



**BOARD OF DIRECTORS
THURSDAY, NOVEMBER 21, 2024 - 6:30 PM**

AGENDA

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

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

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

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

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

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS - 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 Regular Board Meeting on September 26, 2024
- B. Approve Minutes for the Regular Board Meeting on October 24, 2024
- C. Approve Expenditures from October 1, 2024 through October 31, 2024
- D. Consider Resolution 2024-22 Authorizing the Purchase of: 1 – 2024 Ford F-150 XLT Hybrid Pickup Truck in an Amount not to Exceed \$63,620 and 1 – 2024 F-450 Utility Service Truck in an Amount not to Exceed \$99,850
- E. Consider Resolution 2024-23 Authorizing the General Manager to Amend the District Engineer's Contract

6. HEARING AND APPEALS

- A. Receive and Review Summary of Objections Received per Ordinance 128
- B. Proposition 218 Public Hearing
 - 1. Open Hearing
 - 2. Consider Oral Testimony
 - 3. Review Written Protests
 - 4. Close Hearing
 - 5. If written protests representing a majority of the parcels subject to the proposed water rates have not been received, then the Board will consider adopting Ordinance 129 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD

7. CAPITAL IMPROVEMENT PROGRAM - None

8. REGULAR BUSINESS AGENDA

- A. Receive Report from Wulff-Hansen on the U.S. Treasuries Investment to Date
- B. Consider Resolution 2024-24 Approving Update to the Residential Water Service Termination Policy
- C. 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 October 31, 2024
 - 2. District Engineer
 - 3. Administrative Services Manager
 - 4. Operations Manager
 - 5. General Manager
- B. Director Reports

10. COMMUNICATIONS

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.

ACCESSIBLE PUBLIC MEETINGS

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

NEXT REGULAR BOARD MEETING: THURSDAY, DECEMBER 12, 2024 AT 6:30PM

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MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, September 26, 2024
Belmont, California

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1. OPENING

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A. **Call to Order**

15 The regular meeting of the Mid-Peninsula Water District was called to order by
16 President Zucca at 6:32 PM.

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B. **Establishment of Quorum**

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

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22 A quorum was present.

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24 Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene
25 Ramirez, Administrative Services Manager (ASM) Alison Bell, District Counsel Julie
26 Sherman, District Treasurer James Ramsey, District Engineer Joubin Pakpour
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C. **Pledge of Allegiance**

29 Director Schmidt led the Pledge of Allegiance.
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2. PUBLIC COMMENT

32 President Zucca asked for public comment.

33 There were none.
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3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS

36 President Zucca asked if there were any additions, deletions, or items to be pulled from
37 consent. Director Schmidt asked that his Director Report be moved up before item 8.D.
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4. ACKNOWLEDGEMENTS/PRESENTATIONS

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A. **Presentation by Kati Martin, Special District Representative on San Mateo 42 County LAFCo**

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44 Kati Martin presented the Board with information regarding her background and the
45 functions of LAFCo. Board discussion ensued.
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B. **Monique Robinson, Management Advisor (and Former Administrative Services**

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

The Board presented Management Advisor, Monique Robinson with a Proclamation for her retirement. Staff members and the Board shared their experiences working with her and expressed their gratitude for her service to the District.

5. CONSENT AGENDA

- A. Approve Minutes for the Special Board Meeting on July 23, 2024**
- B. Approve Minutes for the Regular Board Meeting on July 25, 2024**
- C. Consider Resolution 2024-13 Authorizing a Five-Year Contract with XiO, Inc. for Acuity Hub Operations Management (SCADA System)**
- D. MPWD Annual Reimbursements Report (pursuant to Government Code Section 53065.5)**
- E. Consider Resolution 2024-17 Authorizing the General Manager to Execute a**

71 **Contract with West Coast Arborists, Inc. for Tree Removal Services at Four**
72 **District Sites in the Amount of \$51,150, Plus a 10% Contingency in the Amount**
73 **of \$5,100 for a Total Budget not to Exceed \$56,250**
74

75 **F. Approve Expenditures from July 1, 2024 through July 31, 2024, and from August**
76 **1, 2024 through August 31, 2024**
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78 **G. Approve Resolution 2024-18 Authorizing Task Order 25-07 with the District**
79 **Engineer, Pakpour Consulting Group, Inc., to Provide Plans, Specifications and**
80 **Cost Estimates for the Recoating of the West Belmont North Tank and the**
81 **Exbourne West Tank at a Cost of \$78,541, Plus a 10% Contingency of \$7,850 for a**
82 **Total Budget of \$86,391**
83

84 Director Schmidt moved to approve the Consent Agenda.

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86 Director Wheeler seconded the motion.

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88 Motion passed 5-0-0. 5-Ayes, 0-Noes, 0-Absent
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90 **6. HEARING AND APPEALS – None**

91 There were none.
92

93 **7. CAPITAL IMPROVEMENT PROGRAM**
94

95 **A. Consider Resolution 2024-19 Authorizing the General Manager to Execute a**
96 **Contract Amendment for Professional Services with Noll & Tam Architects, for**
97 **Architectural and Engineering Services for the MPWD Dairy Lane Facility in the**
98 **Amount of \$800,490, Plus a 10% Contingency in the Amount of \$80,010 for a Total**
99 **Project Budget Not to Exceed \$880,500**
100

101 General Manager Wuelfing presented the resolution that would amend the existing
102 contract with Noll & Tam to include scope for design services for the MPWD Dairy Lane
103 Facility. Scott Salge was present from Noll & Tam to answer Director questions.
104

105 Director Vella moved to adopt Resolution No. 2024-19 approving the contract
106 amendment for Noll & Tam.
107

108 Director Schmidt seconded the motion.
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110 Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent
111

112 **B. Consider Resolution 2024-20 Accepting as Complete the Old County Road Phase**
113 **1 Improvements (15-75) and Ralston Avenue Improvements (15-82), and**
114 **Authorizing the Recordation of a Notice of Completion for the Project**
115

116 Operations Manager Ramirez presented the resolution that will allow the District to file
117 the notice of completion with the County for the Old County Road project. District
118 Engineer Joubin Pakpour was present to answer Director questions.

119 Director Vella moved to adopt Resolution No. 2024-20 accepting as complete the Old
120 County Road Phase 1 Improvements (15-75) and Ralston Avenue Improvements (15-
121 82) projects.

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123 Director Wheeler seconded the motion.

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125 Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent
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128 **8. REGULAR BUSINESS AGENDA**

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130 **A. Review Final 2024 Rate Study**

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132 Board received information from General Manager (GM) Kat Wuelfing. Board discussion
133 followed and provided GM Wuelfing with several items to follow-up with Rick Simonson
134 on, and potentially be revised in the report.
135

136 **B. Review Draft Proposition 218 Public Hearing Notice**

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138 Board reviewed the notice for Proposition 218. Feedback was given to GM Wuelfing for
139 edits to be made to the notice, and direction to proceed with mailing the notice to
140 customers and property owners.
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142 **C. Consider Ordinance No. 128 Establishing a Procedure for Ratepayer Objections
143 to Proposed Water Rates**

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145 GM Wuelfing presented Ordinance No. 128 as well as the draft notice that will be sent to
146 the community, if the Borad approved the ordinance. District Counsel Julie Sherman
147 provided information to the Board. Board provided suggestions to add further information
148 and clarifications to the notice regarding the differences between a Proposition 218 protest
149 and an objection required pursuant to the ordinance.
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151 Director Schmidt moved to adopt Ordinance No. 128 Establishing Procedure for
152 Ratepayer Objections to Proposed Water Rates.

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154 Vice President Wheeler seconded the motion.

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156 Roll call vote: Motion passed, 5-0-0: 5-Ayes, 0-Noes, 0-Absent
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159 **D. Receive Mezes and Hersom Water Tank Property Appraisals, Status Report
160 Update, and Provide Direction**

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162 GM Wuelfing presented the Board with information regarding the Mezes and Hersom
163 Water Tank properties. Board discussion followed. The Board directed staff to do further
164 research to evaluate whether it would be feasible to create a buildable residential lot out
165 of a portion of the Hersom tank site and the total Mezes tank site and then bring the
166 results back to the Board at a future meeting.

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

Vice President Jordan and Director Schmidt recused themselves from this item.

Board gave direction on how they would like to proceed with filling Director vacancies. President Zucca nominated Directors Vella and Wheeler to be on the ad hoc appointment committee. The tentative schedule is to begin community outreach to the division(s) that will be unrepresented in November.

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

GM Wuelfing presented the potential meeting dates for the Special Board Meeting to review the Strategic Plan. January 14, 2025 at 6 PM was chosen.

G. Receive BAWSCA Update

Director Vella provided staff with an update from the last BAWSCA meeting. GM Wuelfing provided additional information.

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

OM Ramirez presented the Board with information on the California and San Francisco Regional Water System.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

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

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MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, October 24, 2024
Belmont, California

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1. OPENING

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A. **Call to Order**

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

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B. **Establishment of Quorum**

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

20
21 A quorum was present.

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

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

32 Joubin Pakpour led the Pledge of Allegiance.
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2. PUBLIC COMMENT

35 President Zucca asked for public comment.

36 There were none.
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3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS

39 President Zucca asked if there were any additions, deletions, or items to be pulled from
40 consent. There were none.
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4. ACKNOWLEDGEMENTS/PRESENTATIONS - None

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5. CONSENT AGENDA

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

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48 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

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

80 The Board provided feedback for ASM Bell to make edits.

81
82 Vice President Jordan moved to adopt the Telework Policy with the amendments
83 discussed by the Board.

84
85 Director Wheeler seconded the motion.

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

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

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

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

94 The Board was presented with meeting dates for next year.

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

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

101
102 **F. Receive BAWSCA Update**

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

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

108 OM Ramirez presented to the Board.

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110 **9. MANAGEMENT AND BOARD REPORTS**

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112 **A. Management Reports**

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114 **1. District Treasurer and Financial Report for the Month Ending September**
115 **30, 2024**

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

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118 **2. District Engineer**

119 District Engineer Joubin Pakpour provided an update on Capital Projects.

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121 **3. Administrative Services Manager**

122 ASM Bell provided a review of her report.

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124 **4. Operations Manager**

125 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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DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

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

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Construction in Progress	4 LEAF, INC.	05-1521-CP - OCR WATER MAIN IMPROVEMENTS - AUG 2024	10/09/2024	103706	1,231.25
Construction in Progress	4 LEAF, INC.	05-1621-CP - OCR WATER MAIN IMPROVEMENTS	10/24/2024	103738	5,269.00
Construction in Progress	C2R ENGINEERING, INC	CHG ORD 9 - 05-1621-CP - OCR WATER MAIN IMPROVEMENTS	10/09/2024	103710	38,251.64
Construction in Progress	NOLL & TAM ARCHITECTS	24-07 - FOLGER EOC PROJECT	10/17/2024	39352	34,155.00
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1621-CP - SEPT 2024	10/09/2024	103718	5,299.88
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-08/24-10 W. BELMONT & EXBOURNE TANK COAT	10/09/2024	103718	1,336.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOL WMI - SEPT 2024	10/09/2024	103718	3,228.75
Accounts Payable	SILICON VALLEY CLEAN WATER	Refund Check 012562-000, 1385 SHOREWAY RD	10/01/2024	39339	70.00
Accounts Payable	RAN YU	Refund Check 013894-000, 1719 FERNWOOD WAY	10/01/2024	39345	121.70
Accounts Payable	RAN YU	Refund Check 013894-000, 1719 FERNWOOD WAY	10/01/2024	39345	137.70
Accounts Payable	JASON DURAN MERCOZA	Refund Check 013843-000, HYDRANT METER #15080378	10/01/2024	39335	304.51
Accounts Payable	MICHELY GONCALVES	Refund Check 013731-000, 303 HILLER ST	10/01/2024	39330	124.16
Accounts Payable	KAI DING	Refund Check 000751-000, 1806 RALSTON AVE	10/01/2024	39325	25.00
Accounts Payable	AL SCHMIDT/J PARAVENTI	Refund Check 008503-000, 2036 MEZES AVE	10/01/2024	39336	28.00
Accounts Payable	LEE CONNOR	Refund Check 012149-000, 900 LIVE OAK WAY # 904	10/01/2024	39323	336.55
Accounts Payable	ELICIA ELLIOTT	Refund Check 009112-001, 2127 CORONET BLVD	10/01/2024	39326	131.36
Accounts Payable	NIKOLAY MALOV	Refund Check 013612-000, 1100 RALSTON AVE #306	10/01/2024	39334	122.55
Accounts Payable	GEROLD STERNAD	Refund Check 010576-000, 7 BRYCE CT	10/01/2024	39342	212.79
Accounts Payable	TAORMINA IMPORTS	Refund Check 012486-000, 191 INDUSTRIAL RD B	10/01/2024	39343	152.38
Accounts Payable	BRAD GOLDSTONE	Refund Check 004333-000, 181 INDUSTRIAL RD	10/01/2024	39329	245.67
Accounts Payable	W SLIWKA	Refund Check 010770-000, 3907 CHRISTIAN DR	10/01/2024	39340	36.84
Accounts Payable	DEVCON CONSTRUCTION	Refund Check 002214-002, HYDRANT METER #22025982	10/01/2024	39324	747.39
Accounts Payable	SPE CONSTRUCTION	Refund Check 014099-000, HYDRANT METER #22025960	10/01/2024	39341	1,394.83
Acwa Health Care	ACWA JPIA	MEDICAL - NOVEMBER 2024	10/17/2024	103728	29,741.68
Acwa Health Care	ACWA JPIA	EAP - NOVEMBER 2024	10/17/2024	103728	54.56
Acwa Dental	ACWA JPIA	DENTAL - NOVEMBER 2024	10/17/2024	103728	2,680.20
Acwa Vision	ACWA JPIA	VISION - NOVEMBER 2024	10/17/2024	103728	469.04
Acwa Life/Ad&D	ACWA JPIA	LIFE - NOVEMBER 2024	10/17/2024	103728	700.03
Standard Ld/Sdl Disability	STANDARD INSURANCE COMPANY	OCTOBER 2024 PREMIUM	10/02/2024	103691	1,912.00
Workers Comp Insurance	ACWA JPIA	WORKERS COMP PREMIUM 7-1 THRU 9-30-2024	10/24/2024	103739	18,072.35
Retirees' Acwa Health Care	ACWA JPIA	RETIREEES - NOVEMBER 2024	10/17/2024	103728	9,289.14
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - NOVEMBER 2024	10/17/2024	103728	7,609.27
Employee Service Recognition	UMPQUA BANK	RETIREMENT GIFT - MONIQUE ROBINSON	10/17/2024	103735	438.40
Employee Service Recognition	UMPQUA BANK	ANNUAL EMPLOYEE PICNIC - SUPPLIES & PRIZES	10/17/2024	103735	199.72
Employee Service Recognition	UMPQUA BANK	ANNUAL EMPLOYEE PICNIC - SUPPLIES & PRIZES	10/17/2024	103735	48.31
Employee Service Recognition	UMPQUA BANK	CATERER FOR ANNUAL EMPLOYEE PICNIC	10/17/2024	103735	1,074.70
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 9-17-2024	10/02/2024	103694	198.30
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 9-24-2024	10/02/2024	103694	196.83
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THROUGH 10-1-2024	10/09/2024	103726	197.32
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THROUGH 10-08-2024	10/17/2024	103737	198.58
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THROUGH 10-15-2024	10/17/2024	103737	197.81
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	WATER CHARGES 9-18 TO 10-16-2024	10/24/2024	103746	598,600.27
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	BAWSCA BOND SURCHARGE 9-18 TO 10-16-2024	10/24/2024	103746	35,603.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	SERVICE CHARGE 9-18 TO 10-16-2024	10/24/2024	103746	7,730.00
WELO	GLOBAL SUN LANDSCAPE	WELO PLAN REVIEW - 580 MASONIC	10/09/2024	39328	174.00
Public Outreach & Education	BELMONT WATER DOG RUN	WATER DOG RACE SPONSORSHIP - SEPT 2024	10/09/2024	39322	330.75
Public Outreach & Education	SAN MATEO DAILY JOURNAL	BAWSCA LANDSCAPE WORSHOP AD - SEPT 16- 28, 2024	10/09/2024	39337	604.80
Lawn-Be-Gone Rebates	TAE JUNG KIM	LAWN BE GONE REBATE - 2732 WALTHAM CROSS STREET	10/09/2024	39332	4,600.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	MONTHLY LAB TESTING FOR WATER SAMPLES	10/02/2024	103689	2,035.00
Water Quality	SAN FRANCISCO WATER POWER SEWER	MONTHLY LAB TESTING AND LCR BOTTLES	10/02/2024	103689	6,651.00
Storage Tanks	HASSETT HARDWARE	PARTS TO FIX DEKOVEN TANK IRRIGATION	10/02/2024	103682	26.19
Storage Tanks	MAX NEMKOVICH	BACKFLOW TEST - DEKOVEN	10/24/2024	39359	170.00

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Mains/Distribution	BAIRD TRUCKING INC.	DUMP RUNS, QUARRY SAND	10/02/2024	39312	2,552.00
Mains/Distribution	BFI of CALIFORNIA INC. - OX MTN. LANDFILL	DUMP FEES	10/02/2024	39313	4,093.50
Mains/Distribution	GRANITE ROCK COMPANY	BASE ROCK	10/02/2024	103680	777.31
Mains/Distribution	GRANITE ROCK COMPANY	BASE ROCK	10/02/2024	103680	145.81
Mains/Distribution	HASSETT HARDWARE	FOLGER FIRE SERVICE	10/02/2024	103682	37.54
Mains/Distribution	HOME DEPOT	REPLACEMENT PLANTS @ HANNIBAL - AFTER BFD INSTALLATION	10/02/2024	103684	360.72
Mains/Distribution	HOME DEPOT	TOP SOIL, SOD, GRASS FOOD	10/02/2024	103684	107.80
Mains/Distribution	HOME DEPOT	MARKING FLAGS	10/17/2024	103729	57.40
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	MARKING PAINT	10/24/2024	39358	220.39
Mains/Distribution	NICOLE WELDING	TO WELD 2 FLANGES ON PIPE TO INSTALL BACKFLOW DEVICE @ HANNIBAL	10/02/2024	39317	1,650.00
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	1 1/4" COPPER TUBING, REROUNDING TOOL	10/09/2024	103725	1,715.02
Meters & Service	AQUA-METRIC SALES CO.	METERS AND REGISTERS	10/02/2024	103676	1,222.87
Meters & Service	HASSETT HARDWARE	METER PADLOCKS (SAME KEY)	10/02/2024	103682	521.91
Meters & Service	M&M BACKFLOW & METER MAINTENANCE	METER TESTING - LARGE METERS	10/09/2024	39333	18,975.00
Meters & Service	M&M BACKFLOW & METER MAINTENANCE	HONEYWELL METERS & SPOOLS	10/09/2024	39333	7,903.17
Meters & Service	MAX NEMKOVICH	BACKFLOW TEST - WELLSELEY CRESCENT PARK	10/24/2024	39359	170.00
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOX & LID	10/02/2024	103693	1,017.02
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	3/4 & 1 IN COUPLINGS	10/02/2024	103693	1,941.32
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOX	10/02/2024	103693	570.55
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOXES & LIDS. BALL VALVES	10/09/2024	103725	1,954.58
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOX & LID	10/09/2024	103725	1,229.47
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOX & LID	10/09/2024	103725	524.26
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	ANGLE METER STOPS	10/09/2024	103725	743.73
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOXES & CM - S100025053.001	10/17/2024	103736	405.52
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER ANGLE STOPS	10/17/2024	103736	576.15
Fire Hydrants	UNDERGROUND REPUBLIC WATER WORKS	BREAK OFF BOLTS, SADDLE	10/17/2024	103736	368.42
Employee Safety	NORTHERN SAFETY CO. INC.	RAIN SUITS & RUBBER GLOVES/CM906346016	10/17/2024	39353	837.42
Generator Maintenance	HASSETT HARDWARE	SCREWS TO SCREW DOWN PLYWOOD	10/02/2024	103682	90.15
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	10/02/2024	103675	290.74
Buildings & Grounds	BAY POINTE LANDSCAPE	MONTHLY MAINTENENACE DAIRY LANE - SEPT 2024	10/09/2024	103709	1,425.00
Buildings & Grounds	HASSETT HARDWARE	GROUNDING PLUG	10/24/2024	103743	6.25
Buildings & Grounds	HOME DEPOT	STUFF FOR CANVAS	10/02/2024	103684	113.15
Buildings & Grounds	HOME DEPOT	CLEANING SUPPLIES	10/24/2024	103744	55.73
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION - DAIRY LANE - SEPT 2024	10/09/2024	103721	887.62
Equipment & Tools	HASSETT HARDWARE	BATTERIES FOR LOCATOR	10/02/2024	103682	79.46
Equipment & Tools	HASSETT HARDWARE	805 TOOLS	10/24/2024	103743	29.19
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 800	10/24/2024	103743	22.95
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 805	10/24/2024	103743	12.50
Equipment & Tools	HOME DEPOT	HAND PUMPS	10/02/2024	103684	435.30
Equipment & Tools	HOME DEPOT	GLOVES, PAIL, PAINT BRUSHES, MAP, GAS	10/02/2024	103684	98.84
Equipment & Tools	INSTRUMENT TECHNOLOGY CORP	RTK RECEIVER AND TRAINING	10/02/2024	39315	10,909.06
Equipment & Tools	PACE SUPPLY CORP	CORNER WRENCHES	10/02/2024	103685	119.66
Equipment & Tools	PACE SUPPLY CORP	18 & 12" PIPE WRENCH	10/02/2024	103685	267.39
Vehicle & Large Equip	A&B TRAILER HITCH, INC	FIX TOMMY LIFT	10/17/2024	39347	600.00
Vehicle & Large Equip	Action Towing & Road Services	TOW	10/09/2024	39320	214.50
Vehicle & Large Equip	HASSETT HARDWARE	ANTI SEIZE LUBRICANT	10/02/2024	103682	16.68
Vehicle & Large Equip	HERC RENTALS INC.	VAL-CON RENTAL	10/09/2024	39331	1,416.97
Vehicle & Large Equip	INTERSTATE BATTERY SYSTEM, INC.	BATTERY (785) - LESS CREDIT BALANCE OF \$15.57	10/17/2024	39351	156.03
Fuel	VALLEY OIL COMPANY	FUEL	10/02/2024	103695	3,387.24
Replacement for 4/14 incident	ADAM-HILL COMPANY	HOSES	10/09/2024	103708	2,270.06
Replacement for 4/14 incident	CHBULL TOOLS & EQUIPMENT	GAS CANS, LADDER	10/02/2024	103679	144.97
Replacement for 4/14 incident	CHBULL TOOLS & EQUIPMENT	GAS CAN	10/09/2024	103711	49.41

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Replacement for 4/14 incident	HASSETT HARDWARE	HEDGE TRIMMER & WRENCH SET	10/02/2024	103682	480.01
Replacement for 4/14 incident	HASSETT HARDWARE	3/8 & 1/2 IN SOCKET SET	10/02/2024	103682	469.69
Replacement for 4/14 incident	HOME DEPOT	GENERATOR, COMPRESSOR, SLEDGE HAMMER, LOPPERS	10/02/2024	103684	1,110.93
Replacement for 4/14 incident	HOME DEPOT	VACUUM	10/02/2024	103684	214.67
Replacement for 4/14 incident	HOME DEPOT	GENERATOR	10/02/2024	103684	699.00
Replacement for 4/14 incident	HOME DEPOT	TOOLS FOR SERVICE TRUCK	10/02/2024	103684	550.15
Replacement for 4/14 incident	MATCO TOOLS	WRENCHES	10/02/2024	39316	664.50
Replacement for 4/14 incident	PACE SUPPLY CORP	TORCH, TAPE, PIPE CUTTERS & WRENCHES	10/02/2024	103685	1,658.20
Replacement for 4/14 incident	PACE SUPPLY CORP	PIPE WRENCHES	10/02/2024	103685	885.42
Replacement for 4/14 incident	PACE SUPPLY CORP	PIPE WRENCHES	10/02/2024	103685	74.43
Replacement for 4/14 incident	PENINSULA BUILDING MATERIALS	BROOM	10/02/2024	103686	47.25
Replacement for 4/14 incident	TOOLAND, INC.	WRENCHES & HEX SET	10/02/2024	39318	174.99
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	PIPE CLEANER, VALVE WRENCH PROBE, REPAIR CLAMPS	10/02/2024	103693	1,536.29
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	FREIGHT CHARGE	10/02/2024	103693	135.57
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	SHOVELS, HYDRANT WRENCHES, DIGGING BAR	10/02/2024	103693	1,165.91
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	METER WRENCHES & CRIMPERS	10/09/2024	103725	1,191.59
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	HAND PUMP	10/09/2024	103725	51.41
Replacement for 4/14 incident	UNDERGROUND REPUBLIC WATER WORKS	FREIGHT FOR REPLACEMENT EQUIPMENT	10/17/2024	103736	112.94
Replacement for 4/14 incident	UNLIMITED TOOL & REPAIR, INC.	AIR TOOLS FOR SERVICE TRUCK	10/17/2024	39354	2,365.06
Replacement for 4/14 incident	UNLIMITED TOOL & REPAIR, INC.	PIPE SAW FOR SERVICE TRUCK	10/17/2024	39354	2,008.17
Replacement for 4/14 incident	UNLIMITED TOOL & REPAIR, INC.	AIR TOOLS FOR SERVICE TRUCK	10/17/2024	39354	9,120.51
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	10/09/2024	103717	41.95
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	10/17/2024	103731	3.22
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	10/17/2024	103731	94.71
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	10/17/2024	103731	46.54
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	10/17/2024	103731	8.78
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	10/17/2024	103731	30.20
Office Supplies	UMPQUA BANK	RETIREMENT CARD - MONIQUE ROBINSON	10/17/2024	103735	5.48
Office Supplies	UMPQUA BANK	RETIREMENT PROCLAMATION SUPPLIES - MONIQUE ROBINSON	10/17/2024	103735	14.23
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES - HEADSET	10/17/2024	103735	271.39
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	10/17/2024	103735	50.25
Postage	UMPQUA BANK	SHIPPING TO RETURN MONIQUE'S EQUIPMENT	10/17/2024	103735	504.57
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT - SEPT 2024	10/09/2024	103716	40.39
Equipment Services/Maintenance	PITNEY BOWES INC	POSTAGE MACHINE RENTAL AGREEMENT 04-01 THRU 09-30-2024	10/02/2024	103688	327.77
Equipment Services/Maintenance	PITNEY BOWES INC	PITNEY BOWES METER RENTAL 6-14 THRU 9-13-2024	10/09/2024	103720	126.08
Computer Supplies & Upgrades	STEFFORD BUSINESS, INC.	FIELD LAPTOP - GETAC	10/17/2024	103734	4,839.53
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING & UPDATES	10/17/2024	103730	727.50
Website Hosting Services	UMPQUA BANK	API FOR WEBSITE	10/17/2024	103735	90.18
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	CAMERA MONITORING SVCS - 10-1 THRU 12-31-2024	10/02/2024	103690	5,298.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	REPLACEMENT PHOTO CARD	10/09/2024	103722	21.88
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PYMTS - SEPT 2024	10/09/2024	103723	4,731.85
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PYMTS - AUG 2024	10/09/2024	103723	4,707.95
Bank Service Charges	UMPQUA BANK	FINANCE CHARGE- CHGD IN ERROR - TO BE REIMBURSED	10/17/2024	103735	176.31
Bank Service Charges	UMPQUA BANK	LATE FEE CHGD IN ERROR - TO BE REIMBURSED	10/17/2024	103735	35.00
Dues & Publications	ACWA DUES	2025 ACWA ANNUAL DUES	10/17/2024	103727	23,345.00
Dues & Publications	CSDA	CSDA MBRSHIP DUES JAN - DEC 2025, LABOR POSTERS, SAMPLE POLICIES	10/24/2024	103740	9,823.00
Dues & Publications	UMPQUA BANK	MONTHLY ZOOM SUBSCRIPTION	10/17/2024	103735	110.00
Dues & Publications	UMPQUA BANK	I CLOUD STORAGE SUBSCRIPTION	10/17/2024	103735	0.99
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	W. BELMONT GENERATORS PERMITS	10/02/2024	103677	547.00
Bawasca Membership Assessments	BAY AREA WATER SUPPLY & CONSERVATION AGEN	FY 24/25 - 2ND QTR ASSESSMENT	10/17/2024	39350	27,013.00
BAWSCA Water Management Charge	SAN FRANCISCO WATER DEPT	BAWSCA WATER MGMT CHARGE 9-18 TO 10-16-2024	10/24/2024	103746	2,785.00
Env Health-Cross Con Inspection	UMPQUA BANK	COUNTY BACKFLOW FEES	10/17/2024	103735	40,089.00

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Software Licenses	ESRI INC	ESRI SOFTWARE MAINTENANCE FEE 12-12-24 THRU 12-11-25	10/09/2024	103715	5,000.00
Utilities - Internet/Cable	ACC BUSINESS	INTERNET - OLD COUNTY ROAD, STE A	10/17/2024	39348	187.83
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/02/2024	39311	30.80
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/02/2024	39311	30.42
Utilities - Internet/Cable	AT&T	SCADA ANALOG LINE	10/02/2024	39311	804.91
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	10/09/2024	39321	30.42
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	10/09/2024	39321	30.42
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/17/2024	39349	60.32
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/24/2024	39356	30.42
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/24/2024	39356	79.00
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/24/2024	39356	31.43
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	10/24/2024	39356	30.67
Utilities - Internet/Cable	COMCAST	INTERNET - DAIRY LANE AND OTHER SITES 9-27 THRU 10-26-2024	10/09/2024	103712	1,031.91
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE FIBER/ETHERNET	10/09/2024	103713	1,099.52
Utilities - Internet/Cable	COMCAST BUSINESS	VOICE EDGE SERVICES	10/09/2024	103713	855.57
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	10/09/2024	39344	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES & DEVICES - AUG 16 THRU SEPT 15, 2024	10/02/2024	39319	1,166.79
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	10/02/2024	103687	41,356.56
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	10/17/2024	103732	542.87
Utilities - Electric - Pumping	PG&E	W. BELMONT PUMP STATION	10/17/2024	103732	487.98
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	10/24/2024	103745	9,451.18
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	10/24/2024	103745	308.89
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	10/24/2024	103745	496.88
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	10/24/2024	103745	33,801.89
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	10/09/2024	103719	8.11
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE & VARIOUS TANK SITES	10/09/2024	103719	4,291.99
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR, STE A	10/17/2024	103732	1,121.31
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 043-272-400 - DEKOVEN TANK	10/09/2024	39338	258.66
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 044-360-080 - HANNIBAL	10/09/2024	39338	248.04
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 045-330-130 - HALLMARK	10/09/2024	39338	277.56
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 045-330-200 HALLMARK	10/09/2024	39338	368.62
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 045-222-190 - EXBOURNE TANK	10/09/2024	39338	276.82
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 045-232-040 - BUCKLAND TANK	10/09/2024	39338	69.08
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 040-344-190 - 3 DAIRY LANE	10/09/2024	39338	530.62
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 049-201-030 - EXBOURNE TANK ROAD	10/09/2024	39338	79.20
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 044-352-050 - FOLGER DRIVE	10/09/2024	39338	256.06
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 044-051-140 - HERSOM	10/09/2024	39338	268.56
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 040-344-170 - 3 DAIRY LANE	10/09/2024	39338	700.64
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 040-344-190 - W. BELMONT TANK	10/09/2024	39338	307.66
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 044-353-080 - FOLGER DRIVE	10/09/2024	39338	252.94
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 044-102-380 - MEZES TANK	10/09/2024	39338	248.50
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 043-340-060 - W BELMONT PUMP STN	10/09/2024	39338	248.08
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 045-351-120 - HALLMARK PUMP&RGLTR	10/09/2024	39338	247.78
Utilities - Sewer - Npdes	SANDIE ARNOTT	FY 24/25 SEWER/NPDES - PARCEL 044-162-110 - DAVEY GLEN REGULATOR	10/09/2024	39338	246.90
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - REAL PROPERTY	10/02/2024	103681	1,296.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - FINANCIAL MATTERS	10/02/2024	103681	3,763.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - LABOR - GENERAL	10/02/2024	103681	567.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - EMPLOYEE BENEFITS	10/02/2024	103681	625.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - LITIGATION SUPPORT	10/02/2024	103681	1,053.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - CONTRACTS	10/02/2024	103681	1,661.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SVCS - AUG 2024 - ADMINISTRATION	10/02/2024	103681	4,041.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - CONTRACTS	10/24/2024	103742	1,942.00

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - MONTHLY RETAINER	10/24/2024	103742	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - LABOR - GENERAL	10/24/2024	103742	526.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - ADMINISTRATION	10/24/2024	103742	5,746.50
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - LITIGATION SUPPORT	10/24/2024	103742	1,743.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - REAL PROPERTY	10/24/2024	103742	1,069.00
Prof Serv - District Counsel	HANSON, BRIDGETT	DIST COUNSEL SVCS SEPT 2024 - FINANCIAL MATTERS	10/24/2024	103742	121.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - MISC PROJECTS	10/09/2024	103718	4,508.44
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DISTRIBUTION SYSTEM ANALYSIS	10/09/2024	103718	1,376.81
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 - DEVELOPMENT REVIEW	10/09/2024	103718	1,983.19
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 - RETAINER	10/09/2024	103718	1,000.00
Prof Serv - It	STEFFORD BUSINESS, INC.	IT SERVICES	10/02/2024	103692	1,225.00
Prof Serv - It	STEFFORD BUSINESS, INC.	IT SERVICES - NOV 2024	10/09/2024	103724	2,974.10
Prof Serv - Customer Billing	RAY MORGAN COMPANY	SEPT 2024 WATER BILLS	10/17/2024	103733	1,955.33
Prof Serv - Customer Billing	RAY MORGAN COMPANY	OCT 2024 REMINDER NOTICES	10/17/2024	103733	279.63
Prof Serv - Miscellaneous	ACTUARIAL RETIREMENT CONSULTING	GASB 75 DISCLOSURE REPORT FY END 2024	10/09/2024	103707	550.00
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	PRINTING & MAILING OF PROP 218 & ORD 128 NOTICES	10/09/2024	103714	14,668.97
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JRocket77 DESIGN & MKTG	DESIGN, MKTNG & WEBSITE SERVICES	10/09/2024	103714	4,791.35
Prof Serv - Miscellaneous	EIDE BAILLY LLP	DIST TREASURER & ACCTNG SVCS - SEPT 2024	10/24/2024	103741	29,542.80
Prof Serv - Miscellaneous	FIDELITY NATIONAL TITLE GROUP-SAN JOSE CPF	ORDERING CONDITION OF TITLE GUARANTEE FOR 2653 LINCOLN AVE	10/09/2024	39346	500.00
Prof Serv - Miscellaneous	FIDELITY NATIONAL TITLE GROUP-SAN JOSE CPF	ORDERING CONDITION OF TITLE GUARANTEE FOR 2629 LINCOLN AVE	10/09/2024	39327	500.00
Prof Serv - Miscellaneous	HF & H CONSULTANTS, LLC	RATE STUDY	10/02/2024	103683	5,295.00
Prof Serv - Miscellaneous	UMPQUA BANK	SPANISH TRANSLATION OF PROP 218 NOTICE	10/17/2024	103735	505.72
Prof Serv - Miscellaneous	VOLER STRATEGIC ADVISORS, INC.	SUPPORT FOR PROJECT FUNDING & COMMUNICATIONS	10/24/2024	39360	4,100.00
Prof Serv - Miscellaneous	WATTS, COHN AND PARTNERS, INC.	APPRAISAL REPORT FOR HERSOM & MEZES TANK PROPERTIES	10/02/2024	103696	11,000.00
Employee Travel/Training	JONATHAN ANDERSON	PWX CONFERENCE & RODEO - ATLANTA, GA - SEPT 2024	10/02/2024	39310	266.68
Employee Travel/Training	DREW BOST	CAL WEP PEER TO PEER CONF - SAN JOSE - MAY 2024	10/02/2024	39314	311.06
Employee Travel/Training	KAT WUELFING	REIMBURSEMENT FOR CSDA ANNUAL CONFERENCE - SEPT 2024	10/17/2024	39355	92.00
Employee Travel/Training	UMPQUA BANK	OPEN FASTRAK TOLL ACCT FOR OPS, AS NEEDED	10/17/2024	103735	25.00
Employee Travel/Training	UMPQUA BANK	AIRFARE - AB - CSDA WORKSHOP	10/17/2024	103735	224.21
Employee Travel/Training	UMPQUA BANK	CSDA MEAL KW & AB	10/17/2024	103735	84.43
Employee Travel/Training	UMPQUA BANK	HOTEL - CSDA	10/17/2024	103735	525.08
Employee Travel/Training	UMPQUA BANK	CAR RENTAL - CSDA KW & AB	10/17/2024	103735	201.62
Employee Travel/Training	UMPQUA BANK	CSDA HOTEL - AB	10/17/2024	103735	599.96
Employee Travel/Training	UMPQUA BANK	PARKING - CSDA EVENT	10/17/2024	103735	91.00
Employee Travel/Training	UMPQUA BANK	CROSS CONNECTION POLICY TRAINING - OPS	10/17/2024	103735	1,050.00
Employee Travel/Training	UMPQUA BANK	CSDA WORKSHOP REGISTRATION	10/17/2024	103735	285.00
Employee Travel/Training	UMPQUA BANK	CSDA MEAL KW & AB	10/17/2024	103735	62.59
Employee Travel/Training	UMPQUA BANK	ERROR - S/B PERSONAL FOR AB - TO BE REIMBURSED	10/17/2024	103735	18.49
Employee Travel/Training	UMPQUA BANK	ERROR - S/B PERSONAL FOR AB - TO BE REIMBURSED	10/17/2024	103735	5.00
Meeting Expenses	UMPQUA BANK	ANNUAL EMPLOYEE PICNIC - DESSERT	10/17/2024	103735	210.75
Meeting Expenses	UMPQUA BANK	DRINKS FOR MEETINGS	10/17/2024	103735	78.26
Meeting Expenses	UMPQUA BANK	BOARD MEETING 09-26-2024	10/17/2024	103735	311.59
Meeting Expenses	UMPQUA BANK	SPECIAL BOARD MEETING - 09-17-2024	10/17/2024	103735	127.41
Meeting Expenses	UMPQUA BANK	DEPOSIT FOR ANNUAL EMPLOYEE PICNIC CATERER	10/17/2024	103735	310.00
Meeting Expenses	UMPQUA BANK	LOUIS' MEETING W/BAWSCA MEMBERS	10/17/2024	103735	116.31
Capitalized Equipment	C2R ENGINEERING, INC	INSTALLATION OF 8" BACKFLOW DEVICE NEAR HANNIBAL PUMP STATION	10/02/2024	103678	31,496.45
Capitalized Equipment	DOWNTOWN FORD SALES	FY 23-24 VEHICLE PURCHASE-APPROVED MAY 2024, DELIVERED OCT 2024	10/24/2024	39357	31,028.66
Capitalized Equipment	DOWNTOWN FORD SALES	FY 23-24 VEHICLE PURCHASE-APPROVED MAY 2024, DELIVERED OCT 2024	10/24/2024	39357	31,028.66
Payroll Clearing A/C	adp	REGULAR PAYROLL	10/08/2024	103701	92,425.10
Payroll Clearing A/C	adp	CASH TAXES	10/28/2024	103750	28,917.65
Payroll Clearing A/C	adp	CASH DD	10/28/2024	103750	65,094.98
Payroll Clearing A/C	Health Equity	HSA	10/08/2024	103698	1,731.99

Account Name	Vendor Name	Description	Check Date	Check	
				Number	Amount
Payroll Clearing A/C	Health Equity	HSA	10/04/2024	103702	53.65
Payroll Clearing A/C	Health Equity	HSA	10/28/2024	103747	1,580.07
Payroll Clearing A/C	Health Equity	HSA - MONTHLY FEES	10/28/2024	103747	82.60
Payroll Clearing A/C	ICMA contributions	457B	10/08/2024	103699	5,687.68
Payroll Clearing A/C	ICMA contributions	457B	10/04/2024	103703	2,208.00
Payroll Clearing A/C	ICMA contributions	457B	10/28/2024	103748	4,285.68
Calpers Retirement - Er 2%@55	CALPERS	EE T2	10/08/2024	103700	4,057.58
Calpers Retirement - Er 2%@55	CALPERS	ER T2	10/08/2024	103700	4,120.39
Calpers Retirement - Er 2%@55	CALPERS	EE T1	10/08/2024	103700	2,955.73
Calpers Retirement - Er 2%@55	CALPERS	ER T1	10/08/2024	103700	4,496.74
Calpers Retirement - Er 2%@55	CALPERS	ER T1	10/28/2024	103749	4,496.74
Calpers Retirement - Er 2%@55	CALPERS	EE T2	10/28/2024	103749	3,633.45
Calpers Retirement - Er 2%@55	CALPERS	EE T1	10/28/2024	103749	2,955.73
Calpers Retirement - Er 2%@55	CALPERS	ER T2	10/28/2024	103749	3,689.68
Customer Credit Card Svs Fees	Bankcard Mtot Disc	CIVIC PAY	10/09/2024	103705	3,841.85
Customer Credit Card Svs Fees	Bankcard Mtot Disc	MUNICIPAL PAYMENTS	10/09/2024	103705	302.95
Customer Credit Card Svs Fees	Bankcard Mtot Disc	CIVIC PAY	10/09/2024	103705	3,678.70
Customer Credit Card Svs Fees	Bankcard Mtot Disc	MUNICIPAL PAYMENTS	10/09/2024	103705	138.49
Customer Credit Card Svs Fees	Bankcard Mtot Disc	CIVIC PAY	10/09/2024	103705	5,567.92
Customer Credit Card Svs Fees	Bankcard Mtot Disc	MUNICIPAL PAYMENTS	10/09/2024	103705	227.75
Customer Credit Card Svs Fees	Bankcard Mtot Disc	CIVIC PAY	10/09/2024	103705	5,127.40
Customer Credit Card Svs Fees	Bankcard Mtot Disc	MUNICIPAL PAYMENTS	10/09/2024	103705	830.73
Customer Credit Card Svs Fees	Bankcard Mtot Disc	CIVIC PAY	10/09/2024	103705	4,922.03
Customer Credit Card Svs Fees	Bankcard Mtot Disc	MUNICIPAL PAYMENTS	10/09/2024	103705	318.94
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH CIVIC PAY / BLUEFIN PAYMENTS - OCTOBER	10/08/2024	103704	3,183.36
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH CIVIC PAY / BLUEFIN PAYMENTS - JUNE	10/08/2024	103704	2,372.39
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH CIVIC PAY / BLUEFIN PAYMENTS - JULY	10/08/2024	103704	2,516.66
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH CIVIC PAY / BLUEFIN PAYMENTS - AUGUST	10/08/2024	103704	2,922.69
Customer Credit Card Svs Fees	TTECH ACH BILLING	TTECH CIVIC PAY / BLUEFIN PAYMENTS - SEPTEMBER	10/08/2024	103704	3,003.23



AGENDA ITEM NO. 5.D.

DATE: November 21, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER RESOLUTION 2024-22 AUTHORIZING THE PURCHASE OF: 1 – 2024 FORD F-150 XLT HYBRID PICKUP TRUCK IN AN AMOUNT NOT TO EXCEED \$63,620; AND 1 – 2024 F-450 UTILITY SERVICE TRUCK IN AN AMOUNT NOT TO EXCEED \$99,850.

RECOMMENDATION

Approve Resolution 2024-22 authorizing the purchase of two fleet vehicles: one – hybrid pickup truck; and one – utility service truck. These two vehicles will replace the 2007 Chevrolet utility service body truck and the 2013 Ford C-Max hybrid car in the fleet.

FISCAL IMPACT

The fiscal year 2024-25 capital budget contains \$200,000 for vehicles. The recommended purchase limit for the two additional vehicles totals \$163,470, which is within the budgeted amount.

The Board may recall awarding purchase of two – 2024 Ford Mavericks at their May 23, 2024 meeting for \$63,057. Those two pickups were purchased using fiscal year 2023-24 funding.

Because staff obtained quotes from existing vehicles on dealership lots, the exact vehicles quoted could be sold before Board action, therefore staff is recommending the Board authorize a not to exceed cost based on the most expensive quote for each vehicle, which allows staff the flexibility to purchase the least expensive vehicle still available, and potentially obtain additional quotes if needed (quotes for each vehicle below). Staff reached out to the dealerships with the lowest prices, and they indicated that they would not hold a vehicle until Board approval.

BACKGROUND

The District's fleet of cars, pickups and trucks, as of November 1, 2024, is attached as Exhibit A. The list contains 20 cars, pickups and trucks; 13 are in use, two (2) are brand new and being outfitted for service, two (2) are on the surplus list, and three (3) will be recommended for surplus in future. Exhibit A does not show the District's backhoe, mini-excavator, or a few other pieces of special equipment. When you drill down into Exhibit A you would find that the average mileage

of the fleet's Cars and Pickups is 59,200 miles, and their average age is seven (7) years. When you include the Trucks, the average mileage falls to 53,200 miles and the average age increases to 11 years. One last item to point out - in the first column on the left are the District ID numbers. A vehicle with a "*" means that the vehicle is in daily use, while a "**" indicates use as needed.

District staffing levels have a track record of requiring 12 cars and pickups in regular daily use and another six (6) vehicles, including trucks, available as needed.

The recent delivery of two new Ford Maverick hybrid mid-sized pickups, which are currently being outfitted for use, will allow the two vehicles on the surplus list (vehicles #2804 and #2802) to be sold via auction.

The staff recommended action to purchase the full-sized hybrid pickup and utility service truck will provide sufficient fleet capacity and flexibility to recommend the surplus of vehicles #2791, #2798 and #2803. With the sale of these three (3) vehicles the fleet will go down to 17. And with the purchase of four (4) model year 2024 vehicles, the District should have more time to manage a transition to an electric fleet, which is expected to become applicable to District vehicle purchases beginning in 2027.

DISCUSSION

Section 7(C)(3) of District Financial Management Policy requires procurement of equipment or supplies between \$50,001 and \$100,000 may be based on informal bids obtained by the General Manager; shall not require formal advertisement; and to extent possible obtain at least three (3) informal written bids with recommendation to Board for approval.

Staff used the internet to research availability in the region for a 2024 Ford F-150 XLT Hybrid Pickup. This pickup is normally on the state bid list in the XL trim, but is currently not available, probably due to the 2025 models coming out. In an early October version of the state bid list, the 2024 F-150 XL Hybrid Pickup was available for \$56,348 from Downtown Ford in Sacramento.

2024 Ford F-150 XLT Hybrid Pickup:

Staff found five (5) 2024 Ford F-150 XLT Hybrid Pickups, a model with more standard features than the state bid list XL model and called to obtain quotes from four (4) dealerships:

1. Ron DuPratt Ford, in Dixon, CA	\$60,025.81
2. Paso Robles Ford in Paso Robles, CA	\$61,872.15
3. Paso Robles Ford in Paso Robles, CA	\$62,421.53
4. Ron DuPratt Ford in Dixon, CA	\$62,432.07
5. Livermore Ford in Livermore, CA	\$63,613.27

Staff will purchase the least expensive of the five pickup quotes based on pickup availability. Because staff obtained prices from vehicles on a dealership's lot, there is no guarantee that the least costly pickup could still be available should the Board authorize purchase.

2024 Ford F-450 Utility Service Truck:

Like the F-150, staff located four (4) similarly outfitted F-450 trucks with a similar utility service body and called several dealerships and obtained these four (4) quotes:

- | | |
|---|-------------|
| 1. Ron DuPratt Ford in Dixon, CA | \$90,779.37 |
| 2. The Ford Store of Morgan Hill in Morgan Hill, CA | \$92,350.52 |
| 3. Corning Ford in Corning, CA | \$93,275.73 |
| 4. Sonora Ford in Sonora, CA | \$99,846.71 |

Staff will purchase the least expensive of the four (4) utility service body truck quotes. Because staff obtained prices from vehicles on a dealership's lot, there is no guarantee that the least expensive truck could still be available should the Board authorize purchase. Staff reached out to the dealerships with the lowest prices, and they indicated that they would not hold a vehicle until Board approval.

Should the Board authorize their purchase, and with these vehicles on a dealership's lot, the District will be able to take ownership of the vehicles quickly and not need to wait several months for factory delivery of the vehicles or need to wait the time it would take to install a utility service body onto the F-450 truck chassis.

Attachment: Resolution 2024-22
Exhibit A – District Fleet as of November 1, 2024

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ ZUCCA____ JORDAN____ VELLA____ SCHMIDT____ WHEELER____

RESOLUTION NO. 2024-22

AUTHORIZING THE PURCHASE OF: 1 – 2024 FORD F-150 XLT HYBRID PICKUP IN AN AMOUNT NOT TO EXCEED \$63,620; AND 1 – 2024 F-450 UTILITY SERVICE TRUCK IN AN AMOUNT NOT TO EXCEED \$99,850.

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (District) desires to purchase two (2) vehicles: 1 – 2024 Ford F-150 XLT Hybrid Pickup and 1 – F-450 Utility Service Truck; and

WHEREAS, the District Financial Management Policy, Section 7(C)(3) allows procurement of equipment or supplies between \$50,001 and \$100,000 to be based on informal written bids obtained by the General Manager, and does not require formal advertisement; and

WHEREAS, District staff made calls to four (4) California vehicle dealerships with very similar 2024 Ford F-150 XLT Hybrid Pickups on their lots for sale and obtained quotes on five (5) similar hybrid pickups; and

WHEREAS, District staff made calls to four (4) California vehicle dealerships with very similar 2024 Ford F-450 Utility Service Trucks on their lots for sale and obtained quotes on four (4) similar utility service trucks.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the General Manager is authorized to purchase 1 – 2024 Ford F-150 XLT Hybrid Pickup at a not to exceed cost of \$63,620 and to purchase 1 – 2024 Ford F-450 Utility Service Truck at a not to exceed cost of \$99,850.

REGULARLY PASSED AND ADOPTED this 21st day of November 2024.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

DISTRICT SECRETARY

List of District Cars, Pickups and Trucks/Vans as of November 1, 2024

District ID	Model Year	Make	Model	Odometer	Vehicle Use	Fuel Type (Gas/Diesel)	Status
Cars							
2791*	2013	Ford	C-Max SE (Hybrid)	67,887	Lead Operator	ICE-Gas/Elec	Recommend for surplus
2803*	2018	KIA	Niro (PHEV)	100,871	Lead Operator	ICE-Gas/Elec	Recommend for surplus
2804**	2019	Ford	Fusion Energi (PHEV)	36,880	Fleet Car	ICE-Gas/Elec	On surplus list
2808*	2022	Chevy	Bolt - (Elec Veh.)	41,238	Ops Manager	Battery Electric	In use
Pickups							
2785*	1999	Ford	F350	205,484	HD Shop Truck	ICE-Gas	In use
2799*	2016	Ford	F-150 Xcab	76,481	Field Supervisor	ICE-Gas	In use
2800*	2016	Ford	F-150 Xcab	79,260	Fleet Pickup	ICE-Gas	In use
2801*	2016	Ford	F-150 Xcab	84,160	Fleet Pickup	ICE-Gas	In use
2806**	2019	Ford	F-250	10,864	HD PU-Lift Gate	ICE-Gas	In use
2807**	2019	Ford	F-250	7,729	HD PU- Contractor Rack	ICE-Gas	In use
2809**	2024	Ford	Maverick Hybrid	191	Fleet HEV PU	ICE-Gas/Hybrid	New and being outfitted
2810**	2024	Ford	Maverick Hybrid	208	Fleet HEV PU	ICE-Gas/Hybrid	New and being outfitted
Trucks/Vans							
2783**	2000	Ford	F550	39,088	Small Dump Truck	ICE-Diesel	In use
2787*	2013	Ford	F550	19,221	Small Service Trk	ICE-Diesel	In use
2788**	2009	International	4400	5,622	Boom Truck	ICE-Diesel	In use
2789**	2004	Peterbilt	PB 330	32,566	Dump Truck	ICE-Diesel	In use
2795**	2003	Peterbilt	PB 330	40,308	Dump Truck	ICE-Diesel	In use
2798**	2007	Chevrolet	Silverado 2500	127,923	Small Service Trk	ICE-Gas	Recommend for surplus
2802*	2016	Ford	Transit Connect	42,109	Fleet Van	ICE-Gas	On surplus list
2805*	2019	Ford	F-350 SRW w/Crane	45,852	Lead Operator	ICE-Diesel	In use

* vehicle in use daily

** vehicle not in daily use



AGENDA ITEM NO. 5.E.

DATE: November 21, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER RESOLUTION 2024-23 AUTHORIZING THE GENERAL MANAGER TO AMEND THE DISTRICT ENGINEER'S CONTRACT

RECOMMENDATION

Approve Resolution 2024-23 authorizing the Board President to sign a first amendment to the contract for professional services (Exhibit A) with District Engineer, Pakpour Consulting Group, Inc. (PCG).

FISCAL IMPACT

No immediate fiscal impact. The contract amendment, if approved, will allow revisions to the contract fee schedule to go into effect the following month after their approval, and would limit fee schedule revisions to once every 12 months.

The current fiscal year 2024-25 budget for District Engineer services was approved for \$140,000. This total does not include engineering services for specific capital projects, which vary in cost depending on the negotiated scope of work and is brought to the Board for consideration.

BACKGROUND

PCG has been District Engineer for approximately 15 years. Their most current professional services agreement is dated June 24, 2021 (see Exhibit B).

DISCUSSION

PCG is proposing a slight language change to Section 4(A)(ii) on page 3 of Exhibit B. Section 4(A)(ii) of the contract currently states, "upon approval by the District General Manager, revisions to the Fee Schedule made pursuant to this section shall be effective **as of the anniversary date of this Agreement for the calendar year in which such revisions were approved.**"

The portion of Section 4(A)(ii) in the preceding paragraph that is underlined and in bold print is proposed to be replaced with, "**the following month in which such revisions were approved. Revisions to the Fee Schedule are limited once every 12 months.**"

Staff are in support of the proposed change. District Counsel has reviewed the first amendment proposed by PCG found in Exhibit A and approves of its form.

Attachment: Resolution 2024-23
Exhibit A – 1st Amendment to PCG Agreement
Exhibit B – Current Contract with PCG June 24, 2021

RESOLUTION NO. 2024-23

**AUTHORIZING THE GENERAL MANAGER TO AMEND THE DISTRICT
ENGINEER'S CONTRACT**

MID-PENINSULA WATER DISTRICT

WHEREAS, on June 24, 2021, the Mid-Peninsula Water District (District) entered into an amended and restated agreement with Pakpour Consulting Group, Inc (Engineer) for engineering services for the District (Agreement); and

WHEREAS, the District and Engineer now desire to amend the Agreement to clarify the provisions regarding amendments to the fee schedule such that the fee schedule may be amended every 12 months and will be effective the month following approval by the General Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the General Manager, or designee, is authorized to execute an amendment to the Agreement with Pakpour Consulting Group, Inc. to clarify the process for amending the fee schedule.

Passed and adopted this 21st day of November 2024 by the following vote of the Board.

AYES:

NOES:

ABSENT:

President, Board of Directors
Mid-Peninsula Water District

ATTEST:

District Secretary

FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

This first amendment (First Amendment) to the Professional Services Agreement is made as of this 21st day of November, 2024, by and between Mid-Peninsula Water District (District) and Pakpour Consulting Group, Inc. (Engineer).

WHEREAS, on June 24, 2021, the District entered into an amended and restated agreement with Engineer for engineering services for the District (Agreement); and

WHEREAS, the District and Engineer desire to amend the Agreement to clarify Section 4 of the Agreement regarding amendments to the Fee Schedule.

NOW, THEREFORE, the parties agree as follows:

A. Compensation. Section 4.A.ii is deleted in its entirety and replaced with the following:

Upon approval by the General Manager, revisions to the Fee Schedule made pursuant to this section shall be effective the following month in which such revisions were approved. Revisions to the Fee Schedule are limited once every 12 months.

B. Effect on Agreement. Except for the modifications to the Agreement expressly set forth in the First Amendment, the terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have entered into this First Amendment to the Professional Services Agreement by their duly authorized representatives as of the date first written above.

MID-PENINSULA WATER DISTRICT

PAKPOUR CONSULTING GROUP, INC.*

By: _____
President, Board of Directors

By: _____
Joubin Pakpour
President

By: _____

APPROVED AS TO FORM:

Attorney for District

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

AMENDED AND RESTATED CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 24th day of June 2021, by and between the MID-PENINSULA WATER DISTRICT (“DISTRICT”) and PAKPOUR CONSULTING GROUP (“ENGINEER”).

WHEREAS, the DISTRICT desires to obtain professional engineering services in connection with the planning, design, construction, management, and operation of the DISTRICT water system and to designate a “District Engineer;” and

WHEREAS, ENGINEER is a qualified professional engineering firm and desires to furnish such services.

NOW, THEREFORE, the parties agree as follows:

1. **RENDITION OF SERVICES.** ENGINEER agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement (“Services”) as described more particularly herein. In the performance of the Services, ENGINEER represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by engineers providing similar services. ENGINEER further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform the Services and agrees to maintain such licenses, registrations, and certifications in active status throughout the duration of this engagement.
2. **SCOPE OF SERVICES.** ENGINEER agrees to furnish to the DISTRICT all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional engineering consulting services necessary to act as the District Engineer. Services shall be provided under two general categories: General District Engineer Services and Task Order Services, as described more fully herein.
 - A. **General District Engineer Services.** In consideration of a monthly flat fee (“Retainer”), ENGINEER shall provide the following Services (“Ongoing Services”):
 - Attend one regular monthly board meeting, not to exceed three hours per month;
 - Conduct routine DISTRICT business at DISTRICT facility, not to exceed one hour per month, which may include making and receiving telephone calls and sending and receiving miscellaneous correspondence ;
 - Provide storage for maps, files and documents pertaining to DISTRICT projects;

- Maintain availability to the DISTRICT in the event of emergencies; and
- Additional duties or responsibilities agreed to in writing by the parties, which may include a reduction or elimination of the Services described in this subdivision A.

B. Task Order Services. Upon execution and delivery of a Task Order by the DISTRICT, ENGINEER shall perform professional engineering and consulting Services in addition to those defined as Ongoing Services (“Task Order Services”). Such Task Order Services may include, but are not limited to: preliminary investigations, cost studies, feasibility studies, economic analyses, and forecasts; general administration and management of on-going DISTRICT affairs; special planning, engineering studies, appraisals, and utility rate analyses financial/budgetary planning; technical advice; general supervision and direction to DISTRICT staff; general engineering advice to and on the behalf of DISTRICT staff; representation of the DISTRICT at meetings as necessary to properly execute the duties and/or provide the services listed herein, including technical representation of the District at meetings or conferences with regulatory, municipal, county, and state agencies; review and checking of maps, plans permits and other documents; design, document preparation, contract administration, and inspection for DISTRICT utility and public works projects; surveying and mapping; construction plans, specifications and contract documents, and all permit submittals; reports on project activities; and other DISTRICT matters reasonably related to engineering or the Services described in this Agreement.

i. Special Engineering Projects. Except those projects described in subdivisions ii. and iii., below, all Task Order Services requested by the DISTRICT, including, but not limited to, non-routine engineering investigation, reports or projects shall be classified as Special Engineering Projects. Improvement projects with a construction cost under one hundred thousand dollars (\$100,000), or as otherwise designated in writing by the DISTRICT General Manager, shall also be classified as Special Engineering Projects. At the discretion of the General Manager, ENGINEER may be required to prepare a scope of work, budget, and schedule for a Special Engineering Assignment.

ii. Major Improvement Projects. All Task Order Services related to the preparation of plans, specifications, cost estimates, engineering services during construction of improvement projects, and/or construction management services, and which cost one hundred thousand dollars (\$100,000) or more, or as otherwise designated in writing by the DISTRICT General Manager, shall be classified as Major Improvement Projects. ENGINEER shall submit a detailed scope of work, budget, and schedule for each Major Improvement Project for review and approval by the DISTRICT General Manager. The scope shall specify the responsibilities of the DISTRICT and shall include a schedule for completing the work.

iii. Subdivision and Development Projects. All Task Order Services related to review and processing of subdivision and other development projects in accordance with the DISTRICT's regulations concerning water service extensions and water system improvements shall be classified as Subdivision and Development Projects. Such work may include initial review of subdivision and other development projects, including, but not limited to, tentative maps and easement processing, final review of subdivision and other development improvement plans, and observation of construction methods and materials used in the construction of subdivision or other development improvements.

3. TERM.

This Agreement shall be deemed effective as of the date of June 25, 2015. ENGINEER shall serve the DISTRICT at the pleasure of the Board of Directors. The DISTRICT shall have the right and power to terminate this Agreement at any time, such termination to take effect sixty (60) days after the delivery of written notice to ENGINEER.

ENGINEER shall have the right to terminate this Agreement at any time, such termination to take effect sixty (60) days after delivering written notice to the Board of Directors.

4. COMPENSATION.

In consideration of Services performed as described in Section 2, the DISTRICT shall compensate and reimburse ENGINEER as follows:

A. Fee Schedule.

- i. The Fee Schedule is set forth in Exhibit A, attached hereto and incorporated herein, as may be revised from time to time pursuant to this Agreement.
- ii. Upon approval by the DISTRICT General Manager, revisions to the Fee Schedule made pursuant to this section shall be effective as of the anniversary date of this Agreement for the calendar year in which such revisions were approved.

B. Compensation. DISTRICT shall pay a monthly Retainer fee for Ongoing Services in accordance with the Fee Schedule. DISTRICT shall compensate ENGINEER for Task Order Services in accordance with the Fee Schedule.

C. Project Budgets. For any project where ENGINEER is required to prepare and submit a budget, including any Major Improvement Project, ENGINEER shall not exceed the cost ceiling set forth in the approved budget without written approval of the DISTRICT.

5. MANNER OF PAYMENT. ENGINEER shall submit an invoice to the DISTRICT each month on an hourly-rate-plus-costs basis in accordance with the Fee Schedule for Task Order Services performed. The DISTRICT shall render payment for all Services

actually performed and costs actually incurred within thirty (30) days of receipt of invoice.

All invoices shall be sent to: Mid-Peninsula Water District
3 Dairy Lane
Belmont, California 94002
ATTENTION: Tammy Rudock, General Manager

6. **DISTRICT REPRESENTATIVE.** Except when approval or other action is required by the DISTRICT Board of Directors, the DISTRICT General Manager, or such person or persons as they may designate in writing from time to time, shall represent and act for the DISTRICT.
7. **ENGINEER'S STATUS.** Neither ENGINEER nor any party contracting with ENGINEER shall be deemed to be an agent or employee of the DISTRICT. ENGINEER is and shall be an independent contractor and the legal relationship of any person performing services for ENGINEER shall be one solely between said parties.
8. **ASSIGNMENT.** ENGINEER shall neither assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of the DISTRICT.
9. **OWNERSHIP OF WORK.** All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by ENGINEER shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of ENGINEER or in the hands of any subcontractor upon completion or termination of the work shall be delivered immediately to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, ENGINEER shall replace such property at its own expense. ENGINEER hereby assumes all risks of loss, damage or destruction of or to such materials. ENGINEER may retain a copy of all material produced under this agreement for its use in its general business activities.
10. **CHANGES.** All Task Orders executed by the DISTRICT for Services described in this Agreement shall be deemed executed pursuant to this Agreement. The DISTRICT may, at any time and in writing, make changes to a Task Order within the Scope of Services described in this Agreement by issuing a Change Order. If such Change Order results in an increase to the costs set forth in the approved budget for such Task Order Services or results in an increase to the time necessary for performance of the Task Order Services beyond the schedule submitted by ENGINEER, DISTRICT shall approve a revised budget, schedule, or both as a condition of issuing such Change Order.

In the event ENGINEER has notice of any unanticipated condition or contingency that may affect its performance of the Services with regard to the submitted budget and/or schedule, ENGINEER shall immediately notify the DISTRICT in writing. The written notice shall detail the circumstances giving rise to the unforeseen condition or contingency and shall set forth a proposed budget and/or schedule adjustment.

ENGINEER shall deliver such notice to the DISTRICT prior to performing any Services related to the proposed budget and/or schedule adjustment. Approval by DISTRICT of budget and/or schedule changes must be in writing.

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

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

12. **INSURANCE.**

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

- B. **Commercial General and Automobile Liability Insurance.** ENGINEER shall also procure and maintain at all times during the performance of this Agreement

Commercial General Liability Insurance covering ENGINEER and the DISTRICT for liability arising out of the operations and activities of ENGINEER and any subcontractors. ENGINEER shall also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of ENGINEER in the performance of work under this Agreement. The policies shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with ENGINEER's activities, the Mid-Peninsula Water District, and its Directors, officers, employees and agents. The Insurer(s) shall agree that its policy (ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against ENGINEER. The policy shall protect ENGINEER and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid-Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

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

C. Professional Liability Insurance. ENGINEER shall also maintain Professional Liability Insurance covering ENGINEER's performance under this Agreement with a limit of liability of One Million Dollars (\$1,000,000) for any one claim. This insurance shall be applicable to claims arising out of or related to the performance of this Agreement. Prior to commencing work under this Agreement, ENGINEER shall furnish to the DISTRICT a Certificate of Insurance, or certified copy of the Insurance policy if requested, indicating compliance with requirements of this paragraph. Such certificate or policy shall further stipulate that 30 days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

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

agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

15. **MISCELLANEOUS.**

- A. **Records.** During the term of this Agreement, ENGINEER shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.
- B. **District Warranties.** The DISTRICT makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.
- C. **Release of Information.** ENGINEER shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.
- D. **Use of Subcontractors.** ENGINEER shall not subcontract any Services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. ENGINEER shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.
- E. **Attorneys' Fees.** If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable legal fees.
- F. **Applicable Law.** This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.
- G. **Binding on Successors.** All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
- H. **Waiver.** Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.
- I. **Entire Agreement; Modification.** This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.


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

MID-PENINSULA WATER DISTRICT


PAKPOUR CONSULTING GROUP*

By: 
General Manager

By: 
Title: Soubin Palcper - President.

By: 
Title: Gary Ushiro - Secretary

APPROVED AS TO FORM:


Julie A. Sherman
District Counsel

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



AGENDA ITEM NO. 6.A.

DATE: November 21, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: CUSTOMER OBJECTIONS RECEIVED IN ACCORDANCE WITH ORDINANCE 128

RECOMMENDATION

Receive and consider customer objections to water rate changes pursuant to Ordinance 128.

FISCAL IMPACT

None related to receiving the objections.

BACKGROUND/DISCUSSION

On September 26, 2024, the Board of Directors adopted Ordinance 128, which set procedures for members of the public to follow, to provide a meaningful opportunity for a ratepayer to resolve an objection to a proposed water rate before resorting to litigation after the new rates are approved. A letter regarding the Ordinance 128 objection process was mailed on October 4, 2024 to all customers reflecting the proposed water rates.

A packet of customer objections received through November 8, 2024 is attached. This includes a total of 7 letters and responses. It should be noted that of these, only 3 letters actually cite Ordinance 128. Additionally, some of these letters do not clearly articulate a desired outcome. Both of these (citing the Ordinance and articulating a desired outcome) are requirements of Ordinance 128. 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 to letters that do not meet these minimum requirements, but do include articulated objections. For the same reasons, each of these letters is also being considered a Prop 218 protest. Inclusive of these letters, we have received a total of 13 Prop 218 protests, at the time of this report writing (11/13/2024).

At the October 24, 2024 meeting, the Board received a packet of the Ordinance 128 objection letters and responses to date. The letters received after this meeting through November 8, 2024 and their corresponding responses were provided to the Board members by email on November 12, 2024.

A summary of the expressed customer concerns and the number customers expressing this concern is provided in the table below. This summary table is inclusive of all letters received through November 8, 2024.

Expressed Customer Concern	Number of Letters w/Concern
How were the water rate changes determined?	4
How were the water rate tiers determined?	2
Why does MPWD not have a financial assistance program like PG&E or AT&T?	2
Are the water rates identified in the 2024 Water Rate Study certain?	1
How were the rate amounts determined? Could they be lower?	1
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 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.

Attachments: Packet of Ord. 128 Customer Objections and District Responses

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,
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
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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 large, stylized handwritten signature in black ink, appearing to read "Margaret R Freydoz".

Margaret R Freydoz
1106 Villa Ave
Belmont Ca
94002

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

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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.

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.

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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.

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

Tel: 650 596 8004



1075 Old County Road, Suite A, Belmont, CA 94002
tel: 650.591.8941 fax: 650.591.4998 MidPeninsulaWater.org

October 24, 2024

Zahra Lavji
2726 Barclay Way
Belmont, CA 94002
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.

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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

MATTHEW P. ZUCCA
President

CATHERINE M. JORDAN
Vice-President

BRIAN SCHMIDT
Director

KIRK R. WHEELER
Director

LOUIS J. VELLA
Director

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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.

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)

Mid-Peninsula H₂O Dist.

Belmont, CA 94002

October 22, 2024

General Manager,

In order to submit an objection to Ordinance No. 128, I am presenting my case:

Patricia E. Kelly

2001 Monroe Avenue

Belmont, California 94002

I have lived in Belmont since 1968, have owned my house since 1971, retired from the Belmont School District as a substitute teacher ^{at age 76} and have very little income. To clarify my objection to a raise in price for your services, I cannot afford another raise! I've owned and lived in my home for 53 years and I am 83 years old. Please, at least, consider my request.

Thank you for your attention to this matter.

Patricia E. Kelly



Ms Patricia Kelly
2001 Monroe Ave
Belmont, CA 94002-1640



November 1, 2024

Patricia Kelly
2001 Monroe Ave.
Belmont, CA 94002

Dear Ms. Kelly,

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 concerns regarding the affordability of the rate changes, and responses to your concerns are provided below. Your concern 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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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.

Why does MPWD not have a financial assistance program?

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.

Sincerely,



Kathryn Wuelfing
General Manager

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



Attn: General Manager



10/25/2024

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

RE: Objection in accordance with Ordinance

Contact

421 Chesterton Ave
Belmont, ca 94002

•
650-593-8512

•
Parcel #: 040-254-110

Dear General Manager,

We are OBJECTING to the proposed Water Rate Changes as per Ordinance objection procedures.

The 2024 Water Rate Study is disincentivizing your RESIDENTIAL users from saving water by revising the first volume tier from 0-2 all the up to 0-6!

We will no longer be urged to save water if we have to pay for the increased volume usage of 6 units and feel burdened and compromised by paying for those that use more than 2 units.

Please keep the **original** 4 tiers and revise the middle two tiers to stay under the 15 units as the rate study suggested the maximum tier should be.

Please respond by mail.

Thank you for your consideration.

Sincerely,

Suzanne Tschaekofske





November 1, 2024

Suzanne Tschaekofske
421 Chesterton Ave.
Belmont, CA 94002

Dear Ms. Tschaekofske,

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 a concern regarding the tier structure and conservation. Your concern as well as this response 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 also received your Proposition 218 protest letter and have logged it as a protest.

BOARD OF DIRECTORS

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JAMES W. RAMSEY, CPA, CFE
District Treasurer

How were the water rate tiers determined?

The 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 tier breakpoints are not structured around conservation, but rather cost of service at different usage levels. The updated *2024 Water Rate Study* 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, 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, and in the best interest of the District, its customers, and the community.

Sincerely,



Kathryn Wuelfing
General Manager

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



AGENDA ITEM NO. 6.B.

DATE: November 21, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: PROPOSITION 218 PUBLIC HEARING

- 1. Open Hearing**
 - 2. Consider Oral Testimony**
 - 3. Review Written Protests**
 - 4. Close Hearing**
 - 5. If written protests representing a majority of the parcels subject to the proposed water rates have not been received, then the Board will consider adopting Ordinance 129 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD**
-

RECOMMENDATION

Hold public hearing as require by Proposition 218. If written protests representing a majority of the parcels subject to the proposed water rates have not been received, then adopt Ordinance 129 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD.

FISCAL IMPACT

A comprehensive financial plan and rate study ("Rate Study") was prepared for the MPWD by HF&H, LLC. As detailed in the rate study, the proposed rate changes are needed to maintain revenue adequate for purchasing wholesale water from the San Francisco Public Utilities Commission (SFPUC), maintaining adequate reserves, the increase in operating expenses, and the capital improvement projects in the District's updated Fiscal Year (FY) 2024/2025 Capital Improvement Program (CIP) and 5-Year CIP budget.

BACKGROUND

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

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

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

- Finance Committee Meeting – December 8, 2023
- Finance Committee Meeting – February 20, 2024
- Finance Committee Meeting – April 2, 2024
- Finance Committee Meeting – May 15, 2024
- Finance Committee Meeting – June 5, 2024
- Special Board Meeting – June 6, 2024
- Regular Board Meeting – June 27, 2024
- Special Board Meeting – July 23, 2024
- Finance Committee Meeting – August 29, 2024
- Regular Board Meeting – September 26, 2024

On September 26, 2024, the Board of Directors adopted Ordinance 128, which set procedures for members of the public to follow, to provide a meaningful opportunity for a ratepayer to resolve an objection to a proposed water rate before resorting to litigation after the new rates are approved.

The Proposition 218 public hearing notice and letter regarding the Ordinance 128 objection process were mailed on October 4, 2024 to all customers reflecting the proposed water rates. The District posted the notice of the November 21, 2024 public hearing on its website in English and Spanish, along with a detailed Frequently Asked Questions (FAQ) section and a calculator to allow customers to calculate the change in the water bills following the January 1, 2024 increase.

DISCUSSION

The proposed rate changes include updates to the District's Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors, including a realignment of residential and commercial water rate tiers, and the inclusion of a mechanism to allow for the pass-through of SFPUC water rate changes. The Board of Directors met and carefully considered the needs of the District, the community, and the proposed rates at 10 public meetings and determined that the water rate changes are necessary, proportional, and in the best interest of the District, its customers, and the community. The rate adjustments are necessary to fund District operations and maintenance activities, to provide for adequate reserves, and to carry out capital improvements necessary to preserve and improve the reliability of the water system.

The attached Ordinance 129 will update the existing Ordinance 103 with the new rate schedule (provided as an attachment to Ordinance 129), which if approved will be effective as of January 1, 2025. The Board will be asked to review the budget and revenue needs every year, and on the basis of the 2024 Water Rate Study may choose to increase its rates up to the amounts specified in the report and included in the Proposition 218 hearing notice. The January 2025 and all future rate increases will require that the District issue a 30-day notice that rates will be increased, prior to enacting the changes.

MPWD has a total of 8,129 utility water accounts. Of those accounts, thirteen (13) are temporary hydrant meters, four (4) are MPWD meters and not eligible for the protest process. MPWD has a total of 8,112 eligible accounts. MPWD would need to receive 50% plus one (1), $(4,056 + 1 = 4,057)$ for there to be a successful protest of the proposed rate increases. Objections received pursuant to Ordinance 128 were shared with the Board at the October 24, 2024 meeting, and under item 6.A during this meeting. The District also received additional written protests under Proposition 218. At the time of the writing of this report, the Ordinance 128 objections and the Proposition 218 protests represent 13 parcels within the District, which is well below the Proposition 218 threshold. An updated count will be provided during the November 21, 2024 meeting.

Attachments: Ordinance 129: An Ordinance Amending Attachment A Regarding Rates and Fees to the Water Service Ordinance 103 for the Mid-Peninsula Water District

ORDINANCE NO. 129

**AN ORDINANCE AMENDING ATTACHMENT A REGARDING RATES AND FEES
TO THE WATER SERVICE ORDINANCE NO. 103
FOR THE MID-PENINSULA WATER DISTRICT**

MID-PENINSULA WATER DISTRICT

WHEREAS, the Board of Directors of the Mid-Peninsula Water District (District) is authorized to establish and modify, as necessary, the rates and fees imposed for the provision of water service to its customers; and

WHEREAS, these rates and fees are set forth in Attachment A to the Water Service Ordinance No. 103, which was most recently updated and adopted pursuant to Ordinance No. 127 on May 23rd, 2024; and

WHEREAS, California Water Code Section 31007 authorizes the District to establish rates and charges to yield an amount sufficient to pay operating expenses, to provide for repairs and depreciation of works owned and operated by the District, to pay interest on bonded debt, and to provide a fund to pay principal on bonded debt; and

WHEREAS, the District has evaluated the District's Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors, in light of the cost of providing service, including providing wholesale water provided by the San Francisco Public Utilities Commission (SFPUC), maintaining adequate reserves, the increase in operating expenses, and the capital improvement projects in the District's updated Fiscal Year (FY) 2024/2025 Capital Improvement Program (CIP) and 5-Year CIP budget; and

WHEREAS, the of Directors (Board) believes that the projects identified in the District's updated FY 2024/2025 CIP and 5-Year CIP budget are important for the safe and efficient operation of the District's water system and should not be foregone or deferred, and that the existing reserves and targeted reserve amounts are prudent and reasonable and need to be maintained; and

WHEREAS, the District has determined that the District's Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors must be adjusted in order to fund District operations and maintenance activities, to provide for adequate reserves, and to carry out capital improvements necessary to preserve and improve the reliability of the water system; and

WHEREAS, the District’s rate consultant, HF&H Consultants, LLC, prepared a cost-of-service analysis, as required by Proposition 218, and Water Rate Study that analyzed the District’s revenue requirements, provided a recommendation for adjusting the District’s Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors, and established a rationale for the increased charges; and

WHEREAS, the cost-of-service analysis and Water Rate Study determined that the District’s tier structure needs to be realigned; and

WHEREAS, the District is also proposing, pursuant to California Government Code Section 53756, to pass through the SFPUC wholesale rate increases that are above the projected rate increases identified in the cost-of-service analysis and Water Rate Study; and

WHEREAS, the final cost-of-service analysis and Water Rate Study has been available to the public since September 26, 2024, with drafts available prior to that date; and

WHEREAS, the Board met and carefully considered the needs of the District, the community, and the proposed rates at 10 public meetings from December 2023 through September 2024, including Finance Committee, Regular, and Special Board meetings, and determined that the water rate changes are necessary, proportional, and in the best interest of the District, its customers, and the community; and

WHEREAS, the District prepared a notice that described the amounts, the basis for calculating, and the reasons for adjusting the District’s Water Volume Rates, Meter Service Charges, and Water Shortage Rate Factors, identified the tier realignment structure and the SFPUC water rate increase pass through mechanism, identified the date, time, and location for the public hearing on the increased rates and charges, and described the procedures for submitting a protest; and

WHEREAS, the District mailed the written notice to the property owners and customers responsible for paying the bill in the District at least 45 days before the date of the public hearing; and

WHEREAS, the District posted the notice of the November 21, 2024 public hearing on its website in English and Spanish, along with a detailed Frequently Asked Questions (FAQ) section and a calculator to allow customers to calculate the change in the water bills following the January 1, 2024 increase; and

WHEREAS, the District accepted comments and protests before the November 21, 2024 public hearing, and up through the conclusion of the public hearing; and

WHEREAS, on September 26, 2024, the Board adopted Ordinance No. 128, to allow meaningful opportunity for ratepayers to present objections to proposed water rates before the new rates are approved, and the District received and provided responses to these objections pursuant to Ordinance No. 128; and

WHEREAS, the Board considered all comments, protests, and objections received; and

WHEREAS, the Board finds that the amendments to the Schedule of Rates and Fees do not exceed the amount of the estimated costs required to provide the services for which the rates and charges are levied and that the rate structure is aligned under the proportional costs of providing the services within each tier; and

WHEREAS, the Board further finds that the amendments to the Schedule of Rates and Fees are reasonable and required for the proper operation of the District, and are exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 21080(b)(8) of the Public Resources Code because it is for the purposes of (1) meeting operating expenses; (2) purchasing or leasing supplies; (3) meeting financial reserve requirements; and (4) obtaining funds for capital projects necessary to maintain services within existing service areas and that the analysis in this Ordinance and the documents incorporated into this Ordinance justify that the modifications to the rates and charges are for the purposes set forth on Section 21080 (b) (8); and

WHEREAS, the District will send notification to all customers at least 30 days prior to implementation.

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

Section 1: Attachment A to the Water Service Ordinance No. 103 of the Mid-Peninsula Water District is amended and restated in its entirety as set forth on Attachment A attached hereto.

Section 2 – Effective Date: This Ordinance shall take effect and be in full force as of the date of its enactment, with the new rates reflected in bills to be sent to District customers commencing January 1, 2025. All prior ordinances or parts of ordinances that may be inconsistent with this Ordinance No. 129 hereby are repealed.

REGULARLY PASSED AND ADOPTED at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on November 21, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President of the Board of Directors
Mid-Peninsula Water District

ATTEST:

District Secretary



**ATTACHMENT A
WATER SERVICE ORDINANCE 103**

SCHEDULE OF RATES AND FEES

I. SERVICE CONNECTION CHARGES

Service connections to the Mid-Peninsula Water District (MPWD) system require payment of a Meter Charge, Service Line and Installation Charge, Water Capacity Charge, and Water Demand Offset Charge. Charges are based upon the size of the service connection.

A. Meter Charge – CURRENT ACTUAL COST

B. Service Line and Installation Charge – CURRENT ACTUAL COST

An advance deposit will be required for service connections in the amount of the MPWD’s estimate of the total cost to install. Any excess of actual installed costs shall be refunded to applicant. Any shortfall between the MPWD’s estimate and actual installed costs shall be paid by the applicant prior to water service being activated.

C. Water System Capacity Charges

Water System Capacity Charges	
	EFFECTIVE 10/01/18
RESIDENTIAL	<u>Capacity Charge</u>
<i>Charge applies per residential dwelling unit</i>	-
Single Family Detached Dwelling Unit	\$10,043
<i>Charge applies to residential dwelling units served by meters up to 1-inch</i>	
Multi-Family Dwelling Unit	\$6,026
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>	
<hr/>	
OTHER CONNECTIONS	-
<i>Charge applies based on meter size</i>	EFFECTIVE 10/01/18
<u>Meter Size</u>	<u>Capacity Charge</u>
Up to 3/4-inch	\$10,043
1-inch	\$16,738
1-1/2-inch	\$33,476
2-inch	\$53,561
3-inch	\$100,427
4-inch	\$167,379
6-inch	\$334,758
8-inch	\$535,613
<hr/>	
<i>Note: Standard charges shown. The District reserves the right to calculate alternative charges on a case-by-case basis to ensure charges reflect estimated water demand and/or recover the full costs of facilities benefiting new or expanded water service connections.</i>	

D. Water Demand Offset Charges

Water Demand Offset Charges					
	UWMP Water Shortage Response Stages				
	Stage 1	Stage 2	Stage 3	Stage 4	
Water Supply Reduction	Up to 11%	12% - 18%	19% - 32%	33% - 50%	
Required Water Demand Offset	25%	50%	75%	100%	
RESIDENTIAL					
<i>Charge applies per residential dwelling unit</i>					
Single Family Detached Dwelling Unit					
	EFF				
	10/01/18	\$673	\$1,294	\$1,913	\$2,533
<i>Applies to residential dwelling units served by meters up to 1-inch.</i>					
Multi-Family Dwelling Unit					
	EFF				
	10/01/18	\$404	\$776	\$1,148	\$1,520
<i>Includes: apartments, townhouses, condominiums, and other developments with multiple residential units and separate irrigation meters as designated by the District</i>					
OTHER CONNECTIONS - Charge based on meter size					
<u>Meter Size</u>		EFFECTIVE 10/01/18			
Up to 3/4-inch	-	673	1,294	1,913	2,533
1-inch		1,121	2,156	3,189	4,222
1-1/2-inch		2,243	4,312	6,378	8,443
2-inch		3,589	6,900	10,204	13,509
3-inch		6,729	12,936	19,133	25,330
4-inch		11,214	21,560	31,889	42,218
6-inch		22,428	43,121	63,778	84,434
8-inch		35,886	68,994	102,044	135,095

II. MONTHLY FIXED SYSTEM AND COMMODITY CHARGES

MPWD WATER RATES EFFECTIVE JANUARY 1, 2025				
Fixed Monthly Charges				
<i>Billed based on meter size</i>				
	Effective July 1, 2024		Effective January 1, 2025	
Meter Size	<u>Meter Ratio</u>	<u>Rates</u>	<u>Meter Ratio</u>	<u>Rates</u>
5/8"	1.00	\$ 28.00	1.00	\$ 35.15
1"	1.50	\$ 42.00	2.50	\$ 72.39
1 1/2"	2.50	\$ 70.00	5.00	\$ 134.44
2"	4.00	\$ 112.00	8.00	\$ 208.90
3"	6.00	\$ 168.00	16.00	\$ 407.47
4"	10.00	\$ 280.00	25.00	\$ 630.86
6"	25.00	\$ 700.00	50.00	\$ 1,251.39
Water Consumption Charges				
<i>Billed based on monthly metered water use (\$/HCF)</i>				
	Effective July 1, 2024		Effective January 1, 2025	
<u>Residential</u>				
<u>Rate Tiers</u>				
Tier 1	0 - 2 HCF	\$ 7.43	0 - 6 HCF	\$ 9.75
Tier 2	3 - 8 HCF	\$ 10.26	7 - 14 HCF	\$ 14.56
Tier 3	9 - 20 HCF	\$ 12.17	Over 15 HCF	\$ 19.10
Tier 4	Over 20 HCF	\$ 14.07		
<u>Commercial Rate Tiers</u>				
Tier 1	0 - 5 HCF	\$ 9.37	All use	\$ 12.80
Tier 2	Over 5 HCF	\$ 10.73		
Note: 1 HCF = one hundred cubic feet or approximately 748 gallons.				

Pursuant to the Government Code, the MPWD reserves the right to increase its water consumption charges to recover any additional unanticipated SFPUC water rate increases.

III. WATER SHORTAGE EMERGENCY RATES

Water Shortage Emergency Rates may be implemented by authorization of MPWD’s Board of Directors. The table below shows that factors that would be applied to customer volumetric rates.

WATER SHORTAGE EMERGENCY RATE FACTORS						
Class	Stage 1 Up to 10% Reduction	Stage 2 Up to 20% Reduction	Stage 3 Up to 30% Reduction	Stage 4 Up to 40% Reduction	Stage 5 Up to 50% Reduction	Stage 6 Greater than 50% Reduction
Single Family Residential (SFR)	1.051	1.114	1.195	1.302	1.452	1.676
Multi-Family Residential (MFR)	1.043	1.094	1.157	1.237	1.340	1.490
Commercial	1.059	1.135	1.237	1.382	1.603	1.957

IV. PRIVATE FIRE PROTECTION SERVICE CHARGES

- A. Residential \$1.25/Month
- B. Non-Residential \$6.25/Month

V. MISCELLANEOUS CHARGES – Effective January 1, 2019

User Fee Item	Fee
Application for Regular or Temporary Service	\$10.00
Security Deposit	\$0.00
Payment with Credit/Debit Card	\$3.00
Late Payment Charge	\$10 per Month
48-Hour Notice	\$35.00
Shut-off/Restore Service	\$75.00
After-Hours Service Call	\$100.00
Returned Check	\$25.00
Photocopies, per page	\$0.25
Electronic Files via USB Storage Device	\$10 per service
Meter Test (Refundable if bad meter)	\$200.00
Fire Flow Test Report (Actual Cost)	\$500 Deposit for Actual Cost
Temporary Construction Water Connection: 1" Meter	\$550 dep + Fixed Monthly + Volume
Temporary Construction Water Connection: 3" Meter	\$2,500 dep + Fixed Monthly + Volume
Unauthorized Connection to Fire Hydrant	\$1,000.00
Unauthorized Hydrant Valve Operation	\$500.00
Commercial Plan Check Review	\$5,000.00
Residential Plan Check Review (3 units or larger)	\$3,000.00
Landscape Plan Check Review	\$400.00
Review, planning, and meeting time for projects not otherwise covered	Actual Cost
Labor - Administration	\$60.00
Labor - Operations Personnel w/Truck (Business Hours)	\$76.00
Labor - Operations Personnel w/Truck (Off Hours)	\$95.00
Equipment - Back Hoe, Dump Truck, Compressor	\$113.00
Labor - Executive Staff	\$121.00
Labor - Outside Principal Engineer	\$212.00
Labor - Outside Supporting Engineer	\$159.00
Labor - Outside Professional Services	Cost + 15%



AGENDA ITEM NO. 8.A.

DATE: November 21, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

**SUBJECT: RECEIVE REPORT FROM WULFF-HANSEN ON DISTRICT US
TREASURY INVESTMENTS TO DATE**

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

None.

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

UNANIMOUS__ ZUCCA__ JORDAN__ SCHMIDT ____WHEELER__ VELLA__

**Mid-Peninsula Water District
Cumulative Review of U.S. Treasury Security Investment Program
November 21, 2024**

Background and Purpose

In October of 2022, Mid-Peninsula Water District (“MPWD”) began its participation in the Wulff Hansen Public Agency U.S. Treasury Securities Investment Program. Through quarter ending September 30, 2024, MPWD has purchased a total of 15 U.S. Treasury securities via the Program.

The purpose of this Cumulative Review is to review MPWD’s portfolio and earnings from October 19, 2022 (inception of portfolio) to September 30, 2024 (most recent quarter end)(the “Reference Period”).

Book Earnings

- ❖ During the Reference Period, MPWD’s portfolio of U.S. Treasury securities generated total **Gross Book Earnings of \$920,852.**
- ❖ Over that same period, MPWD had an **average daily invested balance of \$9,996,442** in its portfolio of U.S. Treasury securities.
- ❖ Therefore, for the Reference Period, MPWD’s portfolio generated an **annualized Gross Book Yield of 4.72%.**
- ❖ From the outset of the program, we estimate that MPWD has paid **total gross fees of \$39,375** to the Municipal Advisor, Bidding Agent, and Custodian Bank. Deducting all estimated fees, MPWD generated estimated **Net Book Earnings of \$881,477**, which would produce an **annualized Net Book Yield of 4.51%.**

All dollar figures are rounded to the nearest whole dollar.

Hypothetical Comparison to LAIF

As a point of comparison, annualized quarterly apportionment rates paid by the Local Agency Investment Fund (“LAIF”) over the same period are as follows:

Year	Q1 Rate	Q2 Rate	Q3 Rate	Q4 Rate
2022	Not applicable	Not applicable	Not applicable	2.07%
2023	2.74%	3.15%	3.59%	4.00%
2024	4.30%	4.55%	4.71%	Not applicable

Adjusting for Q4 of 2022 (due to it being a partial period), the **average annualized quarterly apportionment rate paid by LAIF over the Reference Period was 3.69%.**

If MPWD’s portfolio had generated the same annualized Net Book Yield as LAIF during the Reference Period, we estimated that the MPWD’s Net Book Earnings would have been \$720,168.

For more granular detail on MPWD’s participation in the Wulff Hansen Public Agency U.S. Treasury Security Investment Program, please refer to the Quarterly Reviews that have been prepared and provided by Wulff, Hansen & Co.



AGENDA ITEM NO. 8.B.

DATE: November 21, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager
Alison Bell, Administrative Services Manager

SUBJECT: CONSIDER RESOLUTION 2024-24 APPROVING UPDATE TO THE RESIDENTIAL WATER SERVICE TERMINATION POLICY

RECOMMENDATION

Approve Update to Residential Water Service Termination Policy.

FISCAL IMPACT

No material impact. The policy update removes the requirements to prove a hardship to be eligible for an alternative payment plan, so there may be a small increase in payment plans, but additional bill write-offs would not be expected.

Translation services will be required to update the multi-lingual versions of the policy posted on our website. This cost is expected to be less than \$1,000.

BACKGROUND/DISCUSSION

The Board of Directors approved the District's existing Residential Water Service Termination policy in January 2020 via Resolution 2020-01, in accordance with the requirements of the 2018 bill SB 998. This policy identified the conditions for which a customer would be eligible for an alternative payment plan.

Health and Safety Code §116906(a) has since been updated to require agencies to provide an alternative payment plan to any delinquent customer, regardless of their financial, medical, or other hardship conditions. Therefore, the policy attached has been updated to remove these conditions. A redline of the existing policy is provided as an attachment, for reference. It should be noted that with this change, the District will still have the right to choose what alternative payment plan is available, and that plan does not need to reduce the amount the customer owes.



The policy is provided on our website in several additional languages: Spanish, Chinese, Tagalog, Vietnamese, Korean. Following approval, the translated versions of the policy will need to be updated and published to the website.

Attachments: Resolution 2024-24
Updated Residential Water Service Termination Policy
Redline of Updates to Residential Water Service Termination Policy

RESOLUTION NO. 2024-24

**APPROVING UPDATE TO THE RESIDENTIAL WATER SERVICE
TERMINATION POLICY**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, in September 2018, Senate Bill 998 was enacted and added the Water Shutoff Protection Act as California Health and Safety Code sections 116900 et seq.; and

WHEREAS, the Water Shutoff Protection Act established additional safeguards related to the termination of residential water service for non-payment to the procedural requirements already established in existing laws and required Mid-Peninsula Water District (District) adopt a written policy regarding the termination of residential water service due to non-payment; and

WHEREAS, the District adopted its written Residential Water Service Termination Policy in January 2020 via Resolution 2020-01; and

WHEREAS, Health and Safety Code §116906(a) has since been changed to require agencies to provide an alternative payment plan to any delinquent customer, regardless of their financial, medical, or other hardship conditions; and

WHEREAS, the District desires to adopt a policy that complies with the requirements of the revised Water Shutoff Protection Act and the requirements of existing laws, and also includes the District's procedures and practices in connection with the collection of delinquent accounts, including notifications, and the termination of water service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that the Residential Water Service Termination Policy is updated to

address current law, as documented in Exhibit A, attached hereto and incorporated herein as though fully set forth, is hereby approved.

REGULARLY PASSED AND ADOPTED this 21st day of November 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

BOARD PRESIDENT

ATTEST:

DISTRICT SECRETARY

MID-PENINSULA WATER DISTRICT
RESIDENTIAL WATER SERVICE TERMINATION POLICY

Effective December 1, 2024

1. Background

This policy is adopted to satisfy the Mid-Peninsula Water District's (MPWD) obligations under California Government Code Section 60370 *et seq.*, California Public Utilities Code Section 10001 *et seq.* and Health and Safety Code Section 116900 *et seq.*, which govern the termination of certain utility service. Health and Safety Code Section 116900 *et seq.*, the Water Shutoff Protection Act enacted by SB 998, requires urban water suppliers and urban and community water systems, such as the MPWD, to adopt a written policy regarding the discontinuation of residential service due to non-payment.

This policy will be available and posted on the MPWD's website in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language that is spoken by at least 10% of the residents in the service area: www.midpeninsulawater.org

2. Payment for Residential Water Service

Every person receiving water service from the MPWD is required to pay for such service within thirty (30) calendar days of mailing of the statement or billing. Except as prohibited by statute, the MPWD will have the right to discontinue water service for the failure to make complete and timely payment. The MPWD will not discontinue residential service for nonpayment until the subject account has been delinquent for at least sixty (60) calendar days.

3. Contesting a Charge

If a customer believes he or she was overcharged for residential water service or charged for residential water service not rendered, the customer may contest the amount due by notifying the MPWD in writing within seven (7) calendar days after receiving the statement or billing. The MPWD will evaluate the information provided by the customer and investigate the matter. The General Manager shall make a decision based upon all the information and shall have the authority to adjust the amount due in a fair and equitable manner, if appropriate.

If the customer disagrees with the decision, the customer may, within seven (7) calendar days from the General Manager's decision, appeal the decision, in writing, to the Board of Directors. The Board of Directors will review the record and make a determination at its next regular Board of Directors' meeting. The decision of the Board of Directors will be final.

4. Notice of Residential Service Termination

The MPWD will provide customers and/or actual users with notice of a delinquent payment and the impending service termination, as required by law. The means of notification will be by mail, notification at the premises, or telephone. The MPWD assumes no responsibility for mailing or telephone contact information that has not been kept up-to-date by the customer.

5. Averting Residential Service Termination

The MPWD can be contacted by telephone at (650) 591-8941 or in person at the administrative offices Monday-Friday from 8:00AM to 4:30PM, except legal holidays, to discuss options for averting discontinuation of water service for non-payment under the terms of this policy.

A customer may request an alternative payment option to avert termination, including a deferred or reduced payment plan, an alternative payment schedule, or an agreement to amortize the delinquent amounts.

The MPWD may choose which payment option the customer undertakes and may set the parameters of that payment option, in the MPWD's sole discretion. Any selected repayment option should result in full repayment of the outstanding balance within 12 months, but the MPWD may grant a longer term if it would be necessary to avoid undue hardship based on the customer's particular circumstances.

Policy Updated: December 1, 2024; supersedes February 1 2020.

MID-PENINSULA WATER DISTRICT

RESIDENTIAL WATER SERVICE TERMINATION POLICY

Effective ~~February~~ December 1, 2020~~4~~

1. Background

This policy is adopted to satisfy the Mid-Peninsula Water District's (MPWD) obligations under California Government Code Section 60370 *et seq.*, California Public Utilities Code Section 10001 *et seq.* and Health and Safety Code Section 116900 *et seq.*, which govern the termination of certain utility service. Health and Safety Code Section 116900 *et seq.*, the Water Shutoff Protection Act enacted by SB 998, requires urban water suppliers and urban and community water systems, such as the MPWD, to adopt a written policy regarding the discontinuation of residential service due to non-payment.

This policy will be available and posted on the MPWD's website in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language that is spoken by at least 10% of the residents in the service area: www.midpeninsulawater.org

2. Payment for Residential Water Service

Every person receiving water service from the MPWD is required to pay for such service within thirty (30) calendar days of mailing of the statement or billing. Except as prohibited by statute, the MPWD will have the right to discontinue water service for the failure to make complete and timely payment. The MPWD will not discontinue residential service for nonpayment until the subject account has been delinquent for at least sixty (60) calendar days.

3. Contesting a Charge

If a customer believes he or she was overcharged for residential water service or charged for residential water service not rendered, the customer may contest the amount due by notifying the MPWD in writing within seven (7) calendar days after receiving the statement or billing ~~at 3 Dairy Lane in Belmont, California~~. The MPWD will evaluate the information provided by the customer and investigate the matter. The General Manager shall make a decision based upon all the information and shall have the authority to adjust the amount due in a fair and equitable manner, if appropriate.

If the customer disagrees with the decision, the customer may, within seven (7) calendar days from the General Manager's decision, appeal the decision, in writing, to the Board of Directors. The Board of Directors will review the record and make a determination at its next regular Board of Directors' meeting. The decision of the Board of Directors will be final.

4. Notice of Residential Service Termination

The MPWD will provide customers and/or actual users with notice of a delinquent payment and the impending service termination, as required by law. The means of notification will be by mail, notification at the premises, or telephone. The MPWD assumes no responsibility for mailing or telephone contact information that has not been kept up-to-date by the customer.

5. Averting Residential Service Termination

The MPWD can be contacted by telephone at (650) 591-8941 or in person at the administrative offices 3 Dairy Lane in Belmont, California, Monday-Friday from 8:00AM to 4:30PM, except legal holidays, to discuss options for averting discontinuation of water service for non-payment under the terms of this policy.

A customer may request ~~that the MPWD approve~~ an alternative payment option to avert termination, including a deferred or reduced payment plan, an alternative payment schedule, or an agreement to amortize the delinquent amounts. ~~At the time of such request, the customer will provide the MPWD with documentation evidencing that the bill is beyond the means of the customer to pay in full during the normal period for payment.~~

Generally, the MPWD may grant any such request in its sole discretion, but it will grant such a request, and will not terminate residential water service, if all any of the following conditions are met:

~~The customer, or a tenant of the customer, submits to the MPWD a certification of a primary care provider (as defined in Welfare and Institutions Code section 14088(b)(1)(A)) that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided; AND~~

~~The customer demonstrates that he or she is financially unable to pay for residential water service within the MPWD's normal billing cycle by satisfying one of the following:~~

~~A member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or
The customer declares that his or her annual household income is less than 200 percent of the federal poverty level; AND or~~

~~The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with this Policy.~~

~~Upon such a showing or in its sole discretion, as applicable, the MPWD will offer the customer one or more of the following options:~~

~~Amortization of the remaining balance.~~

~~An alternative payment schedule.~~

~~A partial or full reduction of the unpaid balance.~~

~~Temporary deferral of payment.~~

The MPWD may choose which payment option the customer undertakes and may set the parameters of that payment option, in the MPWD's sole discretion. Any selected repayment option should result in full repayment of the outstanding balance within 12 months, but the MPWD may grant a longer term if it would be necessary to avoid undue hardship based on the customer's particular circumstances.

Policy Updated: December 1, 2024; supersedes February 1 2020.



AGENDA ITEM NO. 8.C.

DATE: November 21, 2024
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

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

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

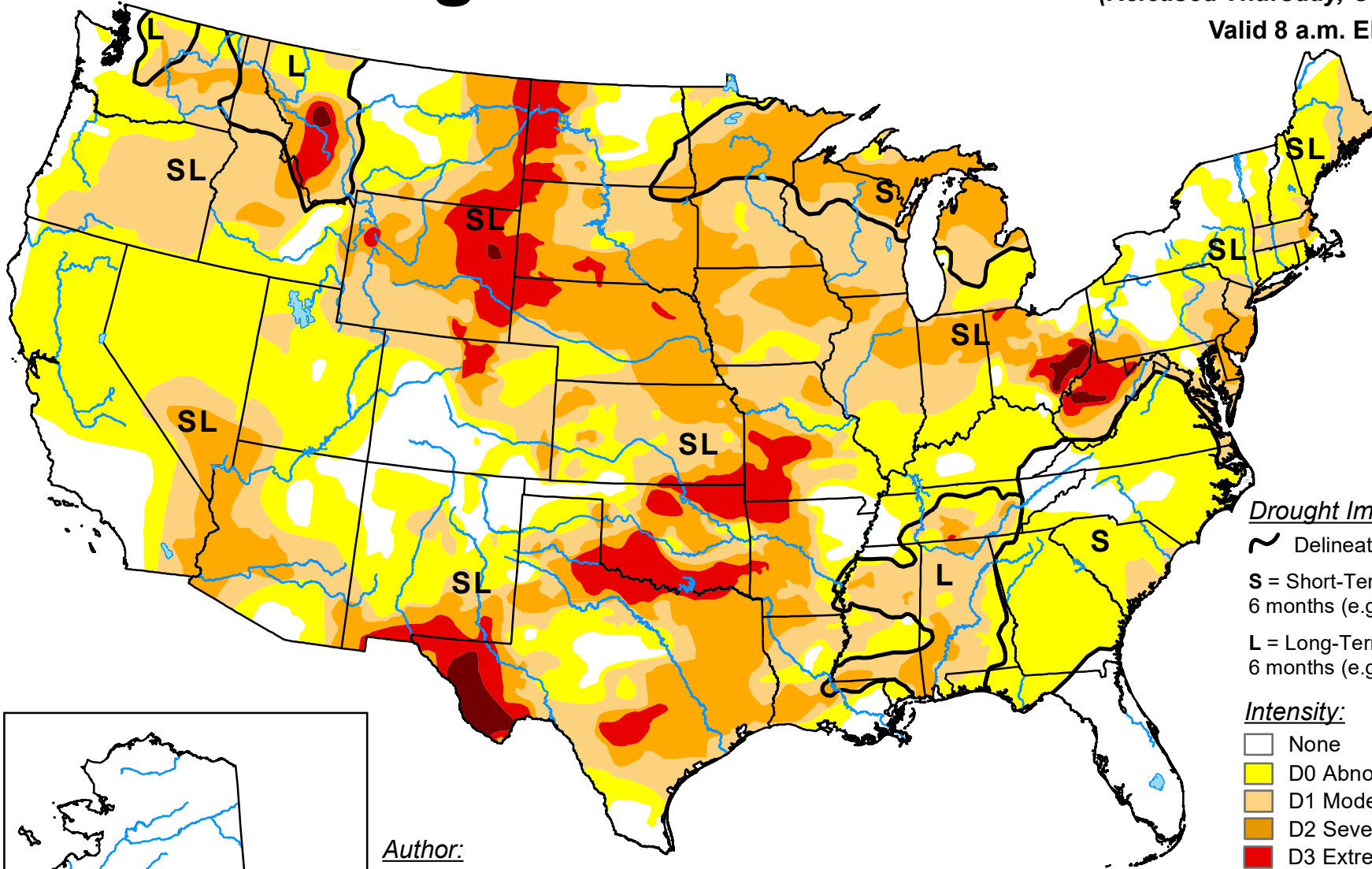
None.

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

UNANIMOUS__ ZUCCA__ JORDAN__ SCHMIDT__ WHEELER__ VELLA ____

U.S. Drought Monitor

October 29, 2024
(Released Thursday, Oct. 31, 2024)
Valid 8 a.m. EDT

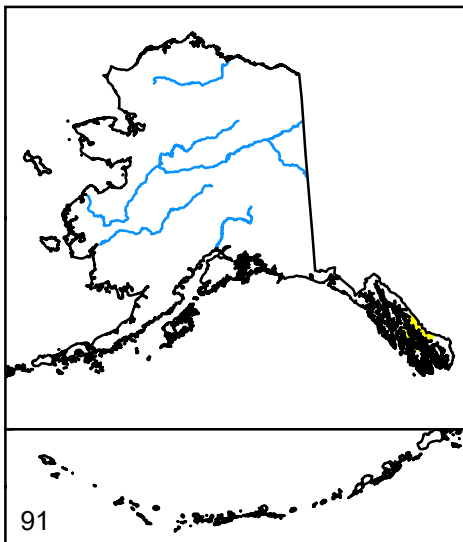


Drought Impact Types:

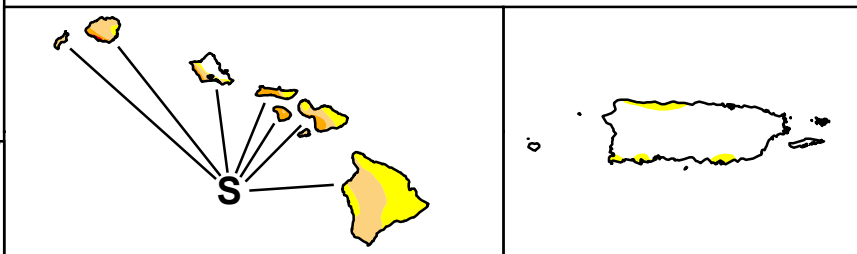
- Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

Intensity:

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



Author:
Brian Fuchs
National Drought Mitigation Center



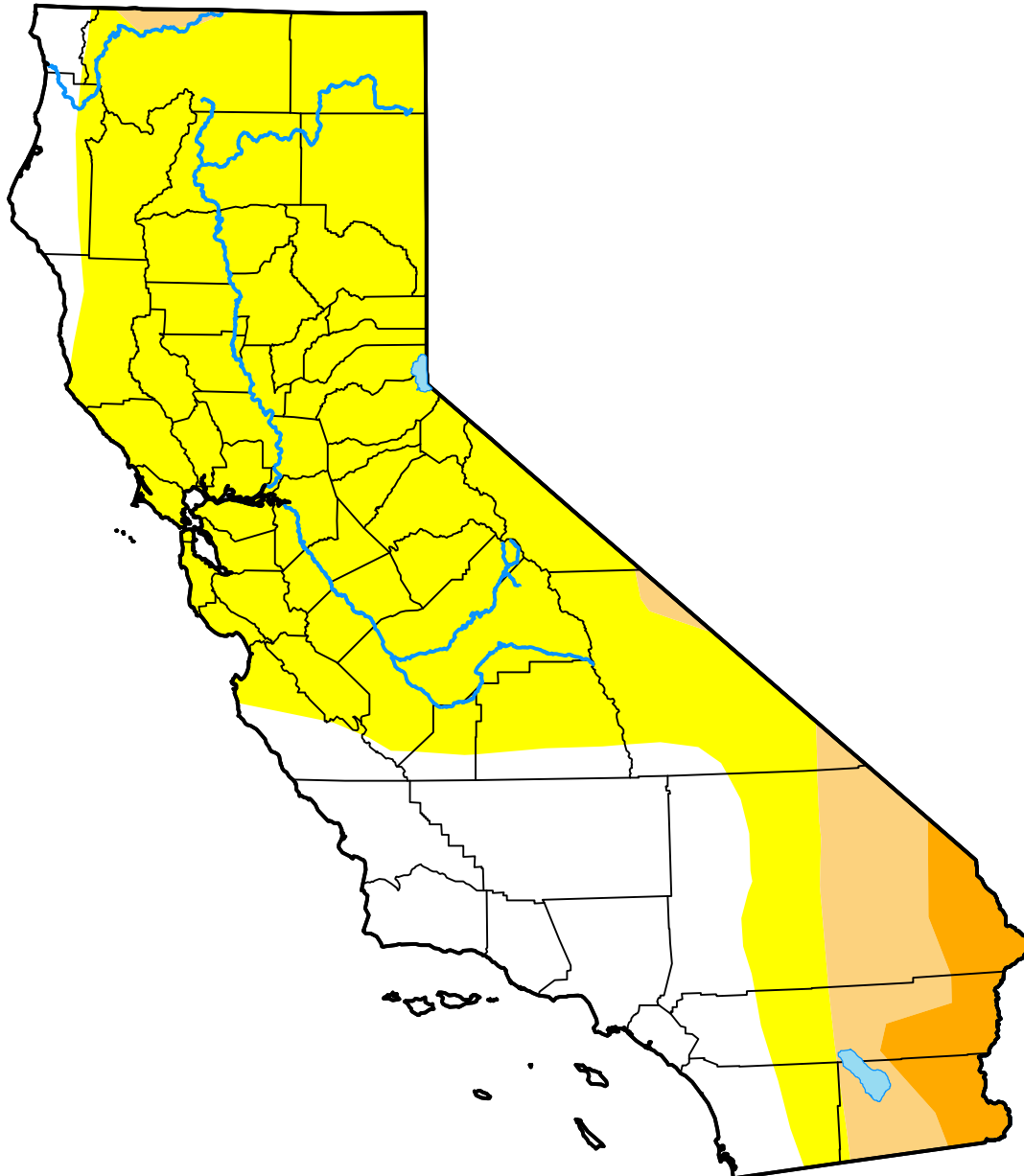
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>



droughtmonitor.unl.edu

U.S. Drought Monitor California

October 29, 2024
(Released Thursday, Oct. 31, 2024)
Valid 8 a.m. EDT



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	25.37	74.63	12.26	4.30	0.00	0.00
Last Week <i>10-22-2024</i>	24.68	75.32	14.05	4.30	0.00	0.00
3 Months Ago <i>07-30-2024</i>	78.78	21.22	4.44	0.00	0.00	0.00
Start of Calendar Year <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year <i>10-01-2024</i>	28.40	71.60	10.67	0.08	0.00	0.00
One Year Ago <i>10-31-2023</i>	94.34	5.66	0.00	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:

Brian Fuchs
National Drought Mitigation Center

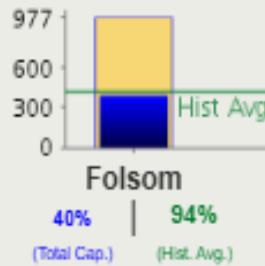
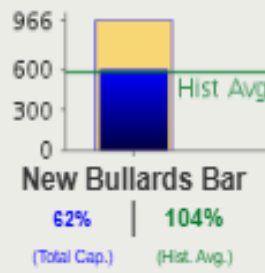
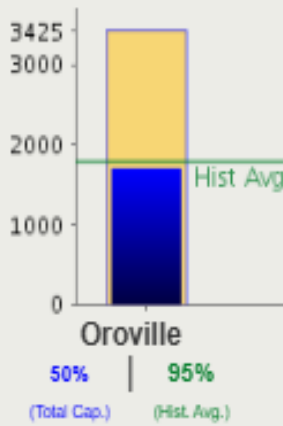
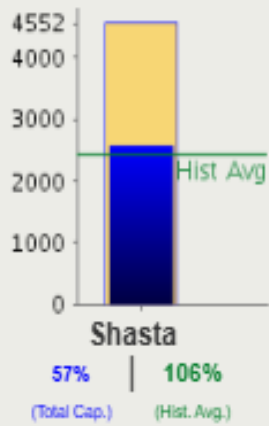


droughtmonitor.unl.edu

CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:03-NOV-2024

Data as of Midnight: 03-Nov-2024

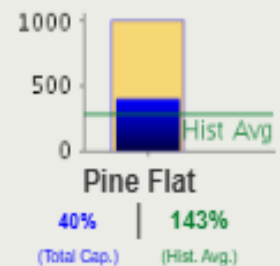
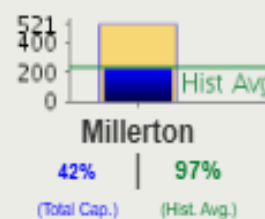
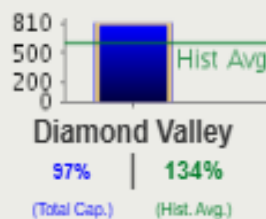
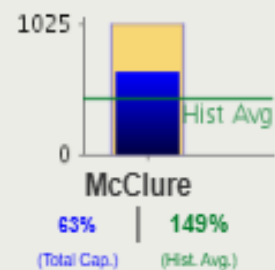
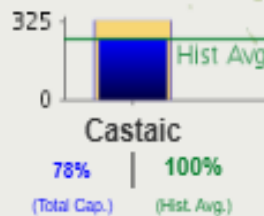
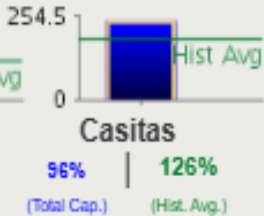
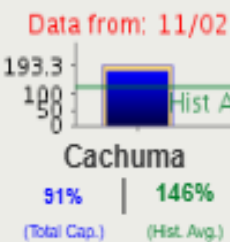
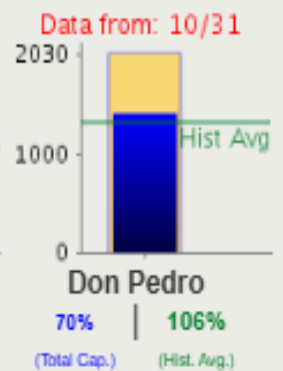
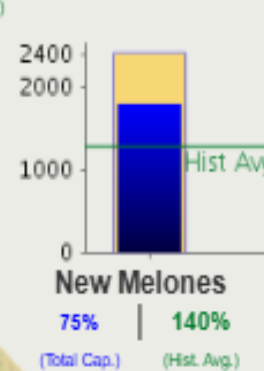
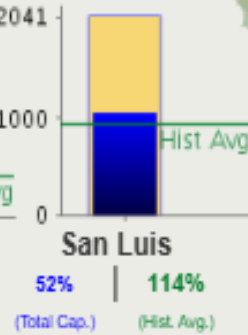
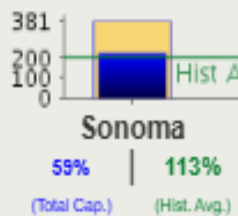
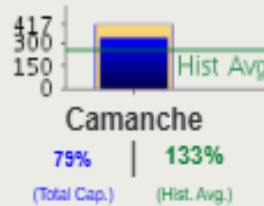
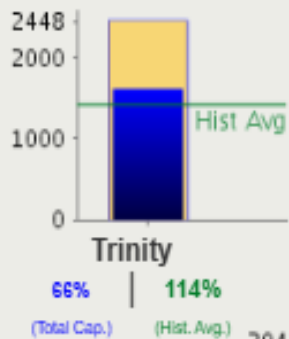
Change Date:



LEGEND

- Blue Bar:** Storage level for date
- Gold Bar:** Total reservoir capacity
- Green Line:** Historic level for date.

% of Capacity | % Hist. Avg.
(Click res. 3 char. code for details)

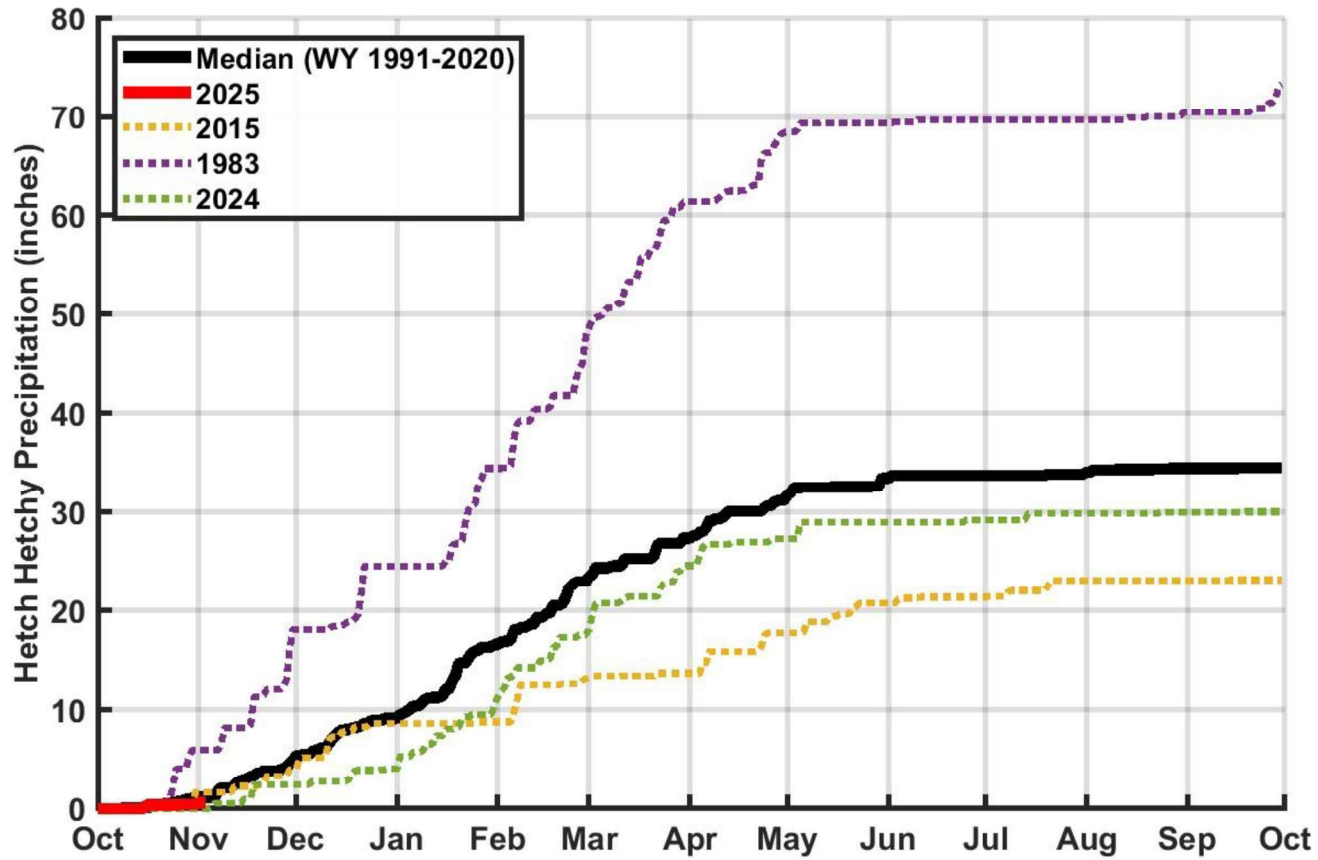


[Click for printable version of current data.](#)

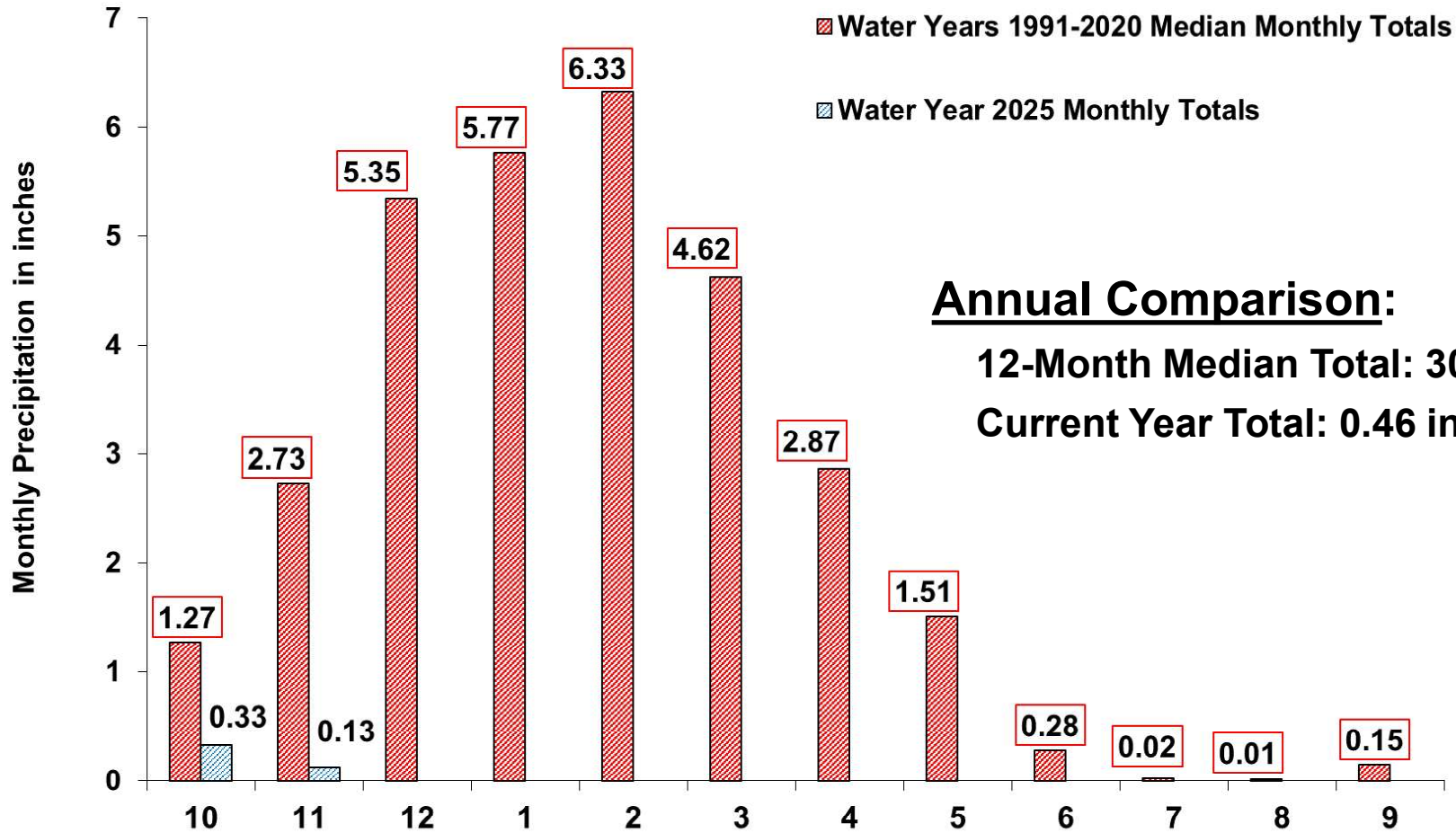
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The CSI link has been disabled to zoom in, for the lack of historical data.

Hetch Hetchy Precipitation



Upcountry 6-station Precipitation Index as of November 3, 2024

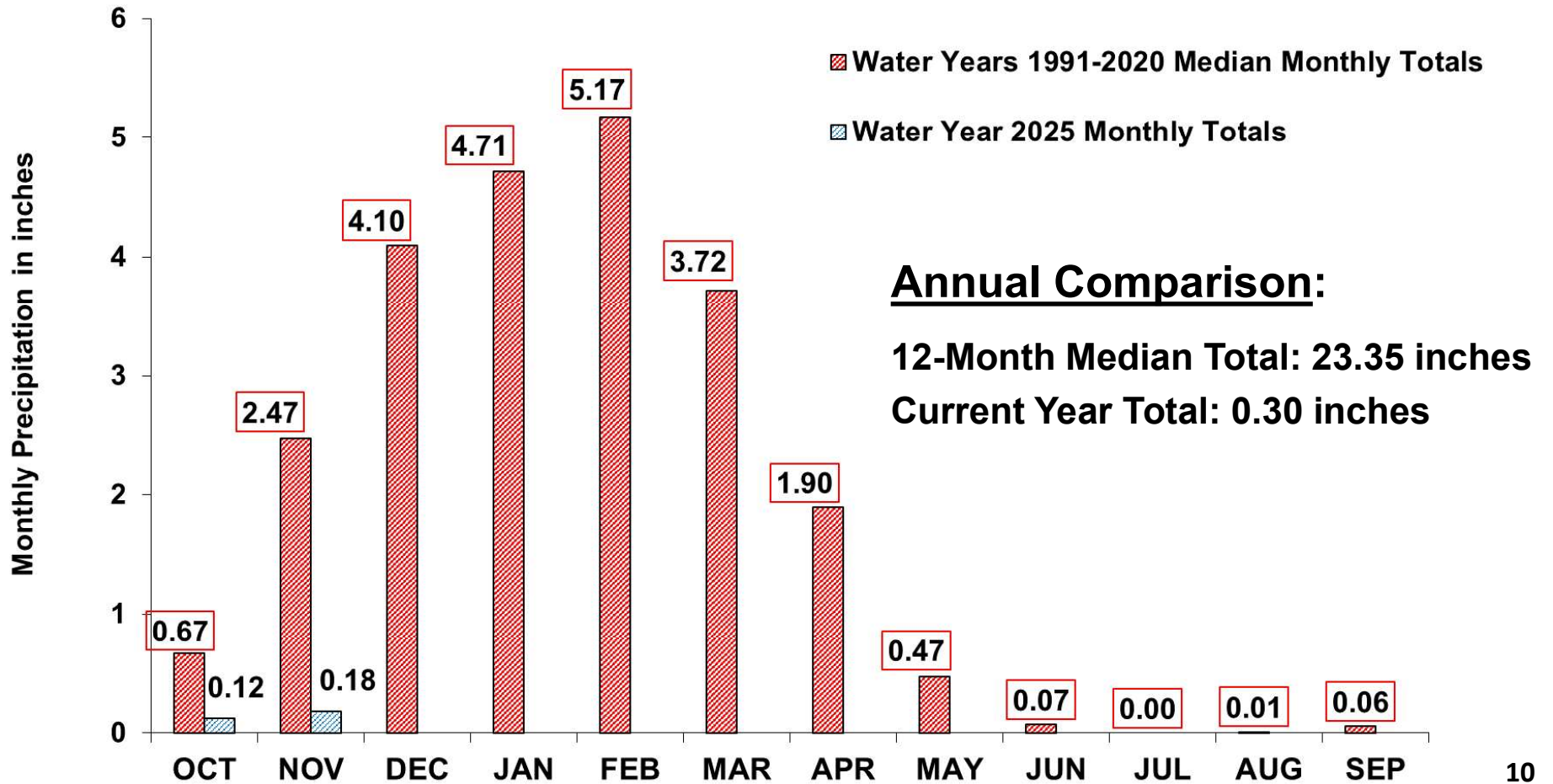


Annual Comparison:

12-Month Median Total: 30.92 inches

Current Year Total: 0.46 inches

Bay Area 7-station Precipitation Index as of November 3, 2024





RWS - Storage Conditions Comparison

	Maximum Storage Acre-Feet	11/4/2024		Maximum Storage Acre-Feet	10/30/2023		Comparing This Year to Last Year	10/31/2022	
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage
Tuolumne System									
Hetch Hetchy Rsvr	360,360	258,800	71.8%	360,360	320,800	89.0%	-19.3%	261,800	72.6%
Cherry Rsvr	273,345	244,400	89.4%	273,345	250,000	91.5%	-2.2%	242,000	88.5%
Lake Eleanor	27,100	15,140	55.9%	27,100	18,250	67.3%	-17.0%	17,850	65.9%
Water Bank	570,000	570,000	100.0%	570,000	570,000	100.0%	0.0%	256,775	45.0%
Total Tuolumne Storage	1,230,805	1,088,340	88.4%	1,230,805	1,159,050	94.2%	-6.1%	778,425	63.2%
Local Bay Area Storage									
Calaveras Rsvr	96,670	81,619	84.4%	96,670	86,946	89.9%	-6.1%	57,008	59.0%
San Antonio Rsvr	53,266	48,525	91.1%	53,266	49,583	93.1%	-2.1%	40,288	75.6%
Crystal Springs Rsvr	68,953	51,154	74.2%	68,953	50,934	73.9%	0.4%	52,058	89.3%
San Andreas Rsvr	18,675	14,342	76.8%	18,572	14,564	78.4%	-1.5%	17,047	89.6%
Pilarcitos Rsvr	3,125	2,250	72.0%	3,125	2,601	83.2%	-13.5%	2,186	72.1%
Total Local Storage	240,689	197,890	82.2%	240,586	204,628	85.1%	-3.3%	168,587	73.2%
Total RWS Storage	1,471,494	1,286,230	87.4%	1,471,391	1,363,678	92.7%	-5.7%	947,012	64.8%
	Total RWS Storage on 10/1/2024	1,322,144		Total RWS Storage on 10/1/2023	1,389,054		10/3/2022	966,106	
	Inc/Dec over the month	(35,914)			(25,376)			(19,094)	

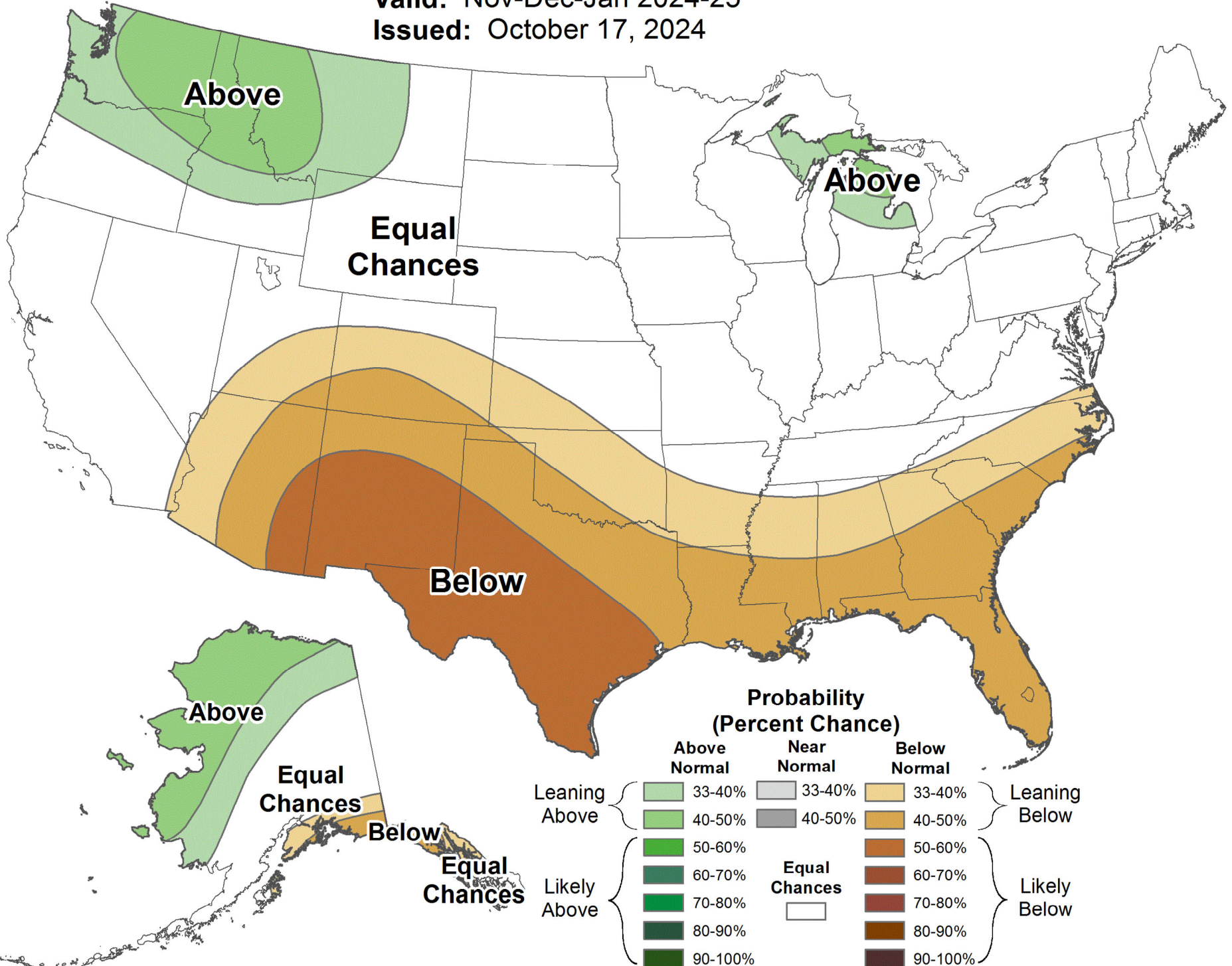


Seasonal Precipitation Outlook



Valid: Nov-Dec-Jan 2024-25

Issued: October 17, 2024



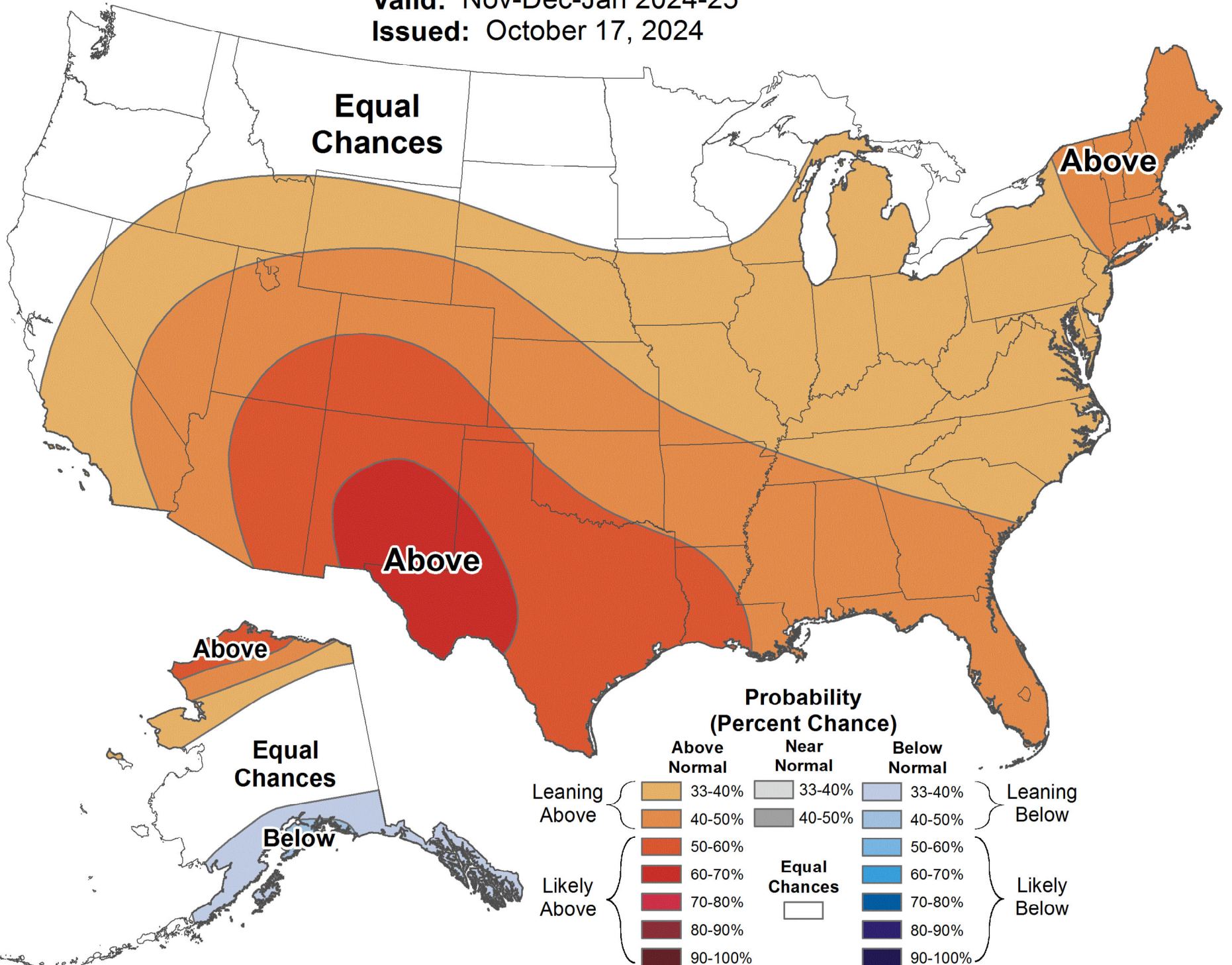


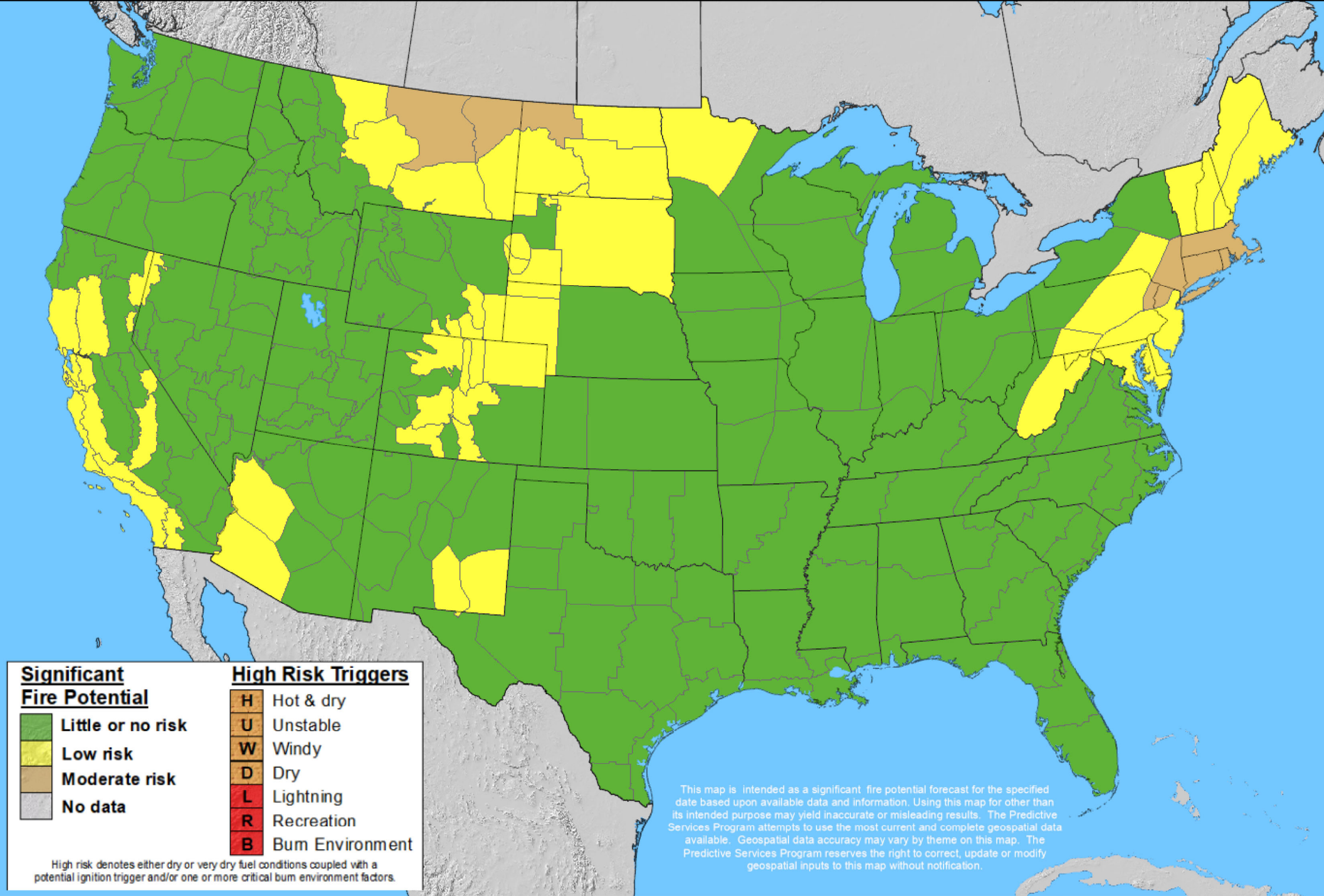
Seasonal Temperature Outlook



Valid: Nov-Dec-Jan 2024-25

Issued: October 17, 2024





SIGNIFICANT FIRE POTENTIAL

Valid For: Thursday, November 07, 2024

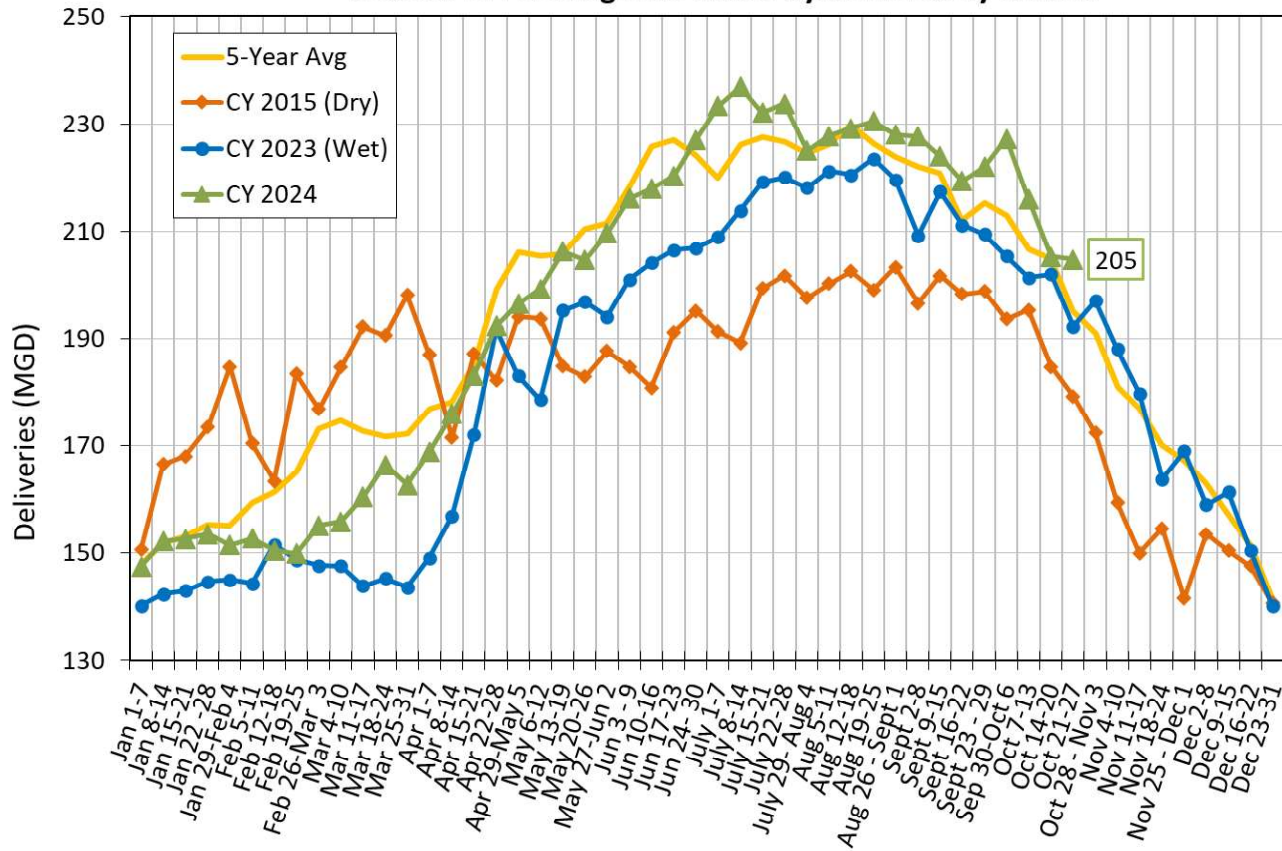
Issued On: Friday, November 01, 2024 02:29 PM (MT)

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

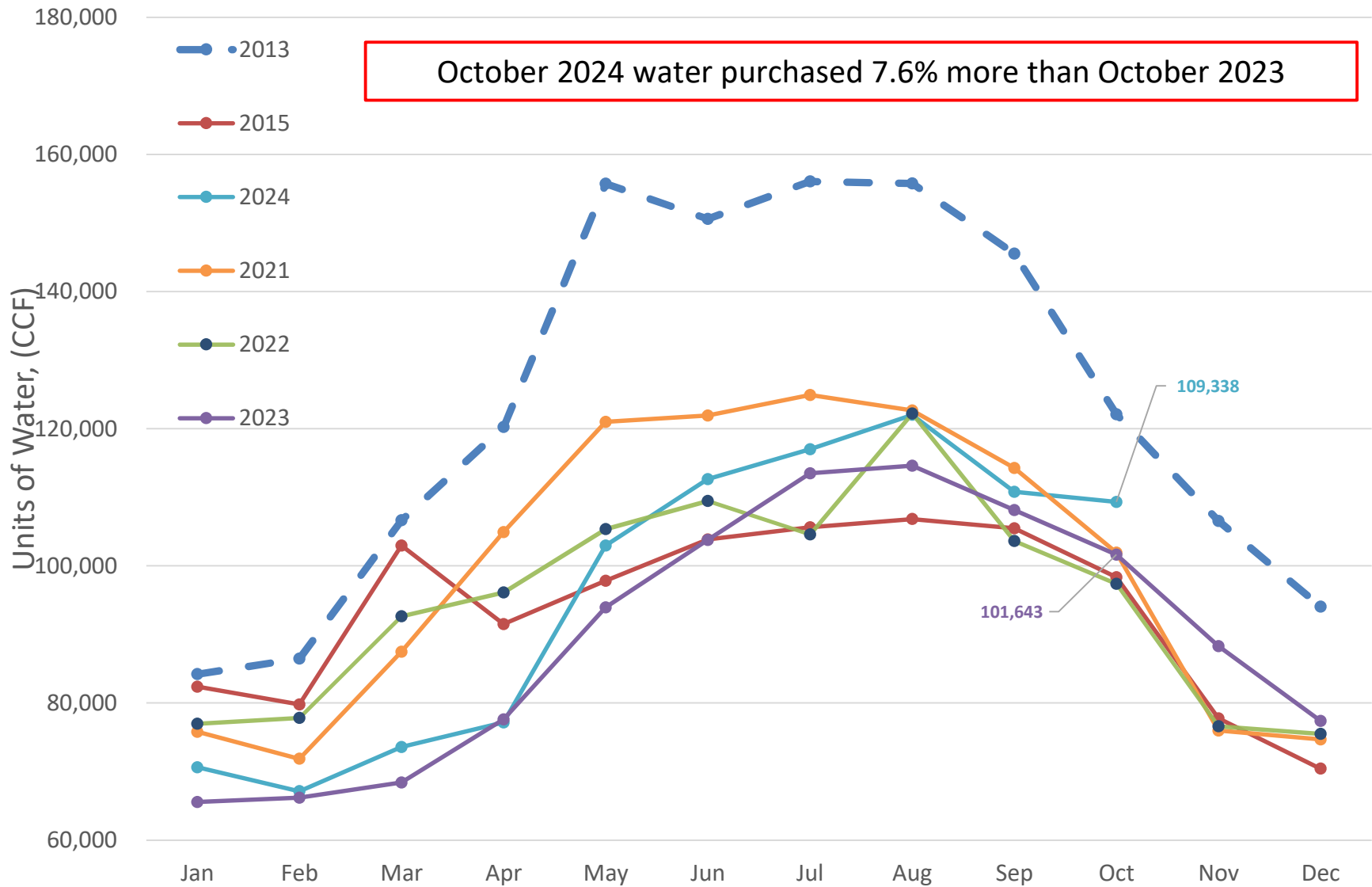


Total Deliveries

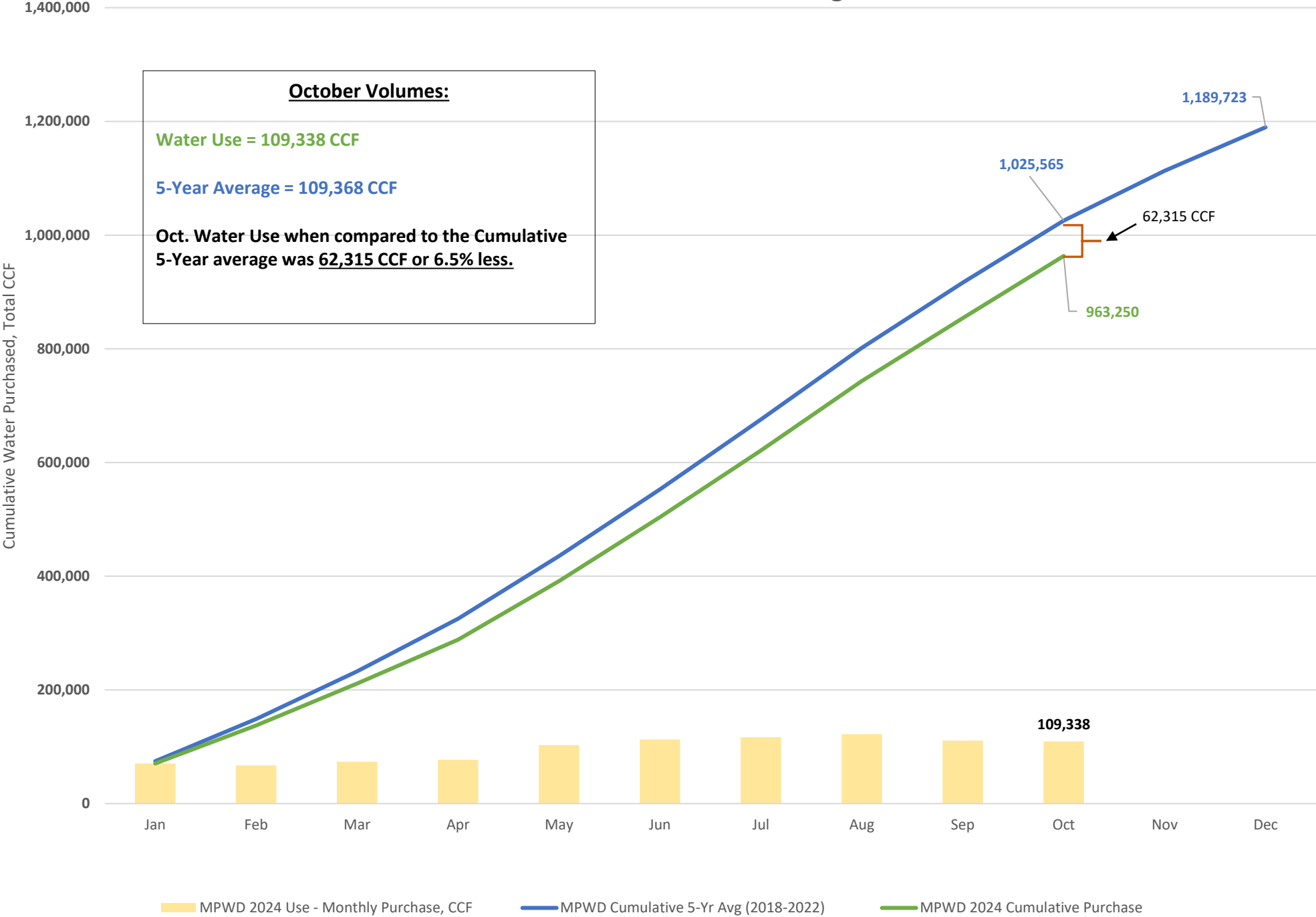
Regional Water System Total Deliveries
 Source: SFPUC Regional Water System County Meters



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: November 21, 2024

Budget Performance and Financial Position Report October 2024

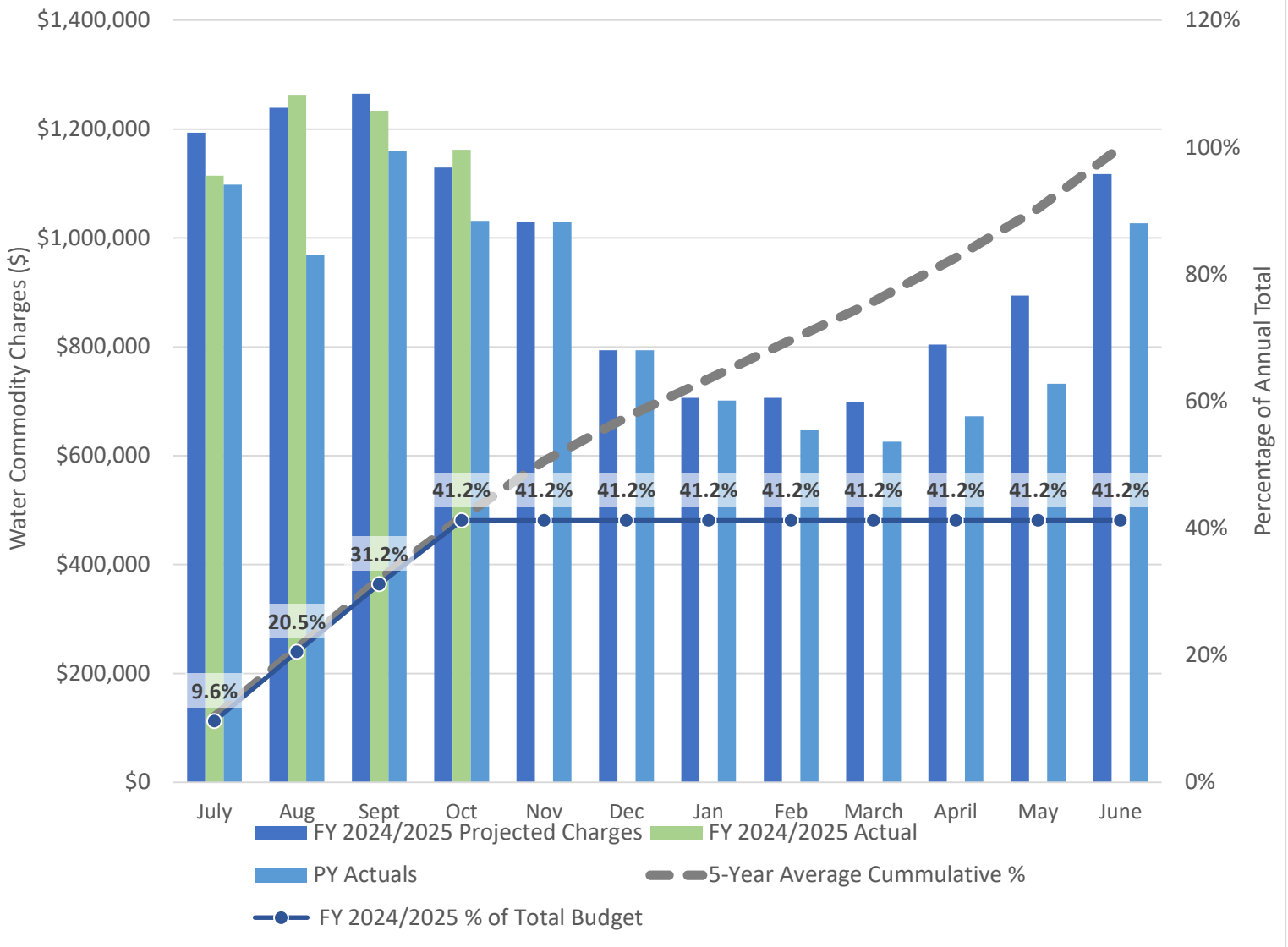
Please find the enclosed fiscal year 2024/25 (FY 24/25) unaudited Statement of Financial Position as of September 30, 2024 and 2023 as well as the monthly budget report for the period of July 1-June 30, 2025.

The following highlights significant activity through and as of October 31, 2024:

- The net surplus from operations is \$2,058,719, a decrease of \$243,007 as compared to the same period last year. The primary changes stem from water commodity charges that is \$517,517 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 \$858,824 as compared to this time last year. We are currently running one payment ahead as compared to last year. Salaries and Wages is \$246,163 more this year as compared to last year, and payroll taxes and benefits is running \$239,238 for the same comparison. Additionally, professional services is running \$236,893 more than last year at this time.
- Water Commodity Charges totaled \$4,773,557. This is 41.2% of budget.
- Fixed System Charges were \$1,086,325, which is 34.0% of budget.
- The total interest revenue from all sources is \$230,941, which is 28.62% of budget. One thing of note is that at the time of preparing this report the US Treasuries (Zions Bank) and PARS statements had not yet been received so interest amounts in those accounts are as of September 30, 2024.
- Total Operating Revenue is \$5,964,288, which is 39.9% of budget. Total Non-Operating Revenue is \$1,232,111 which is 73.6% of the budget.
- Total Revenue is \$7,196,399 which is 43.3% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$1,462,716, which is 37.03% of budget.
- Purchased Water is \$2,424,233. Purchased Water cost for the year ended June 30, 2024 was \$5,797,950.
- Total Operating Expenditures were \$5,137,680, which is 32.6% of budget.
- The capital budget includes \$62,067 for the purchase of two (2) new vehicles, and \$31,496 for purchase and installation of a backflow regulator.

- Additionally, there are \$495,617 in expenditures related to capital projects that have been incurred during the fiscal year.
- Unrestricted Cash & Cash Equivalents is \$15,241,848, which is a decrease of \$2,472,103 from October 2023.
- Unrestricted Net Position was \$13,363,083 with Total Net Position of \$42,227,090.

Analysis of Water Commodity Charges



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2024/2025 Projected Charges	FY 2024/2025 Actual	FY 2024/2025 % of Total Budget
July	10.3%	10.3%	1,098,097	1,193,599	1,114,313	9.6%
August	21.0%	10.7%	968,623	1,239,525	1,263,265	20.5%
September	31.9%	10.9%	1,159,108	1,264,714	1,233,804	31.2%
October	41.7%	9.8%	1,030,999	1,129,414	1,162,175	41.2%
November	50.6%	8.9%	1,028,758	1,029,169	-	41.2%
December	57.4%	6.9%	793,729	793,919	-	41.2%
January	63.5%	6.1%	701,568	705,962	-	41.2%
February	69.7%	6.1%	647,539	706,654	-	41.2%
March	75.7%	6.0%	625,568	697,650	-	41.2%
April	82.6%	6.9%	672,435	804,474	-	41.2%
May	90.3%	7.7%	731,935	893,920	-	41.2%
June	100.0%	9.7%	1,027,158	1,117,200	-	41.2%
TOTAL		100.0%	10,485,518	11,576,200	4,773,557	

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATING
FOR THE 4 MONTHS ENDED OCTOBER 31, 2024
SUMMARY (UNAUDITED)**

Target **33.33%**

DESCRIPTION	APPROVED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 10/31/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	11,576,200	4,773,557	6,802,643	41.2%
FIXED SYSTEM CHARGES	3,197,000	1,086,325	2,110,675	34.0%
FIRE SERVICE CHARGES	18,000	5,931	12,069	33.0%
MISC CUSTOMER ACCOUNT FEES	98,700	36,722	61,978	37.2%
SERVICE LINE & INSTALLATION CHARGES	60,000	56,753	3,247	94.6%
MISCELLANEOUS OPERATING	3,000	5,000	(2,000)	166.7%
TOTAL OPERATING REVENUE (SOURCES)	14,952,900	5,964,288	8,988,612	39.9%
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	117,857	427,143	21.6%
LEASE OF PHYSICAL PROPERTY	168,000	68,374	99,626	40.7%
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	24,425	75,575	24.4%
INTEREST REVENUE - COP	273,000	10,856	262,144	4.0%
INTEREST REVENUE - US TREASURIES	393,000	151,703	241,297	38.6%
INTEREST REVENUE - SWEEP ACCOUNT	-	15,232	(15,232)	0.0%
LANDSCAPE PERMIT REVENUE	4,000	1,600	2,400	40.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	1,674,000	1,232,111	441,889	73.6%
TOTAL REVENUE (SOURCES)	16,626,900	7,196,399	9,430,501	43.3%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,772,868	785,271	1,987,597	28.3%
PAYROLL TAXES & BENEFITS	1,176,865	677,444	499,421	57.6%
PURCHASED WATER	6,640,719	2,424,233	4,216,486	36.5%
OUTREACH & EDUCATION	80,000	4,895	75,105	6.1%
M&R - OPS SYSTEM	630,000	100,416	529,584	15.9%
M&R - FACILITIES & EQUIPMENT	352,000	117,857	234,143	33.5%
SYSTEM SURVEYS	-	2,100	(2,100)	0.0%
ADMINISTRATION & EQUIPMENT	715,000	196,754	518,246	27.5%
MEMBERSHIP & GOV FEES	606,000	230,964	375,036	38.1%
BAD DEBT & CLAIMS	40,000	-	40,000	-
UTILITIES	506,400	213,954	292,446	42.2%
PROFESSIONAL SERVICES	1,076,500	360,214	716,286	33.5%
TRAINING/TRAVEL & RECRUITMENT	87,500	23,578	63,922	26.9%
DEBT SERVICE	1,055,000	-	1,055,000	-
TOTAL OPERATING EXPENDITURES (USES)	15,738,852	5,137,680	10,601,172	32.6%
NET SURPLUS/LOSS	888,048	2,058,719		
DEBT SERVICE COVERAGE	1.40	2.13		

*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 4 MONTHS ENDED OCTOBER 31, 2024
SUMMARY (UNAUDITED)**

Target **33.33%**

DESCRIPTION	APPROVED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 10/31/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
CAPITAL ASSETS				
Trucks (2)	\$ 200,000	\$ 62,057	\$ 137,943	31.0%
Surveillance Equipment for Tanks / Facilities	40,000	-	40,000	-
Misc. Equipment	30,000	31,496	(1,496)	105.0%
Valve Turner	30,000	-	30,000	-
Air Relief and Vacuum Valves	100,000			
TOTAL CAPITAL ASSET	400,000	93,554	206,446	23.4%
CAPITAL PROJECTS - PAYGO				
20-07 Harbor Blvd WMI Project	-	2,386	(2,386)	0.0%
15-75A Old County Road Improvements	225,000	100,864	124,136	44.8%
15-09/15-19/21-01 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	25,968	2,974,032	0.9%
24-08 Exborne West Tank Recoating	675,000	2,717	672,283	0.4%
West Belmont North Tank Recoating	130,000	-	130,000	-
TOTAL CAPITAL PROJECTS - PAYGO	4,030,000	131,935	3,898,065	3.3%
CAPITAL PROJECTS - DEBT FINANCING				
20-09 Dairly Lane Ops Center Rehab Design	1,859,858	-	1,859,858	-
24-07 Folger Drive Property Improvements	2,295,000	102,498	2,192,502	4.5%
TOTAL CAPITAL PROJECTS - DEBT FINANCING	4,154,858	363,982	11,850,876	8.8%
TOTAL CAPITAL PROJECTS	8,184,858	495,917	15,748,941	
TOTAL CAPITAL	8,584,858	589,471	15,955,387	

**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
STATEMENT OF NET POSITION (UNAUDITED)
AS OF OCTOBER 31, 2024 AND 2023**

<u>ASSETS</u>	<u>AS OF 10/31/2024</u>	<u>AS OF 10/31/2023</u>
Current Assets		
Cash and cash equivalents	\$ 2,490,652	\$ 8,372,269
Investments	12,751,196	9,341,682
Accounts receivable	2,956,824	2,529,648
Prepaid expenses and other assets	76,619	(140,339)
Total Current Assets	18,275,291	20,103,260
Restricted cash with fiscal agent	1,534,124	4,337,569
Lease receivable	958,464	1,099,275
Construction in progress	8,959,136	9,484,063
Capital assets, net	29,386,293	23,599,575
Net OPEB asset	660,560	135,246
TOTAL ASSETS	\$ 59,773,868	\$ 58,758,988
Deferred Outflows of Resources		
Pension related deferred outflows	\$ 1,313,533	\$ 1,898,626
OPEB related deferred outflows	346,521	291,399
Total Deferred Outflows	\$ 1,660,054	\$ 2,190,025
LIABILITIES		
Current Liabilities		
Accounts payable	\$ 9,328	\$ 3,076
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	750,662	753,891
Noncurrent Liabilities		
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	17,027,958	17,256,612
TOTAL LIABILITIES	17,778,620	18,010,503
Deferred Inflows of Resources		
Pension related deferred inflows	594,735	844,115
Lease receivable related deferred inflows	833,477	950,069
Total Deferred Inflows	1,428,212	1,794,184
NET POSITION		
Net investment in capital assets	\$ 28,864,007	\$ 23,213,863
Unrestricted	13,363,083	17,930,463
TOTAL NET POSITION	\$ 42,227,090	\$ 41,144,326

**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	690,297	690,297	15,232		n/a	n/a	n/a
LAIF	LAIF	1,757,424	1,757,424	24,425		4.32% +	n/a	0
BNY - Reserve *	Money Market Funds	670,651	973,583	10,856		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	275,042		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	0
	US Treasury Notes	1,749,168	1,758,042			4.14%	1/31/2025	92
	US Treasury Notes	2,654,843	2,720,535			0.39%	4/30/2025	181
	US Treasury Notes	4,543,870	4,618,997			0.26%	7/31/2025	273
	Total Zions	<u>12,488,839</u>	<u>12,751,196</u>	<u>151,703</u>				
	Total Cash and investments	<u>\$ 19,720,549</u>	<u>\$ 20,341,927</u>	<u>\$ 505,983</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	6,772,485	84.66%	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 on next scheduled debt service.
	Total Reserves	<u>\$ 21,590,402</u>	<u>\$ 20,341,927</u>	94.22%	

* - 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: November 21, 2024
TO: Board of Directors
FROM: Joubin Pakpour, PE – District Engineer

SUBJECT: Capital Project Update

District Engineer Pakpour will give a verbal update.

AGENDA ITEM NO. 9.A.3

TO: Board of Directors
FROM: Alison Bell, Administrative Services Manager
DATE: November 21, 2024

ADMINISTRATIVE SERVICES MANAGER'S REPORT

OCTOBER/NOVEMBER

Conferences

CSDA Board Secretary Conference (October 21st-23rd): The California Special districts Association Board Secretary/Clerk Conference is tailored for board secretaries and clerks within special districts. The conference offers comprehensive training on governance, legal compliance, records management, and effective communication strategies. In my role, participating in this conference enhances my proficiency in governance practices, the Brown Act, and administrative procedures specific to special districts. The knowledge and skills acquired will enable me to support MPWD's board more effectively, ensure compliance with state regulations, and implement best practices.

CalPERS Conference (October 28th-30th): The California Public Employees' Retirement System conference is an annual event designed to provide updates, training, and resources related to public employee retirement benefits and pension management. It focuses on key topics such as retirement system updates, policy changes, investment strategies, and member services. Attending the CalPERS conference benefits my role by deepening my understanding of retirement and benefits administration, ensuring compliance with CalPERS regulations, and equipping me to effectively support staff.

CalPELRA Conference (November 12th-15th): The California Public Employers Labor Relations Association conference is a premier event focused on labor relations, human resources, and public sector employment issues. The conference provides valuable training, updates on employment laws, and best practices for managing workplace challenges in public agencies. Attending the CalPELRA conference enhances my knowledge by offering insights into effective labor relations strategies, compliance with evolving laws, and ways to foster productive workplace environments. The knowledge gained can improve policy development, employee relations, and overall administrative effectiveness, aligning with my role's responsibilities.

Work with Admin Team

The administrative staff are continuously hard at work, but especially now with upcoming projects that we have.

- Misty has been working hard to get more streamlined and efficient billing software for our customers. We have selected to go with Xpress Bill Pay. An overview of the benefits are that A/R will no longer have to manually edit and update the file in Civic Pay that is used to process the automatic payments each month. This task can take several hours to go through the complete list of customers. The customers will also have the ability to select the date for the payment within the window of it being due. Xpress will process the payments for us on the specified date and the payments will be included in the daily case receipt batches. This process will eliminate the need to upload the files into Springbrook since everything will not be automated. Another benefit will be that all customers that are currently utilizing the Springbrook autopay process that is separate from Civic Pay, will be uploaded into the new Xpress Bill Pay. For these customers we will select the date for them, they will not be required to create an online account, and their automated payments will transfer over. In total, this transition from Civic Pay to Xpress Bill Pay will save roughly 96 hours of administrative work a year.

We appreciate Misty working on this project for the last year, we are excited to finally have it implemented.

- Liz Ganske will be presenting for the first time to all staff! She has worked hard on implementing the changes into ADP that will streamline a lot of processes for payroll. She will present to staff during our bi-weekly safety meetings on December 12th. I will be working with her to create a presentation, and I know that she will be amazing!

Board Vacancy Communication

Postcards for Board Vacancies should be hitting mailboxes this week! Below is the announcement:

CUSTOMER CONNECT

Join the Mid-Peninsula Water District Board of Directors!

To be eligible, you must live in Divisions 4 or 5 and be a registered voter. Directors receive \$100 per meeting attended and District-paid health insurance.

If you are passionate about water quality, environmental stewardship, and community service, we encourage you to submit an application!

Visit MidPeninsulaWater.org/candidate or scan the QR code at right for more information on the role, benefits, and how to apply.

Sincerely, the MPWD Board of Directors

MPWD SERVICE AREA

95th MPWD
SERVING YOU SINCE 1929

Division 5
Division 4

San Carlos

phone: 650.591.8941 email: MPWD@MidPeninsulaWater.org

We created a new page on our website that the QR Code directs the community to [Join the Mid-Peninsula Water District Board of Directors! | Mid-Peninsula Water District](#). Within the page, we created a streamlined online application form as well as providing the community with another option of completing the application and submitting it via email. The webpage is formatted as an FAQ and we will be updating the information when needed.

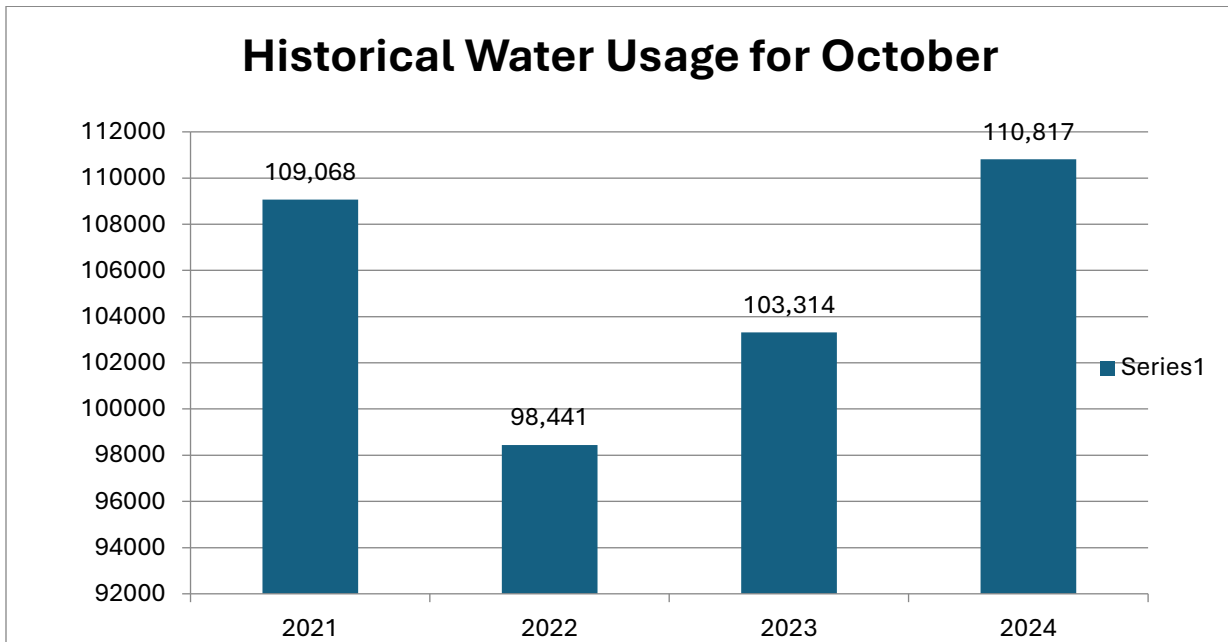
Utility Billing:

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
October	415	7264	205	90	64	45	12	31	8095

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
October	313	36	0	0	7	2	8	2



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
- Joubin Pakpour December 9, 2024
- Rene Ramirez December 7, 2024
- James Ramsey October 19, 2025
- Brian Schmidt March 30, 2025
- Julie Sherman March 9, 2025
- Louis Vella December 05, 2024
- Kirk Wheeler January 30, 2025
- Kat Wuelfing March 22, 2025
- Matt Zucca April 10, 2025
- Alison Bell June 12, 2026

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

Here is the link to the FPPC free online ethics training:
<http://localethics.fppc.ca.gov/login.aspx>

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

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

- Cathy M. Jordan October 28, 2026
- 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.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: November 21, 2024

OPERATIONS REPORT – October

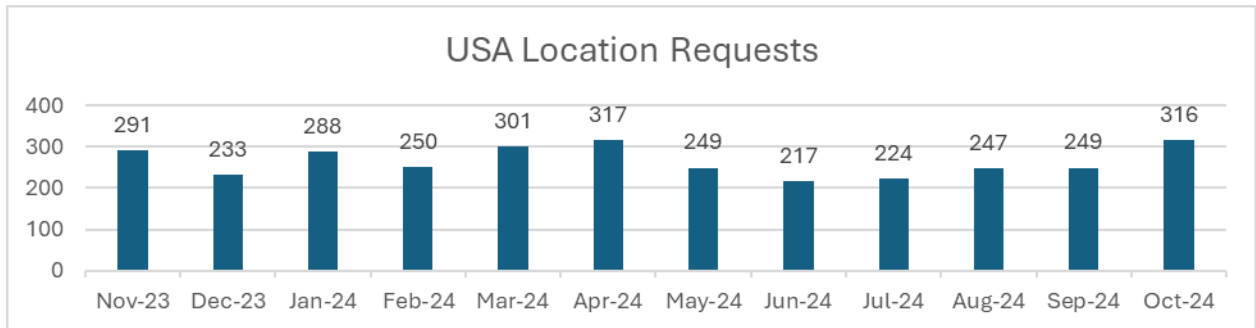
Projects:

- Continue working with Noll and Tam to prepare for the re-making of the Folger property into a District Emergency Operations Center;
- Met with staff to discuss water meters and their long-term maintenance, accuracy and replacement;
- Met internally to discuss and understand a City project to construct a storm water retention facility in the City Hall parking lot with our water line running through it;
- Several of us attended an all-day meeting reviewing the state's new cross-connection policy handbook and its impact to all state water utilities. District staff came back with a plan template;
- Met with Engie to go over their analysis of District power consumption data. Next step is to bring architect into conversation;
- Board approved contract with West Coast Arborists started with tree removal at the Exbourne Tank Site where most of the trees to be removed were located. Their work was completed before the end of October;
- The EPA required lead service line inventory is submitted on October 8th, a week before it was due. No lead service lines were found;
- Completed 1" service upgrade to 1519 Altura Drive; and
- Wrapping up the design work by 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.

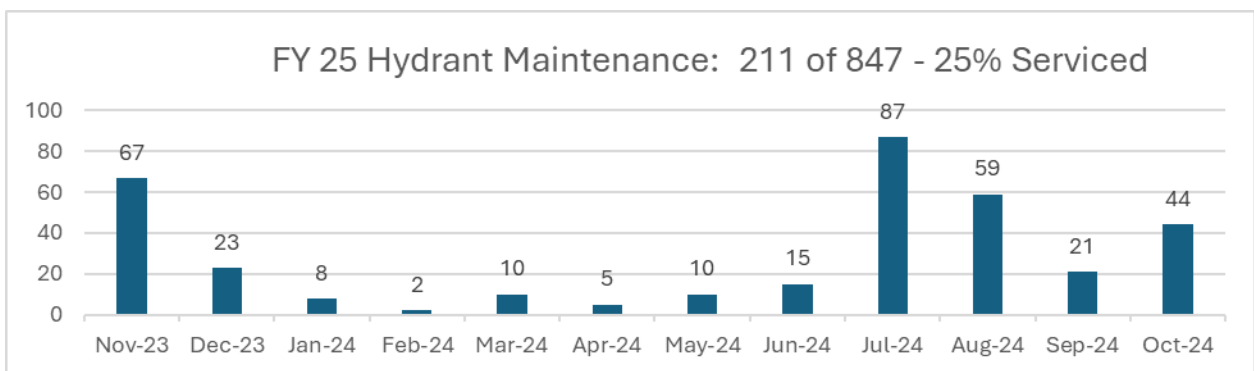
Maintenance:

- Replaced two (2) outdated fire hydrants with the new hydrant standard at 2727 Saint James and 37 Heritage Court;
- Relocated a 5/8-inch residential meter at 1830 Oak Knoll
- Repaired a 1" dual service leak at 2727 Saint James;
- Completed paving on previous leak on Civic Lane;
- Reset a sinking valve can on Civic Lane and repaved around it;
- Replaced 2 - meters that stopped working;

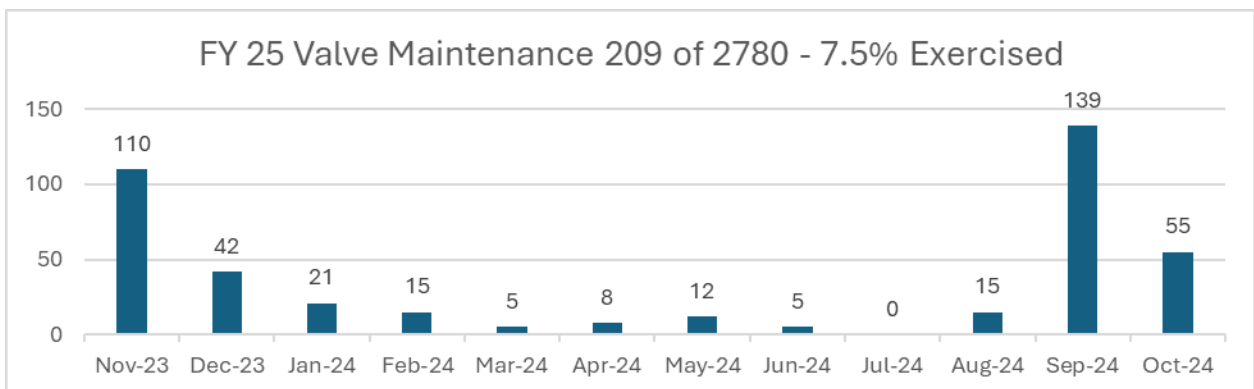
- Replaced 2 – meter registers with weak batteries
- Replaced 14 - meter transceivers due to weak batteries;
- Responded to and completed 316 USA (underground service alerts) location requests during month. Running 12-month location requests totals 3,182, an average of 265 per month;



- Hydrant maintenance visits: 44 in October including painting 7 of them:



- 55 valves exercised during October.



- Collected the requisite 55 water samples in September from 11 sample station sites. None of the samples tested positive for total coliform; and

- Staff continue to closely monitor the water system's condition as part of normal operations. During October staff flushed 66 dead ends. This is time of year when water quality can turn and flushing is important.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
10/20/24	2727 St. James Road	Leaking 1" dual service plastic line	Polybutylene	1966	~ 500

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

Commercial: 16

- o 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 City of Belmont/MPWD 2x2 meeting in the MPWD Conference Room;
- Set up Dairy Lane shop for a BAWSCA Landscape Education class;
- Participated in a call with Kat and Shawn Tooley to talk about his background and potential engagement as a project manager for our building construction;
- Attended meeting at Stepford’s office to discuss District IT needs and options;
- In conversation with Wulff-Hansen regarding maturing US Treasuries and also on a game plan for potential is issue more debt to support capital plan;
- All hands meeting to talk about Open Enrollment;
- Attended an APWA luncheon to hear staff from Silicon Valley Clean Water talk about their tunneling project;
- All hands gathering for training on de-escalation;
- Attended the HIA luncheon;
- Attended staff meeting for management and supervisors;
- Participated in weekly call with District Engineer, General Manager, 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: November 21, 2024

GENERAL MANAGER'S REPORT

Key Activities Since October Meeting

- **Standard & Poor (S&P) Rating Update** – S&P reached out a few weeks ago to let us know that they were reviewing our COP rating and that they would like to have a meeting. They sent us a list of questions in advance, which we responded to with the help of Wulff Hansen & District Treasurer Ramsey. During our meeting with S&P they explained that they reviewed our FY2023 Audit and had questions based on the reporting of revenues and expenses, which due to the pension/OPEB adjustment and change in reporting method with the new auditor appeared on its face to be problematic. However, this was easily explained by District Treasurer Ramsey, and they said we relieved their concerns. We went through the rest of their questions, which were all very well received. We requested that they wait to issue their report until after the November 21st public hearing and rate adoption, so that that would be final and not speculative in their report; they agreed. Wulff Hansen expects that having this review so close to our next likely bond issuance will help facilitate the process to rate the future bonds.
- **US Treasury Investment** – After meeting and discussing our US Treasury Program with Wulff Hansen, staff directed Wulff Hansen to reinvest \$2.2 million into a 6-month treasury bond, maturing May 1, 2025. The highest bid for yield rates received was 4.47%, which will result in interest earnings of \$48,746 for the District. The next round of US Treasuries is maturing at the end of January. Wulff Hansen will give an update on our full portfolio earlier in the meeting. Our current and past investment portfolio is as follows:

- **FY 2022/23 Financial Audit** – CJ Brown and Associates has been working on completing our FY 2022/2023 financial audit. There is one more phase of work, anticipated the week of December 11th. The audit is being completed 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 late December. 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 or February.
- **SFPUC Fluoridation Fact Sheet** – SFPUC just updated and released a fact sheet on fluoridation – attached. This has been posted to our website on the Water Quality page and shared with staff if customers have questions.
- **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.
- **Building Project Program/Construction Manager** – Shawn Tooley also declined, for contracting reasons. We are working on putting together an RFQ to distribute to firms.
- **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 have 2 open houses scheduled for Folger. The first one is Tuesday November 19th at 5:30pm and the second is Saturday November 23rd at 10:00am. The same information shared in the brochure is shared on our website here: <https://www.midpeninsulawater.org/articles/folger.php>.
- **Dairy Lane Rehab** – Noll & Tam’s scope of work for the full design was approved in October and work has begun.
- **Attended CalPELRA and first ACWA JPIA Leadership Training** – Both training events were great. CalPELRA was a very in-depth and useful conference, covering a variety of HR topics, including labor negotiations, avoiding HR pitfalls, risk management, recruiting and background check best practices, performance reviews, neurodiversity in the workplace, and more. I found this conference to be more beneficial than the CalGovHR conference I attended last year, and will try to attend most years. The ACWA JPIA Leadership course began, with the first of four in-person sessions over the course of the year. Training so far has focused on getting to know our cohort, DISC, self-assessment and self-leadership, and values-based leadership. There will be three zoom-meetings before the next in-person training in February.
- **Conferences & Training** – Scheduled to attend:



- California Society of Municipal Finance Officers, San Jose – February 5-6, 2025
- ACWA JPIA Leadership Class – February 27-28, 2025 [Will attend Board meeting by Zoom]

Key Meetings and Conferences Attended

- California Public Employers Labor Relations Association Conference – 11/12/2024-11/15/2024
- ACWA JPIA Leadership training class – 11/6/2024 – 11/8/2024
- Meeting w/Wulff Hansen & James Ramsey to discuss S&P Questions – 11/5/2025
- Meeting w/Crown Castle to discuss “upgrades” to cell equipment at Hallmark site – 11/5/2024
- Ad Hoc Board Member Recruitment Committee Meeting – 11/5/2024
- Lunch with Mike Jaeger of Tanner Pacific to discuss upcoming projects – 10/31/2024
- Meeting with ENGIE to discuss potential microgrid project for Dairy Lane – 10/31/2024
- Senator Becker tour of Dairy Lane – 10/28/2024
- CSDA Roundtable Meeting with Assemblymember Diane Papan – 10/24/2024
- Meeting with City of Belmont team regarding Twin Pines Stormwater Retention Basin Project – 10/23/2024
- Meeting with Wulff Hansen to Discuss US Treasury Reinvestment – 10/22/2024
- Lunch with Belmont Public Works Director – 10/22/2024
- Meeting with Samier Shaikh (drop-in office) - 10/15/2024
- 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

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
- 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 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: Board Member Appointees - January 14, 2025

- Board to interview candidates for appointment as Division 4 and 5 Directors

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
- Consider Updating Ordinance 128 to Comply with New State Law
- Receive Report on the California and San Francisco Regional Water System Conditions

February 27, 2025 (Fourth Thursday)

- Welcome new Board members
- Receive BAWSCA Update
- Receive Report on the California and San Francisco Regional Water System Conditions

Special Meeting Re: Strategic Plan – Date TBD – March/April 2025

- Strategic Plan Update Discussion with Board

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

WHAT IS FLUORIDE?

Fluoride is an abundant element in the Earth's crust that is naturally found in rocks, soil, and fresh and ocean water. The erosion of rocks and soils containing fluoride contribute to dissolving of fluoride at varying levels in both surface and groundwater. Other sources of fluoride in water supplies include emissions from industrial processes and man-made fluoridation.

WHAT IS FLUORIDATION?

When fluoride is present in drinking water at the recommended optimal level, it has been shown to promote oral health benefits. The amount of natural fluoride in water supplies varies between communities. In some community water supplies, naturally occurring fluoride is too high and must be removed. In other communities, such as ours, naturally occurring fluoride is generally not enough to provide benefits. Water fluoridation is the addition of a small amount of fluoride to a community water supply to achieve the optimal fluoride level that helps prevent tooth decay. State law AB 733 requires that public water systems with 10,000 or more water connections fluoridate their water supply.

The San Francisco Public Utilities Commission (SFPUC) has been supplying fluoridated water to San Francisco residents and wholesale customers in the northern peninsula area since the early 1950s. As of November 2005, fluoridated water has been supplied to all SFPUC wholesale and retail customers in the Bay Area.

FLUORIDE MONITORING

Drinking water quality is regulated by established limits for the protection of public health. Drinking water quality regulations, including fluoride levels in public drinking water systems, are set by the Division of Drinking Water of the State Water Resources Control Board (SWRCB). The SFPUC routinely monitors for the levels of fluoride in drinking water to meet the state regulation and submits fluoride monitoring results to the SWRCB each month.

The SFPUC monitors fluoride in all its waters, including surface water reservoirs, groundwater wells, and treated water delivered to homes.

The SFPUC's drinking water is safe to drink, with fluoride levels in water delivered to customers far less than the State's maximum limit. From 2019-2023 the average fluoride level in the SFPUC's treated drinking water was 0.7 mg/L, which is consistent with the optimal fluoride level established by the State.



HOW MUCH FLUORIDE IS IN MY WATER?

Our fluoride target level for drinking water is 0.7 milligrams per liter (mg/L, or parts per million, ppm), consistent with the April 2015 State regulatory guidance on optimal fluoride level. This amount is about equal to a few drops of fluoride in a water heater. Currently, the State maximum limit for fluoride is 2 mg/L. This is the highest level of fluoride that is permitted in drinking water.

FLUORIDATION

WHAT ARE THE BENEFITS OF FLUORIDATION?

One of the most common chronic diseases of childhood are cavities or tooth decay, specifically for those who lack access to dental care. Water fluoridation is a widely accepted practice proven to be safe and effective for preventing and controlling tooth decay. In addition, medical and dental experts endorse water fluoridation as the single, most effective public health measure to improve oral health. Therefore, fluoridated water benefits the entire community, children and adults of all ages, especially low-income and underserved populations.

Fluoride supplementation in levels administered for drinking water, in addition to fluoride intake accounted from all other sources, is safe for humans and all animals.

ARE THERE ANY HEALTH CONSIDERATIONS OF FLUORIDATED WATER?

San Francisco residents have been drinking fluoridated water for more than 70 years with no known and/or apparent adverse health impacts. Infants fed formula mixed with water containing fluoride at the optimal level of 0.7 mg/L recommended by the Centers for Disease Control and Prevention (CDC) may have an increased chance of developing tiny white lines or streaks in their teeth. These marks are referred to as mild to very mild fluorosis and are often only visible under a microscope. Even in cases where the marks are visible, they do not pose any health risk. CDC considers it safe to use optimally fluoridated water for preparing infant formula.

To lessen this chance of dental fluorosis, you may choose to use low-fluoride bottled water to prepare infant formula. Nevertheless, children may still develop dental fluorosis due to fluoride intake from other sources such as food, toothpaste and dental products. For additional information on infant formula and fluorosis, please visit the CDC website at the link on the next page.

Public health and professional organizations recognize the oral health benefits of drinking fluoridated water. Scientific research of fluoridation of community water systems at the regulated levels have not shown any health risks. There have been some recent studies suggesting that fluoride may impact childhood cognitive development. In September 2024, a U.S. District Court directed the US Environmental Protection Agency (EPA) to examine the potential risk of fluoride levels in drinking water and to prepare a response. The judge emphasized that there is no certainty that fluoridated water endangers public health. EPA is reviewing the case. The American Dental Association (ADA), American Academy of Pediatrics, California Department of Public Health (CDPH), and CDC continue to support fluoridation as safe and beneficial to oral health. Following the court ruling, the ADA said it “remains staunchly in support of community water fluoridation at optimal levels to help prevent tooth decay.” The CDPH stated that “Optimally fluoridated drinking water is a safe and effective measure that helps prevent dental decay and is especially important in underserved communities where access to dental health care is limited.”



FLUORIDATION

CONSUMER RESOURCES: REGULATION/HEALTH



SFPUC: ANNUAL WATER QUALITY REPORT

www.sfpuc.gov/accounts-services/water-quality/annual-triennial-water-quality-reports



SWRCB: FLUORIDATION

www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/fluoridation.html



CDC: COMMUNITY WATER FLUORIDATION

www.cdc.gov/fluoridation/faq/

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2025 New Laws Series, Part 4: New Laws Impacting Proposition 218



By Vanessa Gonzales posted 5 days ago

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By @Lutfi Kharuf, Partner, Best Best & Krieger and Dean Atyia, Partner, Best Best & Krieger

California special districts provide vital public services, ranging from water provision and wastewater treatment to solid waste collection and disposal. Because many of these services are related to the ownership of property, they are subject to Article XIII D, Section 6 of the California Constitution, commonly known as Proposition 218.

Chat-How Can We Help?



Proposition 218 was passed by voter initiative in 1996 and created procedural and substantive limitations on the ability to adopt or increase property-related fees. For example, property-related fees cannot exceed the proportional cost of providing the service, and the revenues generated from such fees can neither exceed the total cost of service, nor be used for an unrelated purpose.

Special districts must juggle increased demands, new regulations, growing populations, and inflation, among other things, when providing property-related services. At the same time, special districts operate under tightening budgets and the constant threat of legal challenges to their rates. By its own terms, Proposition 218 is intended to make it easier for ratepayers to successfully challenge property-related fees. And this intent has manifested in nearly thirty years of costly litigation. Each new, and often more restrictive, judicial interpretation of Proposition 218 leaves special districts scrambling to adjust and manage risk.

Over the last several years, the State Legislature has attempted to provide some balance to the legal framework by passing laws that assist special districts when setting and defending rates for property-related fees. This year alone, Governor Gavin Newsom signed into law three new bills to protect local revenues and ensure special districts have sufficient notice of potential challenges to their rates. These laws take effect January 1, 2025.

AB 1827 – Recovering Incremental Costs for Water Use

Proposition 218 prohibits water providers from imposing fees for water service that exceed the proportional cost of service to a parcel. California courts have continually held that it is not only permissible, but encouraged, to establish rate structures for property-related services that allocate incremental costs to those that cause the agency to incur those costs, so long as such rates are supported with evidence. For example, the Court of Appeal held in *Capistrano Taxpayers Association v. City of San Juan Capistrano* that tiered water rates do not violate Proposition 218 so long as the water provider demonstrates, with evidence, that the rate within each tier reflects the proportional cost of service within such tier.

Since *Capistrano*, special districts continue to defend legal challenges to the means and methods of allocating incremental costs of service. AB 1827 codifies the authority outlined in *Capistrano* and other cases, providing specifically that agencies can consider the higher water usage demand of parcels, maximum potential water use, and projected peak water usage to allocate such costs. AB 1827 further authorizes special districts to allocate such costs in any manner that reasonably assesses the cost of service, including based on meter size or peaking factors. Special districts must continue to justify these incremental costs with evidence of higher usage and increased burden, and whether a special district's allocation of incremental costs violates Proposition 218 will hinge on whether it has sufficient evidence supporting its rates.

AB 2257 – Administrative Exhaustion Procedure

California law requires that a litigant first exhaust administrative remedies prior to suing a public agency. However, what constitutes an "administrative remedy" in the context of Proposition 218 has not always been clear. Proposition 218 requires that a public agency hold a noticed public hearing and majority protest proceeding prior to adopting new or increasing existing property-related fees. The California Supreme Court held in *Plantier v. Ramona Municipal Water District* that, without an obligation to act on legal objections, Proposition 218 fails to provide an adequate administrative remedy that must be exhausted before a litigant can bring suit.

AB 2257 incorporates the lessons from *Plantier* and other related cases by establishing an independent administrative remedy that must be exhausted prior to any Proposition 218 litigation. AB 2257 is optional, but its protections only extend to special districts that choose to meet its specified requirements and procedures, which are summarized below:

- The special district must make the proposed rates available at least 45 days prior to the deadline for a property owner to submit objections, and provide notice of the administrative remedy procedure in the public hearing notice.
- The special district must post evidence supporting the rates on the agency's website, and mail it to a property owner upon request.

- The special district must provide property owners with a minimum of 45 days in which to submit a written objection alleging noncompliance with Proposition 218;
- The special district must respond in writing to each written objection prior to the close of the public hearing during which the agency considers adopting the fee or assessment in question.

If a special district complies with the requirements of AB 2257, a ratepayer may only bring litigation after timely submission of a written objection. Further, AB 2257 limits any litigation to the administrative record of the proceedings, which avoids costly discovery and the addition of extra-record evidence.

SB 1072 – Remedies

Proposition 218 does not explicitly authorize a refund in the event of a violation. However, California courts have previously found that a litigant can obtain a refund for amounts paid in violation of Proposition 218. For example, the California Court of Appeal recently upheld a refund in *Coziahr v. Otay Water District*, finding that refunds are available in Proposition 218 litigation pursuant to a mandate claim. Refunds can often be material, and special districts must generally pass these costs through to all ratepayers as part of the special district's cost of service.

SB 1072 seeks to rectify the pass-through cost of any refunds by providing that an agency must instead credit the amount of the property-related fee attributable to the Proposition 218 violation to reduce the agency's cost of service. This would likely have the effect of reducing the special district's revenue requirement and the amount collected from future ratepayers. SB 1072 applies to water, sewer, and solid waste rates.

The bills described above are significant developments that attempt to balance the importance and cost of public utility services with the public's right to participate in the rate-setting process and challenge property-related fees. The manner in which they will be applied, considered, and interpreted by California courts may further limit or expand the authority these new laws provide.

Communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.

Take a look back at previous parts of the 2025 New Laws Series in *CSDA eNews* for more in-depth overviews of new laws affecting special districts:

Missed Part 3? Read it now: [The Brown Act: Clarification of the Standards for Remote Meetings and an Expanded Ground for Closed Session; New Attorney General Guidances](#)

Missed Part 2? Read it now: [Assembly Bill 2561 \(McKinnor\): All Local Agencies Must Present Status of Job Vacancies at a Public Hearing](#)

Missed Part 1? Read it now: [Public Officials May Not Block Commenters from Official Social Media Accounts and Posts](#)



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2025 News Laws Series, Part 3: The Brown Act: Clarification of the Standards for Remote Meetings and an Expanded Ground for Closed Session; New Attorney General Guidances



By Vanessa Gonzales posted 13 days ago

2 LIKE



By @Derek Cole, Partner, Cole Huber LLP

2024 was a mostly quiet year for developments involving the Ralph M. Brown Act (“Brown Act”). No major changes were made to the Act or in its interpretation. The Legislature passed two bills—one concerning Chat-How Can We Help? participation, and the other expanding a ground for closed session. The State Attorney General issued two opinions

clarifying remote participation requirements and interpreting the Act's application to "state of the city" addresses.

Assembly Bill 2302 Changes the Requirements for Remote Participation at Meetings – Revised Limitations on the Number of Times Per Year Board Members May Appear Remotely

Teleconferenced meetings were the norm during the Covid pandemic. The use of audiovisual means in meeting participation continues today.

In 2021 and 2022, the Legislature codified standards for remote participation, building from the experiences of the previous Covid-era executive orders. The legislation from these years, in particular AB 2449 (2022), allows members of Brown Act bodies to participate remotely in two situations:

- For "just cause," defined as the need to provide care to a child or close relation, having a contagious illness, needs related to a physical or mental disability, or being on official travel for the agency; or
- "Emergency circumstances," which include physical or family emergencies that prevent a member from attending.

The right to appear remotely in these circumstances is not unlimited. Currently, members of Brown Act bodies may not appear remotely for a period of more than three consecutive months or for 20% of the year's regular meetings. (If a body meets fewer than ten times a year, a member may only appear remotely twice during the year.)

2024's AB 2302 (Addis), which takes effect on January 1, 2025, replaces these limitations with an easier-to-apply formulation. It limits the allowed number of remote appearances for members of Brown Act bodies to:

- Two times per year if the body regularly meets once per month or less;
- Five times per year if the body regularly meets twice per month; or
- Seven times per year if the body regularly meets three or more times per month.

Assembly Bill 2715 Expands the Public Security Ground for Closed Session Meetings to Include Cybersecurity Threats

In 2023, the Federal Bureau of Investigation reported that government entities were the third-most targeted sector by ransomware. The average ransom demanded for government organizations that year was over \$1 million. Unfortunately, California local agencies have been no strangers to this trend.

Thankfully, 2024's AB 2715 (Boerner) allows local agencies to meet in closed session concerning cyberattacks by expanding on an existing ground for closed session. Under current law, agencies may meet in closed session to discuss threats to the security of public buildings, essential public services, or the public right of access to public facilities. The current focus of this exception is on physical threats to security.

AB 2715 expands this ground to include non-physical threats to "critical infrastructure controls" and "critical infrastructure information" relating to cybersecurity.

AB 2715 defines the circumstances in which these threats exist specifically. Agencies should pay close attention to these definitions to ensure they satisfy the grounds for meeting in closed session. More specifically, they may meet in closed sessions to discuss cybersecurity threats to:

- "Critical infrastructure controls," which include "networks and systems controlling assets so vital to the local agency that the incapacity or destruction of those networks, systems, or assets would have a debilitating impact on public health, safety, economic security, or any combination thereof"; or
- "Critical infrastructure information," which is "information not customarily in the public domain," and which pertains to:
 - "Actual, potential, or threatened interference with, or an attack on, compromise of, or incapacitation of critical infrastructure controls by either physical or computer-based attack or other similar conduct, including, but not

- limited to, the misuse of, or unauthorized access to, all types of communications and data transmission systems, that violates federal, state, or local law or harms public health, safety, or economic security, or any combination thereof”;
- “The ability of critical infrastructure controls to resist any interference, compromise, or incapacitation, including, but not limited to, any planned or past assessment or estimate of the vulnerability of critical infrastructure”; or
 - “Any planned or past operational problem or solution regarding critical infrastructure controls, including, but not limited to, repair, recovery, reconstruction, insurance, or continuity, to the extent it is related to interference, compromise, or incapacitation of critical infrastructure controls.”

The Attorney General Provides Guidance on the Intersection of the Brown Act and Americans with Disabilities Act

In 2024, the Attorney General provided two opinions interpreting Brown Act provisions. Although Attorney General opinions do not have the same force as published court decisions, they still are considered as authoritative on the issues they address. Agencies may—and should—rely on them for guidance.

In one of the two opinions, issued in July, the Attorney General considered the interplay of the Brown Act and the federal Americans with Disabilities (“ADA”). Specifically, his opinion considered whether the ADA allows remote meeting participation to serve as a reasonable accommodation for a member of a Brown Act body with a qualifying disability.

The Attorney General answered “yes” to this question. (Cal. Att. Gen. Op. 23-1002, Jul. 24, 2024.) Years ago the Attorney General had concluded the contrary. But because of the post-Covid changes to the Brown Act expanding on the right of members to participate remotely, the Attorney General concluded the prior reasoning no longer applied.

The new opinion noted, however, that disabled members accommodated through remote participation are required to comply with two conditions the Legislature placed on remote participation. Specifically, these members must be connected in real time through both audio and visual means, and they must disclose the identities of any adults present with them at the remote location.

The Attorney General Opines that “State of the City” Addresses are Brown Act Meetings

The Attorney General also opined in April that “state of the city” and similar addresses are “meetings” of “legislative bodies” subject to Brown Act requirements. (Cal. Att. Gen. Op. 23-102, Apr. 18, 2024.) When more than a quorum of an elected body attends these events, even when sponsored by private organizations such as chambers of commerce, the Brown Act’s noticing and agenda requirements apply. The Attorney General noted the Act’s exclusion of conferences and community meetings from the Act’s definition of “meetings” but found these inapplicable. Nor, he opined, did any other Brown Act exception allow the event to be treated as anything other than a meeting.

Communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.

Take a look back at previous parts of the 2025 New Laws Series in *CSDA eNews* for more in-depth overviews of new laws affecting special districts:

Missed Part 2? Read it now: [Assembly Bill 2561 \(McKinnor\): All Local Agencies Must Present Status of Job Vacancies at a Public Hearing](#)

Missed Part 1? Read it now: [Public Officials May Not Block Commenters from Official Social Media Accounts and Posts](#)

#AdvocacyNews

#FeatureNews

1
2 **MEETING MINUTES**

3
4 **BOARD OF DIRECTORS**
5 **OF THE MID-PENINSULA WATER DISTRICT**

6
7 Thursday, November 21, 2024
8 Belmont, California

9
10
11 **1. OPENING**

12
13 **A. Call to Order**

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

16
17 **B. Establishment of Quorum**

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

19
20 A quorum was present.

21
22 Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene
23 Ramirez, Administrative Services Manager (ASM) Alison Bell, District Counsel Julie
24 Sherman, District Treasurer James Ramsey, District Engineer Joubin Pakpour, District
25 Municipal Advisors Bud Levine and Rob Pankratz.

26
27 Director Vella arrived at 6:40pm.

28
29 **C. Pledge of Allegiance**

30 Vice President Jordan led the Pledge of Allegiance.

31
32 **2. PUBLIC COMMENT**

33 President Zucca asked for public comment.

34 There were none.

35
36 **3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

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

39
40 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

41 There were none.

42
43 **5. CONSENT AGENDA**

44
45 **A. Approve Minutes for the Regular Board Meeting on September 26, 2024**

46 Director Wheeler pointed out a correction to be made on the Minutes that labeled him as
47 the Vice President.

- 48
- 49 **B. Approve Minutes for the Regular Board Meeting on October 24, 2024**
- 50
- 51 **C. Approve Expenditures from October 1, 2024 through October 31, 2024**
- 52
- 53 **D. Consider Resolution 2024-22 Authorizing the Purchase of: 1 – 2024 Ford F-150**
54 **XLT Hybrid Pickup Truck in an Amount not to Exceed \$63,620 and 1 – 2024 F-450**
55 **Utility Service Truck in an Amount not to Exceed \$99,850**
- 56
- 57 **E. Consider Resolution 2024-23 Authorizing the General Manager to Amend the**
58 **District Engineer's Contract**
- 59

60 Director Wheeler moved to approve the Consent Agenda with the corrected Minutes.

61 Vice President Jordan seconded the motion.

62

63 Roll call vote: Motion passes 4-0-1.

64 Director Wheeler – Aye

65 Vice President Jordan – Aye

66 Director Schmidt – Aye

67 President Zucca – Aye

68 Director Vella – Absent

69

70

71 **6. HEARING AND APPEALS**

72

73 **A. Receive and Review Summary of Objections Received per Ordinance 128**

74 GM Wuelfing provided a summary of the objections received.

75

76 **B. Proposition 218 Public Hearing**

77 **1. Open Hearing**

78 Hearing was opened at 6:39 PM by President Zucca. GM Wuelfing provided a
79 summary of the process and protests received. AGM Bell provided an updated count of
80 the protests received through the time of the hearing. District Counsel Sherman and
81 President Zucca confirmed that the requirements of Proposition 218 have been satisfied
82 by the District.

83

84

85 **2. Consider Oral Testimony**

86 One community member spoke against the rate increases.

87

88 **3. Review Written Protests**

89

90 **4. Close Hearing**

Hearing was closed at 6:58 PM

5. If written protests representing a majority of the parcels subject to the proposed water rates have not been received, then the Board will consider adopting Ordinance 129 Amending Attachment "A" Regarding Rates and Fees to the Water Service Ordinance No. 103 for the MPWD

Director Vella moved to approve Ordinance No. 129.

Director Wheeler seconded the motion.

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

8. CAPITAL IMPROVEMENT PROGRAM - None

9. REGULAR BUSINESS AGENDA

A. Receive Report from Wulff-Hansen on the U.S. Treasuries Investment to Date

Bob Levine and Rob Pankratz of Wulff, Hansen & Co. both presented the Board with an update.

B. Consider Resolution 2024-24 Approving Update to the Residential Water Service Termination Policy

Director Wheeler moved to approve Resolution 2024-24

Director Vella seconded the motion.

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

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

Operations Manager Rene Ramirez presented to the Board.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. District Treasurer and Financial Report for the Month Ending October 31, 2024

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

2. District Engineer

District Engineer Joubin Pakpour provided an update on Capital Projects.

3. Administrative Services Manager

ASM Bell provided a review of her report.

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4. Operations Manager

OM Ramirez provided a review of his report.

5. General Manager

GM Wuelfing presented Vice President Jordan and Director Schmidt with a gift from the District and offered words of gratitude for Vice President Jordan regarding her time on the Board. GM Wuelfing provided a review of her report.

B. Director Reports

President Zucca, Director Vella, Wheeler and Schmidt all spoke expressing gratitude to Vice President Jordan as she transitions off the Board.

11. COMMUNICATIONS

None

12. CLOSED SESSION

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

The Board adjourned to closed session at 8:16 PM.

13. RECONVENE TO OPEN SESSION

The Board reconvened to open session at 8:59 PM. There was no reportable action.

14. ADJOURNMENT – The regular Board Meeting adjourned at 9:00 PM

Signed by:
Alison Bell
5558314A921146D

DISTRICT SECRETARY

APPROVED:

DocuSigned by:
Kirk Wheeler
9E8A50DBB5804FF

BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, DECEMBER 12, 2024 AT 6:30PM