



REGULAR MEETING
BOARD OF DIRECTORS
MONDAY, DECEMBER 4, 2017 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

- A. Call to Order
- B. Establishment of Quorum
- C. Pledge of Allegiance
- D. Election of Officers (Followed by Reception)

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting of November 15, 2017
- B. Approve Expenditures from November 8, 2017 through November 29, 2017

6. HEARINGS AND APPEALS

None.

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

None.

8. REGULAR BUSINESS AGENDA

- A. Consider Resolution 2017-23 Authorizing the General Manager to Sign an Agreement between the MPWD and City of Belmont for a Joint Infrastructure Project known as the 2017 Sanitary Sewer and Water Rehabilitation Project, also known as MPWD CIP 03-1621-CP, for Construction of Sanitary Sewer and Water System Improvements on Francis Avenue, Davey Glen Road, and Academy Avenue

- B. Schedule Special Board Meeting in January 2018 to Discuss MPWD Finances

9. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report
 - 1. Supplemented by Administrative Services Manager's Report
 - 2. Supplemented by Operations Manager's Report
 - 3. Supplemented by District Engineer's Report

- B. Financial Reports
 - 1. Receive *Preliminary* Financial Reports for Month Ended November 30, 2017

- C. Director Reports

10. COMMUNICATIONS

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Regular Board Meeting: Thursday, January 25, 2018, at 6:30PM

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

November 15, 2017
Belmont, California

1. OPENING

A. Call to Order:

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

B. Establishment of Quorum:

PRESENT: Directors Stuebing, Warden, Linvill and Zucca

ABSENT: Director Vella

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by General Manager, Tammy Rudock.

2. PUBLIC COMMENTS

None.

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

General Manager Rudock sought approval to move Section 8 on the Agenda ahead of Section 7 in order to accommodate the three independent consultants making presentations. The Board unanimously agreed.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. 5-Year Service Anniversary on 12/10/2017–Laura Ravello, Administrative Assistant

B. 5-Year Service Anniversary on 12/11/2017–Candy Pina, Administrative Services Manager

C. 5-Year Service Anniversary on 12/21/2017–Tammy Rudock, General Manager

General Manager Rudock acknowledged that Laura Ravello was in the audience and reminded the Board of her responsibilities at the MPWD and expressed appreciation for her service. She also invited the Board to attend the service anniversary luncheon MPWD will be hosting in honor of the three employees on Wednesday, December 20, 2017 at 12:00PM at the MPWD.

President Stuebing thanked the three employees for their many years of service and contributions.

5. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting of October 26, 2017

52
53 **B. Approve Expenditures from October 20, 2017 through November 7, 2017**

54 Director Zucca moved to approve the minutes for the Regular Board Meeting on October
55 26, 2017, and expenditures from October 20, 2017 through November 7, 2017. Vice
56 President Warden seconded and it was unanimously approved.
57

58 **6. HEARINGS AND APPEALS**

59 None.
60

61 Section 8. Regular Business Agenda items were considered ahead of Section 7, in order to
62 accommodate the schedules of three (3) consultants.
63

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

66 **A. Receive Progress Report on 2017 Water Main Replacement**

67 District Engineer Pakpour reported the project was awarded in July and a notice to
68 proceed was issued October 2, 2017. Construction began on South Road and there
69 have been no traffic issues, change orders or complaints to date.
70

71 District Operations Manager Ramirez shared that staff has reported contractor relations
72 remain amiable, and that MPWD Project Inspector Michael Anderson has received a
73 number of customer compliments with respect to his project oversight in the field.
74

75 **B. Receive Progress Report on Hillcrest Pressure Regulating Station Project**

76 District Engineer Pakpour reported that the project is 70% complete. A site map was
77 presented and reviewed. Comprehensive phasing will take some time resulting in a
78 project timeline extension through winter 2018.
79

80 District Operations Manager Ramirez also commented on the projects vault/confined
81 space challenges.
82

83 **C Discuss Extending Construction on Davey Glen Water Main Replacement Project**
84 **to El Camino Real, in Conjunction with City of Belmont Sewer Replacement**
85 **Project, and using \$181,500 of MPWD Capital Reserves**

86 District Operations Manager Ramirez referenced the map and existing project
87 background summary on page 20 of the Agenda packet. There would remain a 400-foot
88 segment of aged water main once our joint project was completed, and it made sense to
89 add the segment all the way to El Camino Real. A 1-inch overlay will be paved after the
90 MPWD's and City's water and sewer main replacement project are completed. He also
91 reported on the details of the proposed joint agreement negotiated with the City of
92 Belmont late Monday.
93

94 Director Zucca commented that this is a prime example of the type of CIP add-on that
95 makes sense for the District.
96

97 Vice President Warden requested that staff provide the Board a paving cost breakdown
98 per project.
99

100 General Manager Rudock reported on additional joint contract details and confirmed that
101 City officials would be considering the joint project at their next Council meeting. City
102 staff verified that the project would be bid out on December 1, 2017.

103
104 The Board agreed with staff's recommendation to add the remaining section of water
105 main on Davey Glen (to El Camino Real) to the approved project. District Counsel
106 Sherman confirmed no formal Board action was necessary at this time, as the project
107 will be approved by the Board during the upcoming annual budgeting process.
108

109 **8. REGULAR BUSINESS AGENDA**

110 **A. Received Report on 2017 MPWD Classification Study by KOFF & Associates, and**
111 **Consider Resolution 2017-20 Approving MPWD Employee Classification**
112 **Descriptions dated November 2017**

113 General Manager Rudock provided a brief overview of the almost year-long study of
114 MPWD classifications and employee involvement along the way, and introduced Alyssa
115 Thompson with KOFF & Associates.

116
117 Ms. Thompson reported on the study's background, goals, purpose, methodology, jobs
118 analysis and recommendations.
119

120 President Stuebing and Director Linvill commented on the deliverables and thanked Ms.
121 Thompson for providing such a comprehensive product.
122

123 General Manager Rudock concluded the presentation by adding that the new position
124 descriptions were a commitment made to the MPWD Employees Association during the
125 2014 labor negotiations.
126

127 Director Zucca moved to approve Resolution 2017-20 Approving MPWD Employee
128 Classification Descriptions dated November 2017. Director Linvill seconded and it was
129 unanimously approved.
130

131 **B. Review MPWD PARS OPEB Trust Account Investment Structure and Performance,**
132 **and Consider Resolution 2017-21 Approving 2018 Investment Portfolio**

133 General Manager Rudock shared that this is the annual report and review by the Board
134 of the MPWD's OPEB trust account. She further reported that as noted in her staff
135 report, during preparation of agenda item, staff discovered an error in the level of annual
136 funding made for the trust last fiscal year, which will be brought back for the Board's
137 consideration during mid-year budget review. She introduced Jennifer Meza with Public
138 Agency Retirement Services (PARS) and Andrew Brown with HighMark Capital
139 Management. Each of them provided a summary presentation on the MWPD trust
140 account performance for year ended September 30, 2017.
141

142 Director Linvill would prefer a more cumulative financial report, including breakdowns of
143 annual earnings and carry-over balances, rather than the current format of the table of
144 prior year comparisons.
145

146 The Board discussed a change in the investment portfolio for the trust account and
147 agreed on the Moderate plan for 2018.
148

149 Vice President Warden moved to approve. Director Linvill seconded and it was
150 unanimously approved.
151

152 **C. Consider Resolution 2017-22 Authorizing Participation in the PARS Combination**
153 **IRS Section 115 Trust Plan, including the MPWD Other Post-Employment Benefits**

154 **(OPEB) Plan and Establishment of the Pension Rate Stabilization Program (PRSP)**
155 **to Pre-Fund MPWD Pension Liabilities and Authorizing an Initial PRSP Deposit in**
156 **the amount of \$100,000**

157 General Manager Rudock opened the discussion about the opportunity for the MPWD to
158 establish a PRSP within the existing OPEB trust account in order to begin pre-funding its
159 unfunded pension liability estimated at \$1.5 million. Staff and PARS introduced to the
160 Board the PRSP in 2015, and staff provided an update last year that it would be brought
161 back for consideration.

162
163 Ms. Meza presented an overview of the PRSP.

164
165 Director Linvill inquired about the proposed \$100,000 funding level. General Manager
166 Rudock replied that it was basically seed money at this time until the Board considers
167 the mid-year budget review.

168
169 Vice President Warden stated that the staff recommendation was moving too fast given
170 the volume of information presented.

171
172 Director Zucca felt like the idea for the establishment of a PRSP would be better
173 considered as part of a larger discussion regarding MPWD's financial status and plan.
174 He suggested a Special Board Meeting for finance matters in January 2018.

175
176 The Board discussed the proposed PARS PRSP. It was unanimously decided that
177 particulars warranted further discussion. Staff direction was given to postpone any
178 decision until the January 2018 Special Board Meeting Agenda.

179
180 **D. Discuss Second DRAFT MPWD Debt Management Policy**

181 General Manager Rudock highlighted the second draft changes. She advised that
182 Director Zucca's and District Counsel's feedback were incorporated. She introduced
183 Bud Levine with Wulff, Hansen & Company the District's Municipal Financial Advisor.

184
185 Mr. Levine commented on a number of policy section descriptions and reported that his
186 input was incorporated into the second draft of the policy.

187
188 Director Linvill suggested alternative borrowing options and whether they should be
189 incorporated into the policy if deemed appropriate. Mr. Levine responded that the policy
190 should remain broad so that the Board and staff could consider any financing option
191 available to and legal for the MPWD.

192
193 Director Zucca asked about a timing deadline for policy approval. General Manager
194 Rudock replied that this policy and the next one were MPWD strategic priorities, but
195 there was no specific deadline. It could be considered again during the January 2018
196 Special Board Meeting. The Board agreed with that approach.

197
198 **E. Discuss Second DRAFT MPWD Cash Reserve Policy**

199 General Manager Rudock reported on the second draft changes.

200
201 Vice President Warden and Director Zucca commented on the word "reserve" and its
202 use throughout the policy. Vice President Warden stated it was his position that MPWD
203 cash reserves should be reduced and considered for unfunded liabilities, paying off debt
204 or capital program shortfalls. Director Zucca stated that the level of cash reserves

205 should be for emergency or unexpected capital expenditures, and operating cash
206 shortfalls.

207
208 Staff recommended this policy be revisited in January 2018 during the Special Board
209 Meeting.
210

211 **9. MANAGER AND BOARD REPORTS**

212 **A. General Manager’s Report, including Water Conservation Progress Summary**

213 General Manager Rudock reported October’s water consumption reduction measured
214 1%. October R-GPCD was higher in comparison to 2013 R-GPCD given variances in
215 percentage and population formulas for the calculations. She confirmed the addition of a
216 Special Meeting to the 3-Month “Look Ahead” Agenda for January 2018 to discuss a
217 number of relative financial items and that an online Doodle poll would be sent out soon
218 to assess Director availability to reschedule the December 2017 Board meeting to
219 consider the Joint Agreement between the MPWD and City of Belmont.
220

221 **1. Supplemented by Administrative Services Manager’s Report**

222 Administrative Services Manager Pina reported the requested graph change has
223 been made to the quarterly COP CIP reconciliation report and that the debt service
224 payment is set, via the BNY Installment Account for sweep on its December 1, 2017
225 due date. She also shared that the General Manager’s Annual Staff Appreciation
226 Luncheon and white elephant gift exchange took place yesterday and was enjoyed
227 by all.
228

229 **2. Supplemented by Operations Manager’s Report**

230 Operations Manager Ramirez reported on October USA tag totals, recent valve
231 exercising, development projects and the 1201 Shoreway Road Hotel fire code and
232 MPWD connection violations shutdown. He also shared he is in the process of
233 meeting with consultants to discuss temporary staffing possibilities.
234

235 Director Zucca commented that he is still interested in viewing a report on
236 development fees collected by the District to date. General Manager Rudock replied
237 that would be presented during the mid-year budget review as stated in her staff
238 report.
239

240 **3. Supplemented by District Engineer’s Report**

241 None.
242

243 **B. Financial Reports**

244 **1. Receive Financial Reports for Month Ended October 31, 2017**

245 General Manager Rudock reported total operating expenses less depreciation for the
246 month of October 2017 was at 34.3%, water commodity revenues were at 48.3% and
247 total operating revenues at 45.8% of budget.
248

249 **C. Director Reports**

250 None.
251

252 **10. COMMUNICATIONS**

253 None.
254
255

256 **11. ADJOURNMENT**

257 The meeting was adjourned at 9:10 PM.

258

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DISTRICT SECRETARY

262

263 APPROVED:

264

265

266

BOARD PRESIDENT

267

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
 Printed: 11/29/2017 4:11 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
530	CALPERS	CALPERS	11/14/2017	7,422.11
535	CALPERS	CALPERS	11/14/2017	2,672.29
536	CALPERS	CALPERS	11/14/2017	9,302.08
Total for 11/14/2017:				19,396.48
531	HEALTHEQ	Health Equity	11/15/2017	808.13
532	ICMACONT	ICMA contributions	11/15/2017	1,923.08
533	ADPPAYRL	adp	11/15/2017	34,431.61
534	ADPPAYRL	adp	11/15/2017	14,314.07
537	HEALTHEQ	Health Equity	11/15/2017	200.00
538	ICMACONT	ICMA contributions	11/15/2017	666.24
539	ADPPAYRL	adp	11/15/2017	4,545.84
540	ADPPAYRL	adp	11/15/2017	10,143.24
32854	CALSYST	CALCON SYSTEMS	11/15/2017	1,500.00
32855	ACWA5661	ACWA JPIA	11/15/2017	43,744.03
32856	ATT60197	AT&T 60197	11/15/2017	39.86
32857	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	11/15/2017	2,015.00
32858	CARQUEST	CARQUEST AUTO PARTS	11/15/2017	74.38
32859	CINTS	CINTAS CORPORATION	11/15/2017	816.78
32860	EEAPSAFE	EEAP THE SAFETY PEOPLE, INC.	11/15/2017	555.00
32861	GRANITE	GRANITE ROCK, INC.	11/15/2017	263.45
32862	HANSONBR	HANSON, BRIDGETT	11/15/2017	4,274.00
32863	HASSETTH	HASSETT HARDWARE	11/15/2017	37.78
32864	HOMEDEPC	HOME DEPOT	11/15/2017	577.50
32865	INTERGAS	Interstate Gas Services, Inc.	11/15/2017	1,800.00
32866	KIMBALLM	KIMBALL MIDWEST, INC.	11/15/2017	137.41
32867	KOFFASSO	KOFF & ASSOCIATES INC	11/15/2017	360.00
32868	LINCOLNL	LINCOLN LIFE	11/15/2017	350.00
32869	LYNGSOMA	LYNGSO GARDEN MATERIAL INC	11/15/2017	56.55
32870	M&MBACK	M&M BACKFLOW & METER MAINTEN	11/15/2017	2,951.43
32871	MATCOTLS	MATCO TOOLS	11/15/2017	81.70
32872	MHN	MHN	11/15/2017	45.54
32873	NORTHSAF	NORTHERN SAFETY CO. INC.	11/15/2017	124.56
32874	OFFICEDE	OFFICE DEPOT, INC.	11/15/2017	225.52
32875	PACOFFIC	PACIFIC OFFICE AUTOMATION	11/15/2017	391.44
32876	PACWEST	PACIFIC WEST SECURITY, INC.	11/15/2017	970.93
32877	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	11/15/2017	7,767.38
32878	PENBLDG	PENINSULA BUILDING MATERIALS	11/15/2017	791.92
32879	PG&E	PG&E CFM/PPC DEPT	11/15/2017	9.71
32880	RESTORCO	RESTORATION MANAGEMENT COMP.	11/15/2017	2,953.84
32881	RANDB	ROBERTS & BRUNE CO. INC.	11/15/2017	1,323.34
32882	RUDOCK	TAMMY RUDOCK	11/15/2017	33.00
32883	TOWNEFOR	TOWNE FORD SALES	11/15/2017	462.64
32884	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	11/15/2017	385.00
Total for 11/15/2017:				142,151.90

Check No	Vendor No	Vendor Name	Check Date	Check Amount
1018	HYDROENC	HYDROSCIENCE ENGINEERS INC.	11/17/2017	10,795.00
Total for 11/17/2017:				10,795.00
1016	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	11/18/2017	15,060.13
1017	STOLOSKI	STOLOSKI & GONZALEZ, Inc.	11/18/2017	135,090.00
Total for 11/18/2017:				150,150.13
1019	HYDROENC	HYDROSCIENCE ENGINEERS INC.	11/21/2017	22,242.35
32885	ACCELA	ACCELA, INC. #774375	11/21/2017	2,772.00
32886	ATT60197	AT&T 60197	11/21/2017	80.20
32887	BAWSCA	BAY AREA WATER SUPPLY & CONSER	11/21/2017	2,611.20
32888	CGUHLENB	C G UHLENBERG LLP	11/21/2017	300.00
32889	COMCAST	COMCAST	11/21/2017	581.34
32890	CSDA	CSDA	11/21/2017	6,842.00
32891	HOMEDPC	HOME DEPOT	11/21/2017	129.97
32892	INDORAIR	INDOOR AIR DESIGN, INC.	11/21/2017	175.00
32893	MADRAADI	ADINA MADRA	11/21/2017	596.30
32894	OFFICEDE	OFFICE DEPOT, INC.	11/21/2017	203.75
32895	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	11/21/2017	1,000.00
32896	PALOMINO	PALOMINO ENTERPRISES	11/21/2017	596.30
32897	PARS	PARS	11/21/2017	300.00
32898	PENINFIR	PENINSULA FIRE PROTECTION	11/21/2017	1,192.60
32899	PG&E	PG&E CFM/PPC DEPT	11/21/2017	6,300.22
32900	PRECISE	PRECISE, INC.	11/21/2017	566.54
32901	RANDB	ROBERTS & BRUNE CO. INC.	11/21/2017	4,824.84
32902	SMELECTR	SAN MATEO ELECTRIC SUPPLY	11/21/2017	20.50
32903	sandiear	SANDIE ARNOTT	11/21/2017	3,134.37
32904	SCOTSMAN	WILLIAMS SCOTSMAN	11/21/2017	538.00
32905	STANDINS	STANDARD INSURANCE COMPANY	11/21/2017	964.43
32906	TAPMASTR	TAP MASTER, INC	11/21/2017	785.00
32907	VALLEYOL	VALLEY OIL COMPANY	11/21/2017	1,814.82
Total for 11/21/2017:				58,571.73
543	CALPERS	CALPERS	11/22/2017	2,672.29
544	HEALTHAQ	Health Equity	11/22/2017	200.00
545	ICMACONT	ICMA contributions	11/22/2017	1,923.08
546	ADPPAYRL	adp	11/22/2017	10,143.26
547	ADPPAYRL	adp	11/22/2017	4,545.82
Total for 11/22/2017:				19,484.45
552	WFBUSCAR	WELLS FARGO BUSINESS CARD	11/29/2017	2,583.76
552	WFBUSCAR	WELLS FARGO BUSINESS CARD	11/29/2017	861.71
32908	DEBBUNIN	DEBORAH BUNIN	11/29/2017	50.00
32909	CINTS	CINTAS CORPORATION	11/29/2017	840.77
32910	CORNERST	CORNERSTONE STRUCTURAL ENGIN	11/29/2017	1,100.00
32911	FODURHAM	FORREST DURHAM	11/29/2017	50.00
32912	FERGWATE	FERGUSON WATER INC.	11/29/2017	13,800.00
32913	HORSTWIL	WILL HORST	11/29/2017	50.00
32914	STHSICH	STEPHEN HSICH	11/29/2017	100.00
32915	ALKOZNE	ALEXANDER KOZNE	11/29/2017	125.00
32916	LEEASSOC	LEE & ASSOCIATES RESCUE, INC.	11/29/2017	1,400.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32917	LINCOLNL	LINCOLN LIFE	11/29/2017	175.00
32918	OFFICEDE	OFFICE DEPOT, INC.	11/29/2017	78.55
32919	PACOFFIC	PACIFIC OFFICE AUTOMATION	11/29/2017	184.88
32920	PG&E	PG&E CFM/PPC DEPT	11/29/2017	11,146.08
32921	RANDB	ROBERTS & BRUNE CO. INC.	11/29/2017	513.10
32922	SFWATER	SAN FRANCISCO WATER DEPT	11/29/2017	450,184.90
32923	LEONARDS	LEONARD SCHUMACHER	11/29/2017	50.00
32924	ISRAELSO	ISRAEL SOLER	11/29/2017	870.00
32925	WALTWONC	WALTER WONG	11/29/2017	50.00

Total for 11/29/2017: 484,213.75

Report Total (94 checks): 884,763.44



AGENDA ITEM NO. 8.A.

DATE: December 4, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION NO. 2017-23 AUTHORIZING THE GENERAL MANAGER TO SIGN AN AGREEMENT WITH THE CITY OF BELMONT FOR CONSTRUCTION OF A JOINT INFRASTRUCTURE PROJECT KNOWN AS THE 2017 SANITARY SEWER AND WATER REHABILITATION PROJECT, ALSO KNOWN AS MPWD CIP 03-1621-CP, WHICH WILL CONSTRUCT SANITARY SEWER AND WATER SYSTEM IMPROVEMENTS ON FRANCIS AVENUE, DAVEY GLEN ROAD, AND ACADEMY AVENUE

RECOMMENDATION:

Adopt Resolution No. 2017-23, which authorizes execution of a joint agreement with the City of Belmont by the General Manager to construct an infrastructure project known as the 2017 Sanitary Sewer and Water Rehabilitation Project, also known as Mid-Peninsula Water District (MPWD) CIP 03-1621-CP. Further authorization should be granted to the General Manager to finalize the agreement with the City of Belmont, subject to the approval of the District Counsel.

FISCAL IMPACT:

The 2017 Sanitary Sewer and Water Rehabilitation Project is currently being bid at this time, and will come to the Board for award. At this time, project engineer, Schaaf & Wheeler Consulting Civil Engineers, estimated the cost of water improvements between \$1.8 and \$2.0 million. Funding would come from certificates of participation for CIP project #15-43 North Road Cross Country/Davey Glen Improvements included in the five-year capital plan, and from MPWD capital reserves ("pay-go") for CIP projects #15-51 Francis Avenue/Court Improvements and #15-53 Academy Avenue/Belburn Drive Improvements.

DISCUSSION:

The Board adopted a five-year CIP at its June 2016 meeting and also directed staff to develop a "game plan" to execute the improvements. In this case, the City of Belmont is proposing to replace and rehabilitate portions of its sewer system, and during MPWD staff review of one of the City's proposed improvement project plans for conflicts with its water system, staff identified three (3) locations where there were MPWD water CIP projects in the same streets.

Since December 2016, the City and MPWD have been working together on joint design, bidding, and construction of a joint water/sewer project.

This joint infrastructure project will take on three (3) streets where both City sewer and MPWD water lines have been identified for replacement. The MPWD's three (3) water main projects come from the CIP and are identified as MPWD CIP 03-1621-CP: #15-43 North Road Cross Country/Davey Glen Improvements, #15-51 Francis Avenue/Court Improvements, and #15-53 Academy Avenue/Belburn Drive Improvements.

MPWD and City staffs have negotiated an agreement for the joint project. The City will manage the construction of the project and MPWD will reimburse the City for the costs associated with the MPWD's water infrastructure improvements. Joint construction costs such as mobilization, traffic control, and storm water protection will be shared on a pro-rata basis following bid results between the two agencies. Pavement restoration was negotiated at a total amount of \$41,000, which amount will fully cover the cost of MPWD's trench restoration and slurry sealing, and related water valve can raising totaling \$41,000. The cost for materials testing and construction management will be shared on an as-needed basis.

The City approved the joint agreement with the MPWD at its November 28, 2017, Council meeting, with final terms to be approved by its City Attorney.

Vice President Warden asked last month for the City's breakdown of estimated paving costs per the streets impacted by the project, and that is attached to the agreement as Exhibit D.

Attachments: Resolution No. 2017-23
Joint Agreement between COB and MPWD

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

UNANIMOUS _____ STUEBING _____ WARDEN _____ VELLA _____ LINVILL _____ ZUCCA _____

RESOLUTION NO. 2017-23

AUTHORIZING THE GENERAL MANAGER TO SIGN AN AGREEMENT WITH THE CITY OF BELMONT TO CONSTRUCT A JOINT INFRASTRUCTURE PROJECT KNOWN AS THE 2017 SANITARY SEWER AND WATER REHABILITATION PROJECT, ALSO KNOWN AS MPWD CIP 03-1621-CP, FOR CONSTRUCTION OF SANITARY SEWER AND WATER SYSTEM IMPROVEMENTS ON FRANCIS AVENUE, DAVEY GLEN ROAD, AND ACADEMY AVENUE

* * *

MID-PENINSULA WATER DISTRICT

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

WHEREAS, the City of Belmont (City) is undertaking a series of sewer system improvements to replace or rehabilitate the sewer system in public rights-of-way and easements where the District operates its water system; and

WHEREAS, District and City staffs have identified three (3) locations and determined it is in both public agencies' best interests to construct the sanitary sewer and water improvements at the same time; and

WHEREAS, the District's water main replacement projects have been identified as MPWD CIP 03-1621-CP: #15-43 North Road Cross Country/Davey Glen Improvements, #15-51 Francis Avenue/Court Improvements, and #15-53 Academy Avenue/Belburn Drive Improvements; and

WHEREAS, the District and City have negotiated a agreement to effectively implement their sewer and water projects jointly, which should minimize inconvenience to the community; and

WHEREAS, the District and City will each pay for their respective system infrastructure construction costs, their fair share of material testing during construction, pavement restoration, and construction management services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the General Manager to execute the agreement with the City of Belmont, in a form approved by legal counsel, for construction of the 2017 Sanitary Sewer and Water Rehabilitation Project, also known as MPWD CIP 03-1621-CP.

REGULARLY passed and adopted this 4th day of December 2017.

AYES:

NOES:

ABSTAINS:

ABSENT:

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

**AGREEMENT REGARDING JOINT SEWER REHABILITATION AND
WATER MAIN REPLACEMENT PROJECT**

This AGREEMENT regarding JOINT SEWER REHABILITATION AND WATER MAIN REPLACEMENT PROJECT (“**Agreement**”) is made and entered into this ____ day of December 2017 (the “**Effective Date**”), by and between the City of Belmont (“**Belmont**”) and the Mid-Peninsula Water District (“**MPWD**”), respectively a municipal corporation and a Special District in the State of California. Belmont and MPWD may be referred to herein individually as a “**Party**” and collectively as the “**Parties**”.

RECITALS

A. Belmont intends to proceed with sewer rehabilitation work in various easements and streets located within the City of Belmont, as described in more detail in Exhibit A, attached hereto and incorporated herein by this reference (the “**Belmont Sewer Rehabilitation Work**”).

B. MPWD intends to proceed with water main replacement work on Francis Avenue, Academy Drive and Davey Glen Road located in the City of Belmont, known as the Francis, Academy & Davey Glen Water Main Replacement Project, as described in more detail in Exhibit B, attached hereto and incorporated herein by this reference (the “**MPWD Water Main Replacement Work**”).

C. Both Belmont and MPWD intend to use local funding sources for Belmont Sewer Rehabilitation Project and MPWD Water Main Replacement Project, respectively.

D. To more effectively implement their projects and share proportionately in project costs, the Parties desire to coordinate and cooperatively implement the Belmont Sewer Rehabilitation Work and the MPWD Water Main Replacement Work collectively in a Joint Sewer Rehabilitation and Water Main Replacement Project (the “**Project**”) and enter into a single construction contract for the Project.

E. Belmont’s cost components of construction will be a part of the bid documents under a bid schedule known as Schedule A. MPWD cost components of construction will be a part of the bid documents under a bid schedule known as Schedule B. Shared cost components of the Project’s construction between Belmont and MPWD will be known as Schedule C, attached as Exhibit C. With the exception of roadway restoration, the proportional share of Schedule C will be determined by the ratio of Schedule A or B to Total of Schedule A plus B and applying this ratio to those shared cost components. Actual Bid Prices shall be used to determine this ratio.

For Example:	Actual Bid Price for Schedule A	\$700,000
	Actual Bid Price for Schedule B	\$300,000

Ratio to be used to determine share of Schedule C Costs:

City: $\$700,000 / (\$700,000 + \$300,000) = 70\%$

MPWD: $\$300,000 / (\$700,000 + \$300,000) = 30\%$

F. The proportional share of street restoration (included in Schedule D, attached as Exhibit D) will be based on each party's responsibility, with the understanding that the MPWD will be solely responsible for paying its fair share of street restoration as it relates to the construction of MPWD's water system improvements, in an estimated amount of \$37,000, plus the cost of water valve can raising estimated at \$4,000, for a total of \$41,000.

TERMS

NOW, THEREFORE, the Parties in consideration of the mutual promises set forth in this Agreement, agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is for the Parties to cooperatively accomplish the construction of the Project and for each Party to be responsible for the costs of their portion of the Project.

2. Responsibilities of the Parties.

2.1 Belmont. Belmont agrees to do the following:

a) Be responsible for its own design, engineering, administration, inspection, materials and testing costs for the Belmont Sewer Rehabilitation Work;

b) Prepare bid documents, including bid schedule, contract, general conditions, and special provisions for the purpose of entering into a construction contract for the Project;

i. Bid documents will utilize Belmont Standard Specifications;

ii. Belmont reserves discretion as to form and language of bid and contract documents, subject to reasonable review and approval by MPWD in accordance with Section 2.2(c) below;

c) In Project bid documents, require the contractors for the Project to indemnify and hold harmless both Belmont and MPWD and name both Belmont and MPWD as additional insureds, with language that shall be reviewed and reasonably approved by MPWD as provided for in Section 2.2(b);

d) Incorporate Project design, plans, and construction quantities for the MPWD Water Main Replacement Work;

i. Construction quantities for MPWD Water Main Replacement Work will be listed as separate bid items in the bid documents

e) Bid a construction contract for Project; notify MPWD of the lowest responsible bidder submitting a responsive bid for the combined value of Project; notify MPWD if Belmont is dissatisfied with the bids received and intends to reject the lowest bidder or intends to award a the construction contract to the lowest responsible bidder submitting a responsive bid; If Belmont decides to reject lowest bidder, then the project does not move forward; If MPWD rejects their bid schedule (Schedule B), then Belmont can still move forward with their portion of the Project;

f) Administer the Project construction contract in coordination with MPWD construction inspection and management personnel and be responsible for all costs associated with inspection, material testing, and construction management of the Belmont Sewer Rehabilitation Work and Belmont share of Schedule E, and attached as Exhibit E;

g) Provide a monthly financial accounting of the construction contract, and construction management and administration costs of the Project associated with the MPWD Water Main Replacement Work to MPWD (the “**MPWD Costs**”); and

h) Work cooperatively and in good faith with MPWD to execute the Project, including Schedule C cost-sharing in the event of any unforeseen costs related to the Project.

2.2 MPWD. MPWD agrees to do the following:

a) Be responsible for its own design and engineering for the MPWD Water Main Replacement Work, using applicable MPWD technical provisions and standard specifications;

b) Timely provide contract drawings and construction bid quantities for the MPWD Water Main Replacement Work to Belmont to be incorporated into the contract documents for the Project. Such drawings and information shall be consistent with a form to be specified by Belmont; Review and reasonably approve Project bid documents prepared by Belmont as noted in Section 2.1(b) and (c) above in a timely manner;

c) Promptly notify Belmont if MPWD desires to reject Schedule B and its portion of Schedule C with no financial recourse to MPWD. Belmont may choose to move forward with Project;

d) Furnish and identify project inspection personnel, who shall have authority to represent MPWD and inspect the construction of the MPWD Water Main Replacement Work in coordination with Belmont, and be responsible for all costs associated with that inspection;

e) Be responsible for all costs associated with Schedule B and proportional share of Schedule C, with the exception of the street restoration costs, which are covered by Section 2.2(i) below;

f) Be responsible for materials testing, and construction management of the MPWD Water Main Replacement Work and MPWD share of Schedule E;

g) Reimburse Belmont for the MPWD Costs within 30 days of receiving the financial accounting as provided in Section 2.1(g);

h) Work cooperatively and in good faith with Belmont to execute the Project, including Schedule C cost-sharing in the event of any unforeseen costs related to the Project. [Section 2.1(h)]; and

i) MPWD will be responsible for paying its fair share of street restoration as it relates to the construction of water system improvements. This responsibility generally includes costs associated with the trench over the mainline pipe, the trenches for any domestic or fire service lines and the adjustment of gate valve covers in the street, and placement of a thin layer of asphalt-sand mixture called a slurry seal over the entire street surface from curb to curb.

2.3 True-Up of All Project Costs. After the filing of the Notice of Completion, Belmont and MPWD will carry out a full accounting for all of the costs associated with the Project. Following the full accounting there will be a true-up of the costs associated with the Project and each agency will reimburse the other accordingly.

3. Mutual Indemnification.

3.1 Belmont hereby agrees to indemnify, defend, assume all liability for and hold harmless MPWD and its officers, employees, agents and representatives, to the maximum extent allowed by law, from all actions, claims, suits, penalties, obligations, liabilities, damages to property, costs and expenses (including without limitation any fines, penalties, judgments, actual litigation expenses and attorneys' fees), environmental claims or bodily and/or personal injuries or death to any persons (collectively, "**Claims**"), to the extent arising out of or in any way connected with the Belmont Sewer Rehabilitation Work, except for Claims arising out of the Project construction, which shall be indemnified by the contractors pursuant to Section 2.1(c) above.

3.2 MPWD hereby agrees to indemnify, defend, assume all liability for and hold harmless Belmont and its officers, employees, agents and representatives, to the maximum extent allowed by law, from all actions, claims, suits, penalties, obligations, liabilities, damages to property, costs and expenses (including without limitation any fines, penalties, judgments, actual litigation expenses and attorneys' fees), environmental claims or bodily and/or personal injuries or death to any persons (collectively, "**Claims**"), to the extent arising out of or in any way connected with the MPWD Water Main Replacement Work, except for Claims arising out of the Project construction, which shall be indemnified by the contractors pursuant to Section 2.1(c) above.

4. No Waiver. The waiver by any Party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

5. Notices. Any notice or other communication ("**Notice**") which either Party may desire to give to the other Party under this Agreement must be in writing and may be given by any commercially acceptable means, including via first class Certified Mail, personal delivery or overnight courier, to the Party to whom the Notice is directed at the

address of the Party as set forth below, or at any other address as that Party may later designate by Notice. Any Notice shall be deemed received immediately if delivered by hand, on the third day from the date it is postmarked if delivered by first-class mail, Certified and postage prepaid, return receipt requested, and on the next business day if sent via nationally recognized overnight courier.

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

Belmont: City of Belmont
Attention: City Manager
One Twin Pines Lane
Belmont, CA 94002

6. Interpretation and Venue.

6.1 Interpretation. The headings used herein are for reference only. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts.

6.2 Venue. This Agreement is made in San Mateo County, California. The venue for any legal action in state court filed by any Party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of San Mateo. The venue for any legal action in federal court filed by any Party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California.

7. Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create any rights in third parties and the Parties do not intend to create such rights.

8. Incorporation of Recitals. The recitals set forth above are true and correct and are incorporated into this Agreement as though fully set forth herein.

9. Severability. If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

10. Amendment of Agreement. This Agreement may be amended at any time by mutual Agreement of the Parties. Any amendment shall be in writing and signed by all Parties.

11. Termination. Neither Party may terminate this Agreement except due to an uncured material breach of the Agreement by the other Party. In the event of a material

breach, the non-breaching Party must provide written notice of the breach to the breaching Party, and the breaching Party shall have thirty (30) calendar days from the date of the notice of material breach to cure. In the event of termination pursuant to this section due to MPWD's breach, MPWD shall pay Belmont for all costs incurred up to the effective date of termination, including costs associated with non-cancellable obligations.

12. Entirety of Contract. This Agreement constitutes the entire Agreement between the Parties relating to the subject of this Agreement and supersedes all previous Agreements, promises, representations, understandings and negotiations, whether written or oral, among the Parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement is executed by the Parties as of the Effective Date.

CITY OF BELMONT, A MUNICIPAL CORPORATION

By: _____
City Manager

APPROVED AS TO FORM:

By: _____
City Attorney

MID-PENINSULA WATER DISTRICT, A SPECIAL DISTRICT

By: _____
General Manager

APPROVED AS TO FORM:

By: _____
District Counsel

EXHIBIT A

BELMONT SEWER REHABILITATION WORK

CITY OF BELMONT/MID-PENINSULA WATER DISTRICT
2017 JOINT SEWER/WATER REHABILITATION PROJECT
Engineer's Estimate of Probable Construction Cost - 95% Design

November 16, 2017

Schedule A

Bid Item No.	Item Description	Unit of Measure	Estimated Quantity	Item Unit Price	Bid Item Extension
DAVEY GLEN - SEWER					
6	Pipe Bursting In Davey Glen	LF	1124	\$210	\$236,040
7	Pipe Bursting In Easement	LF	91	\$220	\$20,020
8	Lateral Reconnection	EA	6	\$1,500	\$9,000
9	Lateral Extension 1235 North Rd	LS	1	\$6,000	\$6,000
10	New Manhole in Easement	EA	1	\$8,000	\$8,000
11	Storm Drain	LF	16	\$340	\$5,440
FRANCIS - SEWER					
12	New 8-inch PVC, Open Trench	LF	792	\$285	\$225,720
13	New Manhole	EA	4	\$7,000	\$28,000
14	Lateral Extension	EA	6	\$3,800	\$22,800
15	Abandon Existing Sewer Main	LF	409	\$20	\$8,180
BELBURN/ACADEMY/VILLA - SEWER					
16	New 8-inch, Open Trench	LF	714	\$290	\$207,060
17	New Manhole	EA	3	\$7,000	\$21,000
18	Lateral Extension	EA	8	\$2,000	\$16,000
19	Abandon Existing Sewer Main	LF	543	\$15	\$8,145
20	Abandon Manhole	EA	1	\$2,500	\$2,500
21	Pipe Burst in Easement	LF	317	\$220	\$69,740
22	Lateral Reconnection	EA	7	\$1,500	\$10,500
23	Manhole Extension	EA	2	\$1,500	\$3,000
SHORING - SEWER FACILITIES					
4	Shoring for All Sewer Facilities	LS	1	\$45,000	\$45,000

Sewer Only Sub-Total \$952,145

10% Contingency \$95,215

Total \$1,047,360

EXHIBIT B

MPWD WATER MAIN REPLACEMENT WORK

CITY OF BELMONT/MID-PENINSULA WATER DISTRICT

2017 JOINT SEWER/WATER REHABILITATION PROJECT

Engineer's Estimate of Probable Construction Cost - 95% Design

November 16, 2017

Schedule B

Bid Item No.	Item Description	Unit of Measure	Estimated Quantity	Item Unit Price	Bid Item Extension
DAVEY GLEN - WATER					
24	New 8-inch DIP	LF	1793	\$320	\$573,760
25	Abandon Existing Water Mains	LS	1	\$20,000	\$20,000
26	North Road Modifications	LS	1	\$5,000	\$5,000
27	1-inch Water Service (Type A)	EA	15	\$3,500	\$52,500
28	4-inch Water Service (Type B)	EA	2	\$9,000	\$18,000
29	8-inch Water Connection (Type C)	EA	2	\$5,000	\$10,000
30	1-inch Water Service (Type D)	EA	1	\$1,000	\$1,000
31	Fire Hydrant Replacement (Type E)	EA	8	\$16,000	\$128,000
32	4-inch Connection (Type F)	EA	2	\$6,000	\$12,000
33	2-inch Water Service (Type G)	EA	2	\$4,500	\$9,000
34	4-inch Water Service (Type H)	EA	1	\$3,500	\$3,500
35	6-inch Water Service (Type H)	EA	1	\$4,000	\$4,000
36	8-inch Water Service (Type H)	EA	1	\$5,000	\$5,000
37	Water Service Abandonment (Type I)	EA	1	\$300	\$300
38	6-inch Gate Valve	EA	2	\$2,500	\$5,000
39	8-inch Gate Valve	EA	6	\$3,000	\$18,000
40	Connection at Middle Rd	LS	1	\$8,500	\$8,500
FRANCIS - WATER					
41	New 8-inch DIP	LF	801	\$320	\$256,320
42	Abandon Existing Water Mains	LS	1	\$10,000	\$10,000
43	Fire Hydrant Replacement (Type E)	EA	1	\$8,000	\$8,000
44	1-inch Water Service (Type A)	EA	23	\$3,500	\$80,500
45	4-inch Blow Off Assembly	EA	1	\$6,000	\$6,000
46	Connection at Notre Dame Ave	LS	1	\$12,000	\$12,000
47	Connection at Fairway Dr	LS	1	\$4,000	\$4,000
48	6-inch Gate Valve	EA	2	\$2,500	\$5,000
49	8-inch Gate Valve	EA	4	\$3,000	\$12,000
BELBURN/ACADEMY/VILLA - WATER					
50	New 8-inch DIP	LF	274	\$320	\$87,680
51	Abandon Existing Water Mains	LS	1	\$8,000	\$8,000
52	1-inch Water Service (Type A)	EA	24	\$3,500	\$84,000
53	Academy Cross Connection Abandonment	LS	1	\$5,000	\$5,000
54	Connections at Belburn and Academy	LS	1	\$40,000	\$40,000
55	Connection at Belburn and Villa	LS	1	\$3,500	\$3,500
56	8-inch Gate Valve	EA	4	\$3,000	\$12,000
SHORING - WATER FACILITIES					
4	Shoring for All Water Facilities	LS	1	\$5,000	\$5,000
Sewer Only Sub-Total					\$1,512,560
10% Contingency					\$151,256
Total					\$1,663,816

EXHIBIT C

SHARED PROJECT COST COMPONENTS

**CITY OF BELMONT/MID-PENINSULA WATER DISTRICT
2017 JOINT SEWER/WATER REHABILITATION PROJECT
Engineer's Estimate of Probable Construction Cost - 95% Design**

November 16, 2017

Schedule C

Bid Item No.	Item Description	Unit of Measure	Estimated Quantity	Item Unit Price	Bid Item Extension
SHARED COSTS					
1	Mobilization/Demobilization	LS	1	\$200,000	\$200,000
2	Pedestrian and Traffic Control	LS	1	\$50,000	\$50,000
3	SWPP Plan	LS	1	\$7,000	\$7,000
Sewer Only Sub-Total					\$257,000
10% Contingency					\$25,700
Total					\$282,700

EXHIBIT D

BELMONT PAVEMENT RESTORATION

CITY OF BELMONT/MID-PENINSULA WATER DISTRICT
2017 JOINT SEWER/WATER REHABILITATION PROJECT
Engineer's Estimate of Probable Construction Cost - 95% Design

November 16, 2017

Schedule D

Bid Item No.	Item Description	Unit of Measure	Estimated Quantity	Item Unit Price	Bid Item Extension
DAVEY GLEN PAVING - INTERSECTION OF MIDDLE ROAD TO STATION 14+46					
57	1" AC Overlay	SF	52420	\$1	\$62,904
58	5' Wide Wedge Grind	LF	3040	\$2	\$6,080
59	Adjust Manholes to Grade	EA	13	\$3500	\$45,500
60	Adjust Monuments	EA	6	\$1500	\$9,000
61	Striping At Middle Rd Intersection	LS	1	\$3,000	\$3,000
62	Striping At Park Parking Area	LS	1	\$4,000	\$4,000
63	Centerline Striping	LF	1423	\$4	\$5,692
64	Parking Stripe	LF	427	\$2	\$854
FRANCIS - PAVING					
70	Francis - 4" AC Replacement	SF	19175	\$4	\$76,700
71	Slurry Seal	SF	2745	\$1	\$2,196
72	Replace Striping	LS	1	\$2000	\$2,000
BELBURN/ACADEMY/VILLA - SEWER					
65	Academy - 2" AC Overlay	SF	14605	\$2	\$27,750
66	10' Wide Wedge Grind	LF	870	\$4	\$3,045
67	Striping	LS	1	\$5,000	\$5,000
68	Belburn - Slurry Seal	LS	13033	\$1	\$10,426
69	Adjust Water Valve	EA	2	\$1,000	\$2,000

Sewer Only Sub-Total	\$266,147
10% Contingency	\$26,615
Total	\$292,762

EXHIBIT E

INSPECTION, MATERIAL TESTING, AND CONSTRUCTION MANAGEMENT

**CITY OF BELMONT/MID-PENINSULA WATER DISTRICT
2017 JOINT SEWER/WATER REHABILITATION PROJECT**

**Construction Management - Proposed Work Hours and Budget
Tanner Pacific, Inc.**

November 9, 2017

Schedule E

Personnel/Service	Hours and Hourly Rates			Level of Effort Forecast							Close-Out	
	Hours	Rate	Amount	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	
Tanner Pacific Labor												
Construction												
M. Jaeger - PM		\$ 220	\$ 10,000									
D. Jaworski - CM	256	\$ 200	\$ 51,200	16	40	40	40	40	40	24	16	
J. Cate - Field Engineer	544	\$ 110	\$ 59,840	24	80	80	80	80	80	80	80	40
D. Cusack - Inspector	536	\$ 165	\$ 88,440	16	80	80	80	80	80	80	80	40
			\$ 209,480									
Labor Subtotal			\$ 209,480									
Optional Labor												
Inspection OT	80	\$ 165	\$ 13,200			20	20	20	20			
Optional Labor Subtotal			\$ 13,200									
Total			\$ 222,680									

Engineer's Estimate \$ 2,500,000
 CM Percentage (w/o OT) 8.4%
 CM Percentage (w/ OT) 8.9%

Notes and Assumptions:

Start of Services 1-Jan-18
 Construction NTP 1-Feb-18
 Final Acceptance 31-Jul-18

- Budget is based on FY 17-18 Billing Rates that will remain constant for full period of Contract and a TPI NTP of Jan. 1, 2018
- TPI rates include normal operating and office expenses such as telephone, computers, in-house reproduction and travel in the Bay Area in personal vehicles.
- Budget is based on a 180 calendar day construction duration (Feb - July 2018). Time extensions may require an amendment to cover the additional costs.
- Hours shown in Jan. 2018 for Bid Assistance and Feb. 2018 includes time for Pre-construction meeting, photo/video of pre-construction conditions and other pre-construction services
- Budget includes some hours in August 2018 for Close Out services.
- Services are provided on an hourly basis. Tanner Pacific, Inc. has no obligation to provide services above the budget without a fee adjustment.
- Project involves sewer replacement in busy thoroughfares that could cause work to continue beyond scheduled work hours.
 TPI has included Overtime (OT) hours in the budget for this potential. OT will only be invoiced if the situation actually occurs.



AGENDA ITEM NO. 8.B.

DATE: December 4, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: SCHEDULE SPECIAL BOARD MEETING IN JANUARY 2018 TO DISCUSS MPWD FINANCES

RECOMMENDATION

Schedule a Special Board Meeting in January 2018 to discuss MPWD finances.

FISCAL IMPACT

None.

DISCUSSION

Last month the Board requested a Special Board Meeting wherein a broader financial plan could be discussed and considered, including the mid-year budget review and updated FY 2017/2018 Capital Budget, the proposed Debt Management and Cash Reserve policies, the proposed PARS PRSP (Pension Rate Stabilization Plan), and staff's report on Water Capacity and Water Demand Offset charges received from development.

The Board's regular meeting in January 2018 is scheduled for the 25th.

Staff is available on the following dates for the proposed Special Board Meeting:

- Thursday, January 11, 2018
- Wednesday, January 17, 2018
- Thursday, January 18, 2018

Staff recommends a meeting start time of 6:00PM, and dinner would be available.

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: December 4, 2017

MANAGER'S REPORT

FOLLOW-UP FROM 11/15/17 REGULAR BOARD MEETING

- Initiated PARS documentation for MPWD OPEB trust plan investment portfolio change from Conservatively Moderate to Moderate for 2018.

WATER CONSERVATION PROGRESS

Data was not available at agenda publication, but will be included in next month's report.

HOLIDAY CLOSURE

The MPWD Administration, Customer Services, and Field Operations will be closed on the following upcoming holidays:

- Monday and Tuesday, December 25-26, 2017, in observance of Christmas;
- Monday and Tuesday, January 1-2, 2018, in observance of the New Year; and
- Monday, January 15, 2018, in observance of Martin Luther King Day.

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

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

SPECIAL BOARD MEETING IN JANUARY 2018

- Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve Amended Budgets (as needed).
- Consider/Approve Debt Management Policy.
- Consider/Approve Cash Reserve Policy.
- Consider/Approve PARS PRSP.
- Receive report on Water Capacity Charges and Water Demand Offset Fees collected from development.

JANUARY 25, 2018

- Annual water awareness calendar contest award presentations.
- Receive Reconciliation Quarterly Report on 2016 COP Capital Debt Financing for period October 1, 2017 through December 31, 2017, and 2016 COP Project Fund Quarterly Report.
- Receive annual financial audit report for FYE June 30, 2017. Post to website.
- Receive structural engineering report on MPWD Dairy Lane facilities.
- Receive BAWSCA report.
- Closed Session: General Manager annual performance evaluation.

FEBRUARY 22, 2018

- Review proposed updated MPWD Miscellaneous Fees.

UPCOMING MEETINGS/EVENTS

HIA Meeting (Belmont): January 4, 2018

BAWSCA Water Management Meeting (Foster City): January 11, 2018

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



TO: Board of Directors
 FROM: Candy Pina
 DATE: December 5, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

NOTE: The monthly financials and this report are PRELIMINARY, due to the early board meeting date. Cash has not been reconciled; month end billings have not been billed. A final report for November will be issued before the end of December 2017.

FINANCIAL REPORTING:

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

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 11/30/17	BALANCE @ 11/30/17
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$126,056	\$126,056
LAIF	\$5,704,854	\$5,704,854
BNY INSTALLMENT ACCOUNT	\$1,050,099	\$1,050,099
TOTAL	\$6,881,609	\$6,881,609

Month End Balance of PARS/OPEB for September 2017 (October and November 2017 report not available): \$8749,082.02. Contributions of \$41,100.67 and Net Earnings of \$4,287.22 reported. To be updated when October report comes in.

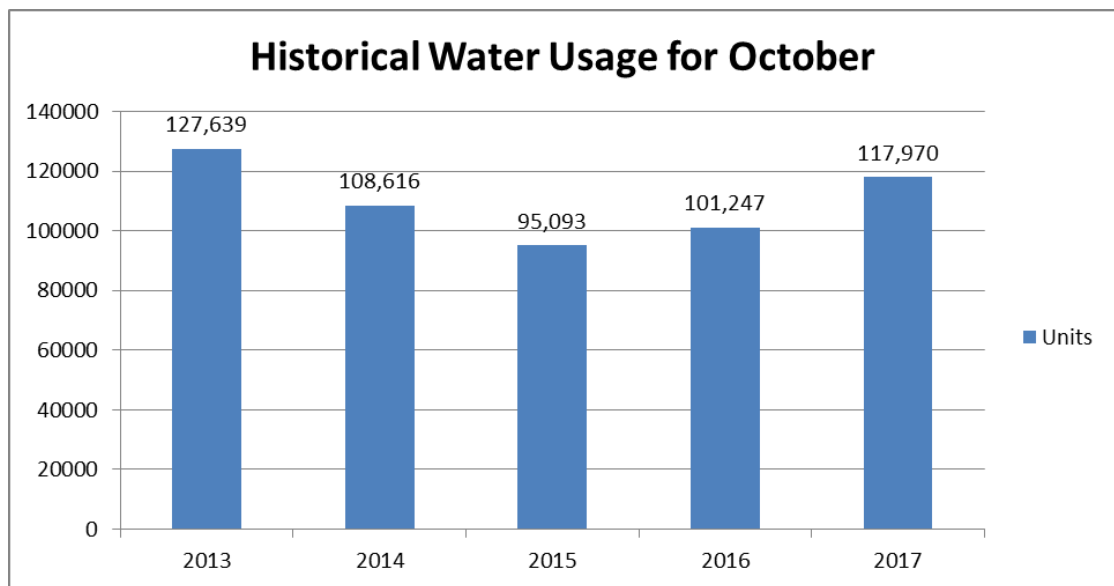
* Debt payment of \$686,301.03 will be paid from the BNY Installment Account on Dec 1, 2017.

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 11/30/2015	Balance @ 11/30/2016	Balance @ 11/30/2017	Budget for Reserve Policy
Capital Reserves	\$ 892,186	\$ 1,561,323	\$ 3,204,854	\$ 2,500,000
Emergency Reserves	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS	\$ 3,392,186	\$ 4,061,323	\$ 5,704,854	\$ 5,000,000

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2017/2018					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	117,761	991,424.67	221,479.51	1,212,904.18	1,263.43
AUG	124,029	1,058,492.93	221,538.81	1,280,031.74	1,262.50
SEP	127,050	1,086,959.69	221,731.22	1,308,690.91	1,262.50
OCT	117,970	969,366.58	220,229.28	1,189,595.86	1,270.47
TOTAL	486,810	4,106,243.87	884,978.82	4,991,222.69	5,058.90

November data will be reflected in the final report.



November data will be reflected in the final report.

CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 12/06-08/17 – CALPELRA Conference
- 2) Candy Pina: 12/15/17 – Leadership Essentials Webinar

TEAM BUILDING ACTIVITIES:

We will be celebrating three 5-year anniversaries this month for Laura Ravella, Candy Pina and Tammy Rudock on Wednesday, December 20th. Directors are welcome.

We continue to celebrate birthdays.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: December 4, 2017

OPERATIONS REPORT – November

Projects:

- We have just one meter in Zone 1 to replace and are waiting for the dust to settle regarding the lawsuit before we replace this meter. In the meantime, their water is still metered;
- Met with Schaaf and Wheeler to go over comments plans at the 95% stage for CIP#03-1621-CP, the joint project with the City of Belmont;
- Held a construction progress meeting with Stoloski and Gonzalez attended by District Engineer and District staff;
- Participated in a GoTo Meeting with West Yost Associates to go over their draft Basis of Design Report for CIP #04-1621-CP, the construction of a pipe under highway 101 near the PAMF;
- Held a Kick-Off meeting with another Schaaf and Wheeler team for CIP#05-1621-CP, the Old County Road Project;
- Work on a 1-inch service upgrade for 909 Ruth;
- Work on a 1-inch service upgrade for 2227 Thurm; and
- During November we were unable to install any meters. The total since June 2nd remains at 455 AMI meters, or about 25% of Zone 2.

Maintenance:

- Responded to and completed 217 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 285 locations;
- Read meters in zones without AMI;
- Performed routine maintenance to system regulators;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
11/1	Hastings and Carlmont	Main Break	CIP	1957	152,000

Development:

Staff is currently working with developers on 32 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – Fees paid, awaiting scheduling request from contractor; and
- o 400-490 El Camino Real –Awaiting request for meter installations

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – water and fire service installed. Inspection of fire backflow assembly complete. Awaiting irrigation and domestic backflow installation;
- o 1201 Shoreway Road – Fee schedule provided to developer;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave – Fees paid, awaiting schedule for installation;
- o 940 Ralston Ave - Fee schedule provided to developer;
- o Belmont Ave Parcel APN's – (2) awaiting plans;
- o 1500 Ralston – currently reviewing plans; and
- o 2200 Carlmont Drive – Currently reviewing their plans.

Residential/Multi-Family:

- o 1829 Oak Knoll - currently reviewing their plans;
- o 1600 Prospect - currently reviewing their plans;
- o 10 Notre Dame Place - currently reviewing their plans;
- o 2603 Cipriani - currently reviewing their plans;
- o 2828 Hallmark - Fees paid, awaiting schedule for installation;
- o 2827 Wemberly - currently reviewing their plans;
- o 1906 Bishop – completed;
- o 1919 Oak Knoll Dr. – currently reviewing their plans;
- o 1942 Bayview – currently reviewing their plans;
- o 2515 Carlmont Dr - currently reviewing their plans;
- o 1105 Tahoe, requesting fire flow;
- o 300 Hiller St - currently reviewing their plans;
- o 796 Miramar Terrace - currently reviewing their plans;
- o Bishop Road development - currently reviewing their plans;
- o 1320 Talbryn Lane development- currently reviewing their plans;
- o 2712 Comstock – currently reviewing their plans;

- 2689 Comstock – Fee schedule provided to resident;
- 2128 Pullman Ave - Fees paid, awaiting schedule for installation;
- 909 Ruth - Fees paid, awaiting schedule for installation;
- 2227 Thurm Ave – Fees paid, awaiting schedule for installation; and
- 2221 Thurm Ave – Fees paid, awaiting schedule for installation.

Administration:

- Held a lunch and learn meeting with a vendor of pipe repair products for field staff;
- Attended demo of new software/hardware for pump stations held at City of Belmont Public Works Corp Yard;
- Attended the SFPUC Water Quality Workshop across Highway 101 in Foster City;
- Attended the regular District safety meeting;
- Set-up and provided demonstrations on the water system, how we manage and maintain, and conservation tips to almost 50 children from a school within the District;
- Attended an 811 Excavation Safety Course held by PG&E;
- Enjoyed a good time and good food during the General Manager's Annual Rib-Eye Luncheon (paid for by the GM) and White Elephant gift exchange;
- Continue to actively managing five (5) engineering design contracts related to the CIP; and
- Continued to actively manage power use during pumping operations.

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

DESCRIPTION	APPROVED FY 2017-2018 BUDGET \$	ACTUALS 7/1/2017 11/30/17	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 41.9%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,500,000	4,368,162	4,131,838	51.4%
FIXED SYSTEM CHARGES	2,663,720	982,946	1,680,774	36.9%
FIRE SERVICE CHARGES	14,000	5,219	8,781	37.3%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
WATER SYSTEM CAPACITY CHARGES	200,000	252,492	(52,492)	126.2%
WATER DEMAND OFFSET CHARGES	10,000	31,156	(21,156)	311.6%
MISCELLANEOUS CHARGES	10,000	87,843	(77,843)	878.4%
INTEREST REVENUE - LAIF	10,000	26,242	(16,242)	262.4%
LEASE OF PHYSICAL PROPERTY	150,000	65,425	84,575	43.6%
PROPERTY TAX REVENUE	260,000	20,887	239,114	8.0%
TOTAL OPERATING REVENUE	11,827,720	5,840,372	5,987,348	49.4%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,718,225	585,990	1,132,235	34.1%
PAYROLL TAXES & BENEFITS	1,204,893	440,142	764,751	36.5%
PURCHASED WATER	5,234,856	2,754,105	2,480,751	52.6%
OUTREACH & EDUCATION	116,900	12,135	104,765	10.4%
M&R - OPS SYSTEM	389,598	123,286	266,312	31.6%
M&R - FACILITIES & EQUIPMENT	166,860	47,706	119,154	28.6%
MAJOR MAINTENANCE	30,000	-	30,000	NA
OFFICE SUPPLIES & EQUIPMENT	314,755	102,738	212,017	32.6%
MEMBERSHIP & GOV FEES	208,613	84,847	123,766	40.7%
BAD DEBT & CLAIMS	37,000	(1,478)	38,478	-4.0%
UTILITIES	301,687	102,698	198,989	34.0%
PROFESSIONAL SERVICES	458,660	128,462	330,198	28.0%
TRAINING/TRAVEL & RECRUITMENT	45,000	12,026	32,974	26.7%
RESTRICTED EARNINGS	10,000	26,242	(16,242)	262.4%
RESERVES	-	-	-	NA
DEBT SERVICE 2016 COPs	1,045,865	296,850	749,015	28.4%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	11,282,912	4,715,750	6,567,162	41.8%
TOTAL OP REVENUE LESS OP EXP & DEPREC	544,808	1,124,622	(579,814)	206.4%
DEPRECIATION	1,050,000	350,511	699,489	33.4%
TOTAL OP REVENUE LESS OP EXP	(505,192)	774,111	(1,279,303)	-153.2%
NET TRANSFERS TO CAPITAL	505,192	(774,111)	1,279,303	-153.2%
NET RESULTS OF OPERATIONS	-	-	-	

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

Target YTD % 41.9%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 11/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES (A)	8,500,000	4,368,161.75	4,131,838	51.4%
4020	FIXED SYSTEM CHARGES	2,663,720	982,946.26	1,680,774	36.9%
4030	FIRE SERVICE CHARGES	14,000	5,219.08	8,781	37.3%
4050	SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
4060	WATER SYSTEM CAPACITY CHARGES (B)	200,000	252,492	(52,492)	126.2%
4070	WATER DEMAND OFFSET CHARGES (B)	10,000	31,156	(21,156)	311.6%
4090	MISCELLANEOUS REVENUES (C)	<u>10,000</u>	<u>86,643</u>	<u>(76,643)</u>	866.4%
4000	TOTAL WATER AND FEE CHARGES	<u>11,407,720</u>	<u>5,726,619</u>	<u>5,681,101</u>	50.2%
4102	Interest Revenue- LAIF (D)	<u>10,000</u>	<u>26,242</u>	<u>(16,242)</u>	262.4%
4100	INTEREST REVENUE	<u>10,000</u>	<u>26,242</u>	<u>(16,242)</u>	262.4%
4201	Lease of Physical Property	150,000	65,425	84,575	43.6%
4202	Property Tax Revenue (E)	260,000	20,887	239,114	8.0%
4208	Landscape Plan Permit Review	<u>-</u>	<u>1,200</u>	<u>(1,200)</u>	NA
4200	OTHER REVENUE	<u>410,000</u>	<u>87,512</u>	<u>322,488</u>	21.3%
4000	TOTAL OPERATING REVENUE	<u>11,827,720</u>	<u>5,840,372</u>	<u>5,987,348</u>	49.4%
6011	Salaries & Wages	1,622,250	564,750	1,057,500	37.7%
6012	Director Compensation	11,000	2,800	8,200	25.5%
6017	Capital Salaries & Wages	<u>-</u>	<u>75,605</u>	<u>(75,605)</u>	NA
6010	GROSS REGULAR WAGES	<u>1,633,250</u>	<u>643,155</u>	<u>990,095</u>	39.4%
6017	CAPITAL SALARY & WAGES reversed	<u>-</u>	<u>(75,605)</u>	<u>75,605</u>	
6021	Overtime Labor	46,865	6,356	40,509	13.6%
6022	Standby Labor	<u>38,110</u>	<u>12,085</u>	<u>26,025</u>	31.7%
6020	SUB-TOTAL SALARY & WAGES	<u>1,718,225</u>	<u>585,990</u>	<u>1,132,235</u>	34.1%
6031	FICA/Medicare PR Tax	135,445	45,776	89,669	33.8%
6038	ACWA Health Care	329,600	145,549	184,051	44.2%
6039	ACWA Dental	31,930	10,974	20,956	34.4%
6040	ACWA Vision	4,481	1,903	2,578	42.5%
6041	ACWA Life/AD&D	4,326	1,633	2,693	37.8%
6042	Standard LDL/SDL Disability	12,772	3,812	8,960	29.8%
6043	Workers' Comp Insurance	50,400	13,841	36,559	27.5%
6044	Unemployment	1,030	-	1,030	NA
6045	CALPERS Retirement - ER 2%@55	242,050	102,474	139,576	42.3%
6054	CAPITAL PAYROLL TAXES & BENEFITS	<u>39 -</u>	<u>753</u>	<u>(753)</u>	N/A

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

Target YTD % 41.9%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 11/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6046	Retirees' ACWA Health Care	57,680	26,308	31,372	45.6%
6047	Directors' ACWA Health Care	111,240	48,458	62,783	43.6%
6049	Medical Reimbursement	1,030	182	848	17.7%
6050	Employee Service Recognition	10,000	2,642	7,358	26.4%
6051	Safety Incentive Program	7,416	2,314	5,102	31.2%
6052	Uniforms (F)	25,493	12,973	12,520	50.9%
6053	PARS OPEB Expense	180,000	21,303	158,697	11.8%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,204,893	440,895	763,998	36.6%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(753)	753	N/A
6000	PERSONNEL COSTS	2,923,118	1,026,133	1,896,985	35.1%
6101	SFPUC Treated Water (A)	4,700,000	2,517,695	2,182,305	53.6%
6102	BAWSCA (Debt Service Surcharges)	476,000	203,800	272,200	42.8%
6103	Rates Stabilization	58,856	-	58,856	NA
6104	SFPUC Water Service Charge	-	32,610	(32,610)	N/A
6100	PURCHASED WATER	5,234,856	2,754,105	2,480,751	52.6%
6301	Water Conservation Program	7,200	1,876	5,324	26.1%
6302	School Conservation Program (G)	7,200	5,492	1,708	76.3%
6303	Public Outreach & Education	25,750	1,911	23,839	7.4%
6305	HET Rebates	19,750	1,482	18,268	7.5%
6306	Washing Machine Rebates	13,750	-	13,750	NA
6307	Lawn-Be-Gone Rebates	38,100	1,345	36,755	3.5%
6308	Rain Barrel Rebates	5,150	29	5,121	0.6%
6304	TOTAL WATER CONSERVATION REBATES	76,750	2,856	73,894	3.7%
6300	OUTREACH/EDUCATION	116,900	12,135	104,765	10.4%
6401	Water Quality	69,010	9,263	59,747	13.4%
6402	Pumping	65,148	2,324	62,824	3.6%
6403	Storage Tanks	10,300	-	10,300	NA
6404	Mains/Distribution	103,000	42,161	60,839	40.9%
6405	Meters & Service (H)	30,900	27,620	3,280	89.4%
6406	Fire Hydrants (I)	31,930	31,972	(42)	100.1%
6407	Regulator Stations	6,180	550	5,630	8.9%
6408	Safety	32,960	2,852	30,108	8.7%
6409	SCADA Maintenance	15,450	5,344	10,106	34.6%
6410	Generator Maintenance	24,720	1,203	23,517	4.9%
6400	M&R - OPS SYSTEMS	389,598	123,286	266,312	31.6%
6501	M&R-Buildings&Grounds	95,790	35,267	60,523	36.8%
6502	M&R- Equipment&Tools (J)	21,630	(610)	22,240	-2.8%
6503	M&R- Vehicles & Large Equipment	19,570	5,897	13,673	30.1%
6504	M&R - Fuel	29,870	7,152	22,718	23.9%
6500	M&R - FACILITIES & EQUIPMENT	166,860	47,706	119,154	28.6%
6601	Cathodic Protection Survey	-	-	-	NA

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

Target YTD % 41.9%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 11/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6602	Leak Detection Survey	30,000	-	30,000	NA
6600	MAJOR MAINTENANCE	30,000	-	30,000	NA
6701	Office Supplies	15,450	3,228	12,222	20.9%
6702	Insurance- Liability/Vehicles	90,381	29,701	60,680	32.9%
6703	Postage	8,240	1,271	6,969	15.4%
6704	Printing/Printing Supplies	15,450	3,346	12,104	21.7%
6705	Equipment Services/Maintenance	58,453	3,440	55,013	5.9%
6706	Computer Supplies & Upgrades (K)	15,193	14,210	983	93.5%
6707	Security & Safety	11,073	1,607	9,466	14.5%
6708	Other Fees	515	-	515	NA
6709	Customer Credit Card Svs Fees	100,000	45,935	54,065	45.9%
6700	OFFICE SUPPLIES & EQUIP	314,755	102,738	212,017	32.6%
6801	Dues & Publications	40,685	12,240	28,445	30.1%
6802	Gov't Fees & Licenses	54,848	9,776	45,072	17.8%
6803	BAWSCA Membership Assessments	76,000	30,252	45,748	39.8%
6804	Env Health - Cross Connection Inspection	31,930	13,625	18,305	42.7%
6805	Software License (L)	5,150	18,955	(13,805)	368.1%
6800	MEMBERSHIP & GOV FEES	208,613	84,847	123,766	40.7%
6901	Bad Debt	7,000	(904)	7,904	-12.9%
6902	Claims	30,000	(573)	30,573	-1.9%
6900	BAD DEBT & CLAIMS	37,000	(1,478)	38,478	-4.0%
7001	Utilities-Internet/Cable	12,462	3,079	9,383	24.7%
7002	Utilities-Cellular Telephones	12,206	3,907	8,299	32.0%
7003	Utilities-Electric-Pumping	226,600	76,252	150,348	33.7%
7004	Utilities-Electric-Bldgs&Grounds	24,720	9,092	15,628	36.8%
7005	Utilities-Telephones	18,025	7,756	10,269	43.0%
7006	Utilities-Sewer - NPDES	7,674	2,612	5,062	34.0%
7000	UTILITIES	301,687	102,698	198,989	34.0%
7101	Prof Serv - District Counsel	90,000	23,637	66,364	26.3%
7102	Prof Serv - District Engineer	80,000	23,426	56,574	29.3%
7103	Prof Serv - IT	19,750	4,920	14,830	24.9%
7104	Prof Serv- Annual Finance Audit (M)	19,000	12,750	6,250	67.1%
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,750	8,762	12,988	40.3%
7107	Prof Serv- Customer Billing	72,250	22,621	49,629	31.3%
7109	Prof Serv - Answering Svs	5,000	1,405	3,595	28.1%
7110	Prof Serv - Miscellaneous	147,210	30,341	116,869	20.6%
7111	Prof Serv - District Treasurer	3,700	600	3,100	16.2%
7100	PROFESSIONAL SERVICES	458,660	128,462	330,198	28.0%
7201	Director Travel	41 5,000	1,398	3,602	28.0%
7202	Director Expense	1,000	-	1,000	NA

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

Target YTD %
41.9%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 11/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7203	Elections	-	-	-	NA
7204	Employee Travel/Training	32,000	9,493	22,507	29.7%
7205	Meetings Expense	7,000	1,134	5,866	16.2%
7200	TRAINING & TRAVEL	45,000	12,026	32,974	26.7%
7302	Restricted Earnings Expense - Interest LAIF (D)	10,000	26,242	(16,242)	262.4%
7300	RESTRICTED EARNINGS EXPENSE	10,000	26,242	(16,242)	262.4%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	1,050,000	350,511	699,489	33.4%
9011	DEBT SERVICE 2016 COPs	1,045,865	296,850	749,015	28.4%
SUB-TOTAL - OPERATING EXPENSES		9,409,794	4,040,128	5,369,666	42.9%
TOTAL OPERATING EXPENSES		12,332,912	5,066,261	7,266,651	41.1%
NET OPERATING SURPLUS/(LOSS) TRANSFER TO CAPITAL		(505,192)	774,111	(1,279,303)	-153.2%

- (A) Water revenues are at 51.4% and water purchases are at 53.6%. Water revenues is a preliminary number. Revenue does not include the second half of the month.
- (B) Six (6) meter upgrades/new services closed; revenue recognized accordingly.
- (C) Vehicle expenses related to nine (9) AMI Meter Upgrade projects generate revenue totaling \$46,605.
- (D) Increased reserves generating more interest revenue.
- (E) Receive property tax revenue in Dec 2017 and April 2018.
- (F) Staff work boots totaling \$3,540.
- (G) Water education kit purchased from BAWSCA totaling \$2,611.
- (H) Large Meter testing services totaling \$13,800.
- (I) Purchase of hydrants totaling \$31,694.
- (J) Recognized small tools with Meter Installation and upgrade projects, so reduced expense (moved to FA), totaling \$3,769.
- (K) Battery Back Up and replacement printer purchased totaling \$3,040.
- (L) Accela (Springbrook) software license \$2619/month. Need to adjust this at mid-year budget review.
- (M) Financial Audit first payment for field work completed.

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

	Jul 17 -Nov 17	Jul 16 - Nov 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	5,726,618.53	5,353,024.09	373,594.44	6.98%
4100 · INTEREST INCOME	78,236.77	2,053.86	76,182.91	3,709.26%
4200 · OTHER INCOME	87,511.99	91,504.75	-3,992.76	-4.36%
Total Income	<u>5,892,367.29</u>	<u>5,446,582.70</u>	<u>445,784.59</u>	<u>8.19%</u>
Expense				
6000 · PERSONNEL COSTS	1,026,132.68	1,107,261.51	-81,128.83	-7.33%
6100 · PURCHASED WATER	2,754,105.20	2,482,430.23	271,674.97	10.94%
6300 · OUTREACH/EDUCATION	12,134.88	21,428.82	-9,293.94	-43.37%
6400 · M&R - OPS SYSTEMS	123,286.01	116,868.48	6,417.53	5.49%
6500 · M&R - FACILITIES & EQUIPMENT	47,706.12	50,305.05	-2,598.93	-5.17%
6600 · MAJOR MAINTENANCE	0.00	590.74	-590.74	-100.0%
6700 · OFFICE SUPPLIES & EQUIPMENT	102,738.48	117,933.49	-15,195.01	-12.88%
6800 · MEMBERSHIP & GOV FEES	84,847.11	66,997.47	17,849.64	26.64%
6900 · BAD DEBT & CLAIMS	-1,477.62	3,813.70	-5,291.32	-138.75%
7000 · UTILITIES	102,697.88	80,089.90	22,607.98	28.23%
7100 · PROFESSIONAL SERVICES	128,461.75	181,957.94	-53,496.19	-29.4%
7200 · TRAINING & TRAVEL	12,025.69	16,942.47	-4,916.78	-29.02%
Total Expense	<u>4,392,658.18</u>	<u>4,246,619.80</u>	<u>146,038.38</u>	<u>3.44%</u>
Net Ordinary Income	<u>1,499,709.11</u>	<u>1,199,962.90</u>	<u>299,746.21</u>	<u>24.98%</u>
Other Income/Expense				
Other Expense				
9000 · DEPRECIATION	350,510.60	400,619.16	-50,108.56	-12.51%
COP Financing Costs	296,850.47	0.00	296,850.47	100.0%
Total Other Expense	<u>647,361.07</u>	<u>400,619.16</u>	<u>246,741.91</u>	<u>61.6%</u>
Net Revenue/(Expenses)	<u>852,348.04</u>	<u>799,343.74</u>	<u>53,004.30</u>	<u>6.6%</u>

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-78,236.77
Total Adjustments to Increase Net Operating Surplus	<u>-78,236.77</u>

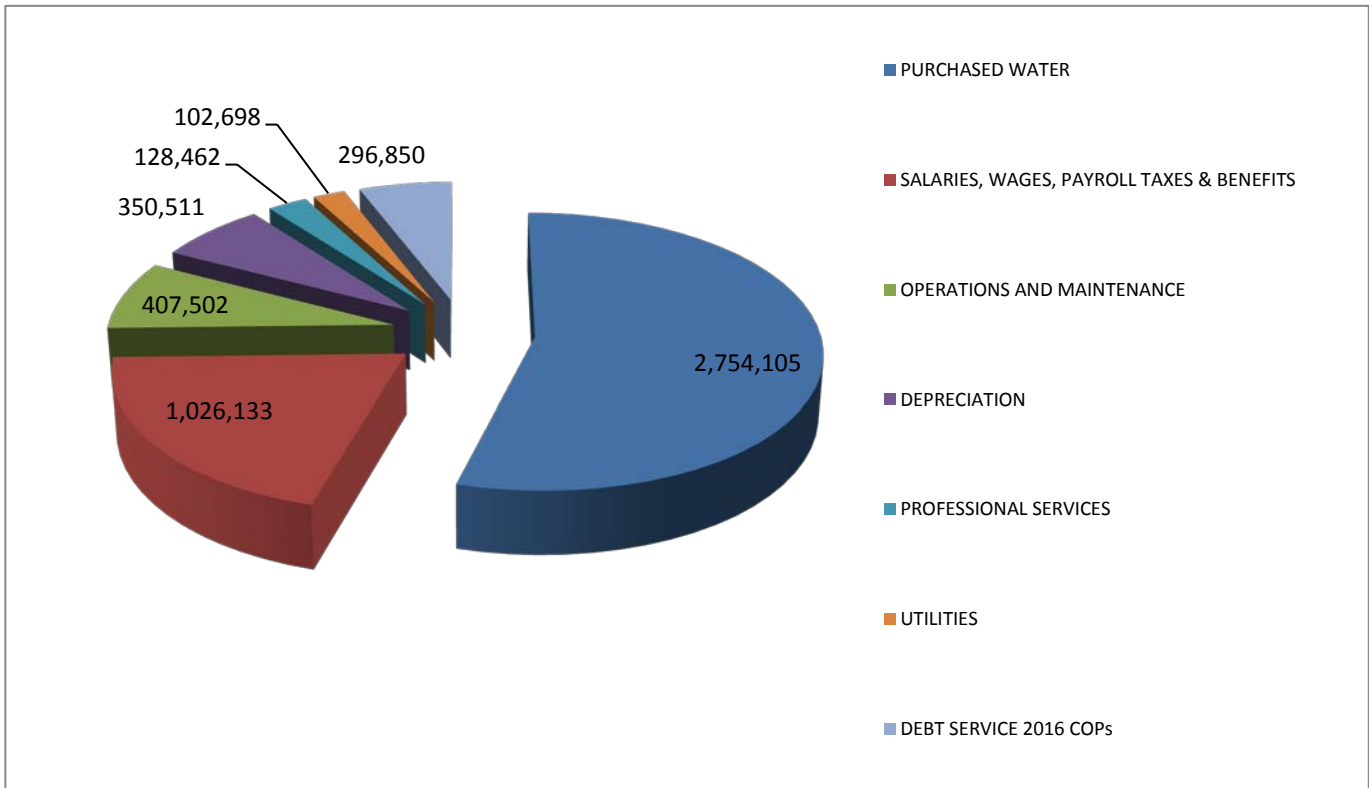
Net Revenue/(Expenses) 852,348.04

Net Operating Surplus/(Loss) Transfer to Capital 774,111.27

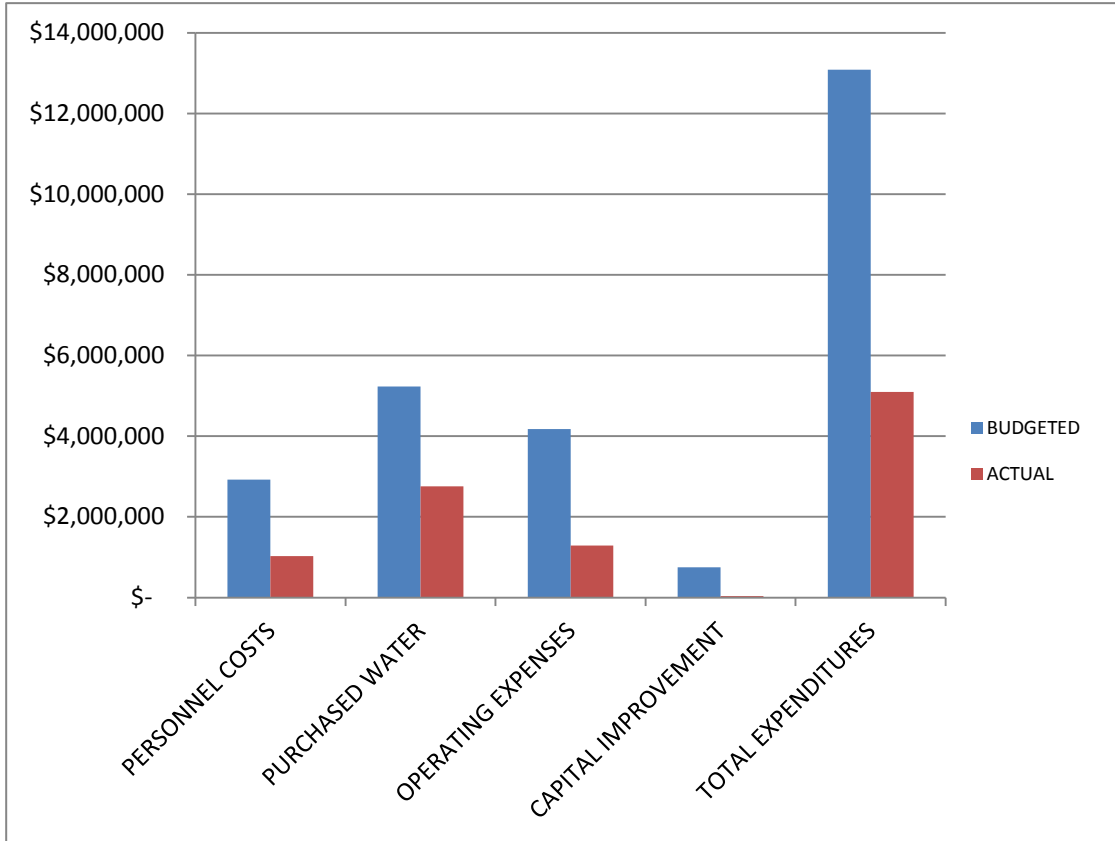
**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY**

Nov-17

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	2,754,105	54.4%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	1,026,133	20.3%
OPERATIONS AND MAINTENANCE	407,502	8.0%
DEPRECIATION	350,511	6.9%
PROFESSIONAL SERVICES	128,462	2.5%
UTILITIES	102,698	2.0%
DEBT SERVICE 2016 COPs	296,850	5.9%
TOTAL OPERATING EXPENDITURES	5,066,261	100%



2016/2017 BUDGET vs ACTUAL TOTAL EXPENDITURES Nov-17



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,923,118	\$ 1,026,133	22%	20%
PURCHASED WATER	\$ 5,234,856	\$ 2,754,105	40%	54%
OPERATING EXPENSES	\$ 4,174,938	\$ 1,286,023	32%	25%
CAPITAL IMPROVEMENT	\$ 751,930	\$ 33,908	6%	1%
TOTAL EXPENDITURES	\$ 13,084,842	\$ 5,100,169	100%	100%

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

DESCRIPTION	APPROVED FY 2017-2018 BUDGET \$	ACTUAL 7/1/2017 11/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 41.9%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
CIP 15-51 Francis Improvements	425,790	9,397	416,393	2.2%
CIP 15-53 Academy Improvements	276,140	6,008	270,132	2.2%
AMI Meter Change Out Program	-	-	0	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	701,930	15,405	686,525	2.2%
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects (A)	50,000	18,504	31,496	37.0%
CAPITAL OUTLAY TOTAL	50,000	18,504	31,496	37.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	751,930	33,908	718,022	4.5%
DEPRECIATION	1,050,000	350,511	699,489	33.4%
TRANSFER FROM OPS	(505,192)	774,111	(1,279,303)	-153.2%
TRANSFER (TO)/FROM CAPITAL RESERVES	207,122	(1,090,713)	1,297,835	-526.6%
CAPITAL OUTLAY/CAPITAL PROJECTS	(751,930)	(33,908)	(718,022)	4.5%
NET RESULTS OF CAPITAL	-	0	(0)	N/A

(A) Purchased Canon Copier to replace leased Ricoh Copier.

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

	30-Nov-17	30-Nov-16	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	6,891,170.45	4,960,533.29	1,930,637.16	38.92%
Total COP Funds	18,563,094.52	0.00	0.00	100.0%
Total Accounts Receivable	558,570.03	860,296.80	-301,726.77	-35.07%
Total Other Current Assets	303,593.05	170,526.75	133,066.30	78.03%
TOTAL CURRENT ASSETS	26,316,428.05	5,991,356.84	20,325,071.21	339.24%
FIXED ASSETS				
Fixed Assets	43,885,911.91	41,945,274.05	1,940,637.86	4.63%
Accumulated Depreciation	-27,018,551.34	-26,164,711.13	-853,840.21	-3.26%
Construction in Progress	1,484,642.57	1,843,806.81	-359,164.24	-19.48%
TOTAL FIXED ASSETS	18,352,003.14	17,624,369.73	727,633.41	4.13%
TOTAL OTHER ASSETS	442,276.00	501,512.38	-59,236.38	-11.81%
TOTAL ASSETS	45,110,707.19	24,117,238.95	20,993,468.24	87.05%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	80,994.60	80,957.59	37.01	0.05%
Total Other Current Liabilities	2,253,074.73	1,005,283.82	1,247,790.91	124.12%
TOTAL CURRENT LIABILITIES	2,334,069.33	1,086,241.41	1,247,827.92	114.88%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	18,255,000.00	0.00	18,255,000.00	100.0%
Total COP Premium (B)	907,165.70	0.00	907,165.70	100.0%
Total Other Long Term Liabilities (B)	1,351,457.45	1,351,457.45	0.00	0.0%
TOTAL LONG TERM LIABILITIES	20,513,623.15	1,351,457.45	19,162,165.70	1,417.89%
TOTAL LIABILITIES	22,847,692.48	2,437,698.86	20,409,993.62	837.27%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES *	5,704,853.91	4,055,161.46	1,649,692.45	40.68%
3940 - Fund Bal Invest in Util Plant	18,304,910.23	17,765,637.14	539,273.09	3.04%
Net Assets (A)	-1,746,749.43	-141,258.51	-1,605,490.92	-1,136.56%
TOTAL EQUITY	22,263,014.71	21,679,540.09	583,474.62	2.69%
TOTAL LIABILITIES & EQUITY	45,110,707.19	24,117,238.95	20,993,468.24	87.05%

	Balance @ Nov 2015	Balance @ Nov 2016	Balance @ Nov 2017	Budget for Reserve Policy
* RESERVES				
Capital Reserves	892,186	1,561,323	3,204,854	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000
Working Capital Reserves	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDS	3,392,186	4,061,323	5,704,854	5,000,000

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

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