Consultant for budget, schedule, procurement of Safeway fixtures & install, change orders and contracts. Hand off to Safeway operations a turnkey Safeway store

#### Safeway Shopping Center Ewa, Oahu Hi:

- Development-New 55,000 sq. ft. ground up Safeway including site work and road improvements.
- Participation-Construction Manager for owner overseeing: initial budget, final budget, hiring of contractors, vendors, procurement & fixture management, work with AHJ's on permitting and final sign offs.

#### Safeway Fuel Center Ewa, Oahu Hi:

- Development-Ground up fuel center with convenience store kiosk.
- Participation-Construction Manager for owner overseeing: initial budget, final budget, hiring of contractors, vendors, procurement & fixture management, work with AHJ's on permitting and final sign offs.

#### Safeway Fuel Center Fair Oaks, CA:

- Development-Ground up fuel center with convenience store kiosk.
- Participation-Construction Manager for owner overseeing: initial budget, final budget, hiring of contractors, vendors, procurement & fixture management, work with AHJ's on permitting and final sign offs.

## **Project Resume (Notable)**

### **Shawn Tooley**

Safeway Shopping Center Honolulu, Oahu Hi:

- Development-New 55,000 sq. ft. multi-story ground up Safeway including site work and road improvements.
- Participation-Construction Manager for owner overseeing: final budget, hiring of contractors, vendors, procurement & fixture management, work with AHJ's on permitting and final sign offs.

Midrise-555 Capital, Seismic Upgrades- Sacramento, CA:

- Project-Upgrade existing midrise with seismic upgrades using complex absorption hydraulics and stiffening existing steel skeletal frame. Tenants stayed in operation throughout the construction process.
- Participation-Construction Management for GC overseeing budget, field installation, schedule, and customer relations.

Major Roll Outs for Albertsons, Safeway & Super Valu-Throughout the mid-western states:

- Rebrands
- Starbucks
- Fuel Centers



## **AGENDA ITEM NO. 8.A.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: CONSIDER RESOLUTION 2024-21 RESOLUTION OF THE BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT EXPRESSING ITS OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED WITH PROCEEDS OF A PROPOSED FINANCING AND RETAINING A MUNICIPAL ADVISOR, BOND COUNSEL AND DISCLOSURE COUNSEL AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO**

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### **RECOMMENDATION**

Approve Resolution 2024-21 authorizing the commencement of proceedings in connection with the financing of capital expenditures and designating Wulff Hansen & Company as Municipal Financial Advisor, and Stradling Yocca Carlson & Rauth LLP as Bond Counsel and Disclosure Counsel.

### **FISCAL IMPACT**

No immediate fiscal impact by Board action. Fees for the services of the Municipal Financial Advisor, Bond Counsel, and Disclosure Counsel would be paid from the proceeds of the financing once approved by the Board and funded.

Debt issuance of \$33,000,000 was included in the assumptions within District's 2024 Rate Study; specifically \$15,500,000 in FY 2024-2025 and \$17,500,000 in FY 2025-2026.

### **BACKGROUND**

MPWD previously issued debt via Certificates of Participation (COP) in 2016 of just over \$19 million, and successfully funded many very beneficial capital projects via this mechanism. As reported by Dan Bergman of IGServices at the July 2024 Board Meeting, these funds were used to pay for all or a portion of 29 different projects.

The District completed a Water Rate Study and the final report was presented to the Board at its September 2024 meeting. The revenue modeling in the 2024 Water Rate Study assumed that the District would issue a total of \$33 million in debt within the next 5 years, consistent with

the need identified in its 5-year Capital Improvement Program (CIP) budget. As part of the discussions of the 5-year CIP budget and 2024 Water Rate Study, the Board received a presentation from Wulff Hansen & Company on potential financing options. These options included considering issuing additional COP funds, as well as negotiated private placement, and issuing debt in the two rounds envisioned in the 2024 Water Rate Study as well as in one larger round.

**DISCUSSION**

Approving this resolution would allow the District to seek financing of up to a maximum of \$35,000,000. This number was selected based on the amount of assumed financing included in the District’s recently completed 2024 Water Rate Study and the corresponding 5-year Capital Improvement Program (CIP) budget. The Water Rate Study contemplated a total of \$33,000,000 of debt financing: \$15,500,000 in FY 2024-2025 and \$17,500,000 in FY 2025-2026. A “buffer” of \$2 million was included to cover the Costs of Issuance, potential bond insurance premiums (if economic), a reserve fund (if necessary), and some capitalized interest (if requested for cash flow reasons). Although the resolution allows for financing up to \$35 million, this is a maximum amount and the Board may elect to finance a smaller sum, including over multiple rounds. All options will be considered and assessed, and recommendations will be presented to the Board for consideration.

The resolution identifies the projects included in the 5-year CIP budget as those projects for which the District can reimburse itself using the future financing funds for expenses incurred from 60 days prior to the adoption of the resolution up until the financing is complete.

Approving this resolution authorizes staff to enter into an agreement with Stradling Yocca Carlson & Rauth LLP to serve as Bond Counsel and Disclosure Counsel. Brian Quint of Quint & Thimmig assisted the District with its previous COP issuance. Mr. Quint is now with Stradling Yocca Carlson & Rauth LLP, and would again be the individual supporting the District in this efforts.

Approving this resolution also authorizes staff to enter into an agreement with Wulff Hansen & Company to serve as municipal advisor for the financing transaction. Wulff Hansen assisted the District with its previous COP issuance and has been assisting the District with its United States Treasury investments.

If approved, staff and District Counsel will finalize an agreement with the consultants.

Attachment: Resolution 2024-21

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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_  
UNANIMOUS\_\_\_\_ ZUCCA\_\_\_\_ JORDAN\_\_\_\_ VELLA\_\_\_\_ SCHMIDT\_\_\_\_ WHEELER\_\_\_\_

**RESOLUTION NO. 2024-21**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT EXPRESSING ITS OFFICIAL INTENT REGARDING CERTAIN CAPITAL EXPENDITURES TO BE REIMBURSED WITH PROCEEDS OF A PROPOSED FINANCING AND RETAINING A MUNICIPAL ADVISOR, BOND COUNSEL AND DISCLOSURE COUNSEL AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**RESOLVED**, by the Board of Directors (“Board”) of the Mid-Peninsula Water District (“District”), as follows:

**WHEREAS**, the District proposes to finance certain capital projects (collectively, the “Project”) described in Exhibit A hereto;

**WHEREAS**, all or a portion of the expenditures relating to the Project (“Expenditures”) (i) have been paid within the sixty days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution;

**WHEREAS**, the District reasonably expects to reimburse itself for the Expenditures with the proceeds of obligations the interest on which will be excluded from the gross income of the owner or owners of such obligations; and

**WHEREAS**, District staff has investigated financing options and has determined that it is in the best interest of the District to authorize the preparation of the necessary documents to consummate such financing, contingent on subsequent Board approval, and to retain a municipal advisor, bond counsel and disclosure counsel to assist the District;

**NOW, THEREFORE, it is hereby DECLARED and ORDERED**, as follows:

*Section 1.* The District reasonably expects to reimburse the Expenditures with proceeds from a financing.

*Section 2.* The maximum principal amount of such financing for the Project is \$35,000,000.

*Section 3.* This Resolution is a declaration of official intent to reimburse expenditures pursuant to Treasury Regulations Section 1.150-2.

*Section 4.* Wulff, Hansen & Co. is hereby designated as municipal advisor to the District in connection with the financing. The General Manager, or any designee thereof (each, an “Officer”), is authorized to enter into an agreement such firm, the compensation for such services to be contingent upon the successful issuance completion of such financing.

*Section 5.* Stradling Yocca Carlson & Rauth LLP is hereby designated as bond counsel in connection with the financing. Any Officer is authorized to enter into an agreement with such firm, the compensation for such services to be contingent upon the successful issuance completion of such financing. Stradling Yocca Carlson & Rauth LLP is hereby designated as disclosure counsel in connection with the financing. Any Officer is authorized to enter into an agreement with such firm, the compensation for such services to be contingent upon the successful issuance completion of such financing.

*Section 7.* All actions of the officers, agents and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified and confirmed.

*Section 7.* This Resolution shall be in full force and effect immediately upon its adoption.

**REGULARLY PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2024.

AYES:

NOES:

ABSENT:

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President, Board of Directors  
Mid-Peninsula Water District

ATTEST:

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District Secretary  
Mid-Peninsula Water District

## **EXHIBIT A**

### **DESCRIPTION OF PROJECT**

Rebuild and update the Dairy Lane Operations Center, modernize the Folger Drive property into an Emergency Operations Center, and various improvements to the District's Water System such as pipeline and tank replacement and other miscellaneous improvements as described in the District's current 5-Year Capital Improvement Program budget.



**AGENDA ITEM NO. 8.B.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager

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**SUBJECT: CONSIDER ADOPTING TELEWORK POLICY FOR THE MID-PENINSULA WATER DISTRICT**

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**RECOMMENDATION**

Consider approving Telework Policy for MPWD staff.

**FISCAL IMPACT**

None.

**DISCUSSION**

The proposed telework policy establishes clear guidelines for when and how employees may work remotely, ensuring both flexibility and accountability. It outlines eligibility criteria, emphasizing that telework is a privilege and not a right, with approval determined by the General Manager. The policy prioritizes maintaining District operations while accommodating employee needs under specific circumstances. Additionally, it addresses important security, equipment, and ergonomic considerations to ensure a productive and safe remote work environment. This policy allows limited, short-term work from home permissions under temporary situations. It is not intended for permanent or regular telework.

Attachments: Telework Policy

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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_  
ZUCCA\_\_\_\_\_ JORDAN\_\_\_\_\_ VELLA\_\_\_\_\_ SCHMIDT\_\_\_\_\_ WHEELER\_\_\_\_\_

## **TELEWORK POLICY**

Employees with an approved telework agreement may work from home or other remote locations instead of working at the office under specific circumstances. These circumstances will be approved only by the General Manager and must be supported by a written telework agreement between the District and the employee. At all times, working remotely is a privilege and not an entitlement – the District may suspend, or revoke telework privileges at any time, for any reason, and without advanced notice. Telework is voluntary: An employee’s ability or willingness to telework is not a condition of employment.

### **Circumstances for Telework**

Circumstances appropriate for telework is at the General Manager’s discretion. Some examples of potentially appropriate circumstances for employees to telework include:

- Employee is ill but is willing and able to work.
- Inclement Weather or Natural Disasters: When commuting is unsafe due to severe weather conditions or natural disasters, such as floods or wildfires.
- Personal Emergency: If an employee has a personal emergency (e.g., childcare issues or family obligations), and working remotely allows them to balance personal and professional responsibilities.
- Appointment or Errand Proximity: When the employee has a personal appointment (doctor, dentist, etc.) during the day, and it is more practical to work from home before or after the appointment.
- Transportation Issues: If public transportation is unavailable or the employee's vehicle breaks down, preventing them from commuting to work.
- Workplace Disruptions: If the office is undergoing maintenance, construction, or any other disruption that makes it difficult to work on-site.
- Focus-Driven Projects: When the employee needs a quiet or distraction-free environment to focus on tasks, such as research or writing, which might be more efficiently done remotely.
- Health Accommodations: If the employee has a medical condition that makes it difficult or unsafe for them to work on-site.

### **Eligibility**

Only regular employees are eligible to telework. Further, eligibility to work remotely and telework is based upon the following:

- Assigned job duties must be suitable for telework as determined by the General Manager;
- At all times during the District's regular office hours, there must be sufficient staff coverage at the District's office;

- An employee that teleworks must have access to a quality high-speed internet connection that is secure and must either use a District-provided laptop or have a personal computer that is only used by the employee (i.e., not shared within the family);
- At all times, notwithstanding any schedule, an employee that teleworks must maintain the ability to work from the District's office as requested by the General Manager;
- An employee that teleworks must maintain and exceed satisfactory work performance; and
- Working remotely and other telework is not offered on a full-time basis and, an employee that teleworks is expected to work at the District's office (or in the field as may be assigned) for a majority of his or her scheduled work week, unless special circumstances dictate otherwise.

### **Guidelines**

Prior to the start of a telework request, the procedures below will be followed for pre-scheduled instances of telework:

- The employee must submit a written request via email and proposal to telework along with a proposed telework schedule, to his or her immediate supervisor, who will share the schedule with the General Manager. If the request is viewed as having potential for approval, the following steps should be followed.
- Teleworkers must complete and certify that their workspace meets the requirements stated on a "workspace checklist" and submit the completed checklist to his or her immediate supervisor for approval and signature.
- A written telework agreement must be signed by the employee, the employee's immediate supervisor, and the General Manager. Before approving the telework agreement, the employee's immediate supervisor and the General Manager must consider the impact the proposed work schedule will have on fellow employees, employee morale, and the functional needs of the District as a whole. The telework policy must be administered in a manner that will positively impact on the District. Approval must be completed before the start of the employee's telework request by execution of a telework agreement and workspace checklist. At any time, the employee may cancel his or her telework request. Further, the privilege to telework and all telework agreements may be cancelled at any time by the General Manager.

For instances of telework that are not able to be scheduled in advance:

- Employees will make every effort to notify their supervisor of any requests for taking a telework day. Upon request, the employee will wait for their supervisor's approval before moving to the next steps in the process.
- Once the supervisor has approved their request for a late notification telework day, the employee will provide by email a schedule of tasks that will be worked on. This task list will be provided within the first hour of the employees' regular working hours.
- Prior to the employees' end of working hours, and within one hour of finishing work, the employee will update their supervisor with the tasks that were accomplished during their telework day. This list can include tasks that were not on the list but completed while teleworking.

The following are guidelines apply to all telework, regardless of whether it was scheduled in advance or necessarily on short notice:

- An employee who teleworks or otherwise works remotely is expected to comply with the provisions in the District's Personnel Handbook and other policies to the same extent he or she would if he or she were in the office. The conditions of employment are not changed by teleworking. Generally, teleworkers must meet and exceed the same work performance standards expected of employees working on the District's premises. Like their counterparts who are reporting to the office, teleworkers must maintain regularly scheduled work hours that coincide with the District's regular office hours at a designated location and must remain as accessible as their on-site counterparts via email, telephone and Microsoft Teams; any change to such schedule requires preauthorization of the employee's immediate supervisor and/or General Manager. Work hours, overtime, sick leave, vacation, or other leave must be approved in the same manner as when working on the District's premises. The employee's salary, benefits, and status remain unchanged.
- Telework is not designed to accommodate routine child or dependent care needs and will not be approved in order to accommodate such care needs. Teleworkers may not provide child or dependent care while working remotely and are required to plan for child or dependent care that will avoid interference with working remotely. The District reserves the right to require teleworkers to demonstrate that they can provide proof of adequate child or dependent care during work hours.
- Teleworkers are not to engage in activities other than District assignments during telework hours. Violation of this Telework Policy or the telework agreement may result in disciplinary action, including but not limited to withdrawal of teleworking privileges and termination of employment. Teleworking without a written agreement or teleworking beyond the scope of the written agreement is not authorized and will not be permitted.

### **Equipment and Expenses**

Certain expenses incurred as a result of working a telework schedule will not be reimbursed by the District including, but not limited to, the following: utility costs, home maintenance expenditures, or travel to the office if required to come in on a telework day.

The District is not obligated to compensate for loss of personal equipment due to property damage or theft. The teleworkers' homeowner's or renter's policy is the primary source of recovery against this type of loss.

### **Computer Use and Security**

The privilege to telework or otherwise work remotely does not alter the District's Technology Use and Privacy Policy.

Work conducted on personal computers will be limited to web-based work (such as our web-based email, billing, and accounting software and including the use of Microsoft OneDrive). Only District -owned computers will have access to the District's servers via a virtual private network (VPN) connection. The

use of a District laptop will be granted on a case-by-case basis, as needed and at the General Manager's discretion.

Generally, the District will not purchase computers, software, software licenses, internet or phone services or office equipment, such as printers, fax machines, calculators, or furniture for in-home teleworking. In addition, the selection, installation, maintenance, repair or replacement of employee-owned equipment and software is the responsibility of the employee.

Irreplaceable documents, such as originals, source documents, or historical items, may not be taken from the District's premises. Materials to be taken from the District's premises will be preapproved by the supervisor and/or General Manager and included as part of the telework agreement.

Security of confidential information is of primary concern and importance to the District. Teleworkers are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding information security. The following are basic security guidelines:

- Use District information assets only for authorized purposes, and ensure that confidential information is not disclosed to any unauthorized person;
- The computer used to conduct District business should only be used by the teleworking employee – it must not be a family computer, it must not be left unattended and without supervision, and sensitive data must be treated just like it would be in the office;
- Confidential papers and equipment must be kept in a secure location with limited or controlled access. Computer equipment must be password-protected or other access control methods must be employed. It is the responsibility of the teleworker to employ appropriate security measures to protect the District's materials and information;
- Back-up critical information on a regular basis to ensure the information can be recovered if the primary source is damaged or destroyed, this can be done by using remote desktop;
- Use security and anti-virus protection software;
- Return material (paper documents, thumb drives and other electronic storage, etc.) containing all confidential information to the District for proper handling or disposal, if necessary;
- Adhere to copyright law by not copying or sharing any District-owned software utilized by teleworkers, and when no longer employed by the District, remove all such software from the home computer and return any software media to the District;
- Teleworkers may be required to provide the District with remote and physical access to their computers and other equipment used for District business;
- Teleworkers may be required to provide the District access to their computers and other equipment used for District business, in accordance with the California Public Records Act, lawful subpoenas, and other laws; and
- In the event of stolen equipment, equipment malfunction, or concern of security breach, the teleworker must notify his/her supervisor immediately. If repairs or replacement will take some time, the teleworker may be asked to report to the office until the equipment is usable.

### **Ergonomics and Workspace**

At his or her own expense, the employee permitted to telework is responsible for designating and maintaining a telework workspace that is free from recognized hazards and complies with all occupational

safety and health standards, rules, and regulations. The teleworker is also responsible for setting up and maintaining an ergonomically sound workstation. Moreover, the teleworker is responsible for creating a work-conductive and professional environment. The teleworker's workspace must be free of disruptive background noise including, but not limited to, noise from family members, pets, construction work, yard work, persistent traffic, and other noise, which could be disruptive to the fulfillment of the job duties.

The District will not be responsible for costs associated with initial setup of the employee's remote office, such as remodeling, soundproofing, furniture, or lighting, nor will it be responsible for repairs or modifications to the remote office space. Employees will be offered appropriate assistance via phone in setting up a workstation designed for safe, comfortable, and professional work.

Teleworkers will be provided with a checklist of home safety rules and workspace ergonomic requirements – *i.e.*, a workspace checklist. Each teleworker will be required to certify that his or her home office meets or exceeds requirements for the telework assignment and that he or she will maintain a safe work environment.

### **Illness or Injury**

Any injury that occurs while the teleworker is performing work on behalf of the District from the remote office shall be covered by the District's workers' compensation insurance unless such coverage is excluded by that policy. Workers' compensation laws and rules apply just as they would if such an injury occurred at the office. Employees must notify their immediate supervisor immediately and complete all necessary documents regarding the injury.

District staff and/or a third party may investigate workplace accidents occurring in the home or other remote location. Teleworkers will be liable for injuries to third parties, including members of the teleworker's family, on the teleworker's premises. The District will not be held liable for damage to the employee's real or personal property.

### **Timekeeping**

Non-exempt telecommuting employees will be required to record hours worked each day and to submit accurate timecards to their supervisor as set forth in the Personnel Handbook. Non-exempt employees must take their designated breaks as required by the Personnel Handbook. Failure to submit accurate time records as set forth above or to comply with this policy or other policies set forth in the Personnel Handbook may lead to disciplinary action, including but not limited to withdrawal of telecommuting privileges.

### **At-Will Employment**

Employment remains at will regardless of the employee's work location.

**Policy Effective: October 24, 2024**



## ***AGENDA ITEM NO. 8.C.***

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Drew Bost – Water Resources Coordinator

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**SUBJECT: RECEIVE 2024 THIRD QUARTER WATER CONSERVATION STAFF REPORT**

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### **Water Demand Factor Study**

An analysis of the District's water demand factors was conducted for various water use sectors. Water demand factors are per-unit water demands (i.e. gallons per day per square foot) that can be used to estimate water demands based on different land use types. This study was developed to support our upcoming Water Supply Assessments for the City of Belmont Harbor Industrial Area Specific Plan (HIA Specific Plan) and the City of San Carlos Northeast Area Specific Plan (NEA Specific Plan) and other water demand tracking efforts. This data will help to better inform planning of future water use as the District get requests for Water Service Agreements, conducts District demand studies, and other planning efforts.

The following land use sectors were analyzed:

- Multi-Family Residential (MFR);
- Single Family Residential (SFR); and
- Non-Residential, including commercial/office, retail, and industrial.

### **Residential Demand Factors**

Demand factors for MFR and SFR uses were developed based on actual account-level water use from 2019-2023. Table 1 shows the average water demand factors in gallons per day per dwelling unit (gpd/du) for MFR and SFR uses. For MFR uses, the average water use per dwelling unit varied based on the number of dwelling units associated with each account. As shown in Table 2, MFR accounts with over 80 units (i.e. large apartment complexes) had on average the highest per-dwelling unit water demand, while those with the smallest number of units (i.e. townhomes and condos) had the lowest per-dwelling unit water demands.

## Non-Residential Demand Factor

For non-residential uses, building size and use type data were obtained from the City of Belmont as part of the HIA Specific Plan WSA development. Gross square footage for each building was summarized and compared against each building's water consumption data, then aggregated for each non-residential use type (i.e. commercial/office, retail, restaurant, and industrial).

## Results

**Table 1. MPWD Demand Factors**

Land Use Type	Demand Factor	Demand Factor Units
<b>Residential</b>		
Multi-Family Residential	104	gpd/du
Single Family Residential	154	
<b>Non-Residential</b>		
Commercial/Office	0.045	gpd/sq ft
Industrial	0.022	
Restaurant	0.160	

**Table 2. MFR Demand Factors by Number of Dwelling Units**

Number of Dwelling Units	Number of Accounts	Average Year Built	Average Demand 2019-2023 (gpd/du)
1-10 units	73	1958	90
11-20 units	48	1962	97
21-40 units	21	1962	107
41-80 units	10	1975	95
>80 units	6	1969	132
<b>Average</b>	<b>--</b>	<b>1965</b>	<b>104</b>

Results are considered preliminary and may be updated in the future based on newer data and further analysis.

## **WSI 2024 Conference**

I attended the WaterSmart Innovations (WSI) 2024 Conference in Las Vegas, Nevada. WSI is an annual water conservation conference primarily focused on new water conservation technologies, programs, and strategies. Below are some highlights from the conference.

## AMI Workshop

- Utilizing AMI to help enforce and track watering restrictions during droughts. This can be combined with targeted messaging to remind customers of the restrictions. AMI can also be used to track the effectiveness of messaging once they are administered.
- Upcoming Water Research Foundation AMI study that conducted a full literature review of AMI publications and held workshops to learn how suppliers are currently utilizing AMI and wants/desires. Expected to be published by end of year or early next year.
- Combining GIS with AMI data to track leak locations, volume of water loss, revenue lost, and other data.

## BAWSCA/Valley Water Leak Detection and Repair Training Program

- BAWSCA and Valley Water are developing a certification and training program for plumbers and other professionals to detect, find, and fix customer-side leaks. This can be utilized by water districts to offer customers a list of certified professionals to fix leaks once they are detected by AMI data, either by the customer or the water district. Can be set up in a similar way as the QWEL program for landscapers. Both agencies are currently looking for additional funding and interest from agencies to continue developing the program.

## Homeowner Association (HOA) Toolkit

- Elsinore Valley developed an HOA Toolkit that they used to help advertise their conservation programs and water ordinances. It includes outdoor watering guidelines/restrictions, information on their leak alert dashboard, and conservation rebate programs. This is something we could develop to help reach those customers who live in HOAs that otherwise would have little to no interaction with the District.

## Urban Water Use Objectives Update

In 2018, California passed the Senate Bill (SB) 606 and AB 1668 “Make Conservation a California Way of Life” legislation, which requires urban water suppliers to meet various Urban Water Use Objectives (Objectives), with the intent to promote more efficient water use and resiliency towards drought. These regulations were finalized July of this year, even though we had to report on our progress towards the Objectives back in December 2023. Now that the regulations are finalized, much work is being done by BAWSCA, CalWEP, Valley Water and other organizations to put together guidance documents and guidebooks to help water suppliers sift through the various requirements. I will be sharing a summary of the District’s plan to meet the various requirements during the next Quarterly Report in January 2025.

**Water Efficient Landscape Ordinance (WELO) Summary**

MPWD has received thirteen (13) WELO review requests in Fiscal Year (FY) 2024-25. Of these, nine (9) have been pre-approved, two (2) have been completed, and two (2) were exempt.

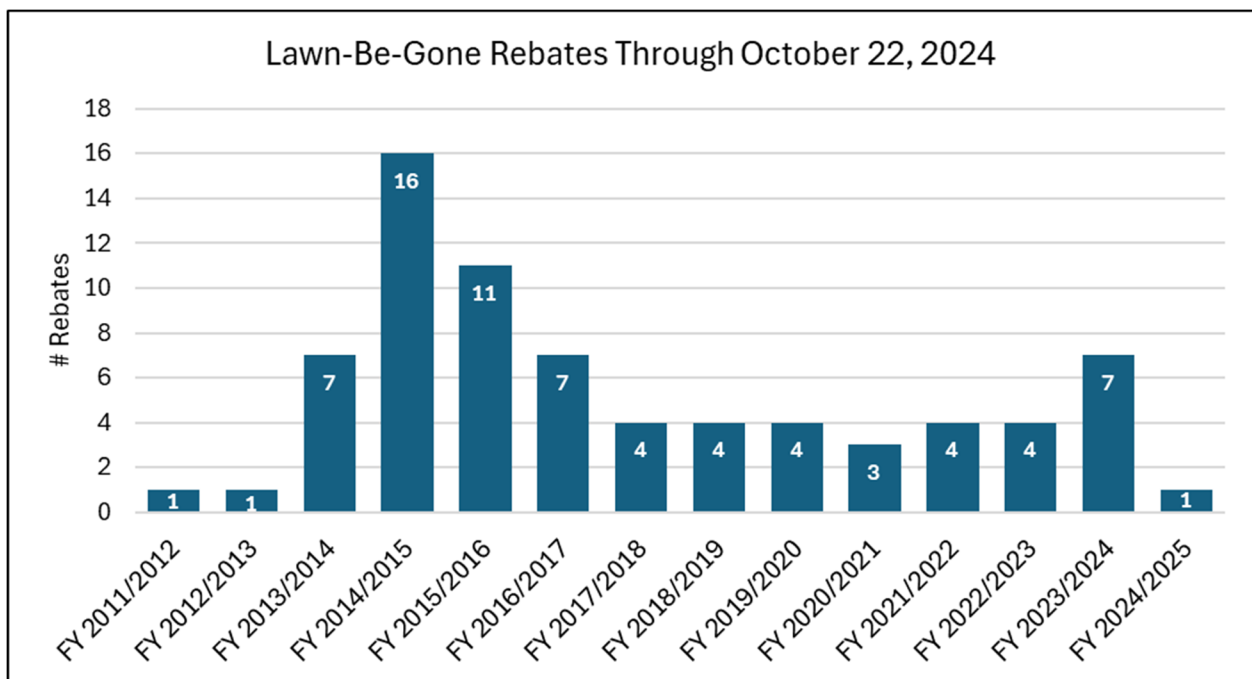
**Rebate Programs Summary**

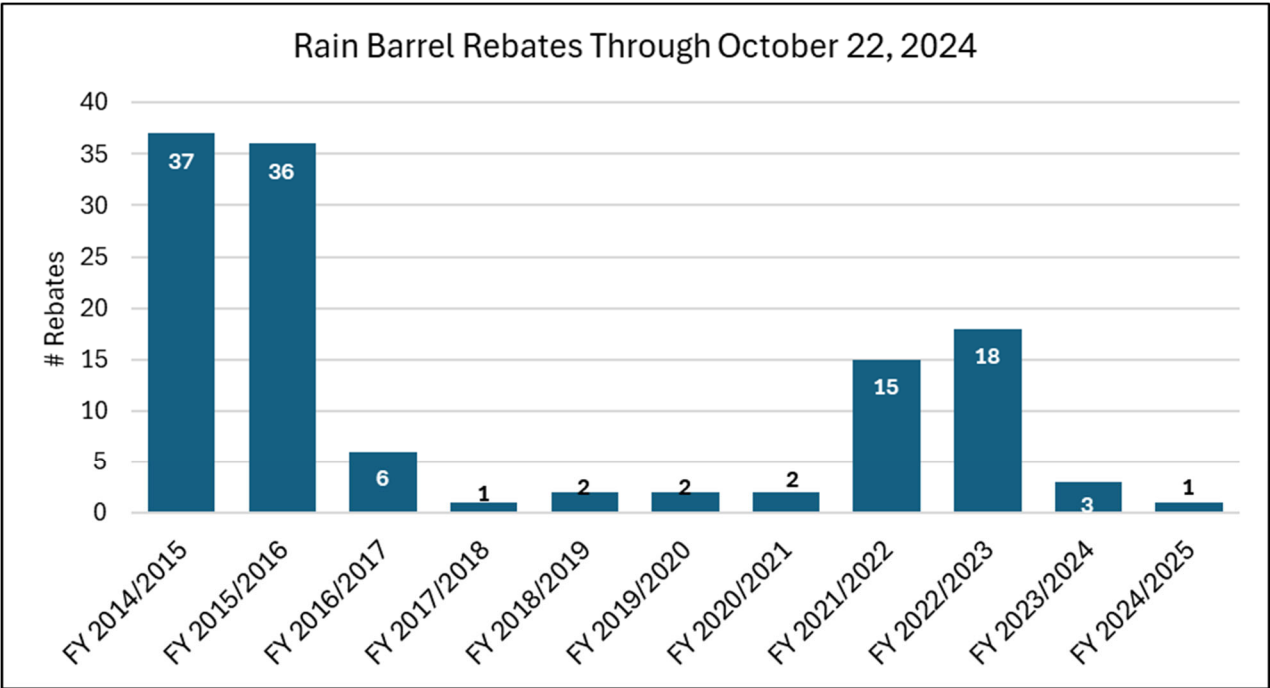
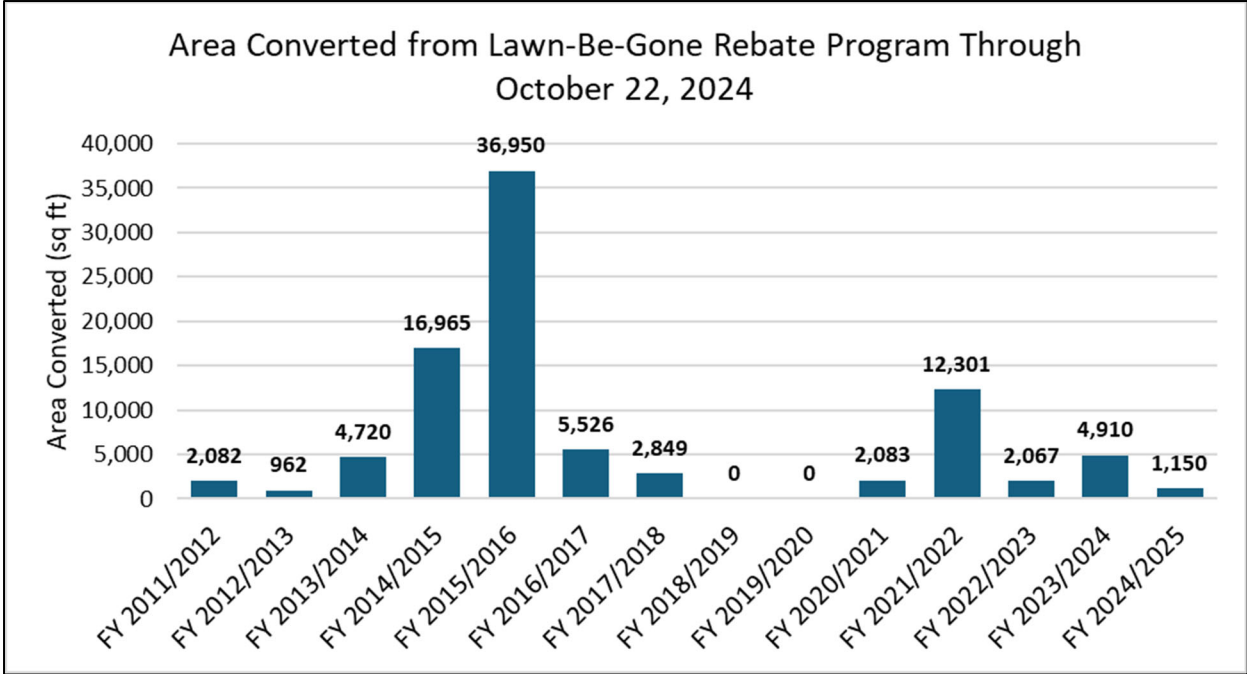
- Lawn-Be-Gone: One (1) rebate has been submitted in FY 2024-2025.
- Rain Barrel: One (1) rebate has been submitted in FY 2024-2025.
- Rachio Smart Irrigation Controller: Four (4) rebates have been redeemed in FY 2024-2025.
- Irrigation Hardware Program Rebates: No rebates have been submitted in FY 2024-2025.

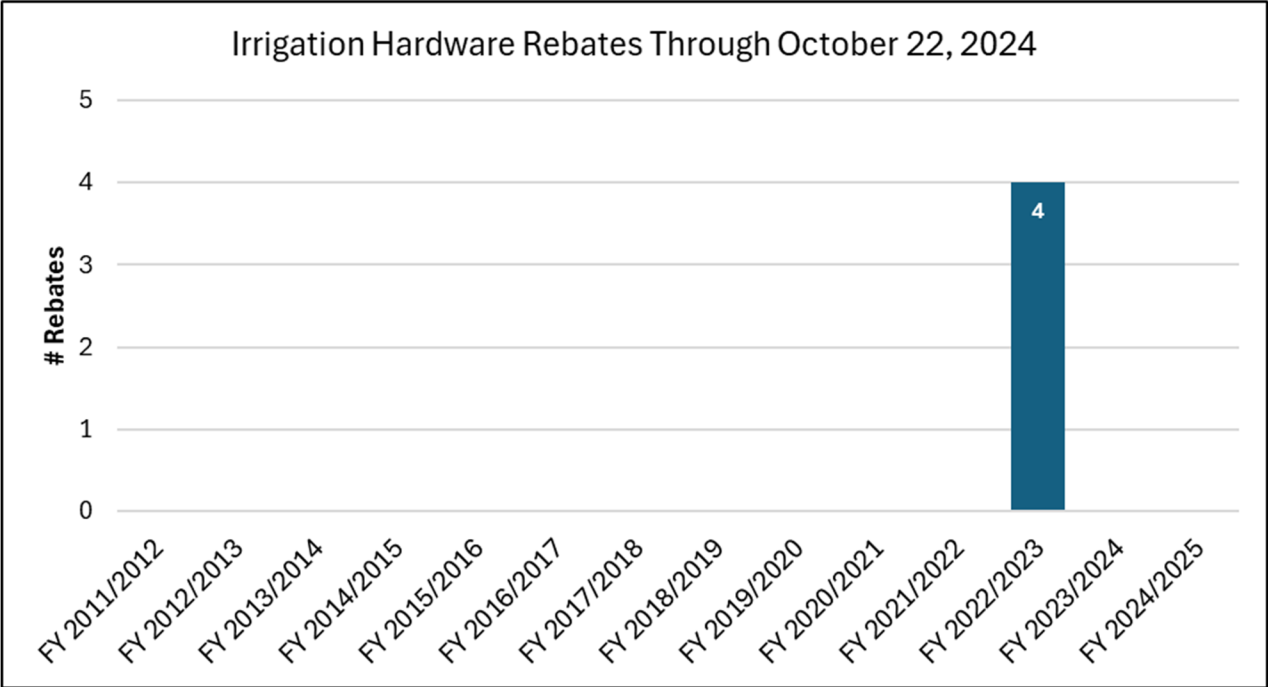
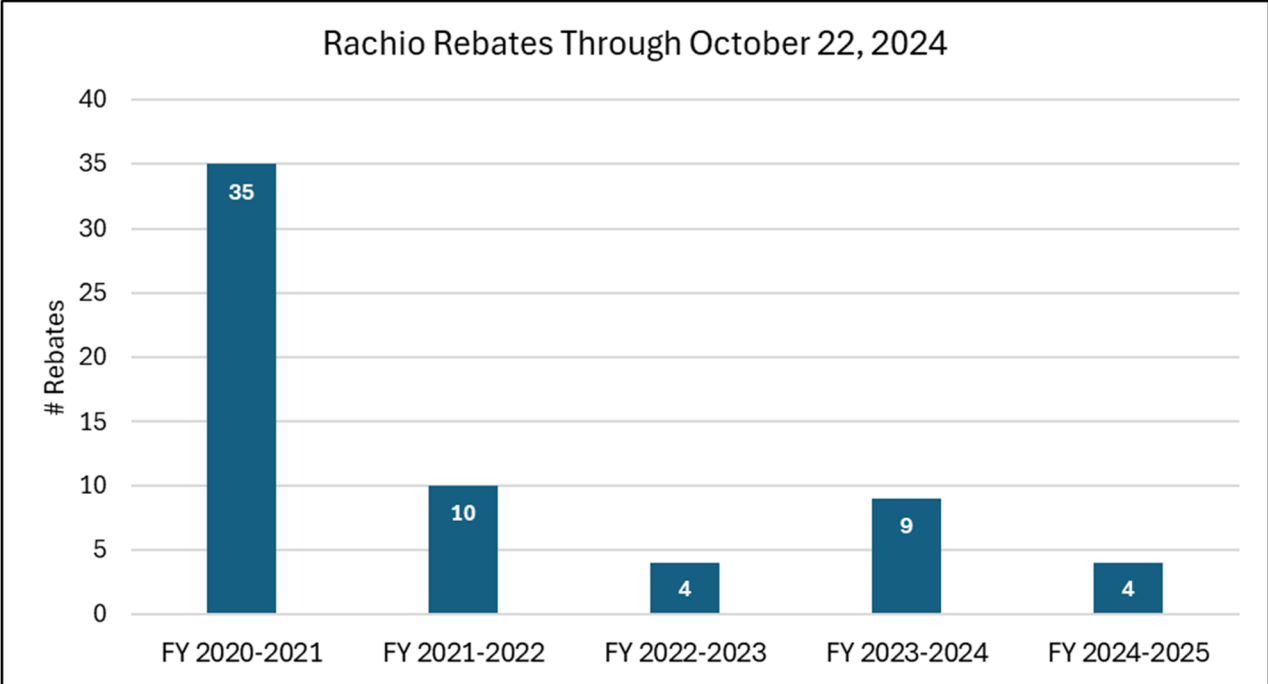
**Table 3. Total Rebates Submitted in FY 2024-2025**

Rebate Program	# Rebates Processed
Lawn-Be-Gone Rebate	1
Rain Barrel Rebate	1
Rachio Smart Irrigation Controller	4
Irrigation Hardware Rebate	0

\*Current as of October 22, 2024.







APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ NO ACTION: \_\_\_\_\_ DIRECTION GIVEN: \_\_\_\_\_



**AGENDA ITEM NO. 8D.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager

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**SUBJECT: CONSIDER AND CONFIRM MPWD 2025 REGULAR BOARD MEETING SCHEDULE**

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**RECOMMENDATION**

Consider and confirm the MPWD 2025 Regular Board Meeting schedule.

**FISCAL IMPACT**

None.

**DISCUSSION**

Attached is the proposed schedule for MPWD 2025 regular Board Meetings. Except for November and December, all meetings are scheduled for the 4<sup>th</sup> Thursday of each month.

November 19, 2025 (3<sup>rd</sup> Wednesday) is proposed in lieu of the 4<sup>th</sup> Thursday, which is Thanksgiving.

Staff is recommending December 11, 2025 (2<sup>nd</sup> Thursday) to work around the Christmas holidays.

Attachments: Proposed 2025 MPWD Regular Board Meeting Schedule

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

ZUCCA\_\_\_\_\_ JORDAN\_\_\_\_\_ VELLA\_\_\_\_\_ SCHMIDT\_\_\_\_\_ WHEELER\_\_\_\_\_



**2025 REGULAR BOARD MEETINGS**

JANUARY 23, 2025

FEBRUARY 27, 2025

MARCH 27, 2025

APRIL 24, 2025

MAY 22, 2025

JUNE 26, 2025

JULY 24, 2025

NO AUGUST BOARD MEETING

SEPTEMBER 25, 2025

OCTOBER 23, 2025

NOVEMBER 19, 2025 (3<sup>rd</sup> Wednesday)

DECEMBER 11, 2025 (2<sup>nd</sup> Thursday)

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Location: 1075 Old County Road, Suite A, Belmont, CA 94002  
Time: 6:30PM



**AGENDA ITEM NO. 8.E.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: CONSIDER AND GIVE DIRECTION REGARDING VOTING ON THE PROPOSED AMENDED AND RESTATED BYLAWS OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) AT THE FALL 2024 ACWA CONFERENCE**

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**RECOMMENDATION**

Provide direction on voting on restated Association of California Water Agencies (ACWA) bylaws.

**FISCAL IMPACT**

Costs to attend the ACWA conference will be incurred that would not otherwise be incurred if no one from the District is currently planning to attend. This would be expected to be on the order of \$2,000 inclusive of travel and would be within budgeted employee and/or director travel and training.

**DISCUSSION**

As described in the attached memo, a membership meeting will be held at the fall ACWA conference to conduct a vote by the membership on proposed Amended and Restated Bylaws of the ACWA.

If the District would like to vote, then the District must select a voting representative and submit a form by November 25<sup>th</sup>.

Voting will be Wednesday December 4<sup>th</sup>, between 9am and noon.

A summary of the proposed bylaw changes is attached. Changes include the following, among others:

- Giving the vice president certain provisions to be more consistent with provisions for the president position, including serving as an ex officio member of committees, procedures to expel the vice president from office;

- Allowing unaffiliated past ACWA presidents to serve on the Election Committee without meeting criteria because they are Honorary Life Members of ACWA;
- Provision for write-in candidates for ACWA president and vice president
- Allow voting by ballot for the election of ACWA president and vice president; and
- Various cleanups and clarifications.

Staff does not view the proposed changes as controversial or negative for the District or ACWA.

A full redline and clean version of the bylaws are available on ACWA's website: <https://www.acwa.com/2024-membership-meeting/> or can be provided at Board member's request.

Staff would like direction from the Board on:

1. Whether it feels strongly MPWD participate in the vote;
2. If any Board members plan to attend the Fall conference; and
3. To designate a voting representative, should the Board wish to participate in the vote.

It is noted that there will be a discussion of the Pavement Standards Subcommittee at the Local Government Committee meeting on Tuesday of the event.

Attachments: ACWA Memo: Notice of Membership Meeting – December 4  
Summary of the Proposed Amendments to the Bylaws of the Association of California Water Agencies

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BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_  
UNANIMOUS\_\_\_\_ ZUCCA\_\_\_\_ JORDAN\_\_\_\_ VELLA\_\_\_\_ SCHMIDT\_\_\_\_ WHEELER\_\_\_\_

Via U.S. Mail and Electronic Mail

**TO:** ACWA Member Agency Board Presidents and General Managers  
**CC:** ACWA Board of Directors  
**FROM:** Dave Eggerton, ACWA Executive Director  
**DATE:** October 8, 2024  
**SUBJECT:** Notice of Membership Meeting — December 4

---

A Membership Meeting will be held at ACWA's 2024 Fall Conference & Expo to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies. The in-person meeting will be held on **Wednesday, December 4 at 1:30 p.m.** at the Main Stage in the Springs Ballroom F & G at the JW Marriott Desert Springs Resort & Spa, Palm Desert.

Each member agency is entitled to one vote that will be cast by its authorized voting representative. Member agencies must designate their voting representative and alternate by submitting the attached Voting Representative Form by **Monday, November 25**.

### Important Next Steps

1. **Designate your voting representative:** Fill out the attached Voting Representative Form by Monday, November 25.
2. **Review the proposed Amended and Restated Bylaws:** These are available online at [www.acwa.com](http://www.acwa.com).
3. **Have your designated voter pick up their keypad:** During ACWA's Fall Conference & Expo, have your designated voter go to the ACWA Membership Meeting Check-in Desk on **Wednesday, December 4, between 9 a.m. and noon** to sign in and pick up their voting keypad. If your voting representative does not get a keypad by noon, they will not be able to vote. ACWA staff will also be available at the desk to answer questions.
4. **Have your designated voter attend the Membership Meeting:** Make sure your designated voter takes their keypad to the Membership Meeting on December 4 at 1:30 p.m. The voting representative must be present to vote.

More information on the proposed Amended & Restated Bylaws, voting process and next steps is available at [www.acwa.com](http://www.acwa.com). If you have any questions regarding the proposed Amended and Restated Bylaws or the voting process, please contact Senior Clerk of the Board Donna Pangborn at 916-669-2425 or [donnap@acwa.com](mailto:donnap@acwa.com).



Attachments (Also see website [link](#) for these materials.):

1. Authorized Voting Representative Form
2. Proposed Amendments to ACWA's Bylaws Table
3. Proposed Amended and Restated Bylaws (redline version)
4. Proposed Amended and Restated Bylaws (clean version)

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 1: ARTICLE 3, Officers

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 3.01. (c) Vice President.</b> The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president.</p>	<p>Section 3.01. (c) Vice President. The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president. <u>The vice president shall be a non-voting, ex officio member of each committee, but shall not be an ex officio member of the Election Committee or the region boards.</u></p> <p><u>The vice president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.</u></p>	<p>Amendment to add these provisions to the Vice President position, similar to Section 3.01(b) to provide procedural consistency to the two Board Officer positions.</p>

Note: Green text throughout this document reflects edits recommended by the Legal Affairs Committee (LAC) Workgroup in response to its review and analysis of the proposed amendments to the Bylaws, consistent with Section 9.09 of ACWA’s Bylaws. The ACWA Board included the LAC Workgroup’s recommended edits as part of its recommendation to the members.

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 2: ARTICLE 4, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 4.07. Quorum.</b> At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters or enforcement of violations of the code of conduct.</p>	<p><b>Section 4.07. Quorum.</b> At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters; <del>or</del> enforcement of violations of the code of conduct; <u>pending or anticipated litigation or other legal matters, including, but not limited to, considering whether to file or join in an amicus brief; real property negotiations and discussions; and other confidential matters as determined by the Board to the extent permitted by applicable law.</u> (See Board Policy 2.1.8.3.)</p>	<p>Amendment to clarify the scope of issues that can be addressed by the Board in closed session.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 3, ARTICLE 3, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 4.12. Code of Conduct of Board Members.</b></p> <p>(a) <b>Code of Conduct Purpose and Adoption.</b> The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association’s commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.</p>	<p><b>Section 4.12. Code of Conduct of Board Members.</b></p> <p>(a) <b>Code of Conduct Purpose and Adoption.</b> The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association’s commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. <del>The code shall be consistent with the procedural processes contained in this section.</del> <u>(See Code of Conduct Policy, Board Policy Manual, Policy No. GO-2.1A).</u> The code shall be consistent with the procedural processes contained in <u>the Code of Conduct Policy (See sections 2.1.3A and 2.1.4A of Policy No. GO-2.1A of the Board Policy Manual.)</u> The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.</p>	<p>Amendment to reflect consistency with recently adopted Board Policy GO-2.1A Code of Code and to delete reference to the Legal Affairs Committee Chair in Section 4.12(b). Amendment reflects deletion to this text to be less prescriptive due to the details in Board Policy GO-2.1A.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 3 (cont'd), ARTICLE 3, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 4.12. Code of Conduct of Board Members.</b></p> <p>(b) <b>Violations and Enforcement Process.</b> A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publicly censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a</p>	<p><b>Section 4.12. Code of Conduct of Board Members.</b></p> <p>(b) <del><b>Violation and Enforcement Process.</b> A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publicly censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a</del></p>	<p>Amendment to reflect consistency with recently adopted Board Policy GO-2.1A Code of Code and to delete reference to the Legal Affairs Committee Chair in Section 4.12(b). Amendment reflects deletion to this text to be less prescriptive due to the details in Board Policy GO-2.1A.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 4, Article 6, Executive Committee

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 6.02 Powers.</b></p> <p><b>Personnel.</b></p> <p>(a) Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors;</p> <p>...</p>	<p><b>Section 6.02 Powers.</b></p> <p><b>Personnel.</b></p> <p>(a) Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review <del>and approve</del> the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be <del>reviewable</del> <b>approved</b> by the Board of Directors, <del>in closed session, upon request of the Board of</del> <b>Directors</b>;</p> <p>...</p>	<p>Amendment to clarify that the ACWA Board is the approving authority for the public salary schedule, as required by CalPERS. The Executive Committee will review and make a recommendation to the Board.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 5, ARTICLE 8, Special Council, Committees, and Task Forces

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 8.01 Council of Past Presidents.</b></p> <p>There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board meetings.</p>	<p><b>Section 8.01 Council of Past Presidents.</b></p> <p>There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board <u>and Executive Committee meetings, including attending closed sessions. With the exception of the immediate past president, members of the Council of Past Presidents are non-voting.</u></p>	<p>Amendment to clarify that Past Presidents are non-voting representatives on ACWA’s Board and Executive Committee with the ability to participate in the full range of activities, including closed session.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 6, ARTICLE 8, Special Council, Committees, and Task Forces

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 8.02 Election Committee.</b></p> <p><b>(b) Qualification.</b> In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.</p>	<p><b>Section 8.02 Election Committee.</b></p> <p><b>Qualification.</b> In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. <u>Past presidents, who are Honorary Life Members of the Association, may also serve on the Election Committee without meeting stated qualifications unless otherwise disqualified.</u> Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.</p>	<p>Amendment to allow unaffiliated Past Presidents to serve on the Election Committee without meeting the stated criteria since they are Honorary Life Members of the Association.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 7, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 9.06 Voting.</b> Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member’s responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identify of that member’s authorized representative for the purpose of casting ballots in any election of president and vice president. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.</p>	<p><b>Section 9.06 Voting.</b> Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member’s responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identity of that member’s authorized representative for the purpose of casting ballots in any election of president and vice president, <a href="#">amendments to these Bylaws, or other Association business that requires a vote</a>. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.</p>	<p>Amendment to expand this language to cover additional actions where an authorized representative will need to be confirmed for the purposes of casting a ballot (see newly added Section 9.15).</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 8, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 9.08 Quorums.</b> The presence of the authorized representative of 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president.</p>	<p><b>Section 9.08 Quorums.</b> The presence of the authorized representatives of <b>at least</b> 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. <del>Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president.</del> <u>Actions taken by written ballot shall require the timely receipt of the written ballot from the authorized representatives of <b>at least</b> 50 members to constitute a quorum.</u></p>	<p>Amendment to clarify the written ballot quorum language to cover other actions besides the elections of president and vice president (see newly added Section 9.15)</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 9, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 9.11. Election of President and Vice President.</b> Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election.</p>	<p><b>Section 9.11. Election of President and Vice President.</b> Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election. <a href="#"><u>Nominating resolutions for write-in candidates must be received by the deadline for the return of ballots.</u></a></p>	<p>Amendment to clarify that write-in candidates for president or vice presidents must submit a nominating resolution by the election deadline since they did not go through the Election Committee review process.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 10, ARTICLE 9, Meeting of Members

Current Bylaw	Proposed Bylaw	Rationale
	<p><b>Newly Added Section.</b>  <u>Section 9.15. Action by Written Ballot.</u> <u>To the extent permitted by applicable law and subject to all applicable requirements, any action that may be taken at a regular or special member meeting of the members may be approved by written ballot if a ballot is sent to each member entitled to vote on the matter. Ballots may be sent and returned by electronic transmission as permitted in the Corporations Code. Ballot format, solicitation and voting thresholds shall meet the requirements of the Corporations Code and be consistent with applicable provisions of these Bylaws.</u></p>	<p>Amendment to allow the flexibility to take action by written ballot beyond the currently approved process of electing the president and vice president by written ballot.</p>

# Proposed Amendments to the Bylaws of the Association of California Water Agencies

## Amendment 11, Article 11, Definitions

Current Bylaw	Proposed Bylaw	Rationale
<p><b>Section 11.04. Definitions.</b> As used in these bylaws, the term “notice provided by electronic means” shall refer to notice given by fax or e-mail.</p>	<p><b>Section 11.04. Definitions.</b> As used in the <del>by</del>Bylaws, the terms <u>“electronic transmission” and</u> “notice provided by electronic means” shall refer to notice and <u>other communications</u> given by fax or email.</p>	<p>Amendment to add “electronic transmission,” to clarify the meaning of this term in Section 9.15 and to harmonize this term with currently accepted means of providing notice.</p>
	<p><b>Newly Added Section.</b>  <u>Section 11.05. Conflicts Between Bylaws and Other Association Policies. To the extent permitted by applicable law, these Bylaws shall govern in the event there is a conflict between these Bylaws and another Association policy, rule, or procedure.</u></p>	<p>Amendment to clarify that ACWA’s Bylaws govern in the event there is a conflict with another Association policy, rule, or procedure.</p>

## Proposed Amendments to the Bylaws of the Association of California Water Agencies

### Amendment 12, VARIOUS, References to ACWA

Current Bylaw	Proposed Bylaw	Rationale
Cleanup amendments:	Change the reference to ACWA to Association in the following Bylaws: Section 5.02 Officers (a) Section 7.01 Qualification. Section 7.05 Agriculture Committee  Section 5.02 Officers (a): Delete reference to ACWA before Board of Directors.	Amendment to change references to ACWA to Association to provide consistency throughout the document.



**AGENDA ITEM NO. 8.F.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager

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**SUBJECT: RECEIVE REPORT ON:**  
**- CALIFORNIA AND SAN FRANCISCO REGIONAL WATER SYSTEM CONDITIONS**

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**RECOMMENDATION**

Receive verbal report.

**FISCAL IMPACT**

None.

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

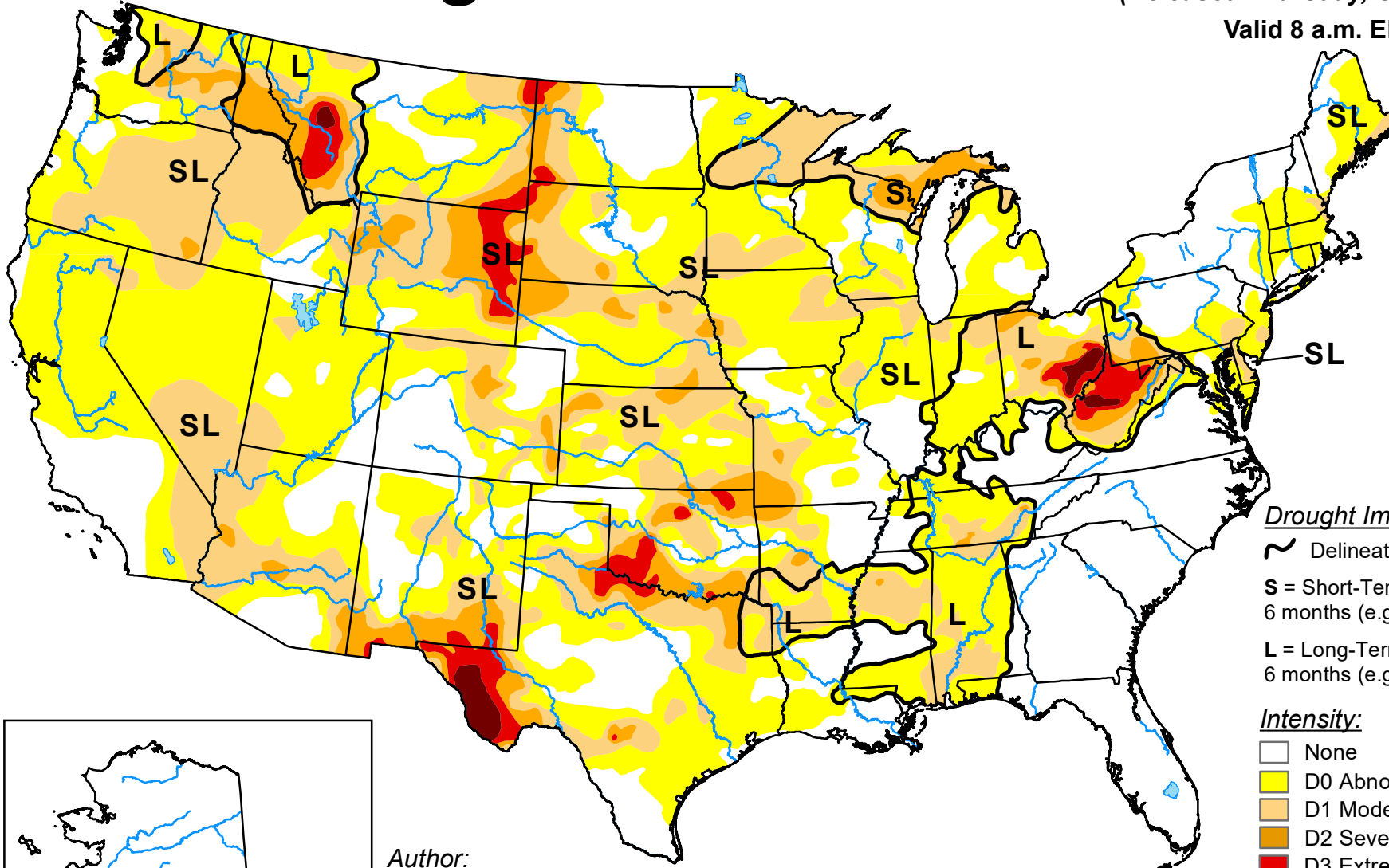
UNANIMOUS\_\_ ZUCCA\_\_ JORDAN\_\_ SCHMIDT\_\_ WHEELER\_\_ VELLA \_\_\_\_

# U.S. Drought Monitor

October 1, 2024

(Released Thursday, Oct. 3, 2024)

Valid 8 a.m. EDT

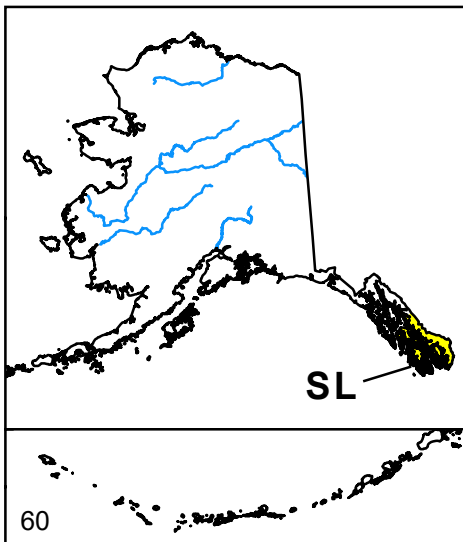


### Drought Impact Types:

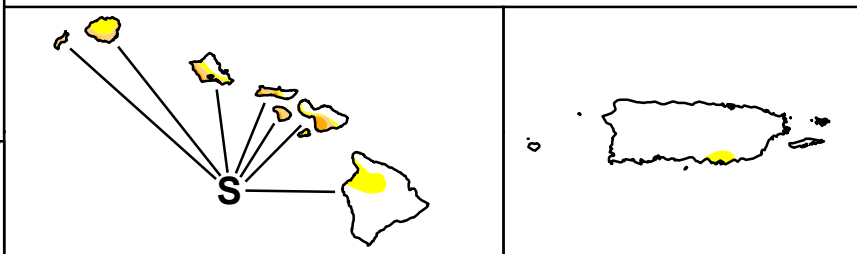
- Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

### Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought



*Author:*  
Richard Tinker  
CPC/NOAA/NWS/NCEP



The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

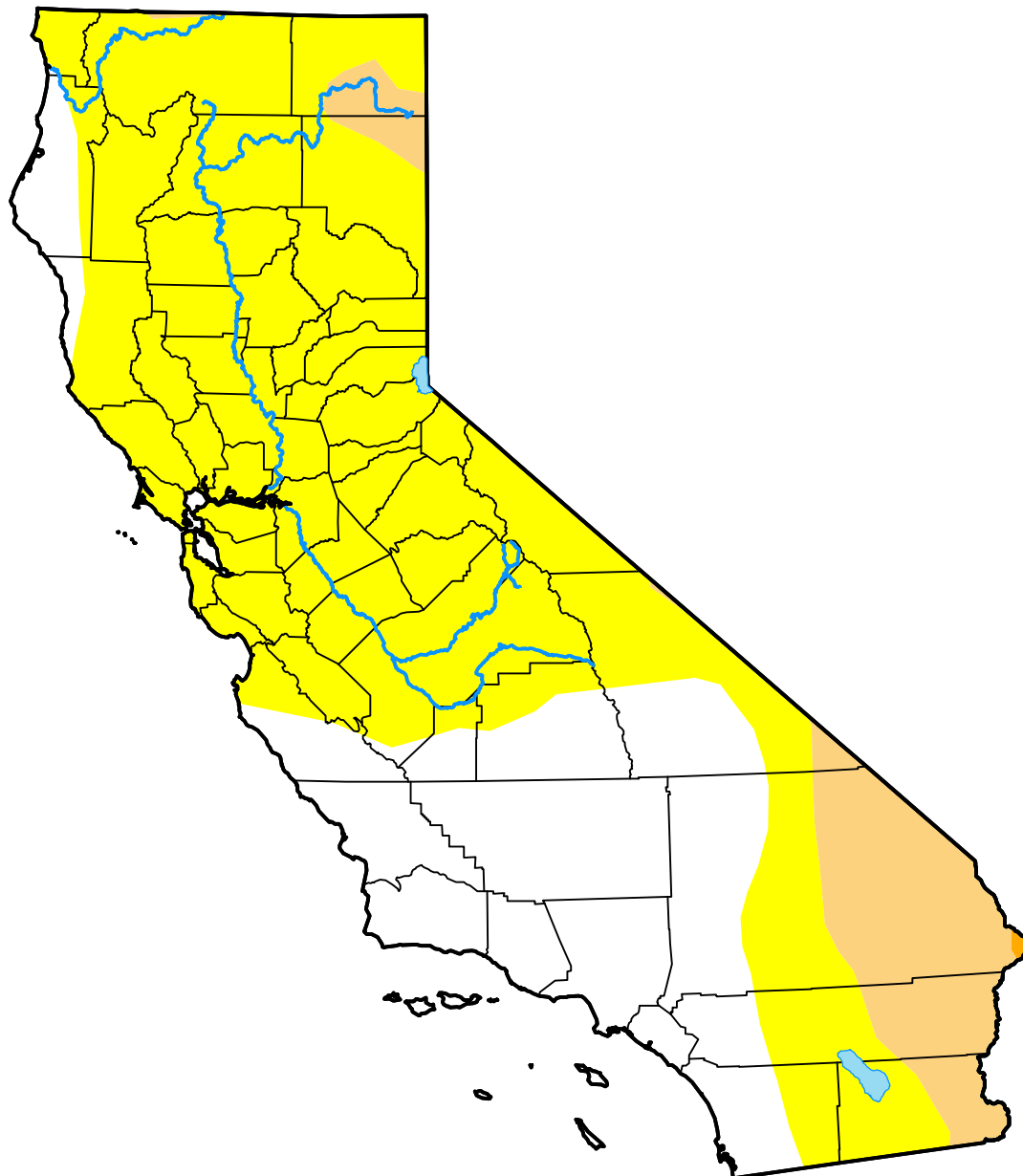


[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)

# U.S. Drought Monitor California

**October 1, 2024**  
(Released Thursday, Oct. 3, 2024)

Valid 8 a.m. EDT



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	28.40	71.60	10.67	0.08	0.00	0.00
<b>Last Week</b> <i>09-24-2024</i>	28.59	71.41	10.67	0.08	0.00	0.00
<b>3 Months Ago</b> <i>07-02-2024</i>	94.25	5.75	0.00	0.00	0.00	0.00
<b>Start of Calendar Year</b> <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
<b>Start of Water Year</b> <i>09-26-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
<b>One Year Ago</b> <i>10-03-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00

*Intensity:*

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

*The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>*

*Author:*

Richard Tinker  
CPC/NOAA/NWS/NCEP

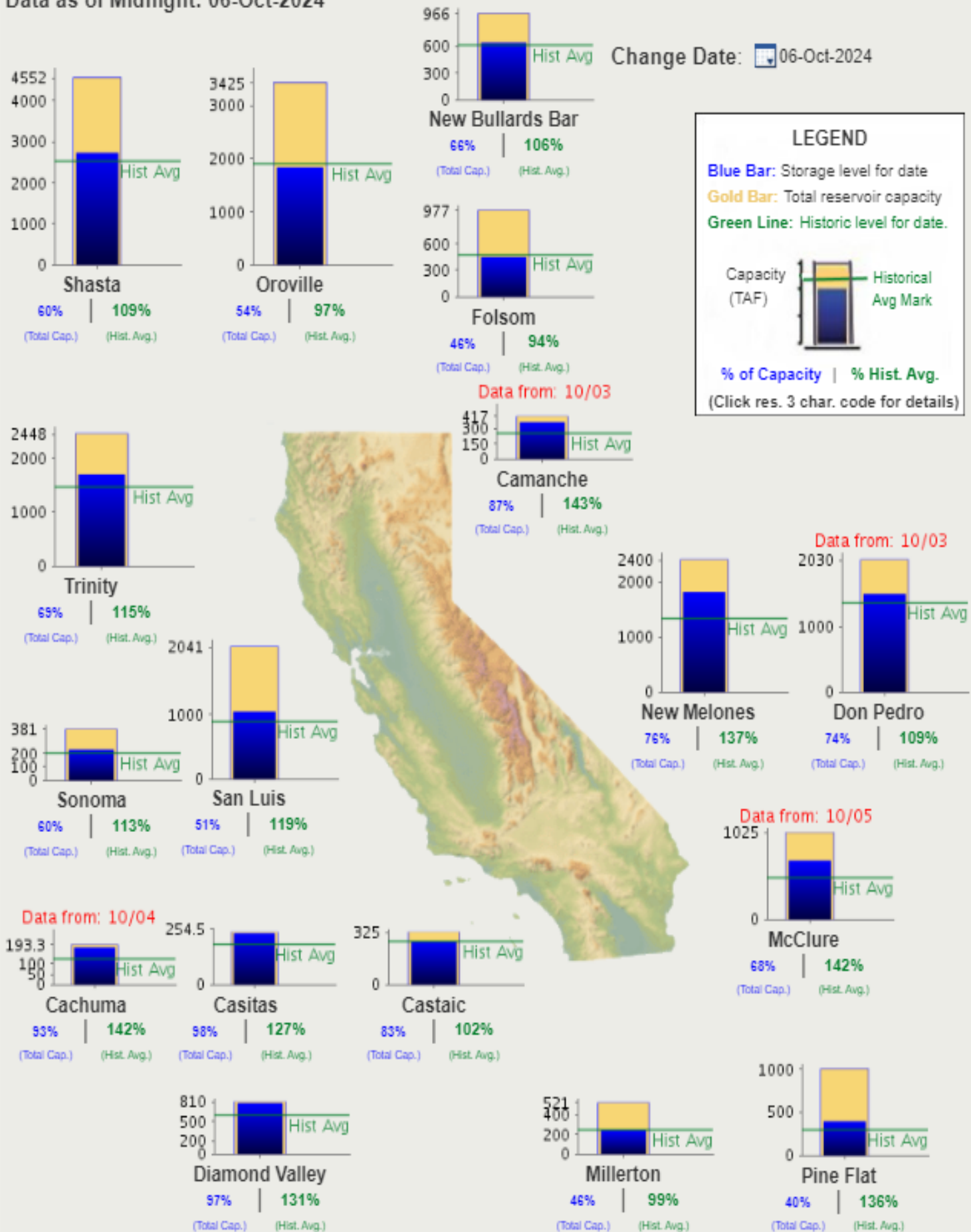


**droughtmonitor.unl.edu**

**CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:06-OCT-2024**

Data as of Midnight: 06-Oct-2024

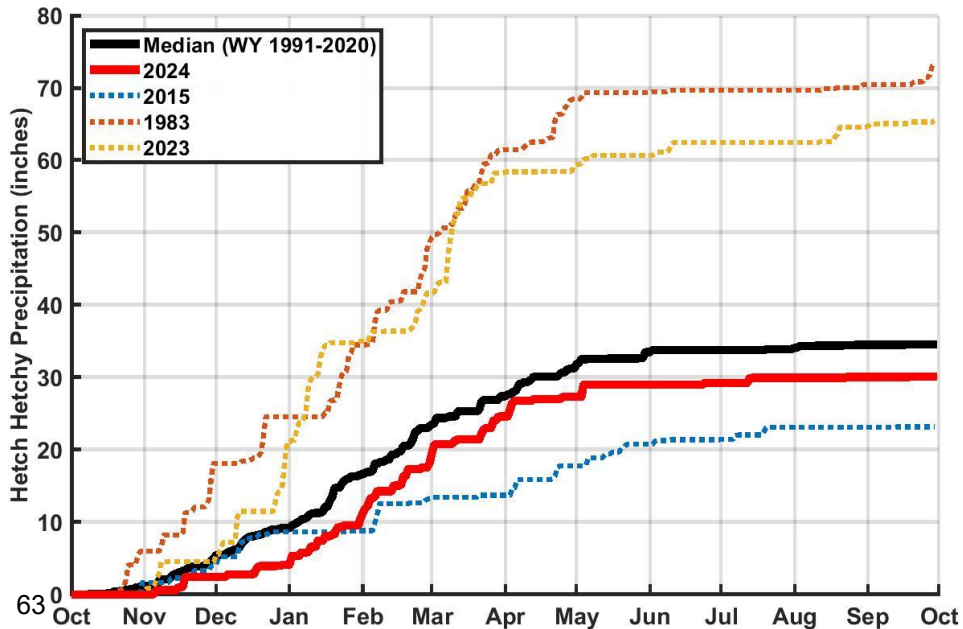
Change Date:



[Click for printable version of current data.](#)

Report Generated: 07-Oct-2024 9:01 AM

The CSI link has been disabled to zoom in, for the lack of historical data.





## RWS - Storage Conditions Comparison

	Maximum Storage Acre-Feet	10/1/2024		Maximum Storage Acre-Feet	10/1/2023		Comparing This Year to Last Year	10/3/2022	
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage
<b>Tuolumne System</b>									
Hetch Hetchy Rsvr	360,360	287,997	79.9%	360,360	340,700	94.5%	-15.5%	280,600	77.9%
Cherry Rsvr	268,811	241,796	90.0%	273,345	247,700	90.6%	-2.4%	243,300	89.0%
Lake Eleanor	27,100	19,691	72.7%	27,100	22,540	83.2%	-12.6%	18,480	68.2%
Water Bank	570,000	569,947	100.0%	570,000	570,000	100.0%	0.0%	252,198	44.2%
<b>Total Tuolumne Storage</b>	<b>1,226,271</b>	<b>1,119,431</b>	<b>91.3%</b>	<b>1,230,805</b>	<b>1,180,940</b>	<b>95.9%</b>	<b>-5.2%</b>	<b>794,578</b>	<b>64.6%</b>
<b>Local Bay Area Storage</b>									
Calaveras Rsvr	96,670	88,001	91.0%	96,670	89,400	92.5%	-1.6%	58,004	60.0%
San Antonio Rsvr	52,506	48,777	92.9%	53,266	50,848	95.5%	-4.1%	42,710	80.2%
Crystal Springs Rsvr	68,743	51,803	75.4%	68,953	50,445	73.2%	2.7%	51,384	88.1%
San Andreas Rsvr	18,898	11,806	62.5%	18,572	14,720	79.3%	-19.8%	17,112	89.9%
Pilarcitos Rsvr	3,118	2,326	74.6%	3,125	2,701	86.4%	-13.9%	2,318	76.5%
<b>Total Local Storage</b>	<b>239,935</b>	<b>202,713</b>	<b>84.5%</b>	<b>240,586</b>	<b>208,114</b>	<b>86.5%</b>	<b>-2.6%</b>	<b>171,528</b>	<b>75.5%</b>
<b>Total RWS Storage</b>	<b>1,466,206</b>	<b>1,322,144</b>	<b>90.2%</b>	<b>1,471,391</b>	<b>1,389,054</b>	<b>94.4%</b>	<b>-4.8%</b>	<b>966,106</b>	<b>66.1%</b>

Total RWS Storage on 9/1/2024

1,359,066

Total RWS Storage on 9/1/2023

1,388,002

8/29/2022

995,828

Inc/Dec over the month

(36,922)

1,052

(29,722)

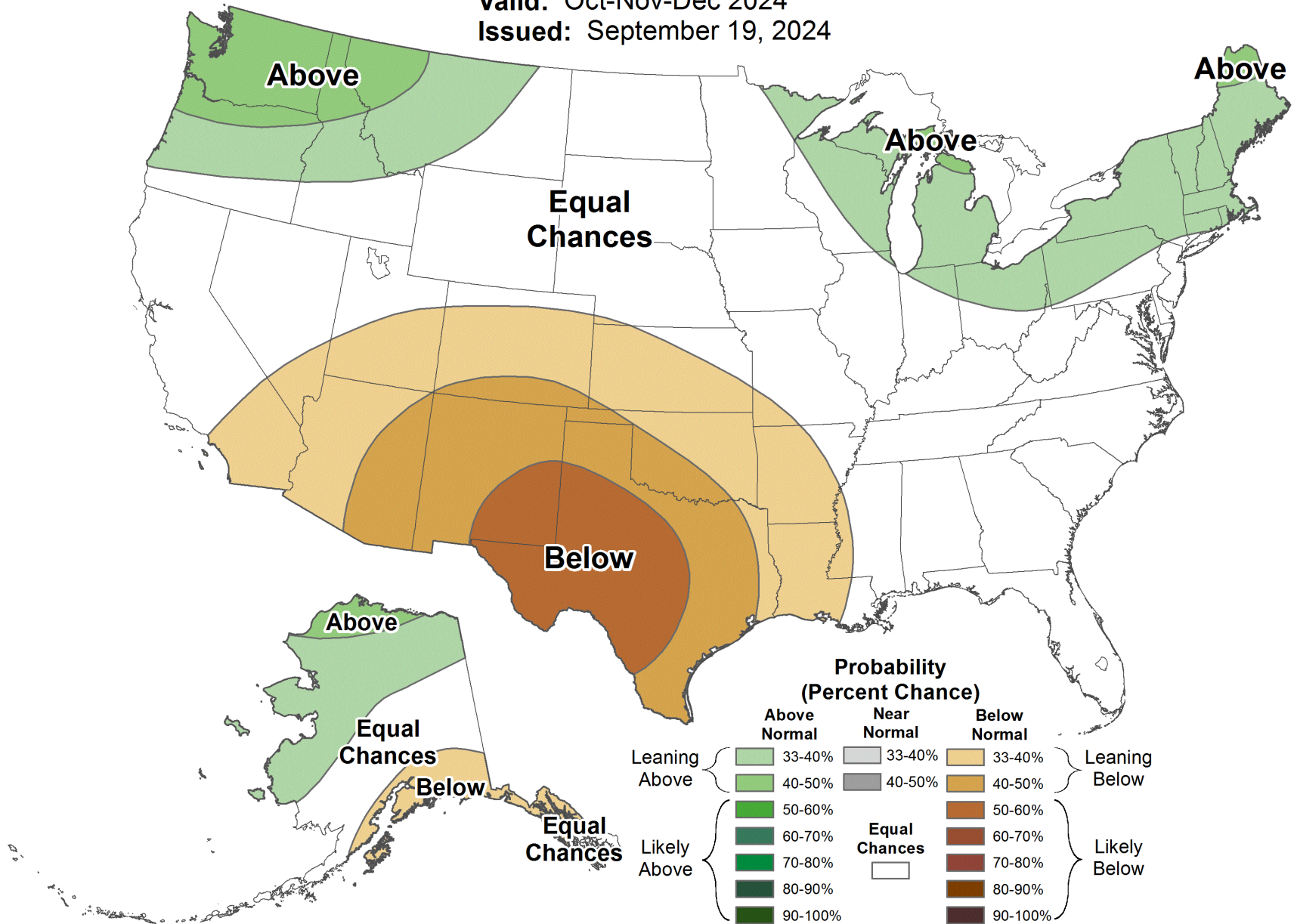


# Seasonal Precipitation Outlook



Valid: Oct-Nov-Dec 2024

Issued: September 19, 2024



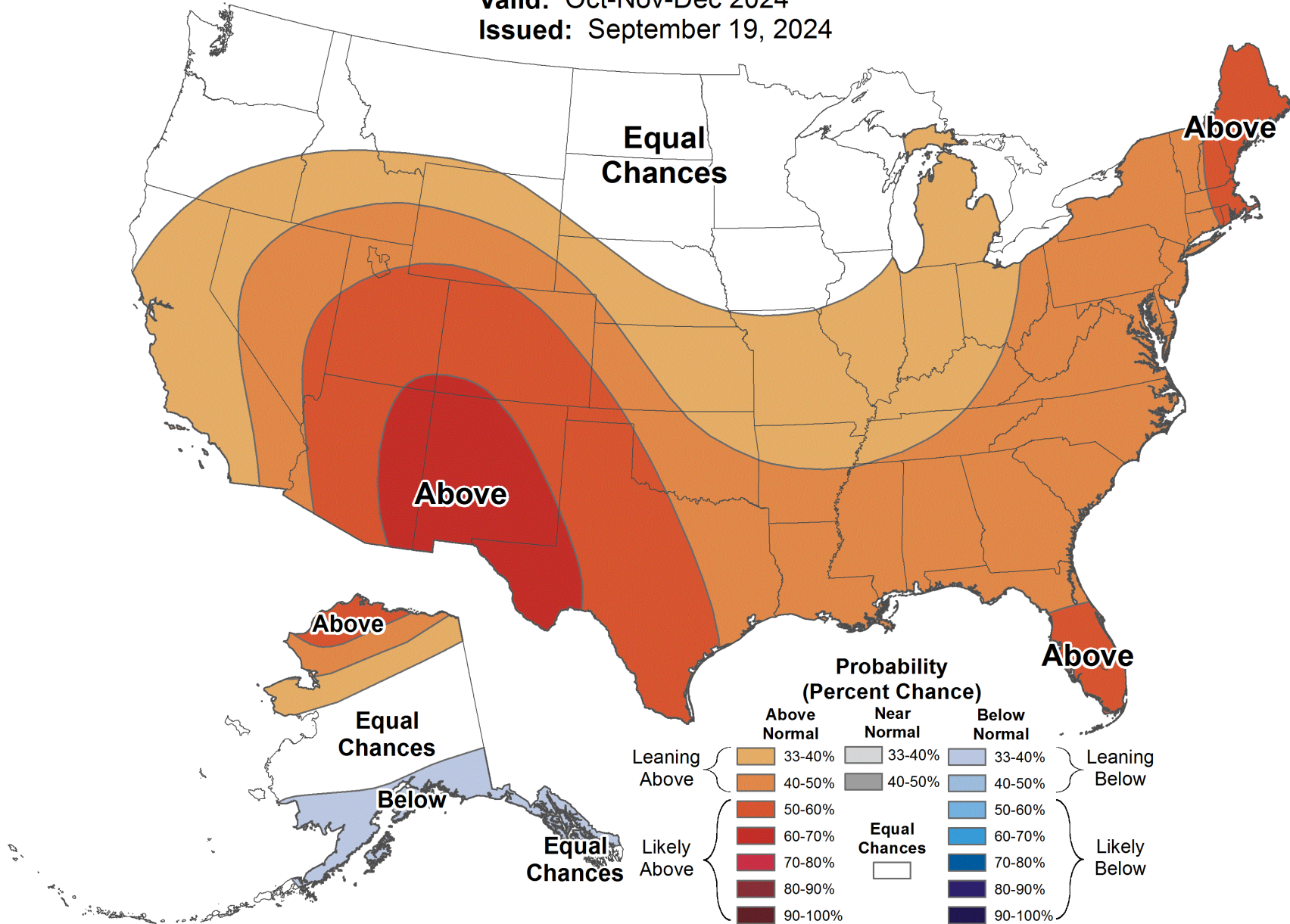


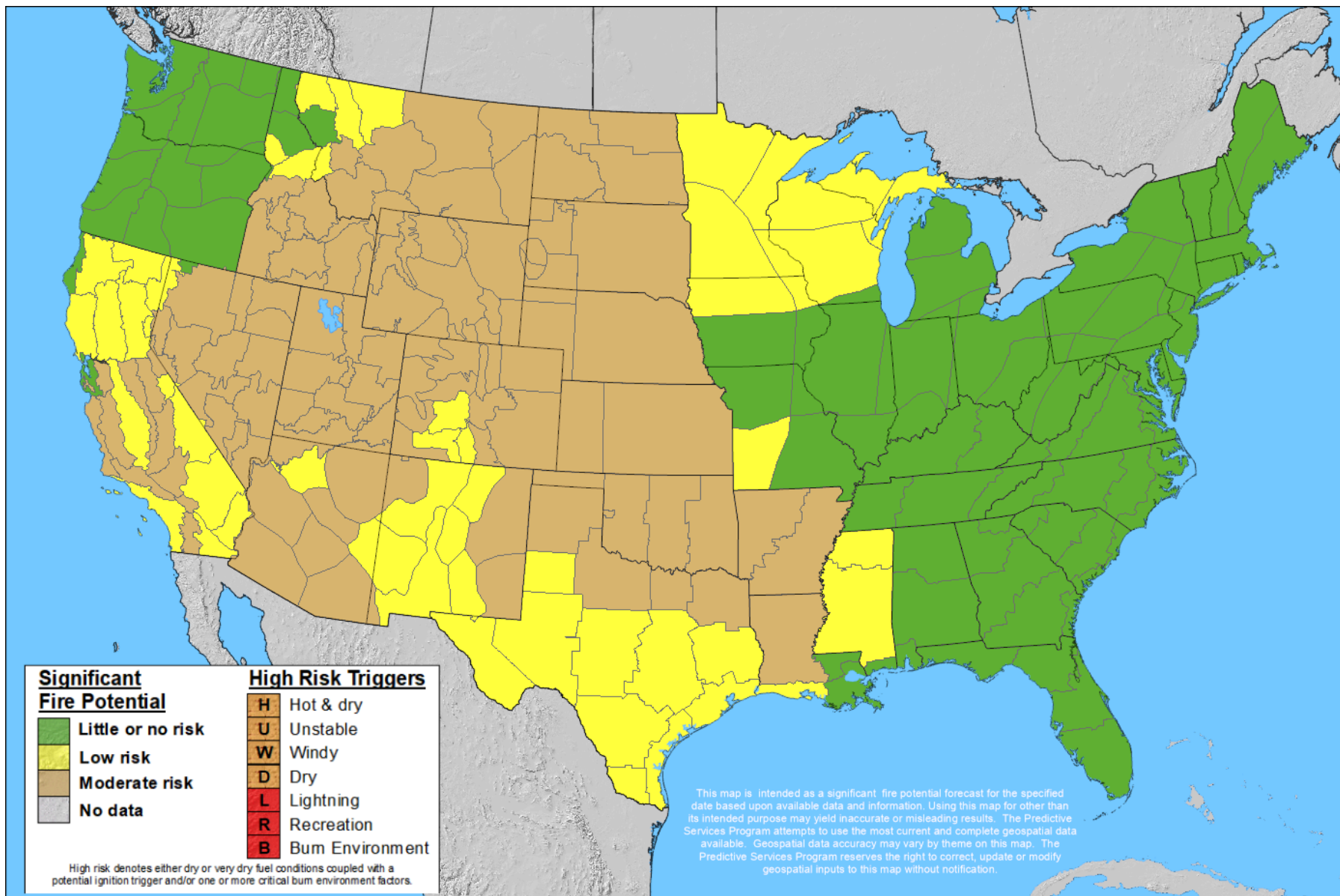
# Seasonal Temperature Outlook



Valid: Oct-Nov-Dec 2024

Issued: September 19, 2024





# SIGNIFICANT FIRE POTENTIAL

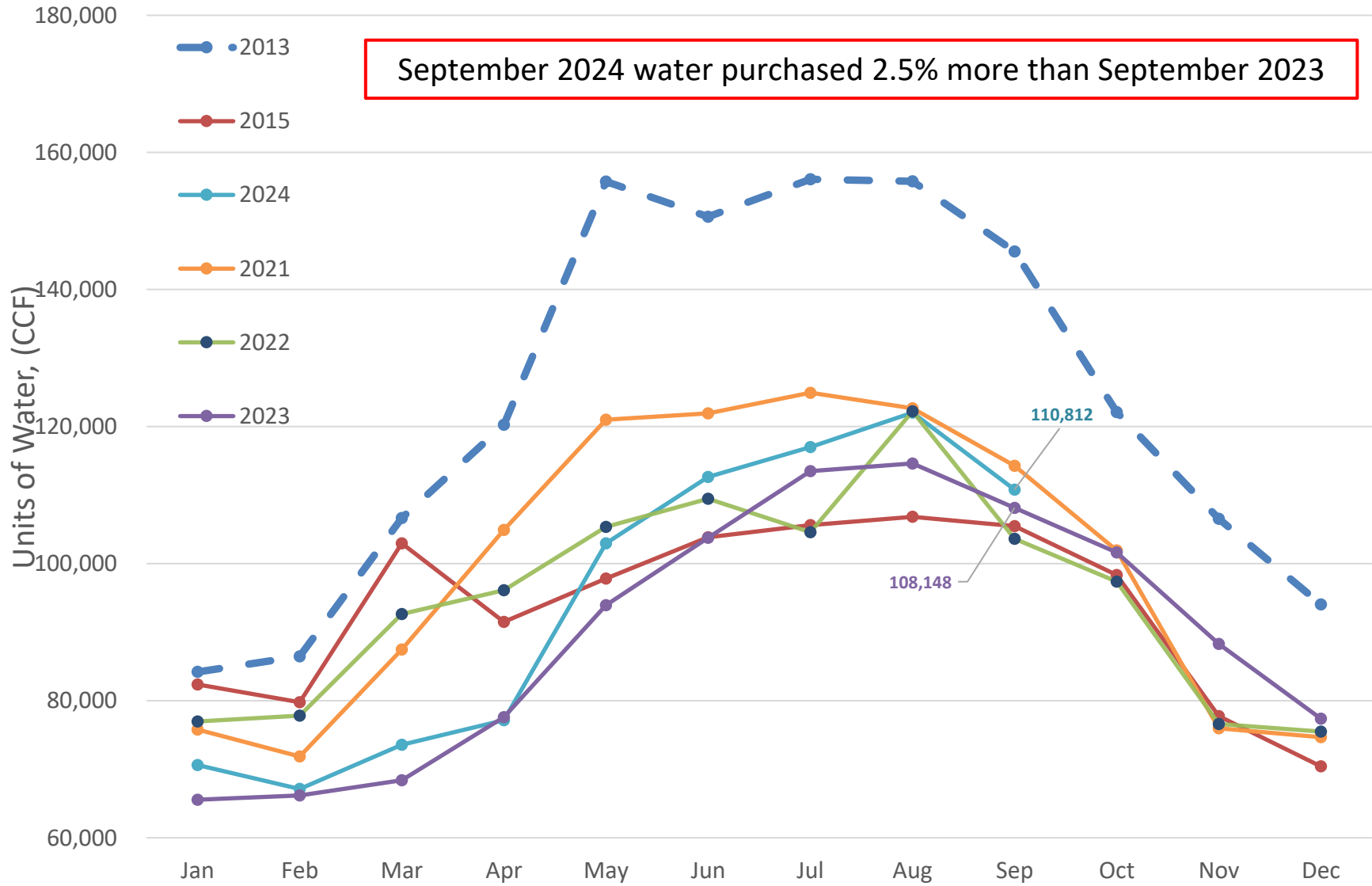
Valid For: Monday, October 07, 2024

Issued On: Friday, October 04, 2024 01:33 PM (MT)

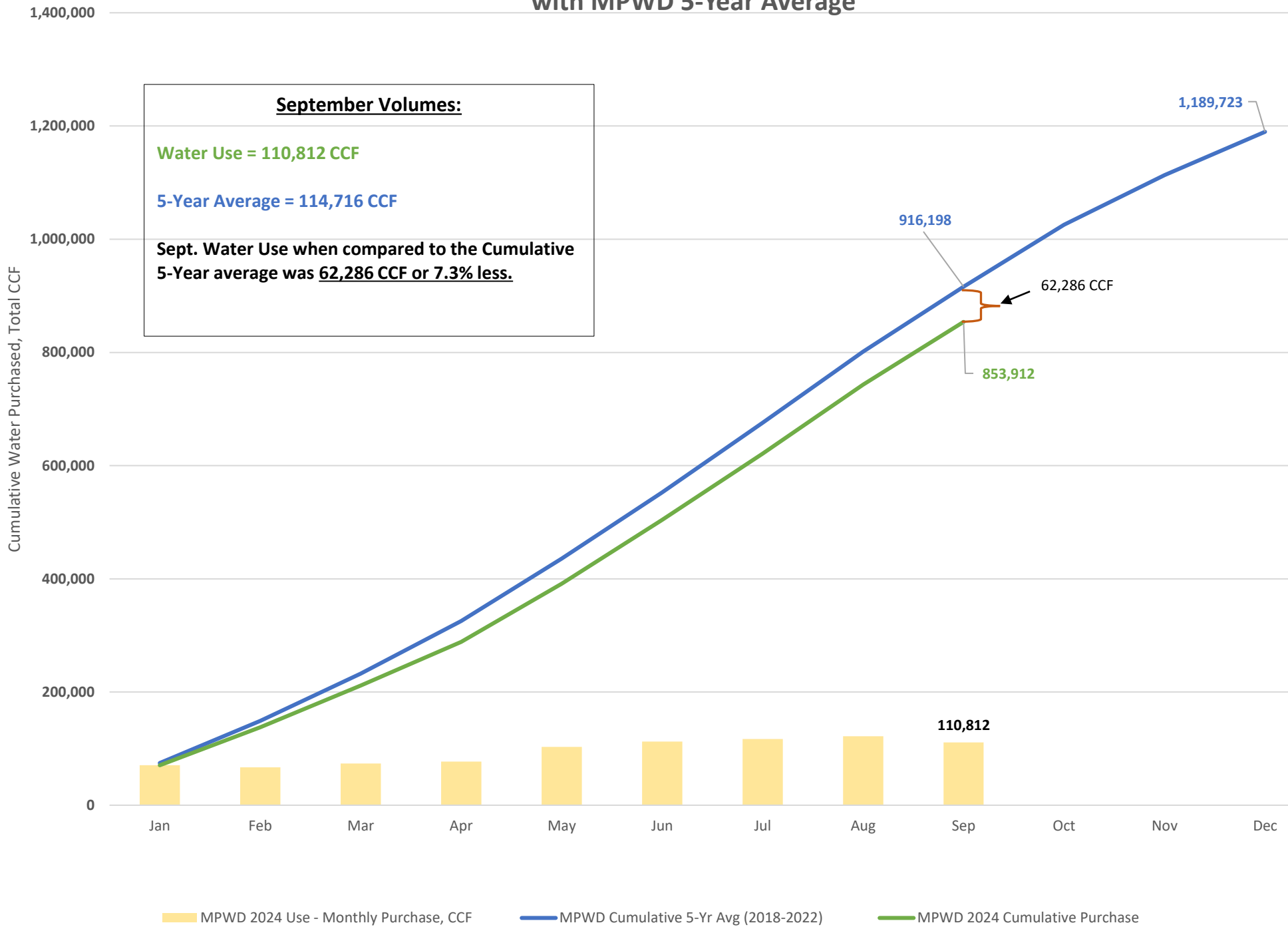


Map produced by the USDA Forest Service Geospatial Technology and Applications Center in coordination with the National Predictive Services Program

# MPWD Annual Water Use



## Comparing 2024 Monthly Cumulative Water Use with MPWD 5-Year Average





TO: Board of Directors  
FROM: James W Ramsey, CPA, District Treasurer  
DATE: October 24, 2024

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**Budget Performance and Financial Position Report  
September 2024**

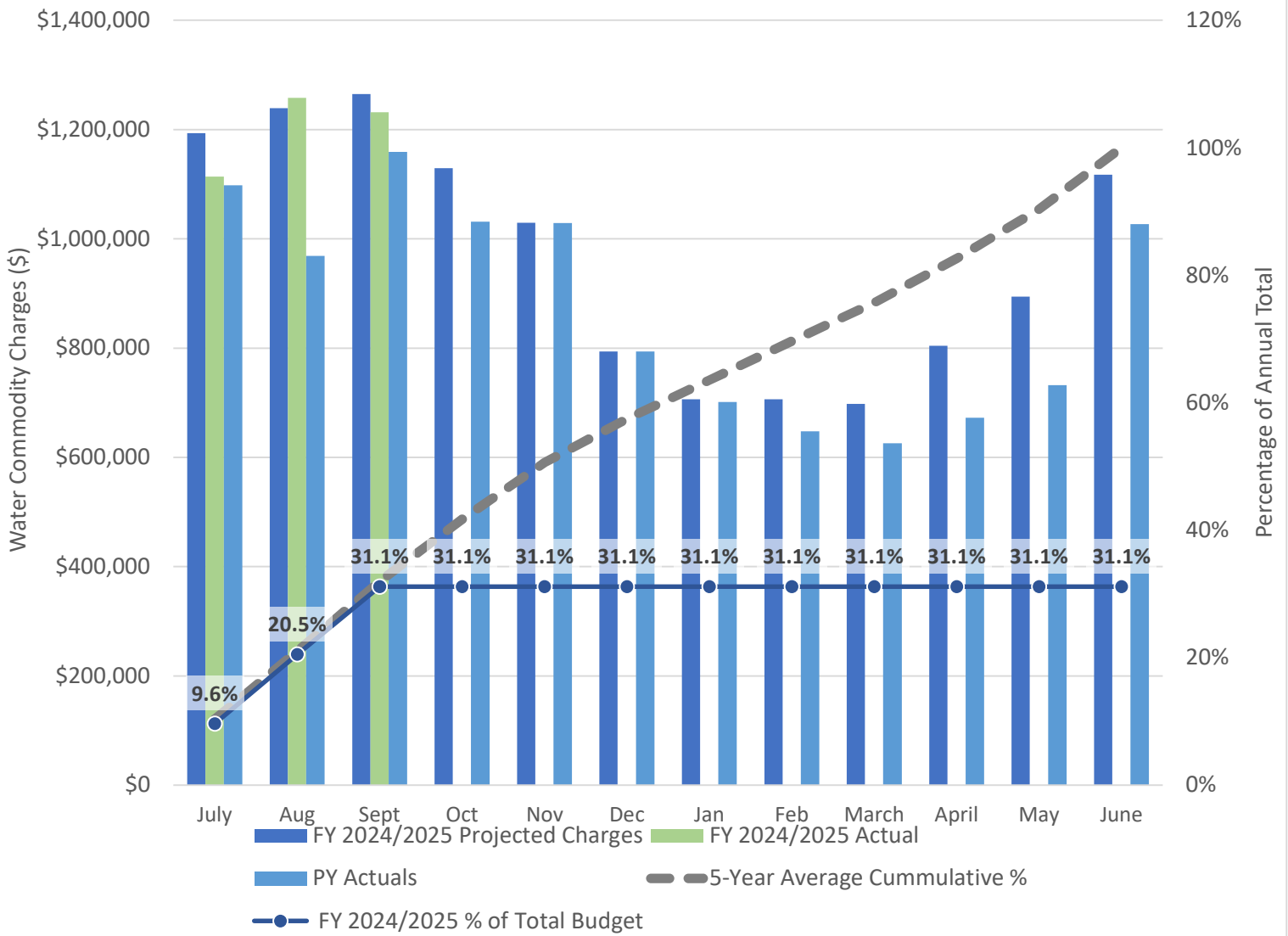
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Please find the enclosed fiscal year 2024/25 (FY 24/25) unaudited monthly budget report for the period of July 1-June 30, 2025 and Statement of Financial Position as of September 30, 2024.

The following highlights significant activity through and as of September 30, 2024:

- The net surplus from operations is \$2,135,084, an increase of \$167,563 as compared to the same period last year. The primary changes stem from water commodity charges that is \$377,854 higher than this time last year and water system capacity charges which is \$807,339 higher as compared to this time last year. This is offset by purchased water running \$856,404 as compared to this time last year. This time last year, we had not made the payment for September.
- Water Commodity Charges totaled \$3,603,682. This is 31.1% of budget.
- Fixed System Charges were \$811,756, which is 25.4% of budget.
- The total interest revenue from all sources is \$188,349, which is 37.2% of budget.
- Total Operating Revenue is \$4,503,106, which is 30.1% of budget. Total Non-Operating Revenue is \$1,161,492 which is 69.4% of the amended budget.
- Total Revenue is \$5,664,599 which is 34.1% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$998,862, which is 25.3% of budget.
- Purchased Water is \$1,782,299. Purchased Water cost for the year ended June 30, 2024 was \$5,797,950.
- Total Operating Expenditures were \$3,529,515, which is 22.4% of budget.
- Unrestricted Cash & Cash Equivalents is \$15,394,517, which is a decrease of \$1,841,335 from September 2023.
- Unrestricted Net Position was \$17,039,069 with Total Net Position of \$42,547,010.

## Analysis of Water Commodity Charges



	5-Year Average Cumulative %	Expected Monthly Percentage	PY Actuals	FY 2024/2025 Projected Charges	FY 2024/2025 Actual	FY 2024/2025 % of Total Budget
July	10.3%	10.3%	1,098,097	1,193,599	1,114,039	9.6%
August	21.0%	10.7%	968,623	1,239,525	1,258,069	20.5%
September	31.9%	10.9%	1,159,108	1,264,714	1,231,574	31.1%
October	41.7%	9.8%	1,030,999	1,129,414	-	31.1%
November	50.6%	8.9%	1,028,758	1,029,169	-	31.1%
December	57.4%	6.9%	793,729	793,919	-	31.1%
January	63.5%	6.1%	701,568	705,962	-	31.1%
February	69.7%	6.1%	647,539	706,654	-	31.1%
March	75.7%	6.0%	625,568	697,650	-	31.1%
April	82.6%	6.9%	672,435	804,474	-	31.1%
May	90.3%	7.7%	731,935	893,920	-	31.1%
June	100.0%	9.7%	1,027,158	1,117,200	-	31.1%
<b>TOTAL</b>		<b>100.0%</b>	<b>10,485,518</b>	<b>11,576,200</b>	<b>3,603,682</b>	

**MID-PENINSULA WATER DISTRICT  
STATEMENT OF NET POSITION (UNAUDITED)  
AS OF SEPTEMBER 30, 2024 AND 2023**

<u>ASSETS</u>	<u>AS OF 9/30/2024</u>	<u>AS OF 9/30/2023</u>
<b>Current Assets</b>		
Cash and cash equivalents	\$ 2,643,321	\$ 7,940,115
Investments	12,751,196	9,295,737
Accounts receivable	3,100,321	2,616,743
Prepaid expenses and other assets	76,619	26,546
Total Current Assets	<u>18,571,457</u>	<u>19,879,141</u>
Restricted cash with fiscal agent	1,531,189	4,436,017
Lease receivable	958,464	1,099,275
Construction in progress	12,269,011	9,276,572
Capital assets, net	26,030,227	23,599,575
Net OPEB asset	660,560	135,246
TOTAL ASSETS	<u>\$ 60,020,908</u>	<u>\$ 58,425,826</u>
<b>Deferred Outflows of Resources</b>		
Pension related deferred outflows	\$ 1,313,533	\$ 1,898,626
OPEB related deferred outflows	346,521	291,399
Total Deferred Outflows	<u>\$ 1,660,054</u>	<u>\$ 2,190,025</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ (63,552)	\$ (11,114)
Accrued expenses	163,855	131,093
COP Interest Payable	52,809	55,303
Current portion of long-term debt	524,670	564,419
Total Current Liabilities	<u>677,782</u>	<u>739,701</u>
<b>Noncurrent Liabilities</b>		
Compensated absences	241,507	198,259
Lease liability	-	84,816
SBITA Liability	-	4,854
Long-term portion of Certificates of Participation	16,231,229	16,697,510
Net pension liability	555,222	271,173
Total Noncurrent Liabilities	<u>17,027,958</u>	<u>17,256,612</u>
TOTAL LIABILITIES	<u>17,705,740</u>	<u>17,996,313</u>
<b>Deferred Inflows of Resources</b>		
Pension related deferred inflows	594,735	844,115
Lease receivable related deferred inflows	833,477	950,069
Total Deferred Inflows	<u>1,428,212</u>	<u>1,794,184</u>
<b>NET POSITION</b>		
Net investment in capital assets	\$ 25,507,941	\$ 23,225,036
Unrestricted	17,039,069	17,600,318
TOTAL NET POSITION	<u>\$ 42,547,010</u>	<u>\$ 40,825,354</u>

*\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows.  
Substantially all disclosures required by accounting principles generally accepted in the United States not included.*

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-OPERATING  
FOR THE 3 MONTHS ENDED SEPTEMBER 30, 2024  
SUMMARY (UNAUDITED)**

Target **25.00%**

DESCRIPTION	APPROVED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 9/30/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	11,576,200	3,603,682	7,972,518	31.1%
FIXED SYSTEM CHARGES	3,197,000	811,756	2,385,244	25.4%
FIRE SERVICE CHARGES	18,000	4,450	13,550	24.7%
MISC CUSTOMER ACCOUNT FEES	98,700	27,079	71,621	27.4%
SERVICE LINE & INSTALLATION CHARGES	60,000	53,140	6,860	88.6%
MISCELLANEOUS OPERATING	3,000	3,000	-	100.0%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>14,952,900</b>	<b>4,503,106</b>	<b>10,449,794</b>	<b>30.1%</b>
WATER SYSTEM CAPACITY CHARGES	60,000	807,339	(747,339)	1345.6%
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	104,598	440,402	19.2%
LEASE OF PHYSICAL PROPERTY	168,000	53,606	114,394	31.9%
MISCELLANEOUS NON-OPERATING	75,000	6,000	69,000	8.0%
INTEREST REVENUE - PARS	41,000	28,725	12,275	70.1%
INTEREST REVENUE - LAIF	100,000	-	100,000	-
INTEREST REVENUE - COP	273,000	7,921	265,079	2.9%
INTEREST REVENUE - US TREASURIES	393,000	151,703	241,297	38.6%
LANDSCAPE PERMIT REVENUE	4,000	1,600	2,400	40.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>1,674,000</b>	<b>1,161,492</b>	<b>512,508</b>	<b>69.4%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>16,626,900</b>	<b>5,664,599</b>	<b>10,962,301</b>	<b>34.1%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,772,868	527,460	2,245,408	19.0%
PAYROLL TAXES & BENEFITS	1,176,865	471,402	705,463	40.1%
PURCHASED WATER	6,640,719	1,782,299	4,858,420	26.8%
OUTREACH & EDUCATION	80,000	(815)	80,815	-1.0%
M&R - OPS SYSTEM	630,000	43,036	586,964	6.8%
M&R - FACILITIES & EQUIPMENT	352,000	70,131	281,869	19.9%
SYSTEM SURVEYS	-	2,100	(2,100)	0.0%
ADMINISTRATION & EQUIPMENT	715,000	133,299	581,701	18.6%
MEMBERSHIP & GOV FEES	606,000	122,251	483,749	20.2%
BAD DEBT & CLAIMS	40,000	-	40,000	-
UTILITIES	506,400	111,669	394,731	22.1%
PROFESSIONAL SERVICES	1,076,500	248,002	828,498	23.0%
TRAINING/TRAVEL & RECRUITMENT	87,500	18,680	68,820	21.3%
DEBT SERVICE	1,055,000	-	1,055,000	-
<b>TOTAL OPERATING EXPENDITURES (USES)</b>	<b>15,738,852</b>	<b>3,529,515</b>	<b>12,209,337</b>	<b>22.4%</b>
<b>NET SURPLUS/LOSS</b>	<b>888,048</b>	<b>2,135,084</b>		
<b>DEBT SERVICE COVERAGE</b>	<b>1.40</b>	<b>2.22</b>		

*\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.*

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-CAPITAL  
FOR THE 3 MONTHS ENDED SEPTEMBER 30, 2024  
SUMMARY (UNAUDITED)**

Target      25.00%

DESCRIPTION	APPROVED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 8/31/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>CAPITAL ASSETS</b>				
Trucks (2)	\$ 200,000	\$ -	\$ 200,000	-
Surveillance Equipment for Tanks / Facilities	40,000	-	40,000	-
Misc. Equipment	30,000	3,975	26,025	13.2%
Valve Turner	30,000	-	30,000	-
Air Relief and Vacuum Valves	100,000			
<b>TOTAL CAPITAL ASSET</b>	<b>400,000</b>	<b>3,975</b>	<b>296,025</b>	<b>1.0%</b>
<b>CAPITAL PROJECTS - PAYGO</b>				
20-07 Harbor Blvd WMI Project	-	2,386	(2,386)	0.0%
15-75A Old County Road Improvements	225,000	50,812	174,188	22.6%
15-09/15-19/21-01 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	22,739	2,977,261	0.8%
24-08 Exborne West Tank Recoating	675,000	2,381	672,619	0.4%
West Belmont North Tank Recoating	130,000	-	130,000	-
<b>TOTAL CAPITAL PROJECTS - PAYGO</b>	<b>4,030,000</b>	<b>78,318</b>	<b>3,951,682</b>	<b>1.9%</b>
<b>CAPITAL PROJECTS - DEBT FINANCING</b>				
20-09 Dairly Lane Ops Center Rehab Design	1,859,858	-	1,859,858	-
24-07 Folger Drive Property Improvements	2,295,000	68,343	2,226,657	3.0%
<b>TOTAL CAPITAL PROJECTS - DEBT FINANCING</b>	<b>4,154,858</b>	<b>222,594</b>	<b>11,992,264</b>	<b>5.4%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>8,184,858</b>	<b>300,912</b>	<b>15,943,946</b>	
<b>TOTAL CAPITAL</b>	<b>8,584,858</b>	<b>304,887</b>	<b>16,239,971</b>	

*\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.*

**MID-PENINSULA WATER DISTRICT  
INVESTMENT & RESERVES REPORT (UNAUDITED)  
AS OF SEPTEMBER 30, 2024**

Cash Analysis					Interest Earned (Fiscal - to date)	Yield	Maturity Date	Days to Maturity
Account	Investment	Cost	Market Value					
Petty Cash	Cash	\$ 800	\$ 600	\$ -		n/a	n/a	n/a
Wells Fargo	Cash	587,449	587,449	-		n/a	n/a	n/a
LAIF	LAIF	2,033,000	2,033,000	-		4.24% +	n/a	0
BNY - Reserve *	Money Market Funds	670,651	973,583	7,921		4.87%	n/a	0
PARS - Pension *	Money Market Funds	550,077	557,606	28,725		3.80% ++	n/a	0
PARS - OPEB **	Money Market Funds	4,112,537	4,168,827	214,759		3.80% ++	n/a	0
Zions	Money Market Funds	1,510,222	1,516,555			4.94%	n/a	0
	US Treasury Notes	2,030,735	2,137,067			1.51%	10/31/2024	31
	US Treasury Notes	1,749,168	1,758,042			4.14%	1/31/2025	123
	US Treasury Notes	2,654,843	2,720,535			0.39%	4/30/2025	212
	US Treasury Notes	4,543,870	4,618,997			0.26%	7/31/2025	304
	Total Zions	<u>12,488,839</u>	<u>12,751,196</u>	<u>151,703</u>				
	Total Cash and investments	<u>\$ 19,893,276</u>	<u>\$ 20,514,654</u>	<u>\$ 403,107</u>				

**Reserves Analysis**

Priority	Reserve	Target	Funded Amount	% Funded	Description of amount
1	Working Capital (Operating) Reserve	\$ 7,869,426	\$ 7,869,426	100.00%	50% of annual fiscal year budgeted expenditures
2	Capital Reserve	8,000,000	6,945,212	86.82%	Fixed amount
3	IRC 115 Irrevocable Trust - Pension	271,173	557,606	205.63%	100% of the District's projected net pension/total OPEB liability, or \$500,000 if no liability is outstanding. Based on most recent audited financial statements.
	IRC 115 Irrevocable Trust - OPEB **	3,495,503	4,168,827	119.26%	
4	Rate Stabilization Reserves	1,200,000	-	0.00%	Fixed or \$500,000 if no bonds are outstanding
n/a	Reserve for debt service	754,300	973,583	129.07%	Required by bond agreements for the COP. Amount based next scheduled debt service.
	Total Reserves	<u>\$ 21,590,402</u>	<u>\$ 20,514,654</u>	95.02%	

\* - Restricted accounts

\*\* - amounts not reported in financial statements due to accounting treatment

+ - based on a rolling 12 - month average

++ - based on a 3-year annualized return

\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



**AGENDA ITEM NO. 9.A.2.**

DATE: October 24, 2024  
TO: Board of Directors  
FROM: Joubin Pakpour, PE – District Engineer

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**SUBJECT: Capital Project Update**

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**Harbor Blvd Water Main Improvements (20-07)**

All construction work is complete with the exception of closing out the County encroachment permit which is pending the resolution of conduit repair at the intersection Industrial and Harbor Blvd. District Counsel has prepared a summary which will be sent to the County once the OCR project is complete. We identified an issue while preparing the record drawings. A solution has been identified and design is underway. We will update the board once the design is complete.

**Dekoven, Lincoln, Newlands & Oak Knoll Water Main Improvements (15-09 &15-19)**

Additional Service Request (ASR) #5 in the amount of \$44,803, was approved last week by the District. Funds from the approved contingency for the project will be used for the ASR. The ASR covers additional costs due to redesign requested by the City of Belmont. Our consultant has committed to having the design complete by early December. We anticipate releasing the project for advertisement in January 2025.

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BOARD ACTION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ POSTPONED: \_\_\_\_\_ STAFF DIRECTION: \_\_\_\_\_  
UNANIMOUS \_\_\_\_\_ VELLA \_\_\_\_\_ ZUCCA \_\_\_\_\_ JORDAN \_\_\_\_\_ SCHMIDT \_\_\_\_\_ WHEELER \_\_\_\_\_

## AGENDA ITEM NO. 9.A.3

TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager  
DATE: October 24, 2024

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### ADMINISTRATIVE SERVICES MANAGER'S REPORT

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#### OCTOBER

##### Events

**Employee Picnic:** A huge thank you to Misty for coordinating a successful employee picnic. I think my kids had more fun than anyone else! It was wonderful to build on our positive work culture during the company picnic, enjoying time together in a relaxed, natural setting outside the office.

**Landscaping Workshop:** Thank you Drew Bost for coordinating with BAWSCA to host a Landscaping Workshop for our community members. Even though it was a hot night inside the warehouse, a small crowd gathered to listen to the presentation.

**APWA Luncheon:** I attended my first APWA lunch with Kat, Rene, Michael, and Jonathan. Jonathan was invited to speak about his experience in Atlanta. The main presentation was by SVCW regarding the completion of the Regional Environmental Sewer conveyance Upgrade.



##### Training

**Workplace Violence Prevention Plan Training:** Deston Swift hosted a makeup training session for those employees that missed the first training. During the meeting, Deston reviewed the purpose of the WVPP and then proceeded to go into detail the various aspects of the plan. This included processes to be followed for documentation and notification for any incidents. To conclude the training, Deston showed staff where to locate all the necessary forms and a copy of the WVPP for reference. Thanks, Deston and great job on presenting this information!

**Peak Session One:** Staff have completed Session One training for the Peak transition. There will be three additional training courses for staff to attend before the transition can be complete.

**De-Escalation Training:** Felicia Larson came to the district office to provide De-Escalation training to all staff. Staff were introduced to concepts including the *Karpman Drama Triangle*, Somatic and Mindfulness techniques, along with Conflict Resolution and Empowerment skills.

Felicia has 15 years of experience in Coaching. She is an experienced educator and communicator. Her Coaching and Consulting business has served nonprofit organizations in the SF Bay Area. Felicia's expertise enables her to discern dynamics impeding forward movement of individuals and teams and to be able to guide them toward healthier forms of engagement.



### **Upcoming Conferences**

- [CSDA Board Secretary Conference](#) October 21<sup>st</sup>-23<sup>rd</sup>
- [CalPERS Conference](#) October 28<sup>th</sup>-30<sup>th</sup>

### **ADP (Strategic Plan No. B-1.3)**

We have now successfully transitioned the ADP App into our system. The phone app will allow staff the ability to access all their information from payroll, time off requests, accruals, to submitting their timecards. The use of the phone app will also discard the use of "Time Off Request Forms." As stated previously, these forms are often an additional workload onto payroll to needing to track down submittal of the form to collecting all the signatures. With the app, the employee will be able to request time off from their phone (or the online platform) and immediately their supervisor will be able to provide approval.

We are successfully streamlining ADP to the extent of our contract. The next phase of ADP will be to add additional features to the app for employee ease to obtain information. For example, we have added the "Policies" tab to our app which will allow the employee to quickly reference any all policies that the district has. As well as the personnel manual will also be accessed through the app. I feel confident that ADP will suffice the needs of the district at this time.

### **DocuSign**

The district currently has a contract with DocuSign that we are significantly underutilizing, having only used about 10% of the program's capacity compared to its cost. At present, most of our documents are routed through Adobe Sign for signatures. However, this process often breaks down, with documents and signatures occasionally failing, which leads to forms being printed out and manually signed, causing delays. With DocuSign, we have access to the Power Form creator, allowing me to set up all MPWD documents in the system with pre-set routing. Staff will be able to log into DocuSign, select the required document, complete their portion, and then send it off for signatures. Additionally, once the process is complete, employees will receive a finalized copy of the document for their personal records, streamlining the process and ensuring faster, more reliable document management.

### **Future Lunch and Learn**

As we are preparing to implement new employee processes, we are planning to schedule an "Admin Services Lunch and Learn" event. During this session, we will cover important topics such as the new employee performance evaluation system, key ADP app features, the phasing out of the "Leave of Absence Form," and how to set up and use DocuSign. Liz Ganske will present the ADP updates, while I will lead the discussion of the other topics.



## CarelonRX – Home Delivery



- The requirement to use certain, designated pharmacies for maintenance medication is returning effective January 1, 2025
  - CarelonRX Home Delivery; **OR**
  - Albertsons, Vons, Pavilions, Ralphs, Costco, Walmart, Sam's Club or Safeway
  - Those currently purchasing their maintenance meds at a pharmacy not listed above will receive a letter from CarelonRX in December and January as a reminder of this change
- Two 30-day prescriptions must be filled before a prescription can be considered "maintenance."

## New Dental PPO Plan Enhancements



- Delta Dental PPO participants will have two enhancements effective January 1, 2025 for all PPO plans.
  - A 3<sup>rd</sup> cleaning during the calendar year, at zero cost in network.
  - A Diagnostic/Preventive Max waiver, which allows a participant to receive diagnostic and preventive services without the cost applying to the benefit maximum.

## Additional Benefits



For Anthem PPO/CDHP participants only:

- [Progeny](#) – Fertility & Family Building
- [Hinge](#) – Digital Physical Therapy
- [Carrum Health](#) – Concierge Orthopedic and Weight Loss Surgery
- [Carrum Oncology](#) – Guidance and assistance with cancer diagnosis
- [Wellhub](#) – Fitness and Wellness Benefits

For Anthem & Kaiser participants:

- [Modern Health](#) – Virtual Mental Wellness & Therapy

## Quick Links



- [2025 Renewal Packet](#)
- [Annual Notice](#)
- [ACWA JPIA Benefits website](#)

**Thank you!**

## Employee Retention and Succession Planning (Strategic Element 1)

As stated in last month's ASM report, below is the outline for the retention and succession strategy:

### Employee Retention Strategy for Existing Employees

#### Objective

The goal of this retention strategy is to keep our current workforce engaged, motivated, and committed to the long-term success of the district. By offering growth opportunities, recognizing contributions, and ensuring the transfer of critical institutional knowledge, we aim to create a supportive work environment that encourages employees to build their careers within the district.

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### Key Components of the Retention Strategy

#### 1. Succession Planning

To ensure continuity in operations and retain talented employees, it is essential to establish a formal succession planning process. This will identify high-potential employees who can be groomed for future leadership or specialized roles, ensuring that the district is prepared for retirements, promotions, and unexpected departures.

##### Steps:

- **Identify Key Roles:** Identify critical positions within the district that require deep institutional knowledge or leadership skills. Focus on roles where a transition gap could impact operations.
- **Career Pathing:** Outline clear career paths that show employees how they can advance within the district, helping to improve job satisfaction and employee retention.

#### 2. Knowledge Transfer and Mentorship

Transferring historical knowledge from long-standing employees to newer staff is essential to preserving institutional memory. A structured approach will ensure that key information and processes are not lost over time, while also helping newer employees integrate more effectively.

##### Steps:

- **Mentorship Program:** Establish a formal mentorship program where seasoned employees mentor newer hires or high-potential staff. This helps pass down essential knowledge related to the district's history, policies, and unwritten best practices.
- **Documentation of Processes:** Encourage employees to document their standard operating procedures (SOPs), workflows, and critical contacts. These should be updated regularly and accessible to all employees.
- **Knowledge-Sharing Sessions:** Organize quarterly knowledge-sharing sessions where employees present specific topics relevant to the district's operations or history. This creates an opportunity for open dialogue and the exchange of best practices.
- **Cross-Training:** Implement a cross-training program where employees rotate through different task or roles. This will help ensure that multiple employees are familiar with various functions and can step in when needed.

#### 3. Employee Engagement and Recognition

Ensuring that employees feel appreciated and engaged in their work is crucial to retaining top talent. Engagement strategies will focus on creating a positive work environment, fostering collaboration, and recognizing contributions.

**Steps:**

- **Employee Recognition Program:** Develop a recognition program that rewards employees for their contributions, tenure, and achievement of specific milestones. Regularly celebrate successes at team meetings or company-wide events.
- **Career Development:** Offer opportunities for continuous learning and professional growth, such as workshops, certifications, or job shadowing. When employees see the district investing in their development, they are more likely to stay.
- **Feedback Mechanisms:** Create channels for employees to provide feedback, voice concerns, or suggest improvements. Act on this feedback to demonstrate that the district values employee input and is committed to enhancing the work environment.

#### **4. Exit Interviews and Data Analysis**

For employees who choose to leave the district, conducting comprehensive exit interviews will provide insights into areas where retention efforts can be improved. Analyzing this data will guide future adjustments to the strategy.

**Steps:**

- **Exit Interviews:** Conduct structured exit interviews to understand the reasons behind departures. Look for trends and areas where changes can be made to improve retention.
- **Employee Surveys:** Distribute annual employee satisfaction surveys to gauge morale, identify pain points, and solicit ideas for improving retention and engagement.

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#### **Conclusion**

By implementing a thoughtful retention strategy that incorporates succession planning, knowledge transfer, employee engagement, and work-life balance, we can create an environment where employees feel valued and see long-term career growth opportunities within the district. Ensuring that historical knowledge is passed on and that employees are supported in their professional development will build a resilient and sustainable workforce.

## Update Rules of the Board of Directors (Strategic Plan No. B-1.2)

The last update to the Rules of the Board of Directors was in 2018. I am currently reviewing fellow districts Rules of the Board documents to see where the deficiencies are for MPWD.

After comparing MPWD's rules with those from various water districts, here are several elements that are missing or lacking from MPWD's rules:

1. **Detailed Committee Structure:** other districts outline specific board committees with defined roles. MPWD lacks this formal committee framework.
2. **Board Member Training:** other districts require board members to undergo ethics and harassment prevention training, which is not highlighted in MPWD's document, but required of MPWD.
3. **Conflict Resolution Process:** other districts include a clear procedure for handling board member conflicts and ethical violations, something missing from MPWD.
4. **Compensation & Reimbursement Policies:** MPWD lacks detailed compensation and reimbursement policies outlined compared to other districts, particularly regarding limits on meeting compensation and transparency in expenses.
5. **Transparency and Accountability:** other districts have extensive rules on transparency, public records, and adherence to specific legal standards for meeting accessibility, which are not as fully developed in MPWD's rules.
6. **Public Interaction and Conduct:** other districts have a stronger emphasis on board interaction with the public, including guidelines for responding to public requests and a more robust decorum and conduct section.
7. **Election Procedures:** other districts include information on board elections, such as deadlines and terms for elected officials. MPWD does not cover this in our document.

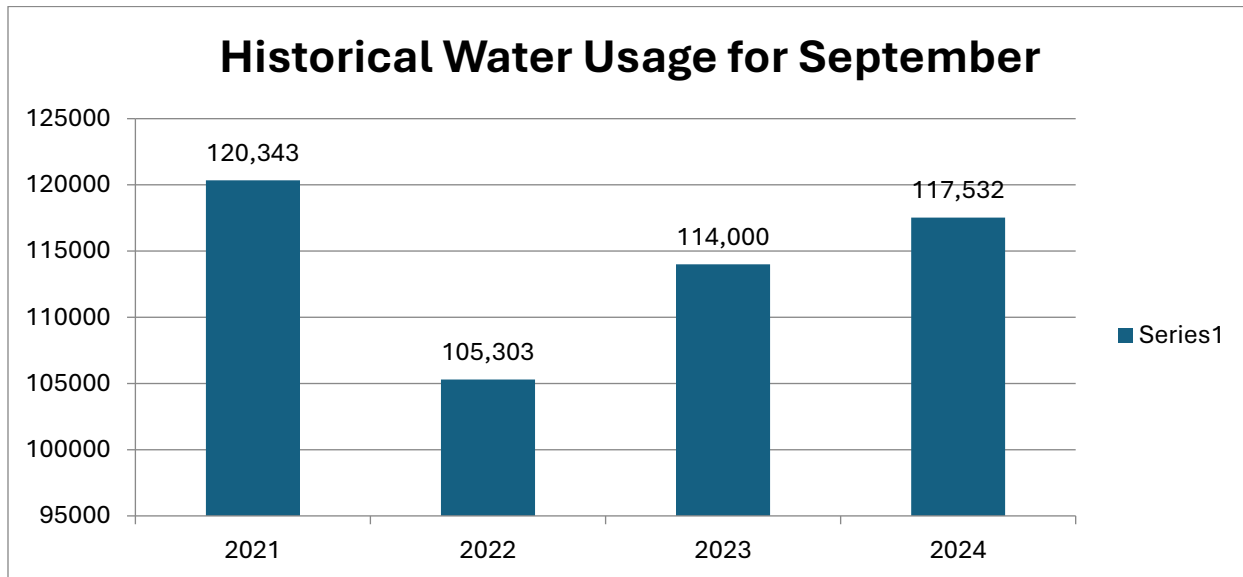
**Utility Billing:**

Account information

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	416	7290	205	88	65	48	11	14	8137
February	414	7296	205	88	65	48	11	18	8145
March	415	7291	205	88	64	48	14	18	8143
April	415	7292	205	88	64	48	12	415	8124
May	416	7294	205	87	65	48	15	23	8130
June	419	7295	205	88	65	48	15	27	8135
August	418	7290	205	88	64	48	13	31	8126
September	417	7258	205	88	64	48	13	33	8093

Billing information:

2023	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	367	50	0	0	7	0	5	0
February	373	29	0	0	2	18	6	0
March	323	40	0	0	0	2	7	1
April	307	45	0	0	7	17	1	1
May	318	28	0	0	3	1	5	1
June	321	36	0	0	3	1	5	1
August	400	36	0	0	7	1	6	0
September	347	31	0	0	2	2	8	0



**PUBLIC SERVICE ETHICS EDUCATION (AB 1234)**

Everyone is current with their Ethics training. The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

- Cathy M. Jordan                      December 12, 2024
- Monique Madrid                      March 2, 2025
- Joubin Pakpour                      December 9, 2024
- Rene Ramirez                      December 7, 2024
- James Ramsey                      October 19, 2025

For compliance, training should be completed on or before the due date, and the certificate turned into the MPWD.

Here is the link to the FPPC free online ethics training:

<http://localethics.fppc.ca.gov/login.aspx>

- Brian Schmidt March 30, 2025
- Julie Sherman March 9, 2025
- Louis Vella December 05, 2024
- Kirk Wheeler January 30, 2025
- Kat Wuelfing March 22, 2025
- Matt Zucca April 10, 2025
- Alison Bell June 12, 2026

**SEXUAL HARASSMENT PREVENTION EDUCATION (AB 1825 FOR MANAGERS, SB 1343 FOR EMPLOYEES, AB 1661 FOR ELECTED OFFICIALS)**

Everyone is current with Harassment Prevention training (required every two years). Due dates (in alphabetical order) for certification renewal of Sexual Harassment Prevention Education:

- Cathy M. Jordan October 28, 2026
- Monique Madrid December 28, 2024
- Joubin Pakpour April 6, 2025
- Rene Ramirez December 14, 2025
- James Ramsey October 19, 2025
- Brian Schmidt December 19, 2025
- Julie Sherman January 31, 2026
- Louis Vella October 25, 2025
- Kirk Wheeler December 10, 2025
- Kat Wuelfing November 29, 2024
- Matt Zucca March 23, 2025
- Alison Bell June 10, 2026

For compliance, training should be completed on or before the due date, and the certificate turned into the MPWD.

Here is the link to the DFEH free online Sexual Harassment Prevention training:  
<https://www.dfeh.ca.gov/shpt/>

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Alison Bell at [abell@midpeninsulawater.org](mailto:abell@midpeninsulawater.org).



TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager  
DATE: October 24, 2024

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## **OPERATIONS REPORT – September**

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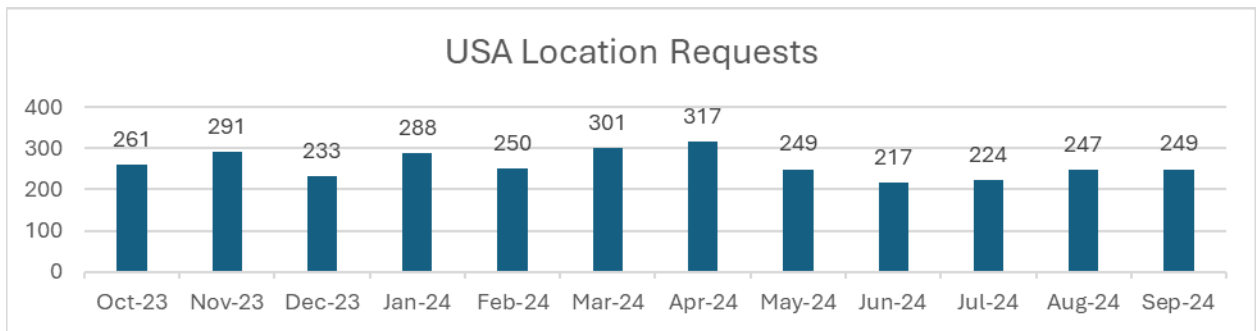
### **Projects:**

- Continue working with Noll and Tam to complete documents for the Folger property improvements as a part of the city's entitlement process;
- The EPA required lead service line inventory is going through an internal QA/QC before having an internal meeting, and then submitting the inventory to EPA. The inventory was due on October 16, 2024;
- Made recommendations to the Board to award the removal of 31 trees on District properties that are in poor health and a potential liability;
- Staff recommended the Board accept the work on the Old County Road capital project as complete and authorize staff to file a Notice of Completion with the County Recorder's office;
- Staff recommended the Board authorize a Task Order for services by the District Engineer to prepare plans, specifications and cost estimates to re-coat the north tank at the West Belmont Tank Site and west tank at the Exbourne Tank Site;
- Completed 1" service upgrade to 2331 Wooster Avenue;
- Completed 1.5" service upgrade to 45 Hartford Avenue; and
- Working in conjunction with District Engineer's office to wrap up the design work for design consultant Mott-McDonald on the Dekoven, Lincoln, Newlands and Oak Knoll water main capital project. The intent is to go public bidding before the end of the year.

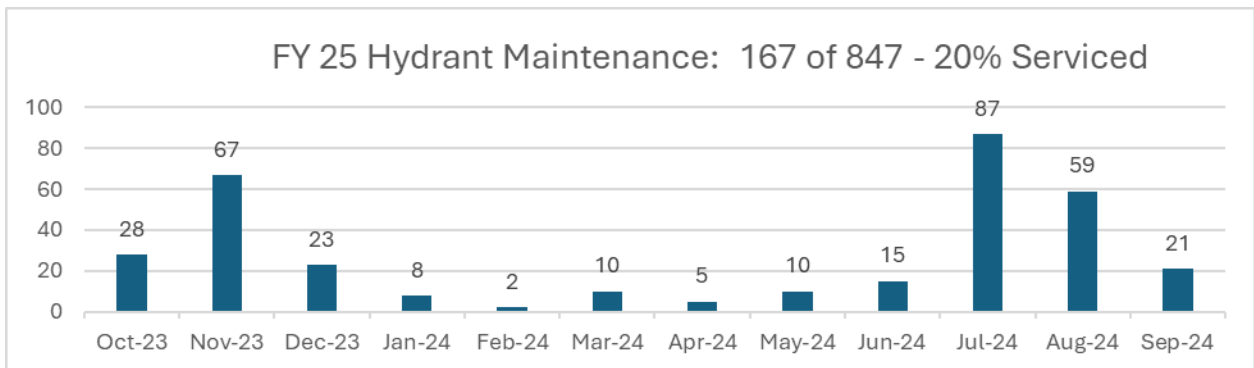
### **Maintenance:**

- Paved a portion of street at 2652 Belmont Canyon Road following a water main repair;
- Repaired a leaking fire hydrant at 3715 Naughton;
- Repaired an irrigation leak on the Dekoven Tank Site;
- Lowered service at 834 Alameda de las Pulgas;
- Replaced old fire hydrants with new standard hydrant at: 333 Judson Street, 511 Cambridge Street, 1004 Kedith Street;
- Repaired service leak at 2880 Wakefield Drive;

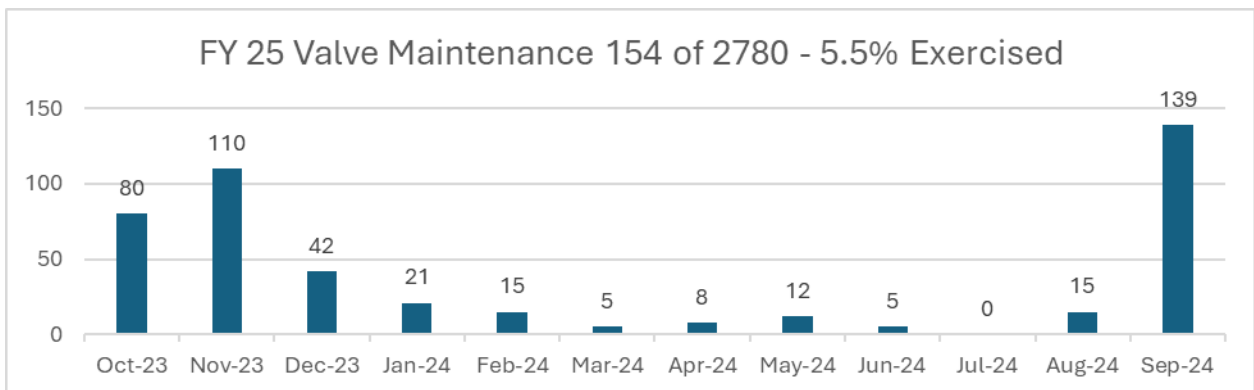
- 
- Replaced 3 - meters that stopped working;
- Replaced 4 – meter registers with weak batteries
- Replaced 8 - meter transceivers due to weak batteries;
- Worked with our contractor to test and calibrate 77 large commercial water meters;
- Responded to and completed 249 USA (underground service alerts) location requests during month. Running 12-month location requests totals 3,127, an average of 261 per month;



- Hydrant maintenance visits: 21 in September:



- 139 valves exercised during September.



- Collected the requisite 44 water samples in September from 11 sample station sites. None of the samples tested positive for total coliform;
- Worked with customers to conduct our triennial lead and copper testing at homes and all results were under regulated limits; and
- Staff continue to closely monitor the water system's condition as part of normal operations. During September staff flushed 1 dead end in the system.

**System Repairs:**

<b>Date</b>	<b>Location</b>	<b>Event</b>	<b>Material</b>	<b>Installation Date</b>	<b>Estimated Water Loss (Gals.)</b>
9/5/24	3715 Naughton Avenue	Leaking flange gasket on fire hydrant	Rubber compound	1956	~ 200
9/12/24	2520 Dekoven Avenue	Repair 1" PVC Elbo on Irrigation System	PVC	2023	~100
9/19/24	2637/2641	1" Service Line Leak	PVC	1969	~50
9/30/24	2880 Wakefield Avenue	3/4" Meter Spud Leak	Brass	1972	~20

**Development:**

Staff continues to work with developers and monitor 74 development projects:

**Mixed Use Commercial/Multi-Family Residential: 14**

- o 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- o 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved;
- o 2 Davis Drive; offices and research space, & fire station;
- o 500-530 Harbor – information provided to developer;
- o 580 Masonic – information provided to developer;
- o 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided;
- o 1500 Ralston; conceptual development plan for Belmont-Stanford campus;
- o 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- o 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- o 800 Belmont Avenue; information provided to developer;

- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process;
- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor (area not provided); currently reviewing plans; and
- 642 Quarry Road – preliminary, information provided to developer.

**Commercial:** 16

- Reviewing Plans – 12
- Approvals Received – 2
- In Construction - 2

**Residential:** 44

- Plans In Review – 31 including 1 ADU (auxiliary dwelling unit)
- Plans Through Staff Approval Process – 10
- Project In Construction - 3

**Administration:**

- Attended the quarterly meeting with Belmont Public Works at City Hall;
- Staff met with Town of Hillsborough Water Department staff to discuss their hydropneumatics tank issue and offer suggestions from our experience with our hydropneumatics tanks;
- District held its 2<sup>nd</sup> Annual Employee BBQ at Twin Pines Park with food and games;
- Met with tree removal contractor that was not recommended by staff for District's tree removal contract prior to Board meeting. Contractor wanted to protest award, but after learning that the District was not the Mid-Peninsula Open Space District, where they've worked for years, he decided to withdraw his protest;
- Recommended that the Board authorize execution of an agreement with XiO for hosting the District's SCADA on the cloud for 5-years;
- Continue to actively participating in regional discussions with other agencies on the changes promulgated by the state related to cross-connection programs arriving at the beginning of fiscal year 2025-26;
- Attended staff meeting for management and supervisors;
- Participated in weekly call with District Engineer, and Operations Supervisor on District matters and projects; and
- Continue to actively manage power use for pumping operations via SCADA.



## ***AGENDA ITEM NO. 9.A.5.***

TO: Board of Directors  
FROM: Kathryn Wuelfing, General Manager  
DATE: October 24, 2024

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### **GENERAL MANAGER'S REPORT**

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#### **Key Activities Since September Meeting**

- **2x2 Meeting with City of Belmont** – The 2x2 Meeting with City of Belmont was held on October 1<sup>st</sup>, and was hosted at our 1075 Old County Road office. The meeting went very well, and Directors Jordan and Vella can share their takeaways. One notable action item from the meeting, is that staff were directed to develop a Memorandum of Understanding regarding the City's trench standards that serves both parties' goals. I've initiated a conversation with the new Public Works Director.
- **FY 2022/23 Financial Audit** – CJ Brown and Associates has been working on completing our FY 2022/2023 financial audit. The auditor "final work" was conducted these last couple of weeks, with a great deal of support provided by District Treasurer Ramsey, ASM Bell, and our admin staff. The vast majority of the audit has been completed, and we expect a draft of the audit to be provided in November. Once it has been received, we will schedule a Finance Committee meeting for review, and hope to bring it to the full Board in January.
- **CalWater Water Rates and City of San Carlos** – The City had both CalWater and the CPUC present about their rates at their October 15, 2024 Council Meeting. I attended remotely as an observer. The presentation and discussion lasted over an hour and a half. Many issues were brought up, but centered around concerns of: (1) a lack of transparency in communicating the process and rate increase to customers, (2) the new rate structure itself being intended to encourage conservation and that it was a major policy change with unintended consequences for larger families, (3) equity of San Carlos' rates compared to other Cal Water Districts in Los Altos and Atherton, as well as the potential that Bayshore District is subsidizing the Redwood Valley system, and (4) that future planned rate increases will go up to as much as \$50/CCF at the highest tier. All in all, the

issues raised by the City Councilmembers and public speakers do not directly translate to concerns we would expect our customers to have about our system or planned rate increases. In fact, MPWD was mentioned several times in a positive light including by a resident who indicated a desire to “dig a trench” and connect to the MPWD system.

- **Seeking a .GOV Domain Name** – While it is not yet required that we convert to a .gov or .ca.gov domain name, it is anticipated that we will be required to do so in the future. Therefore, we submitted a request to obtain a .gov domain name about 6 months ago, and just received approval for one. They will issue MidPenWaterCA.gov to us. This format is concerning, as we believe that it will frequently get mistaken for MidPenWater\_CA.gov and will result in our customers failing to reach us. Therefore, we intend to request a .ca.gov domain once they allow applications again (anticipated January 2025).
- **Grant Writing Firm** – Staff have met with iParametrics, a grant writing firm that comes very well recommended. I plan to enter into an agreement with them for services to help us identify promising grant opportunities for our capital projects. The scope includes an initial work to get to know our CIP and projects, and then a monthly check of new grant programs for applicability. This scope will be within the GM’s signing authority. When promising grants are identified, it is anticipated that grant writing work will be conducted on a task order basis, and will be brought to the Board for approval as appropriate.
- **Lead and Copper Rule** – Staff submitted the inventory required under the Lead and Copper Rule in early October, ahead of the October 16<sup>th</sup> deadline. No lead service lines were found within our system, and we were able to report on all connections. This was a huge effort by our staff, coordinated and lead by Project Coordinator Victor Fung.
- **Tier 2 and Minimum Purchase Quantities** – No new information. The MPQ Amendment is expected to go before the SFPUC in November/December, and then each BAWSCA agency would be asked to approve the MPQ amendment and Tier 2 update in early 2025.
- **Staff Training** – We’ve had more staff training opportunities this month, including (1) open enrollment discussion lead by ASM Bell, and (2) De-escalation training for all staff, focused on tools to help de-escalate customer interactions. Both trainings were very well received.
- **APWA Luncheon** – Several staff attended the APWA Luncheon on October 16<sup>th</sup>. Lead Operator Jonathan Anderson was recognized for representing the Silicon Valley Chapter at the Rodeo at the annual conference. The topic was on SVCW’s RESCU project, which was insightful given its relationship to our planned 101 undercrossing project.
- **Folger Drive EOC** – Staff and Noll & Tam are working with the City to support their review of our application. The City has suggested that we pursue a rezoning of the property, rather than just a conditional use permit. We are working with the City to achieve this.

We are also continuing to work to develop public outreach materials to support the project, and plan to host 2 open houses to share the project benefits with our neighbors. A tour by Senator Becker is planned for October 28<sup>th</sup>.

- **Dairy Lane Rehab** – Noll & Tam’s proposal the full design for the Dairy Lane project is included for discussion on this agenda.
- **Executed a Contract with WCA for Tree Removal** – This contract was executed, and work on the tree removal project has begun.
- **Conferences & Training** – Scheduled to attend:
  - ACWA JPIA Leadership Class – Begins November 7, 2024
  - California Public Employers Labor Relations Association (CALPELRA) training forum, Monterey – 11/12/2024-11/15/2024
  - (Considering ACWA Fall Conference December 2-5)

### **Key Meetings and Conferences Attended**

- All Staff De-Escalation Skills Training – 10/17/2024
- APWA Luncheon Presentation on SVCW RESCU Project – 10/16/2024
- San Carlos City Council Meeting, observed remotely – 10/15/2024
- Coordination Meeting with California Water Service Re Northeast Area Specific Plan – 10/15/2024
- Open Enrollment All Staff Meeting – 10/10/2024
- Meeting with Wulff Hansen to Discuss Next Steps for Financing – 10/10/2024
- Received 2 New Toyota Maverick Pickup Trucks – 10/10/2024
- Training in new PEAK agenda compilation software – 10/9/2024
- Harbor Industrial Area Luncheon – 10/3/2024
- BAWSCA Water Managers Meeting – 10/3/2024
- Meeting with Stepford to Discuss District IT Infrastructure – 10/2/2024
- Meeting with Shawn Tooley to Discuss Potential Program Management of Building Projects – 10/1/2024
- 2x2 Meeting with City of Belmont – 10/1/2024
- Meeting with iParametrics to Discuss Grant Support Scope – 9/30/2024
- Meeting with John Davidson to Finalize Prop 218/Ord 128 Mailers – 9/27/2024
- Pre-meeting for 2x2 with City of Belmont – 7/26/2024
- Monthly coordination meeting with John Davidson – 9/24/2024
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG
- Bi-Weekly Safety/Rap Session Meetings with All Staff

### **3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS**

November 21, 2024 (Third Thursday)

- Review Ordinance 128 Comments Received
- Proposition 218 Protest Hearing
- Consider Ordinance Amending Rates and Charges
- Approve Water Supply Assessment for City of Belmont's Harbor Industrial Area Specific Plan
- Approve Water Supply Assessment for City of San Carlos' Northeast Area Specific Plan
- Receive Report on the California and San Francisco Regional Water System Conditions

December 12, 2024 (Second Thursday)

- Receive Certified Election Results from San Mateo County Chief Elections Officer
- Board Member Oath of Office
- Recognize Staff Accomplishments Over the Last Year
- Board Member Group Photo, Acknowledging Completion of a Successful Year
- Election of Officers for 2025
- Receive Report and Review Investment Structure and Plan Performance for MPWD Public Agency Retirement Services (PARS) Other Post-Employment Benefits (OPEB) Pre-Funding Trust Program and Pension Rate Stabilization Program (PRSP), and Consider Approving Plan Investment Portfolio for 2025
- Approve Annual Planning Schedule for Board of Directors
- Receive Report on Accounting Internal Controls
- Receive BAWSCA Update
- Receive Report on the California and San Francisco Regional Water System Conditions

Special Meeting Re: Strategic Plan - January 14, 2025

- Strategic Plan Update Discussion with Board

January 24, 2025 (Fourth Thursday)

- Consider Appointment of New Board Member(s)
- Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30, 2024, Presented by District Auditor, C.J. Brown & Company CPAs
- Consider Resolution Approving Updated MPWD Personnel Manual
- Receive Report on the California and San Francisco Regional Water System Conditions

Topics for Finance Committee, to be Scheduled

- Debt issuance topics
  - Make determination on method of sale
  - Determine approximate size of borrowing and term
- Audit Completion

- Folger and Dairy Lane project cost updates, as cost estimates are refined

Topics for Ad Hoc Board Member Appointment Committee, to be Scheduled

- Advertising for new board members
- Interview and selection process
- Schedule



**AGENDA ITEM NO. 10.A.**

DATE: October 24, 2024  
 TO: Board of Directors  
 FROM: Kat Wuelfing, General Manager

**SUBJECT: CUSTOMER OBJECTIONS RECEIVED TO DATE IN ACCORDANCE WITH ORDINANCE 128**

A packet of customer objections received through October 24, 2024 is attached. This includes a total of 5 letters and responses. It should be noted that of these, only 2 letters actually cite Ordinance 128. Additionally, some of these letters do not clearly articulate a desired outcome. Both of these are requirements of Ordinance 128 to obligate the District to provide a written response. However, because this is a new ordinance and process for the District, and in the spirit of being fully transparent and responsive to customers, we have prepared and are providing responses for letters that do not meet these minimum requirements, but do include articulated objections. Each of these letters is also being considered a Prop 218 protest. Inclusive of these letters, we have received a total of 9 Prop 218 protests.

A summary of the expressed customer concerns and the number customers expressing this concern is provided in the table below. The full letters received and our response letters are provided as an attached packet. The Board will receive an updated packet prior to the November 21<sup>st</sup> rate hearing.

Expressed Customer Concern	Number of Letters w/Concern
How were the water rate changes determined?	3
Are the water rates identified in the 2024 Water Rate Study certain?	1
How were the rate amounts determined? Could they be lower?	1
How were the water rate tiers determined?	1

Expressed Customer Concern	Number of Letters w/Concern
Is the District transparent in its rate setting and expenditures?	1
What are the benefits of the changing water rates?	1
Why do I need to pay a fixed meter charge even when I don't use water in a given month?	1
Why does MPWD not have a financial assistance program like PG&E or AT&T?	1
Why does the District not have a surcharge for excessive water usage?	1
Why is an electronic method to submit protests not provided?	1
Why is MPWD changing their water rates?	1

\* Note that some letters expressed multiple concerns, and thus the total is greater than the number of letters received.

7 Oct 2024

Mid-Peninsula Water District  
Attn: General Manager  
and Board of Directors  
1075 Old County Road, Suite A  
Belmont, CA 94002

Dear Sirs & Madams,

I am writing to protest  
proposed increases to the  
charges for water service.  
With this one letter I am  
participating in ~~both~~ the  
Proposition 218 protest  
process and objecting  
pursuant to Ordinance  
No. 28.

The reason for my protest  
is that rates are too high



2A



(2)

already. Having to pay \$28  
even during months  
when I don't even use  
1 unit of water is ridiculous.  
Additionally during those  
months where I qualified  
for Medi-Cal and Cal Fresh  
(Food Stamps), PCE & AT&T  
gave me a discount on  
their rates but there  
was no help from the  
MPWD. Not good.

I am the property  
owner of 2106 Shirley Road,  
Belmont, CA 94002-1546  
since 1 Oct 1996,

You need an electronic way  
to file protests, eg via web  
site or email. ~~Save a tree~~, it's  
the 21st century. Thank you, Sincerely,  
98 NATASHA M. FLAHERTY natashamf@

October 24, 2024

Natasha M. Flaherty  
2106 Shirley Road  
Belmont, CA 94002

Dear Ms. Flaherty,

We have received your letter and thank you for taking the time to submit your concerns with the District’s planned water rate change in accordance with our Ordinance 128. We have reviewed your letter and given it careful consideration. Your letter raised four primary concerns, and responses to each of these concerns are provided below. Your concerns as well as these responses will be shared with the Board of Directors. A summary of all written objections and our responses will be provided to the Board of Directors prior to their determination on whether to approve the proposed water rate change following the public hearing scheduled for November 21, 2024. We have also considered your letter to be a protest under Proposition 218.

**BOARD OF DIRECTORS**

*MATTHEW P. ZUCCA*  
President

*CATHERINE M. JORDAN*  
Vice-President

*BRIAN SCHMIDT*  
Director

*KIRK R. WHEELER*  
Director

*LOUIS J. VELLA*  
Director

**OFFICERS**

*KAT WUELFING*  
General Manager

*RENE A. RAMIREZ*  
Operations Manager

*ALISON BELL*  
Board Secretary

*JULIE SHERMAN*  
District Counsel

*JOUBIN PAKPOUR, PE*  
District Engineer

*JAMES W. RAMSEY, CPA, CFE*  
District Treasurer

**Why is MPWD changing their water rates?**

As a public agency subject to the requirements of Proposition 218, from time to time MPWD must conduct a rate study to ensure that the District does not collect more revenue than is necessary to cover its costs of service, and that its rate structure aligns with the proportional cost of providing the services.

MPWD retained HF&H Consultants to conduct a Water Rate Study. This rate study was designed to ensure that the District does not collect more revenue than is necessary to cover its costs, and that the proposed rate structure aligns with the proportional cost of providing the services. The detailed study and analysis is available on our website: <https://www.midpeninsulawater.org/articles/rate-change.php>.

All revenue that MPWD receives is used to pay for the water that customers use every day and is directly invested into less visible expenses like water system operations, maintenance, replacement, and improvement of the distribution system infrastructure, as well as costs for administration, and maintaining prudent financial reserves consistent with its *Financial Management Policy* (available on our website). The *2024 Water Rate Study* carefully analyzed current customer water use patterns and the District’s current and anticipated revenue needs. The proposed adjustments in water rates are needed to continue providing reliable service and cover the costs associated with:

- Purchasing treated water from the San Francisco Public Utilities Commission (SFPUC),
- Maintaining, replacing, and rehabilitating aging water infrastructure,
- Anticipated Operations and Management (O&M) expenses,
- Planned infrastructure improvements per its Capital Improvement Program (CIP), and
- Meeting legal and regulatory requirements, and other administrative and operating expenses.

The largest portion of MPWD's expenses is for the District's Capital Improvement Program. MPWD will make necessary investments in its operations and water infrastructure to secure water supplies, prevent costly emergency repairs, and prepare for major seismic events.

#### **Why do I need to pay a fixed meter charge even when I don't use water in a given month?**

Meter charges are assessed to every customer based on the size of the water meter. The District allocates "fixed" costs through the meter charge, which are costs incurred by the District that do not vary based on water use or demand. The fixed charges represent the customer's fair share of the system cost, based on the maximum safe flow/capacity as determined by meter size.

Fixed charges include account management, such as meter reading, billing, accounting, and customer service; and capacity in the system, such as a portion of the distribution storage tanks and distribution mains to customers. The District incurs costs associated with these services regardless of the volume of water a customer consumes each month.

#### **Why does MPWD not have a financial assistance program like PG&E or AT&T?**

MPWD, like most public agencies that provide essential public services, is constrained in offering low income rate assistance due to the substantive requirements of Proposition 218. Unlike PG&E or AT&T, which are for-profit companies, MPWD is a public agency and cannot generate a profit. Proposition 218 requires that water districts only collect rates and charges in an amount necessary to cover the cost to provide the service, and requires that customers only pay their proportional share of the total cost. This means it is not possible for a special district to provide a financial subsidy to one group of ratepayers, without resulting in another group paying more than their fair share.

State and Federal programs for financial assistance have been available in the past, including the federally funded Low Income Household Water Assistance Program (LIHWAP), which was established by Congress in December 2020 and ended on March 31, 2024.

In the last legislative session, for example, a federal bill was introduced to make the LIHWAP permanent, and a state bill was introduced to create a universal water rate affordability

program (Senate Bill 1255). While neither passed this year, you may wish to reach out to your elected officials to indicate your support for this type of legislation in the upcoming session.

**Why is an electronic method to submit protests not provided?**

The protest procedures for challenging a property-related fee or charge are described in Section 6 of Article XIID of the California Constitution, Government Code Section 53755, and are further described in the FAQs on our website.

State law provides that written protests must be received by the District by the close of the Public Hearing. The protest must include a signature and legibly printed name of the record owner or customer of record who is submitting the protest. This information is to verify whether the person submitting the ballot is a property owner authorized to submit a protest.

Sincerely,



Kathryn Wuelfing  
General Manager

cc: MPWD Board of Directors  
Julie Sherman (District Counsel, Hanson Bridgett)

Mid Peninsula Water District  
1075 Old County road Suite A  
Belmont Ca 94002



October 15, 2024

To General Manager

After reviewing the Mid Peninsula Water District mailer addressing rate increases I am writing in protest of the proposed rate changes.

The rate increase incorporates two direct rate increases and reduces the allowable amounts of water used in the tier levels. This last change in the tier level penalizes households who conserve water.

The sample residential water bill examples show a 21% increase for 3 HCF usage, 12% increase for 6 HCF, and 18% increase for 12 HCF usages. This far exceeds the annual inflation rate of under 3%. Again this penalizes a household trying to conserve water.

Please register my protest to these rate increases.

A handwritten signature in black ink, appearing to read "Margaret R Freydoz", written in a cursive style.

Margaret R Freydoz  
1106 Villa Ave  
Belmont Ca  
94002



1075 Old County Road, Suite A, Belmont, CA 94002  
tel: 650.591.8941 fax: 650.591.4998 [MidPeninsulaWater.org](http://MidPeninsulaWater.org)

October 24, 2024

Margaret R. Freydoz  
1106 Villa Ave.  
Belmont, CA 94002

Dear Ms. Freydoz,

We have received your letter and thank you for taking the time to submit your concerns with the District's planned water rate change. Your letter did not explicitly say that it was intended as an objection consistent with our Ordinance 128; however, we are treating it as such and providing a response. We have reviewed your letter and given it careful consideration. Your letter raised concern about how the water rate tiers and amounts were set, and responses to these concerns are provided below. Your concerns as well as these responses will be shared with the Board of Directors. A summary of all written objections and our responses will be provided to the Board of Directors prior to their determination on whether to approve the proposed water rate change following the public hearing scheduled for November 21, 2024. We have also considered your letter to be a protest under Proposition 218.

#### BOARD OF DIRECTORS

*MATTHEW P. ZUCCA*  
President

*CATHERINE M. JORDAN*  
Vice-President

*BRIAN SCHMIDT*  
Director

*KIRK R. WHEELER*  
Director

*LOUIS J. VELLA*  
Director

#### OFFICERS

*KAT WUELFING*  
General Manager

*RENE A. RAMIREZ*  
Operations Manager

*ALISON BELL*  
Board Secretary

*JULIE SHERMAN*  
District Counsel

*JOUBIN PAKPOUR, PE*  
District Engineer

*JAMES W. RAMSEY, CPA, CFE*  
District Treasurer

#### How were the water rate changes determined?

The proposed rate increases were determined through a detailed financial analysis conducted as part of the *2024 Water Rate Study*. The study considered the District's operating costs, infrastructure needs, and future water supply requirements. The Board of Directors considered and reviewed the study and water rate change at 10 public meetings from December 2023 through September 2024 to make sure that the water rate changes were necessary, proportional, compliant with state law, and in the best interest of the District, its customers, and the community.

#### How were the water rate tiers determined?

MPWD, like most public agencies that provide essential public services, is constrained in the way it sets rates due to the substantive requirements of Proposition 218. Proposition 218 requires that water districts only collect rates and charges in an amount necessary to cover the cost to provide the service, and requires that customers only pay their proportional share of the total cost. The determination of the tier breakpoints are based on actual customer water use patterns, which tend to change over time. The last time the District conducted a rate study

and considered the tier breakpoints was 2015. The updated 2024 Water Rate Study is available on our website, and goes into detail on how the tier breakpoints were determined based on the cost to provide service at each volume based on the current customer water use patterns.

Further, it should be noted that the District has not raised rates except for passing through the direct costs SFPUC's wholesale water rate increases since 2019. Over this period, the Consumer Price Index (CPI) experienced an increase of over 18%. The District works to control costs as much as it can; however, it is subject to the same cost increases as the rest of the Bay Area. In addition, there are many factors beyond inflation that we must consider when setting rates that are necessary to meet the District's operational needs and comply with state law.

Sincerely,



Kathryn Wuelfing  
General Manager

cc: MPWD Board of Directors  
Julie Sherman (District Counsel, Hanson Bridgett)

2720 Barclay Way  
Belmont, CA 94002  
October 8, 2024



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

Dear Ms. Wuelfing,

I am objecting to the proposed water rates for FY2024-25 through FY2028-29. By my calculations, residential customers with 6 HCF in usage will have their rates increase by over 50% in less than 4 years. This represents a compound annual growth rate of 11.5% per year, which is 4.6 times greater than the current US inflation rate of 2.5% for the 12 months ending in August. As a result, these proposed rate increases seem excessive, and I respectfully request that you reconsider them and the corresponding 5-year capital improvement plan. Thank you!

Sincerely,

*Eric Hoover*

Eric Hoover

October 24, 2024

Eric Hoover  
2720 Barclay Way  
Belmont, CA 94002

Dear Mr. Hoover,

We have received your letter and thank you for taking the time to submit your concerns with the District's planned water rate change. Your letter did not explicitly say that it was intended as an objection consistent with our Ordinance 128; however, we are treating it as such and providing a response. We have reviewed your letter and given it careful consideration. Your letter raised two primary concerns, and responses to these concerns are provided below. Your concerns as well as these responses will be shared with the Board of Directors. A summary of all written objections and our responses will be provided to the Board of Directors prior to their determination on whether to approve the proposed water rate change following the public hearing scheduled for November 21, 2024. We have also considered your letter to be a protest under Proposition 218.

#### BOARD OF DIRECTORS

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*Operations Manager*

ALISON BELL  
*Board Secretary*

JULIE SHERMAN  
*District Counsel*

JOUBIN PAKPOUR, PE  
*District Engineer*

JAMES W. RAMSEY, CPA, CFE  
*District Treasurer*

#### How were the water rate changes determined?

The proposed rate increases were determined through a detailed financial analysis conducted as part of the *2024 Water Rate Study*. The study considered the District's operating costs, infrastructure needs, and future water supply requirements. The Board of Directors considered and reviewed the study and water rate change at 10 public meetings from December 2023 through September 2024 to make sure that the water rate changes were necessary, proportional, compliant with state law, and in the best interest of the District, its customers, and the community.

Further, it should be noted that the District has not raised rates except for passing through the direct costs SFPUC's wholesale water rate increases since 2019. Over this period, the Consumer Price Index (CPI) experienced an increase of over 18%. The District works to control costs as much as it can; however, it is subject to the same cost increases as the rest of the Bay Area. In addition, there are many factors beyond inflation that we must consider when setting rates that are necessary to meet the District's operational needs and comply with Proposition 218.

**Are the projects identified in the 5-year CIP Budget necessary?**

The District updated its comprehensive Capital Improvement Program in 2024. The full CIP identifies 80 separate projects to maintain and improve our aging infrastructure and to make sure the District continues to provide the community with the level of service and quality that it has enjoyed for over 95 years. The Board of Directors met and carefully considered the needs of the District, the community, and the proposed rates at 10 public meetings, and through this process prioritized a subset of projects to be completed within the next 5 years. These projects were prioritized based on a number of factors including their benefits to the community and their potential impacts should the District face an emergency, especially a major earthquake. The Board of Directors weighed each of these considerations carefully and determined that the prioritized projects are necessary and in the best interest of the community.

Sincerely,



Kathryn Wuelfing  
General Manager

cc: MPWD Board of Directors  
Julie Sherman (District Counsel, Hanson Bridgett)



Oct 14, 2024

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

Dear General Manager,

Subject: Written Objection to Proposed Water Rates

I am writing to formally submit my objection to the proposed water rates in accordance with the Ordinance. My name is Zahra Lavji, and I reside at 2726 Barclay Way, Belmont CA, 94002. You can contact me by email at [bauerzahra@gmail.com](mailto:bauerzahra@gmail.com).

I am concerned about the proposed rate increases for the following reasons:

1. **Affordability:** The proposed rates significantly impact households like mine, particularly in light of the ongoing economic challenges many residents face. Increasing rates could place an undue financial burden on families who are already struggling to meet their basic needs.
2. **Rate Structure Transparency:** I seek clarification on how the new rates were determined. There is a lack of transparency and justification regarding the factors influencing these increases, including operational costs, infrastructure investments, and other expenditures.
3. **Value for Service:** The quality of water service and maintenance in our area has not consistently matched the current rate levels. I believe that any rate increase should correspond with demonstrable improvements in service quality and reliability.
4. **Surcharge for Excessive Usage:** I propose that a surcharge be implemented for households that have excessive water usage, such as those with swimming pools. This would promote responsible water use and help offset costs associated with increased demand on our water supply. Implementing such a surcharge would also encourage conservation among residents. Additionally, folks who have adopted artificial turfs vs real grass etc should not be asked to pay rate hikes.

In light of these concerns, I respectfully request that the Board reconsider the proposed rates or explore alternative solutions that would mitigate the financial impact on residents. A thorough review of the budget and potential cost-saving measures should be conducted before implementing such increases.

Thank you for considering my objection. I appreciate the opportunity to voice my concerns and look forward to your response.

Sincerely,

Zahra Lavji



2726 Barclay Way  
Belmont, CA 94002

Email: [bauerzahra@gmail.com](mailto:bauerzahra@gmail.com)

Tel: 650 596 8004

October 24, 2024

Zahra Lavji  
2726 Barclay Way  
Belmont, CA 94002  
[bauerzahra@gmail.com](mailto:bauerzahra@gmail.com)

Dear Ms. Lavji,

We have received your letter and thank you for taking the time to submit your concerns with the District’s planned water rate change in accordance with our Ordinance 128. We have reviewed your letter and given it careful consideration. Your letter raised four primary concerns, and responses to each of these concerns are provided below. Your concerns as well as these responses will be shared with the Board of Directors. A summary of all written objections and our responses will be provided to the Board of Directors prior to their determination on whether to approve the proposed water rate change following the public hearing scheduled for November 21, 2024. We have also considered your letter to be a protest under Proposition 218.

**BOARD OF DIRECTORS**

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Vice-President

*BRIAN SCHMIDT*  
Director

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*LOUIS J. VELLA*  
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Board Secretary

*JULIE SHERMAN*  
District Counsel

*JOUBIN PAKPOUR, PE*  
District Engineer

*JAMES W. RAMSEY, CPA, CFE*  
District Treasurer

**How were the water rate changes determined?**

The proposed rate increases were determined through a detailed financial analysis conducted as part of the *2024 Water Rate Study*. The study considered the District’s operating costs, infrastructure needs, and future water supply requirements. The Board of Directors considered and reviewed the study and water rate change at 10 public meetings from December 2023 through September 2024 to make sure that the water rate changes were necessary, proportional, compliant with state law, and in the best interest of the District, its customers, and the community.

Further, it should be noted that the District has not raised rates except for passing through the direct costs SFPUC’s wholesale water rate increases since 2019. Over this period, the Consumer Price Index (CPI) experienced an increase of over 18%. The District works to control costs as much as it can; however, it is subject to the same cost increases as the rest of the Bay Area. In addition, there are many factors beyond inflation that we must consider when setting rates that are necessary to meet the District’s operational needs and comply with Proposition 218.

### **Is the District transparent in its rate setting and expenditures?**

As a public agency, all major policy and financial decisions are made in public meetings, which are accessible and available to the public. In addition, the District has a strong practice of transparency, well beyond the minimum requirements, and has received and maintains a District Transparency Certificate of Excellence from the California Special Districts Association.

The information requested in your letter regarding the rate calculation factors is available on our website, the majority of which can be found on the following webpage: <https://www.midpeninsulawater.org/articles/rate-change.php>.

The *2024 Water Rate Study* identifies the projected operational and capital expenditures assumed over the next 5 years, and is available on the rate change webpage.

Our updated Capital Improvement Program (CIP) identifies CIP projects completed in the last 10 years as well as all projects identified for the future, including costs, and is available on the rate change webpage.

Our annual budget, annual audits, and other financial information is available here: <https://www.midpeninsulawater.org/financialrecords>.

These documents are all reviewed and approved by the Board of Directors at public meetings. Agendas and minutes for these meetings area all posted here:

<https://www.midpeninsulawater.org/agendas>.

Every month at its regular meeting, the Board receives updates on District expenditures and revenue and the District's current financial position. The Board also reviews and approves all major District investments and expenditures.

### **What are the benefits of the changing water rates?**

The revenue the District receives will allow us to continue meeting our operational needs as well as investment into the water system to ensure continued and improved water service and quality. Investment in proactive maintenance and modernization of our infrastructure is necessary to avoid water emergencies, and impacts to water service and quality through pipeline ruptures and other critical failures.

MPWD's planned capital projects fall into three main categories:

- Replacement and Material Upgrades to Aging Water Mains
- Storage Tank Projects to Improve Seismic Resiliency and Increase Longevity
- Modernization of Operations & Administrative Buildings

**Replacement and Material Upgrades to Aging Water Mains.** The District's distribution system includes more than 95 miles of water mains, which bring water from SFPUC turnouts to each home and business within MPWD's service area. Most of these water mains were installed from the 1930s through 1960s, as the community was built out. These pipes have aged and the needs of the community have advanced. Therefore, the MPWD's 5-year CIP budget includes

projects to proactively replace aging pipelines before they see end-of-life failures. By installing new pipelines with new materials and technology that extend their lifespans (like cathodic protection), the MPWD's system will meet the needs of the community today and into the future.

**Storage Tank Projects to Improve Seismic Resiliency and Increase Longevity.** The District maintains 11 water storage tanks at six sites. These tanks are used for maintaining system pressure on a day-to-day basis and in times of emergency, to ensure delivery of water to households and business, as well as for use by the fire department to respond to fires. The 5-year CIP budget includes plans to replace two tanks originally constructed in 1952 with tanks designed to withstand a major seismic event. The 5-year CIP budget also includes projects to recoat and extend the lifespan of tanks at three locations, proactively investing in their maintenance and avoiding more costly replacement or rebuild of such tanks in the future

**Modernization of Operations & Administrative Buildings.** MPWD's Operations Center at 3 Dairy Lane in Belmont was flooded during the New Year's Eve storm at the end of 2022. This resulted in administration staff being relocated to a leased office space since the event. The District conducted a comprehensive assessment of its operations and administrative buildings and identified two facility modernization projects. These projects will mitigate identified risks, including climate change, sea level rise, and earthquakes, as well as the Bay Area cost of living impacts on workforce. Modernization projects are included in the MPWD's 5-year CIP budget and are integral to making sure that the District can continue to serve the community with excellent reliability and customer service for years to come.

#### **Why does the District not have a surcharge for excessive water usage?**

MPWD, like most public agencies that provide essential public services, is constrained in the way that we structure our water rates due to the substantive requirements of Proposition 218. Proposition 218 requires that water districts only collect rates and charges in an amount necessary to cover the cost to provide the service, and requires that customers only pay their proportional share of the total cost. This means it is not possible for a special district to charge a fee for use that is considered excessive.

Sincerely,



Kathryn Wuelfing  
General Manager

cc: MPWD Board of Directors  
Julie Sherman (District Counsel, Hanson Bridgett)

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



October 16, 2024

Dear Mid-Peninsula Water District,

I am writing to express my strong opposition to the proposed increases to water service charges. I am the property owner of 1619 Manzanita Ave, Belmont (also known as Parcel 044-341-080).

I believe that these proposed increases are excessive and will place a significant financial burden on property owners and residents. I urge the District to reconsider these proposals and explore alternative solutions to meet its financial needs.

Sincerely,

A handwritten signature in blue ink, appearing to read "Geoffrey Wong".

Geoffrey Wong

*Property owner*

October 24, 2024

Geoffrey Wong  
1619 Manzanita Ave.  
Belmont, CA 94002

Dear Mr. Wong,

We have received your letter and thank you for taking the time to submit your concerns with the District’s planned water rate change. Your letter did not explicitly say that it was intended as an objection consistent with our Ordinance 128; however, we are treating it as such and providing a response. We have reviewed your letter and given it careful consideration. Your letter raised concerns about the amount of proposed increases and for the District to consider alternative solutions for its financial needs. Your concerns as well as these responses will be shared with the Board of Directors. A summary of all written objections and our responses will be provided to the Board of Directors prior to their determination on whether to approve the proposed water rate change following the public hearing scheduled for November 21, 2024. We have also considered your letter to be a protest under Proposition 218.

**BOARD OF DIRECTORS**

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Vice-President

*BRIAN SCHMIDT*  
Director

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*LOUIS J. VELLA*  
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Board Secretary

*JULIE SHERMAN*  
District Counsel

*JOUBIN PAKPOUR, PE*  
District Engineer

*JAMES W. RAMSEY, CPA, CFE*  
District Treasurer

**How were the water rate changes determined?**

The proposed rate increases were determined through a detailed financial analysis conducted as part of the *2024 Water Rate Study*. The study considered the District’s operating costs, infrastructure needs, and future water supply requirements. The Board of Directors considered and reviewed the study and water rate change at 10 public meetings from December 2023 through September 2024 to make sure that the water rate changes were necessary, proportional, compliant with state law, and in the best interest of the District, its customers, and the community.

**Are the water rates identified in the 2024 Water Rate Study certain?**

With the exception of the first year rate increase, rate increases may be less than identified in the *2024 Water Rate Study*. The proposed water rates, if approved, are the maximum rates that MPWD can implement in the coming five years. However, each year the MPWD Board will evaluate budget conditions and may elect not to raise rates to the maximum approved. For example, after adopting the last 5-year rate study in 2015, the MPWD Board elected not to raise rates to the maximum allowed within the first 5 years, and has not raised rates since

2019, except for SFPUC pass-through costs. Several factors that could reduce the District's revenue needs and corresponding rate increases include:

- Obtaining a lower interest rate on financing than the 5.5% assumed in the rate study,
- Capacity charge revenue generated from new commercial or multi-family housing development in the MPWD service area,
- Successfully obtaining alternative tax-based funding sources such as grants and local, state, or federal funds,
- Lower than anticipated inflation, and
- Lower than anticipated costs of materials.

The MPWD is committed to funding its necessary projects through a comprehensive funding strategy, and will continue to seek all opportunities to reduce the impact on customers.

Additionally, MPWD has not increased its customer water rates except for pass-through SFPUC wholesale rate increases since July 2019. Below is a summary of the rate increases to our customers over the last five years:

- July 1, 2024 – SFPUC raised its rates by \$0.46/HCF. MPWD passed the \$0.46/HCF increase through to customers.
- July 1, 2023 – SFPUC raised its rates by \$0.46/HCF. MPWD passed the \$0.46/HCF increase through to customers.
- July 1, 2022 – SFPUC raised its rates by \$0.65/HCF. MPWD passed the \$0.65/HCF increase through to customers.
- 2021 – No Rate Increase
- 2020 – No Rate Increase

Sincerely,



Kathryn Wuelfing  
General Manager

cc: MPWD Board of Directors  
Julie Sherman (District Counsel, Hanson Bridgett)

**MEETING MINUTES**

**BOARD OF DIRECTORS  
OF THE MID-PENINSULA WATER DISTRICT**

Thursday, October 24, 2024  
Belmont, California

**1. OPENING**

**A. Call to Order**

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

**B. Establishment of Quorum**

Present: President Zucca, Vice President Jordan, Director Vella, Wheeler, and Schmidt.

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Alison Bell, District Counsel Julie Sherman, District Treasurer James Ramsey, District Engineer Joubin Pakpour.

An announcement was made that Director Schmidt would be attending the meeting via teleconference under the Brown Act's "just cause" exception. Accordingly, all votes will be taken via "roll call".

**C. Pledge of Allegiance**

Joubin Pakpour led the Pledge of Allegiance.

**2. PUBLIC COMMENT**

President Zucca asked for public comment.

There were none.

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

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

**A. Approve Minutes for the Special Meeting on September 17, 2024**

**B. Approve Expenditures from September 1, 2024 through September 30, 2024**

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**C. Approve 2024 MPWD Catalog of Enterprise Systems per Government Code Section 6270.5**

Director Vella moved to approve the Consent Agenda.

Director Wheeler seconded the motion.

Roll call vote: Motion passed 5-0-0. 5-Ayes, 0-Noes, 0-Absent

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM**

**A. Provide Direction on Hiring a Consultant Program Manager for Building Projects**

The Board provided direction to GM Wuelfing.

**8. REGULAR BUSINESS AGENDA**

**A. Consider Resolution 2024-21 Resolution of the Board of Directors of the Mid-Peninsula Water District Expressing its Official Intent Regarding Certain Capital Expenditures to be Reimbursed with Proceeds of a Proposed Financing and Retaining a Municipal Advisor, Bond Counsel and Disclosure Counsel and Directing Certain Actions with Respect Thereto**

Director Vella moved to adopt Resolution No. 2024-21.

Director Wheeler seconded the motion.

Roll call vote: Motion passes, 5-0-0: 5-Ayes, 0-Noes, 0-Absent

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**B. Consider Adopting Telework Policy for the Mid-Peninsula Water District**

The Board provided feedback for ASM Bell to make edits.

Vice President Jordan moved to adopt the Telework Policy with the amendments discussed by the Board.

Director Wheeler seconded the motion.

Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent

**C. Receive 2024 Third Quarter Water Conservation Staff Report**

Water Resources Coordinator Drew Bost gave a presentation to the Board.

**D. Consider and Confirm MPWD 2025 Regular Board Meeting Schedule**

The Board was presented with meeting dates for next year.

**E. Consider and Give Direction Regarding Voting on the Proposed Amended and Restated Bylaws of the Association of California Water Agencies (ACWA) at the Fall 2024 ACWA Conference**

The Board directed GM Wuelfing to vote Yes if she attends the Fall ACWA Conference.

**F. Receive BAWSCA Update**

There was no BAWSCA meeting, but Director Vella provided update on BAWSCA's new CEO.

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

OM Ramirez presented to the Board.

**9. MANAGEMENT AND BOARD REPORTS**

**A. Management Reports**

**1. District Treasurer and Financial Report for the Month Ending September 30, 2024**

District Treasurer James Ramsey provided the Board with a financial update.

**2. District Engineer**

District Engineer Joubin Pakpour provided an update on Capital Projects.

**3. Administrative Services Manager**

ASM Bell provided a review of her report.

**4. Operations Manager**

OM Ramirez provided a review of his report.

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**5. General Manager**

GM Wuelfing provided a review of her report.

**B. Director Reports**

The Board provided their reports.

**10. COMMUNICATIONS**

**A. Customer Objections Received to Date in Accordance with Ordinance 128**

GM Wuelfing presented the Board with the correspondence received thus far regarding Ordinance 128, along with staff's responses.

**11. CLOSED SESSION**

The Board adjourned to closed session at 8:32 PM.

**A. Public Employee Performance Evaluation and Associated Negotiations  
Government Code Sections 54957 and 54957.6**

**Title: General Manager**

Legal Counsel Julie Sherman, reported that no reportable action was taken by the Board.

**12. RECONVENE TO OPEN SESSION**

Open session was reconvened at 8:49 PM.

**13. ADJOURNMENT**

Meeting adjourned at 8:50 PM.

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Signed by:  
*Alison Bell*

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DISTRICT SECRETARY

APPROVED:

Signed by:  
*Matt Bucca*

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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, NOVEMBER 21, 2024 AT 6:30PM