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**BOARD OF DIRECTORS  
THURSDAY, DECEMBER 12, 2024 - 6:30 PM**

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**AGENDA**

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

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

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

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

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

**1. OPENING**

- A. Call to Order
- B. Establishment of a Quorum
- C. Pledge of Allegiance
- D. Receive November 5, 2024, MPWD Certified Election Results from San Mateo County Chief Elections Officer
- E. Board Member Oath of Office
- F. Board Member Group Photo, Acknowledging Completion of a Successful Year
- G. Election of Officers for 2025:
  - 1. President
  - 2. Vice-President
- H. Break for Reception

**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 November 21, 2024
- B. Approve Expenditures from November 1, 2024, through November 30, 2024
- C. Approve Annual Planning Schedule for Board of Directors

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM - None**

**8. REGULAR BUSINESS AGENDA**

- A. Consider Resolution 2024-25 Authorizing a Three-Year Contract with Automatic One-Year Renewal with Xpress Bill Pay, Xpress Solutions, Inc., for Automated Clearing House (ACH) Services
- B. Receive BAWSCA Update
- 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 Reports for the Month Ending November 30, 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

Following the closed session, the Board may take action to amend the General Manager's Employment Agreement and associated salary schedule.

**12. RECONVENE TO OPEN SESSION**

**13. ADJOURNMENT**

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

**ACCESSIBLE PUBLIC MEETINGS**

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

**NEXT REGULAR BOARD MEETING: THURSDAY, JANUARY 23, 2025 AT 6:30PM**

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# MEETING MINUTES

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

Thursday, November 21, 2024  
Belmont, California

### 1. OPENING

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

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

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

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

A quorum was present.

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

Director Vella arrived at 6:40pm.

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

Vice President Jordan led the Pledge of Allegiance.

### 2. PUBLIC COMMENT

President Zucca asked for public comment.

There were none.

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

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

### 4. ACKNOWLEDGEMENTS/PRESENTATIONS

There were none.

### 5. CONSENT AGENDA

#### 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**
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  - 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**

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

61 Vice President Jordan seconded the motion.

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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

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71 **6. HEARING AND APPEALS**

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

74 GM Wuelfing provided a summary of the objections received.

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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.

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85 **2. Consider Oral Testimony**

86 One community member spoke against the rate increases.

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88 **3. Review Written Protests**

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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**

\_\_\_\_\_  
DISTRICT SECRETARY

APPROVED:

\_\_\_\_\_  
BOARD PRESIDENT

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



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

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Prepaid Liability Insurance	ACWA JPIA	AUTO & GENERAL LIABILITY PROGRAM - OCT-1, 2024 THRU OCT 1, 2025	11/26/2024	103794	218,052.15
Construction in Progress	4 LEAF, INC.	OCT 2024 WORK - OCR WATER MAIN IMPROVEMENTS - 05-1621-CP	11/26/2024	103793	1,163.25
Construction in Progress	C2R ENGINEERING, INC	RETENTION RELEASE 05-1621-CP	11/26/2024	103806	247,175.77
Construction in Progress	MOTT MACDONALD	WORK PERFORMED NOVEMBER 2023 THROUGH SEPTEMBER 2024 - PROJ 21-01	11/13/2024	103765	25,500.50
Construction in Progress	NOLL & TAM ARCHITECTS	SEPT 2024 WORK ON 24-07 FOLGER PROP EOC	11/26/2024	39374	31,790.00
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-08/24-10 W BELMONT & EXBOURNE TANK COAT	11/26/2024	103800	4,433.63
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	11/26/2024	103800	1,496.25
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1621-CP OCR WMI PROJECT	11/26/2024	103800	6,733.13
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	08-1621-CP DEKOVEN TANKS IMPROVEMENTS	11/26/2024	103800	236.25
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 HARBOR BLVD WMI	11/26/2024	103800	6,180.56
Construction in Progress	UMIPQUA BANK	PERMITTING FEE FOR FOLGER PROJECT 24-07	11/21/2024	103791	22,062.84
Acwa Health Care	ACWA JPIA	MEDICAL - DEC 2024	11/13/2024	103757	28,233.60
Acwa Health Care	ACWA JPIA	EAP - DEC 2024	11/13/2024	103757	49.60
Acwa Dental	ACWA JPIA	DENTAL - DEC 2024	11/13/2024	103757	2,630.43
Acwa Vision	ACWA JPIA	VISION - DEC 2024	11/13/2024	103757	426.40
Acwa Life/Ad&D	ACWA JPIA	LIFE - DEC 2024	11/13/2024	103757	633.03
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	NOVEMBER 2024 PREMIUM	11/13/2024	103769	1,764.28
Retirees' Acwa Health Care	ACWA JPIA	RETIRES - DEC 2024	11/13/2024	103757	9,338.91
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - DEC 2024	11/13/2024	103757	7,609.27
Employee Service Recognition	UMIPQUA BANK	MADRID RETIREMENT GIFT & RETURNS	11/21/2024	103791	50.90
Uniforms	RED WING SHOE STORE, INC.	BOOTS - SWIFT	11/21/2024	103789	351.58
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THROUGH 11-05-2024	11/13/2024	103772	197.81
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THROUGH 10-29-2024	11/13/2024	103772	197.81
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THROUGH 10-22-2024	11/13/2024	103772	197.81
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 11-12-2024	11/21/2024	103792	197.81
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	WEEKLY UNIFORM RENTAL THRU 11-19-2024	11/26/2024	103804	197.81
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	LARGE LANDSCAPE AUDIT BASE SUBSCRIPTION JULY - SEPT 2024	11/26/2024	39371	609.00
WEL0	GLOBAL SUN LANDSCAPE	DROPLET PORTAL LICENSE FOR JULY - SEPT 2024	11/26/2024	39371	225.00
WEL0	GLOBAL SUN LANDSCAPE	GSL LANDSCAPE AUDIT REPORT - 2514 DEKOVEN AVE	11/13/2024	39364	1,150.00
WEL0	GLOBAL SUN LANDSCAPE	WEL0 LANDSCAPE AUDIT REPORT - 3301 HASKINS DR	11/13/2024	39364	1,650.00
WEL0	GLOBAL SUN LANDSCAPE	WEL0 LANDSCAPE REPORT - 2640 MONSERAT AVE	11/21/2024	39368	1,150.00
School Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	EARTH CAPADES ASSEMBLY FOR SAN CARLOS CHARTER LEARNING CENTER	11/13/2024	103761	790.00
Public Outreach & Education	FASTSIGNS SAN MATEO	VINYL GRAPHICS FOR NEW TRUCKS	11/13/2024	39363	164.42
Smart Irrigation Rebates	BAY AREA WATER SUPPLY & CONSERVATION AGEN	RACHIO SMART CONTROLLER REBATES - SEPT 2024 (2 TOTAL)	11/13/2024	39363	164.42
Lawn-Be-Gone Rebates	WO HO ALBERT AU	RAIN BARREL REBATE - 606 HILLER STREET	11/13/2024	39362	99.00
Storage Tanks	HASSETT HARDWARE	PARTS TO FIX IRRIGATION LEAK ON SAN JUAN	11/21/2024	103784	51.78
Storage Tanks	HOME DEPOT	EXBOURN TANK SITE CLEAN UP FOR NEW FENCE	11/21/2024	103785	257.09
Mains/Distribution	GRANITE ROCK COMPANY	EXBOURN TANK SITE CLEAN UP FOR NEW FENCE & CR INVOICE	11/26/2024	103797	441.16
Mains/Distribution	GRANITE ROCK COMPANY	ASPHALT	11/26/2024	103797	1,697.52
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	1 X 3/4 BUSHINGS, 1 X 3/4 BRASS CAPS	11/26/2024	103803	166.58
Meters & Service	AQUA-METRIC SALES CO.	MXU TRANSMITTERS FOR METERS	11/13/2024	103758	10,351.88
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER LIDS, 8X1 SADDLES, FLARE NUTS 3/4" X 1"	11/26/2024	103803	1,879.35
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER LIDS	11/26/2024	103803	1,340.72
Regulator Stations	HOME DEPOT	NEW SUMP PUMP FOR DAVEY GLEN REGULATOR	11/13/2024	103763	371.02
Employee Safety	GOTS SAFETY	SAFETY WEBSITE SUPPORT	11/13/2024	103762	105.00
Employee Safety	GOTS SAFETY	SAFETY INSPECTION AND REPORT	11/13/2024	103762	690.00
Scada Maintenance	XIO, INC.	SCADA MAINTENANCE	11/13/2024	103773	666.00
Scada Maintenance	XIO, INC.	BRD APPROVED - RESOLUTION 24-13 - & PREMIUM SCADA TECH SUPPORT	11/13/2024	103773	34,790.00
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTAL	11/26/2024	103795	290.74
Buildings & Grounds	HOME DEPOT	CHAIN LUBE, SILICONE LUBE, PB BLASTER, COUPLINGS	11/26/2024	103798	119.82
Buildings & Grounds	HOME DEPOT	PICTURE HANGERS, SCREWS, GLUE	11/26/2024	103798	85.84

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Buildings & Grounds	HOME DEPOT	CLEANING SUPPLIES, 2X4, SPACKLING	11/26/2024	103798	51.41
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION DAIRY LANE - OCT 2024	11/13/2024	103768	887.62
Equipment & Tools	CHBULL TOOLS & EQUIPMENT	PIPE FITTER GEL	11/26/2024	103796	1,685.04
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 805	11/21/2024	103784	27.13
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 805	11/21/2024	103784	54.22
Equipment & Tools	HASSETT HARDWARE	STAPLER FOR 805	11/21/2024	103784	32.34
Equipment & Tools	HOME DEPOT	HAND PUMPS, CLAMPS	11/26/2024	103798	114.77
Equipment & Tools	HOME DEPOT	WHEEL BARROWS & CR FOR (2) RETURNED	11/26/2024	103798	413.43
Equipment & Tools	HOME DEPOT	STAPLE GUN	11/26/2024	103798	21.85
Equipment & Tools	UMPQUA BANK	ASSET TAGS	11/21/2024	103791	945.20
Vehicle & Large Equip	METRO MOBILE COMMUNICATIONS	RADIOS AND INSTALLATION FOR NEW VEHICLES	11/26/2024	39373	2,572.22
Vehicle & Large Equip	O'REILLY AUTO PARTS, INC.	OIL STABILIZER, STOP LEAK STEERING WHEEL COVER, PB BLASTER	11/26/2024	103799	76.84
Vehicle & Large Equip	UMPQUA BANK	TIRES BALANCED	11/21/2024	103791	71.56
Fuel	UMPQUA BANK	SEAT PROTECTORS	11/21/2024	103791	263.68
Fuel	VALLEY OIL COMPANY	FUEL	11/26/2024	103805	2,730.18
Office Supplies	HASSETT HARDWARE	2 FILE CABINET KEYS	11/21/2024	103784	5.91
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/13/2024	103766	134.34
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/13/2024	103766	78.87
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/13/2024	103766	14.21
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/13/2024	103766	7.60
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/13/2024	103766	24.37
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/13/2024	103766	27.97
Office Supplies	OFFICE DEPOT, INC.	PAPER TOWELS FOR DAIRY LANE	11/13/2024	103766	113.32
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/21/2024	103786	33.06
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	11/21/2024	103786	65.19
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	11/21/2024	103791	35.99
Office Supplies	UMPQUA BANK	PACKING & SHIPPING OF MONIQUES MISC ITEMS	11/21/2024	103791	24.92
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	11/21/2024	103791	43.99
Postage	UMPQUA BANK	SHIPMENT OF MONIQUES MISC ITEMS	11/21/2024	103791	20.80
Equipment Services/Maintenance	UMPQUA BANK	KYOCERA MAINTENANCE AGREEMENT 9-21 THRU 10-20-2024	11/13/2024	103764	42.64
Security & Safety	KBA DOCUMENT SOLUTIONS, LLC	SERVICE CALL	11/26/2024	103802	105.63
Customer Credit Card Svs Fees	SONITROL / PACIFIC WEST SECURITY, INC.	CIVIC PAY & MUNICIPAL PAYMENTS - OCT 2024	11/21/2024	103790	4,850.95
Bank Service Charges	SPRINGBROOK HOLDING COMPANY, LLC	FINANCE CHG- TO BE REFUNDED	11/21/2024	103791	26.13
Bank Service Charges	UMPQUA BANK	LATE FEE - TO BE REFUNDED	11/21/2024	103791	35.00
Bank Service Charges	ZIONS BANCORPORATION	CUSTODY SERVICES - US TREASURIES - JULY - SEPT 2024	11/13/2024	103774	655.00
PROPERTY LEASE	SWEDCOM CORPORATION	1075 OCR - NOVEMBER 2024	11/13/2024	103771	12,238.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	11/21/2024	103791	0.99
Dues & Publications	UMPQUA BANK	SAN MATEO DAILY JOURNAL SUBSCRIPTION	11/21/2024	103791	60.00
Dues & Publications	UMPQUA BANK	COSTCO ANNUAL RENEWAL	11/21/2024	103791	130.00
Dues & Publications	UMPQUA BANK	ZOOM - MONTHLY SUBSCRIPTION	11/21/2024	103791	110.00
Software Licenses	DOCUSIGN INC.	ANNUAL SUBSCRIPTION - NOV 8, 2024 THRU NOV 7, 2025	11/21/2024	103783	5,350.11
Utilities - Internet/Cable	ACC BUSINESS	INTERNET - 1075 OCR	11/21/2024	39366	187.83
Utilities - Internet/Cable	AT&T	SCADA ANALOG LINE	11/13/2024	39361	804.91
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	11/13/2024	39361	30.75
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	11/13/2024	39361	30.72
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	11/21/2024	39367	60.32
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	11/21/2024	39367	30.83
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG	11/21/2024	39367	79.20
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	11/26/2024	39370	30.65
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	11/26/2024	39370	31.21
Utilities - Internet/Cable	COMCAST	INTERNET - DAIRY LANE & VARIOUS OTHER SITES	11/13/2024	103759	1,032.08
Utilities - Internet/Cable	COMCAST BUSINESS	DAIRY LANE FIBER/ETHERNET	11/13/2024	103760	1,099.52

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Internet/Cable	COMCAST BUSINESS	VOICE EDGE SERVICES	11/13/2024	103760	857.00
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	11/21/2024	39369	62.80
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONE & DEVICES - 9-16 THRU 10-15-2024	11/13/2024	39365	1,166.92
Utilities - Electric - Pumping	PG&E	W. BELMONT PUMP STATION	11/21/2024	103787	522.26
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	11/21/2024	103787	549.42
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	11/21/2024	103787	362.26
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	11/21/2024	103787	9,168.83
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	11/21/2024	103787	559.09
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	11/26/2024	103801	21,448.60
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE AND VARIOUS OTHER SITES	11/13/2024	103767	3,710.13
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	11/13/2024	103767	7.84
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR STE A	11/21/2024	103787	1,017.46
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	11/21/2024	103787	52.36
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 RETAINER	11/26/2024	103800	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 DISTRIBUTION SYSTEM ANALYSIS	11/26/2024	103800	2,281.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 MISC PROJECTS	11/26/2024	103800	4,272.19
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.31 TWIN PINES PARK WMR	11/26/2024	103800	1,569.75
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 DEVELOPMENT REVIEW	11/26/2024	103800	204.75
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.08 UPDATE STDS & SPECS	11/26/2024	103800	5,164.69
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES - HELP DESK - SEPT 2024	11/13/2024	103770	1,093.75
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES - DEC 2024	11/13/2024	103770	2,974.10
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	AUDITOR FEES	11/21/2024	103781	11,227.00
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR OCT 2024 WATER BILLS	11/21/2024	103782	3,037.94
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR NOV 2024 REMINDER NOTICES	11/21/2024	103782	203.99
Prof Serv - Customer Billing	RAY MORGAN COMPANY	OCT 2024 WATER BILLS	11/21/2024	103788	1,952.83
Prof Serv - Customer Billing	JOHN T. DAVIDSON OR DBA JROCKET77 DESIGN & MKTG	NOV 2024 REMINDER NOTICES	11/21/2024	103788	280.09
Prof Serv - Miscellaneous	JOHN T. DAVIDSON OR DBA JROCKET77 DESIGN & MKTG	DESIGN, MARKETING AND WEBSITE SERVICES	11/26/2024	103807	4,398.98
Electrons	JOHN T. DAVIDSON OR DBA JROCKET77 DESIGN & MKTG	BOARD VACANCY MAILERS	11/26/2024	103807	1,732.35
Employee Travel/Training	KELLI PLATH	SPRINGBROOK ACTIVATE 2024 - CONFERENCE & TRAINING	11/26/2024	39375	1,372.28
Employee Travel/Training	M&M BACKFLOW & METER MAINTENANCE	BACKFLOW TESTER CERTIFICATION COURSE (4)	11/26/2024	39372	4,800.00
Employee Travel/Training	UMPQUA BANK	TRAVEL CALPERS CONFERENCE	11/21/2024	103791	61.93
Employee Travel/Training	UMPQUA BANK	TRAVEL CSDA CONFERENCE	11/21/2024	103791	439.22
Employee Travel/Training	UMPQUA BANK	TRAVEL CALPERS CONFERENCE	11/21/2024	103791	54.00
Employee Travel/Training	UMPQUA BANK	TRAVEL CALPERS CONFERENCE	11/21/2024	103791	25.00
Employee Travel/Training	UMPQUA BANK	AWWA - MALDONADO	11/21/2024	103791	25.00
Employee Travel/Training	UMPQUA BANK	AWWA - SWIFT	11/21/2024	103791	31.39
Employee Travel/Training	UMPQUA BANK	TRAVEL CSDA CONFERENCE	11/21/2024	103791	18.00
Employee Travel/Training	UMPQUA BANK	MEAL CSDA CONFERENCE	11/21/2024	103791	25.00
Employee Travel/Training	UMPQUA BANK	AWWA - ANDERSON, J	11/21/2024	103791	25.00
Employee Travel/Training	UMPQUA BANK	AWWA - MICHAELIS	11/21/2024	103791	25.00
Employee Travel/Training	UMPQUA BANK	TRAVEL CALPERS CONFERENCE	11/21/2024	103791	37.93
Employee Travel/Training	UMPQUA BANK	TRAVEL CSDA CONFERENCE	11/21/2024	103791	50.28
Employee Travel/Training	UMPQUA BANK	TRAVEL CALPERS CONFERENCE	11/21/2024	103791	499.61
Employee Travel/Training	UMPQUA BANK	TRAVEL CALPERS CONFERENCE	11/21/2024	103791	42.07
Employee Travel/Training	UMPQUA BANK	IN ROOM INTERNET CALPERS CONFERENCE	11/21/2024	103791	26.28
Meeting Expenses	UMPQUA BANK	APWA LUNCHEON - RR, KW, AB, MA ON 10-16-2024	11/21/2024	103791	214.52
Meeting Expenses	UMPQUA BANK	2X2 MTG WITH CITY OF BELMONT	11/21/2024	103791	50.00
Meeting Expenses	UMPQUA BANK	OPEN ENROLLMENT	11/21/2024	103791	163.99
Meeting Expenses	UMPQUA BANK	FOOD FOR DE-ESCALATION TRAINING	11/21/2024	103791	460.20
Meeting Expenses	UMPQUA BANK	FOOD FOR OPEN ENROLLMENT PRESENTATION	11/21/2024	103791	154.96
Meeting Expenses	UMPQUA BANK	REGULAR BOARD MEETING 10-24-2024	11/21/2024	103791	248.27
Meeting Expenses	UMPQUA BANK	LUNCH MTG WITH BELMONT PW DIRECTOR	11/21/2024	103791	76.53
Payroll Clearing A/C	adp	CASH DD	11/19/2024	103779	61,707.81



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

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Payroll Clearing A/C	adp	CASH TAXES	11/19/2024	103779	25,574.88
Payroll Clearing A/C	Health Equity	HSA	11/19/2024	103776	1,580.07
Payroll Clearing A/C	Health Equity	HSA MONTHLY FEES	11/19/2024	103776	82.60
Payroll Clearing A/C	ICMA contributions	457	11/19/2024	103777	4,306.68
Calpers Retirement - Er 2%@55	CALPERS	ER T2	11/19/2024	103778	3,503.50
Calpers Retirement - Er 2%@55	CALPERS	ER T2 -VF RETRO PAY	11/19/2024	103778	27.20
Calpers Retirement - Er 2%@55	CALPERS	ER T1	11/19/2024	103778	4,496.74
Calpers Retirement - Er 2%@55	CALPERS	EE T1	11/19/2024	103778	2,955.73
Calpers Retirement - Er 2%@55	CALPERS	EE T2	11/19/2024	103778	3,450.10
Calpers Retirement - Er 2%@55	CALPERS	EE T2 -VF RETRO PAY	11/19/2024	103778	26.80
Customer Credit Card Sys Fees	Bankcard Mtot Disc	MUNICIPAL PAYMENTS	11/05/2024	103756	363.08
Customer Credit Card Sys Fees	Bankcard Mtot Disc	CIVIC PAY	11/05/2024	103756	5,277.27
Customer Credit Card Sys Fees	TTECH ACHBILLING	TTECH ACHBILLING	11/05/2024	103755	3,404.72



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

DATE: December 12, 2024  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: APPROVE REVISED ANNUAL PLANNING SCHEDULE FOR BOARD OF DIRECTORS**

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### **RECOMMENDATION**

Approve the revised annual planning schedule for Board of Directors.

### **FISCAL IMPACT**

None.

### **BACKGROUND**

The Annual Planning Schedule for the Board of Directors was created in 2016 and initially approved by the Board on April 28, 2016. It has been revised from time to time and is used to provide a plan for the Board's calendar for the upcoming year.

### **DISCUSSION**

Staff proposes several revisions, as identified in redline in the attached schedule. A clean version (no redlines) is also provided.

Changes include:

- Making the Strategic Plan update process consistent every year;
- Adding in annual review of internal controls practices (per 2024 Grand Jury report);
- Adding Urban Water Management Plan update process;
- Adding annual update of website, marketing, and public relations/outreach efforts by consultant;
- Adding Records Management Policy review;
- Adding Financial Management Policy review;
- Adding General Manager performance review;
- Adding list of activities conducted every month, for completeness and transparency; and
- Other formatting and editorial changes.

It should be noted that this schedule is for planning purposes only. Actual activities and their timing may vary, as needed, due to factors such as Board discretion, availability of information or consultants, or prioritization of other District business needs. Special meetings may be added as needed.

Attachment: Revised Annual Planning Schedule for Board of Directors as Redline version  
Revised Annual Planning Schedule for Board of Directors

## ANNUAL PLANNING SCHEDULE FOR BOARD OF DIRECTORS

MONTH	ANTICIPATED ACTIVITIES
JANUARY	<ol style="list-style-type: none"> <li>1. <del>In odd-numbered years, hold</del> Hold a Special Board meeting to <u>review and- develop-update</u> <del>the</del> two-year Strategic Plan, including review of Mission/Vision/Strategic Goal Statements and Director Assignments/Committees.</li> <li><del>2. In even-numbered years, hold a Special Board meeting to review the two-year Strategic Plan, including the Mission/Vision/Strategic Goal Statements and Directors Assignments/Committees.</del></li> <li>2. Receive Semi-Annual Reports on <del>2016 COP</del> <u>any active</u> Financing through December 31<sup>st</sup>, including Financial Reconciliation Report, and Capital Project Fund Report.</li> <li>3. <u>Receive report on financial internal controls practices (SMC Grand Jury).</u></li> <li>4. <u>Quarterly MPWD-Water Conservation Activities and Programs Report</u> <del>for Quarter Ended December 31<sup>st</sup></del></li> <li>5. Receive BAWSCA report.</li> <li>6. <i>Required Statement of Facts, Roster of Public Agencies Filing, to be completed and transmitted to the Secretary of State and County of San Mateo regarding verification of the governing body and its members and officers (CA Government Code § 53051). Post to website.</i></li> </ol>
FEBRUARY	<ol style="list-style-type: none"> <li>1. In odd-numbered years, consider approval of two-year Strategic Plan. Post to website.</li> <li>2. In even-numbered years, if needed, consider approval of revised two-year Strategic Plan. Post to website.</li> <li>3. Annual water awareness calendar contest award presentations.</li> <li>4. Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets. Post to website.</li> <li>5. <i>Form 700s due by April 1<sup>st</sup> to San Mateo County.</i></li> <li>6. <i>Required Harassment Prevention training for all employees, supervisors and elected officials to be completed every two years (AB 1825, AB 1661, and SB 1343).</i></li> </ol>
MARCH	<ol style="list-style-type: none"> <li>1. Consider preliminary revenue requirements for proposed fiscal year water rate increase and/or SFPUC pass-through wholesale water rate adjustments effective July 1<sup>st</sup>.</li> <li>2. Discuss preliminary DRAFT Operating Budget for next fiscal year.</li> <li>3. Discuss preliminary DRAFT Capital Budget for next fiscal year.</li> <li>4. Receive BAWSCA report.</li> </ol>
APRIL	<ol style="list-style-type: none"> <li>1. <u>Quarterly Water Conservation Activities and Programs Report</u></li> <li><del>1-2.</del> If needed, schedule a Special Board meeting for water rates workshop.</li> <li><del>2-3.</del> Review working <u>DRAFT-draft</u> Operating Budget for next fiscal year.</li> <li>4. Review working <u>DRAFT draft</u> Capital Budget for next fiscal year.</li> <li><del>3-5.</del> <u>On a two-year schedule, review and update Financial Management Plan (even years</u></li> </ol>

MONTH	ANTICIPATED ACTIVITIES
	<a href="#">beginning 2026).</a>
MAY	<ol style="list-style-type: none"> <li>1. Consider final <del>DRAFT</del><a href="#">draft</a> and adopt Operating Budget for next fiscal year. Post to website.</li> <li>2. Consider final <del>draft</del><a href="#">DRAFT</a> and adopt Capital Budget for next fiscal year. Post to website.</li> <li>3. Approve water rate adjustments effective July 1<sup>st</sup>. (Required 30-day notice to ratepayers.)</li> <li>4. <a href="#">Receive BAWSCA report.</a></li> <li>4-5. <a href="#">On a five-year schedule, review draft Urban Water Management Plan. Consider scheduling a separate study session.</a></li> </ol>
JUNE	<ol style="list-style-type: none"> <li>1. Consider/<del>Approve</del><a href="#">approve</a> budgeted annual professional services agreements.</li> <li>2. In election years, consider resolution calling for MPWD election to be held and approving the San Mateo County Candidate Policy form. <i>For San Mateo County elections: Administrative Contact and Incumbent List forms, and Election Services Agreement and Candidate Policy form need to be completed and returned to San Mateo County Elections Office before July 4<sup>th</sup> holiday.</i></li> <li>3. <a href="#">On a five-year schedule, hold public hearing, review, and approve updated Urban Water Management Plan.</a></li> <li>3-4. <a href="#">On a four-year schedule, review of the Records Management Policy (beginning 2028).</a></li> </ol>
JULY	<ol style="list-style-type: none"> <li>1. Establish Appropriations Limit applicable to the MPWD during next fiscal year (<a href="#">w/15-day public review</a>).</li> <li>2. Receive Semi-Annual Reports on <del>2016 COP</del><a href="#">any active F</a> financing through June 30<sup>th</sup>, including Financial Reconciliation Report, and Capital Project Fund Report.</li> <li>3. Consider/<del>Approve</del><a href="#">approve updated salary schedule with</a> living wage adjustment <del>for MPWD Employees Association</del>, effective first full pay period in August, as applicable per bargaining agreement.</li> <li>4. <a href="#">In even-numbered years, review Conflict of Interest Code; and if updated, remit to San Mateo County by September 1<sup>st</sup>. Or, if there are no changes, remit Biennial Report to San Mateo County by September 1<sup>st</sup>.</a></li> <li>5. <a href="#">Quarterly Water Conservation Activities and Programs Report</a></li> <li>4-6. <a href="#">Receive progress report on MPWD website, marketing, and public relations/outreach efforts by consultant.</a></li> <li>5-7. <a href="#">Receive BAWSCA report.</a></li> <li>8. <a href="#">Receive report on 2x2 meeting with the City of Belmont.</a></li> <li>6-9. <a href="#">Set process for GM annual performance review (closed session).</a></li> </ol>
AUGUST	<p><b>NO SCHEDULED BOARD MEETING</b></p>
SEPTEMBER	<ol style="list-style-type: none"> <li>1. <del>1.</del> <a href="#">Receive Annual Report on Fiscal Year Reimbursements over \$100 to Employees.</a></li> </ol>

MONTH	ANTICIPATED ACTIVITIES
	Post to website (CA Government Code § 53065.5). <del>2.</del> <del>2.</del> Receive BAWSCA report. <del>2-3.</del> <u>GM annual performance review (closed session).</u>
OCTOBER	<del>1.</del> Receive Catalog of Enterprise Systems annual review and update as necessary. Post to website (SB 272). <del>1.</del> <u>Quarterly Water Conservation Activities and Programs Report</u> <del>2.</del> _____ <del>3.</del> Review HSA contribution amounts with respect to current CDHP deductibles and consider <u>potential change.</u> <del>4.</del> <u>Required Ethics training for Form 700 officers and elected officials to be completed per MPWD schedule. (AB 1234).</u> <del>2-5.</del> <u>GM annual performance review (closed session), if needed.</u>
NOVEMBER	<ol style="list-style-type: none"> <li>1. Receive annual financial audit report for fiscal year end. Post to website.</li> <li>2. Consider/Approve annual Board meeting schedule. Post to website.</li> <li>3. Schedule January strategic planning Special Board meeting.</li> </ol>
DECEMBER	<ol style="list-style-type: none"> <li>1. In election years, receive certified election results <u>and conduct oath of office.</u></li> <li>2. Election of officers (followed by <u>group photo and</u> reception).</li> <li>3. Receive annual PARS OPEB trust account performance review and confirm investment strategy for next year.</li> <li>4. Receive BAWSCA report <u>(from November BAWSCA Meeting).</u></li> </ol>

MONTHLY ACTIVITIES
<ol style="list-style-type: none"> <li>1. <u>Approve Board Meeting minutes from prior month.</u></li> <li>2. <u>Approve expenditures from prior month.</u></li> <li>3. <u>Received reports from/on:</u> <ol style="list-style-type: none"> <li>a. <u>Financials for prior month</u></li> <li>b. <u>District Engineer</u></li> <li>c. <u>Administrative Services Manager</u></li> <li>d. <u>Operations Manager</u></li> <li>e. <u>General Manager</u></li> <li>f. <u>Directors</u></li> </ol> </li> <li>4. <u>Receive communications, if any.</u></li> <li>5. <u>Other district business, as needed.</u></li> </ol>

The above schedule is for planning purposes only. Actual activities and their timing may vary, as needed, due to factors such as Board discretion, availability of information or consultants, or prioritization of other District business needs. Special meetings may be added as needed.

## ANNUAL PLANNING SCHEDULE FOR BOARD OF DIRECTORS

MONTH	ANTICIPATED ACTIVITIES
<b>JANUARY</b>	<ol style="list-style-type: none"> <li>1. Hold a Special Board meeting to review and update the two-year Strategic Plan, including review of Mission/Vision/Strategic Goal Statements and Director Assignments/Committees.</li> <li>2. Receive Semi-Annual Reports on any active Financing through December 31<sup>st</sup>, including Financial Reconciliation Report, and Capital Project Fund Report.</li> <li>3. Receive report on financial internal controls practices (SMC Grand Jury).</li> <li>4. Quarterly Water Conservation Activities and Programs Report</li> <li>5. Receive BAWSCA report.</li> <li>6. <i>Required Statement of Facts, Roster of Public Agencies Filing, to be completed and transmitted to the Secretary of State and County of San Mateo regarding verification of the governing body and its members and officers (CA Government Code § 53051). Post to website.</i></li> </ol>
<b>FEBRUARY</b>	<ol style="list-style-type: none"> <li>1. In odd-numbered years, consider approval of two-year Strategic Plan. Post to website.</li> <li>2. In even-numbered years, if needed, consider approval of revised two-year Strategic Plan. Post to website.</li> <li>3. Annual water awareness calendar contest award presentations.</li> <li>4. Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets. Post to website.</li> <li>5. <i>Form 700s due by April 1<sup>st</sup> to San Mateo County.</i></li> <li>6. <i>Required Harassment Prevention training for all employees, supervisors and elected officials to be completed every two years (AB 1825, AB 1661, and SB 1343).</i></li> </ol>
<b>MARCH</b>	<ol style="list-style-type: none"> <li>1. Consider preliminary revenue requirements for proposed fiscal year water rate increase and/or SFPUC pass-through wholesale water rate adjustments effective July 1<sup>st</sup>.</li> <li>2. Discuss preliminary DRAFT Operating Budget for next fiscal year.</li> <li>3. Discuss preliminary DRAFT Capital Budget for next fiscal year.</li> <li>4. Receive BAWSCA report.</li> </ol>
<b>APRIL</b>	<ol style="list-style-type: none"> <li>1. Quarterly Water Conservation Activities and Programs Report</li> <li>2. If needed, schedule a Special Board meeting for water rates workshop.</li> <li>3. Review working draft Operating Budget for next fiscal year.</li> <li>4. Review working draft Capital Budget for next fiscal year.</li> <li>5. On a two-year schedule, review and update Financial Management Plan (even years beginning 2026).</li> </ol>
<b>MAY</b>	<ol style="list-style-type: none"> <li>1. Consider final draft and adopt Operating Budget for next fiscal year. Post to website.</li> <li>2. Consider final draft and adopt Capital Budget for next fiscal year. Post to website.</li> </ol>

MONTH	ANTICIPATED ACTIVITIES
	<ol style="list-style-type: none"> <li>3. Approve water rate adjustments effective July 1<sup>st</sup>. (Required 30-day notice to ratepayers.)</li> <li>4. Receive BAWSCA report.</li> <li>5. On a five-year schedule, review draft Urban Water Management Plan. Consider scheduling a separate study session.</li> </ol>
<b>JUNE</b>	<ol style="list-style-type: none"> <li>1. Consider/approve budgeted annual professional services agreements.</li> <li>2. In election years, consider resolution calling for MPWD election to be held and approving the San Mateo County Candidate Policy form. <i>For San Mateo County elections: Administrative Contact and Incumbent List forms, and Election Services Agreement and Candidate Policy form need to be completed and returned to San Mateo County Elections Office before July 4<sup>th</sup> holiday.</i></li> <li>3. On a five-year schedule, hold public hearing, review, and approve updated Urban Water Management Plan.</li> <li>4. On a four-year schedule, review of the Records Management Policy (beginning 2028).</li> </ol>
<b>JULY</b>	<ol style="list-style-type: none"> <li>1. Establish Appropriations Limit applicable to the MPWD during next fiscal year (w/15-day public review).</li> <li>2. Receive Semi-Annual Reports on any active financing through June 30<sup>th</sup>, including Financial Reconciliation Report, and Capital Project Fund Report.</li> <li>3. Consider/approve updated salary schedule with living wage adjustment effective first full pay period in August, as applicable per bargaining agreement.</li> <li>4. In even-numbered years, review Conflict of Interest Code; and if updated, remit to San Mateo County by September 1<sup>st</sup>. Or, if there are no changes, remit Biennial Report to San Mateo County by September 1<sup>st</sup>.</li> <li>5. Quarterly Water Conservation Activities and Programs Report</li> <li>6. Receive progress report on MPWD website, marketing, and public relations/outreach efforts by consultant.</li> <li>7. Receive BAWSCA report.</li> <li>8. Receive report on 2x2 meeting with the City of Belmont.</li> <li>9. Set process for GM annual performance review (closed session).</li> </ol>
<b>AUGUST</b>	<p><b>NO SCHEDULED BOARD MEETING</b></p>
<b>SEPTEMBER</b>	<ol style="list-style-type: none"> <li>1. Receive Annual Report on Fiscal Year Reimbursements over \$100 to Employees. Post to website (CA Government Code § 53065.5).</li> <li>2. Receive BAWSCA report.</li> <li>3. GM annual performance review (closed session).</li> </ol>
<b>OCTOBER</b>	<ol style="list-style-type: none"> <li>1. Receive Catalog of Enterprise Systems annual review and update as necessary. Post to website (SB 272).</li> <li>2. Quarterly Water Conservation Activities and Programs Report</li> <li>3. Review HSA contribution amounts with respect to current CDHP deductibles and consider</li> </ol>

MONTH	ANTICIPATED ACTIVITIES
	<p>potential change.</p> <ol style="list-style-type: none"> <li>4. <i>Required Ethics training for Form 700 officers and elected officials to be completed per MPWD schedule (AB 1234).</i></li> <li>5. GM annual performance review (closed session), if needed.</li> </ol>
<b>NOVEMBER</b>	<ol style="list-style-type: none"> <li>1. Receive annual financial audit report for fiscal year end. Post to website.</li> <li>2. Consider/Approve annual Board meeting schedule. Post to website.</li> <li>3. Schedule January strategic planning Special Board meeting.</li> </ol>
<b>DECEMBER</b>	<ol style="list-style-type: none"> <li>1. In election years, receive certified election results and conduct oath of office.</li> <li>2. Election of officers (followed by group photo and reception).</li> <li>3. Receive annual PARS OPEB trust account performance review and confirm investment strategy for next year.</li> <li>4. Receive BAWSCA report (from November BAWSCA Meeting).</li> </ol>

MONTHLY ACTIVITIES
<ol style="list-style-type: none"> <li>1. Approve Board Meeting minutes from prior month.</li> <li>2. Approve expenditures from prior month.</li> <li>3. Received reports from/on:               <ol style="list-style-type: none"> <li>a. Financials for prior month</li> <li>b. District Engineer</li> <li>c. Administrative Services Manager</li> <li>d. Operations Manager</li> <li>e. General Manager</li> <li>f. Directors</li> </ol> </li> <li>4. Receive communications, if any.</li> <li>5. Other district business, as needed.</li> </ol>

The above schedule is for planning purposes only. Actual activities and their timing may vary, as needed, due to factors such as Board discretion, availability of information or consultants, or prioritization of other District business needs. Special meetings may be added as needed.



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

DATE: December 12, 2024  
TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager  
Misty Malczon, Administrative Supervisor

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**SUBJECT: CONSIDER RESOLUTION 2024-25 AUTHORIZING A THREE-YEAR CONTRACT WITH AUTOMATIC ONE-YEAR RENEWAL WITH XPRESS BILL PAY, XPRESS SOLUTIONS, INC., FOR AUTOMATED CLEARING HOUSE (ACH) SERVICES**

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**RECOMMENDATION**

Approve Resolution 2024-25.

**FISCAL IMPACT**

Our current Civic Pay software costs approximately \$83,000/year, and the new Xpress Bill Pay will cost approximately \$95,000/year, thus the software service cost will increase by \$12,000/year. However, we estimate that transitioning the “lockbox” component of the service from Wells Fargo to Xpress Bill Pay will result in an annual savings of approximately \$14,000, and thus the transition will result in a net cost savings of approximately \$2,000/year.

Additionally, it is estimated that the transition to Xpress Bill Pay will result in savings of approximately 350 hours of administrative staff time/year (roughly \$25,000/year), plus the new service will provide additional functional benefits to our customers and the District.

The FY 2024/2025 budget included costs for both the Automated Clearing House (ACH) software and lockbox services, and thus no budget adjustment would be necessary.

**BACKGROUND**

Civic Pay is the software service we currently use to provide a web-based payment portal for customers. Civic Pay is owned by and integrated with Springbrook (our utility billing and accounting software). Civic Pay is functional, has some limitations and presents an opportunity to better serve our customers.

We currently use Wells Fargo Lockbox services, which is the service that receives physical mailed checks from our customers, and processes them. The Lockbox service is a separate cost from Civic Pay.

### **DISCUSSION**

Transitioning from Civic Pay to Xpress Bill Pay addresses key inefficiencies while enhancing customer and administrative experiences. Civic Pay's manual processing of recurring payments significantly increases staff workload, whereas Xpress Bill Pay automates these tasks, allowing customers to select payment dates and processing payments directly into daily cash receipt batches. This automation saves time, eliminates manual uploads, and enables staff to set up payment methods for customers directly. Additionally, Xpress Bill Pay provides clear, user-friendly ebills with summaries and links to detailed information, resolving customer confusion caused by Civic Pay's complex billing format. The integration with bill pay systems also minimizes the reliance on paper checks, streamlining the payment process.

Switching to Xpress Bill Pay will make things easier for both customers and the district. Xpress Bill Pay will use the customer information already in Civic Pay to reach out to current customers by email and postal mail, providing clear instructions on how to register for the new system. This change will improve customer communication, making it easier to send alerts and notifications. It will also free up district staff by handling website-related customer support and automating mailed payment processing through a lockbox system, which reduces manual work and errors. While there is an additional \$12,000 in annual transaction fees, the change will save about 350 administrative hours each year and improve overall efficiency and customer satisfaction. With a 6-8 week implementation timeline, including training and customer outreach, this move will provide long-term benefits for everyone involved.

Attachments:  
Resolution 2024-25

**RESOLUTION NO. 2024-25**

**AUTHORIZING A THREE-YEAR CONTRACT WITH AUTOMATIC ONE-YEAR RENEWAL WITH XPRESS BILL PAY, XPRESS SOLUTIONS, INC., FOR AUTOMATED CLEARING HOUSE (ACH) SERVICES**

\* \* \*

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, the Mid-Peninsula Water District (District) was planning a transition from Civic Pay to another Automated Clearing House (ACH) and other services to customers provider that will better serve the District and its customers' needs; and

**WHEREAS**, Xpress Bill Pay demonstrated their platform to administrative staff and provided solutions to complex issues that the District was facing with the current platform; and

**WHEREAS**, the District found that the Xpress Bill Pay platform to be a suitable upgrade that will result in cost savings due to a decrease in administrative hours needed to complete manual ACH processes; and

**WHEREAS**, the Xpress Bill Pay platform is a partner to and integrated with our the District's Springbrook utility billing software; and

**WHEREAS**, Xpress Bill Pay has an established customer service portal for our customers to utilize decreasing the number of incoming phone calls the District receives for ACH services, among other beneficial features.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mid-Peninsula Water District that the General Manager is authorized to execute a three-year contract with Xpress Bill Pay, Xpress Solution, Inc. with an additional one-year automatic renewal.

**REGULARLY PASSED AND ADOPTED** this 12<sup>th</sup> day of December 2024.

AYES:

NOES:

ABSENCES:

ABSTENTIONS:

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PRESIDENT, BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
DISTRICT SECRETARY



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

DATE: December 12, 2024  
TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager

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

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**RECOMMENDATION**

Receive verbal report.

**FISCAL IMPACT**

None.

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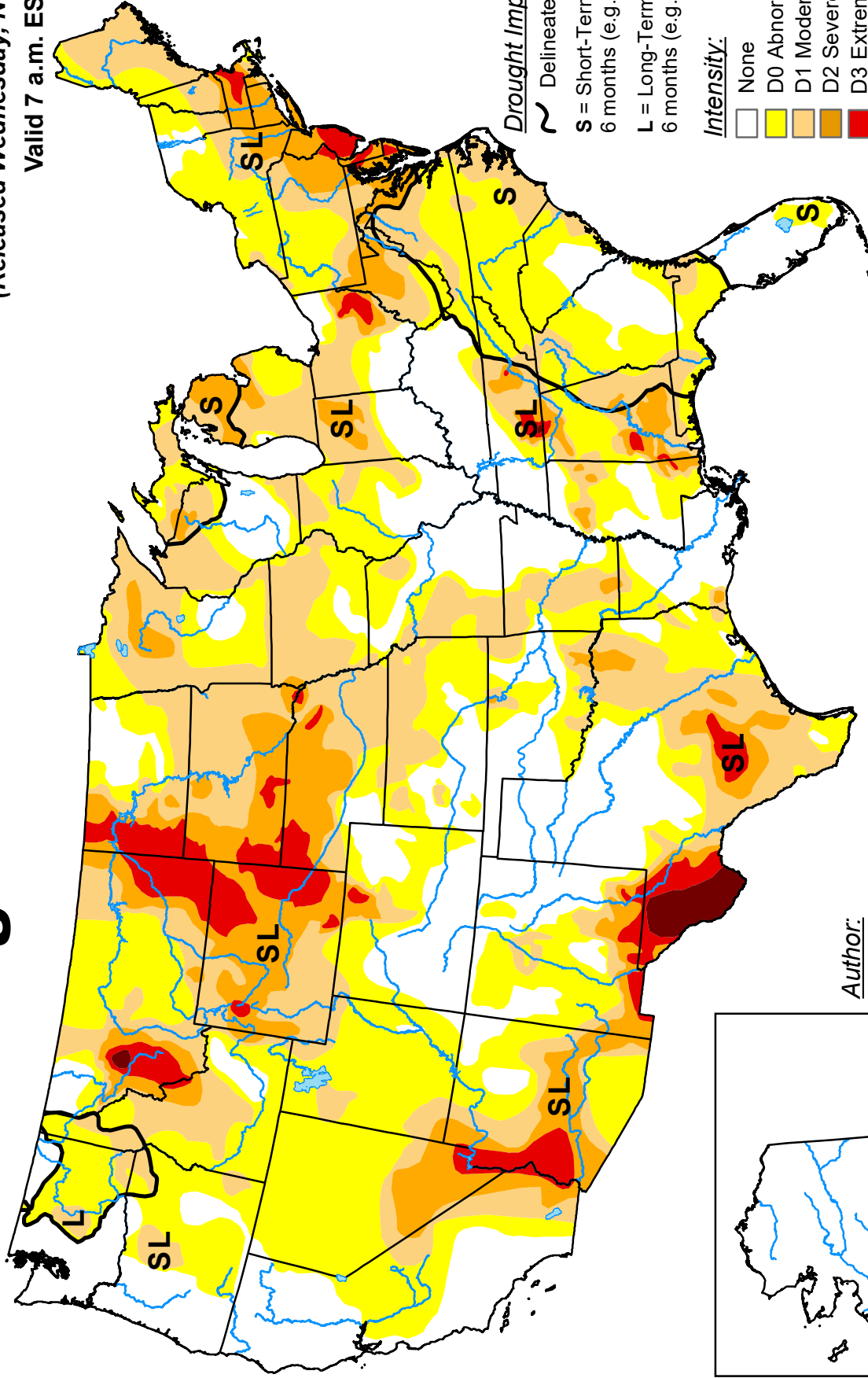
BOARD ACTION: APPROVED:\_\_\_\_ DENIED:\_\_\_\_ POSTPONED:\_\_\_\_ STAFF DIRECTION:\_\_\_\_

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

# U.S. Drought Monitor

November 26, 2024  
(Released Wednesday, Nov. 27, 2024)

Valid 7 a.m. EST



**Author:**  
David Simeral  
Western Regional Climate Center

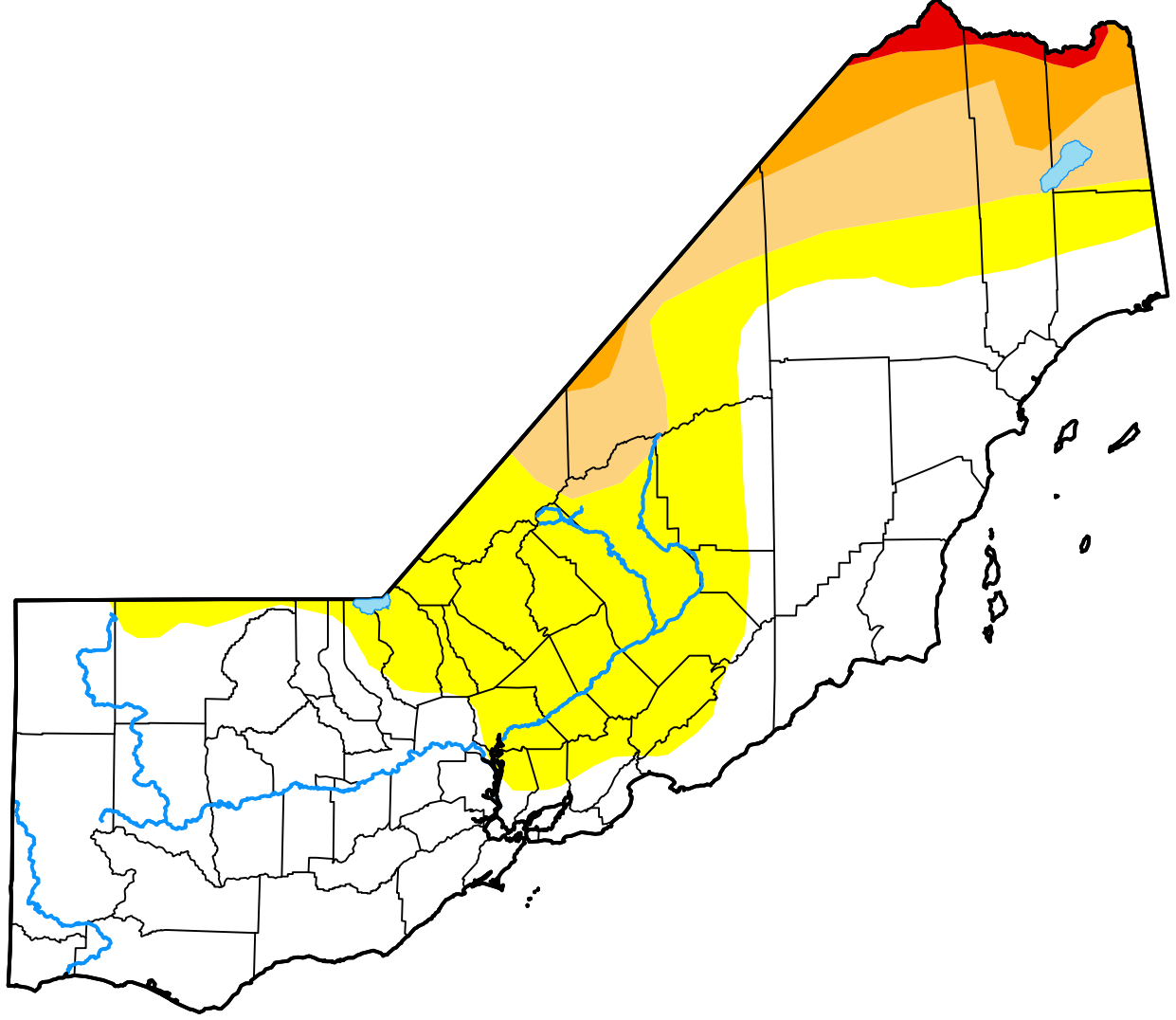
The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>



# U.S. Drought Monitor

## California

**November 26, 2024**  
 (Released Wednesday, Nov. 27, 2024)  
 Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	56.09	43.91	16.72	5.70	1.03	0.00
<b>Last Week</b> 11-19-2024	28.61	71.39	16.88	5.50	0.95	0.00
<b>3 Months Ago</b> 08-27-2024	58.11	41.89	6.91	0.10	0.00	0.00
<b>Start of Calendar Year</b> 01-02-2024	96.65	3.35	0.00	0.00	0.00	0.00
<b>Start of Water Year</b> 10-01-2024	28.40	71.60	10.67	0.08	0.00	0.00
<b>One Year Ago</b> 11-28-2023	95.32	4.68	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>

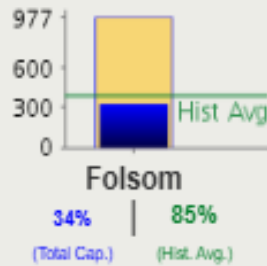
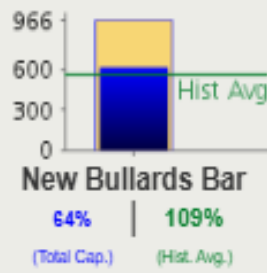
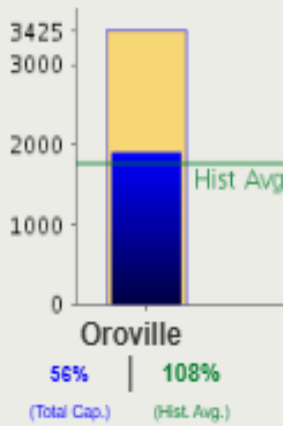
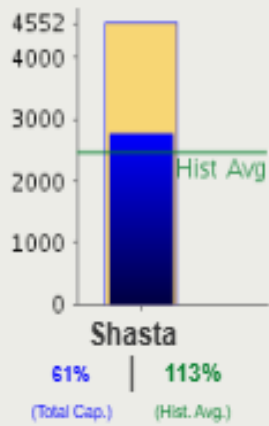
**Author:**  
 David Simeral  
 Western Regional Climate Center



**CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:01-DEC-2024**

Data as of Midnight: 01-Dec-2024

Change Date:



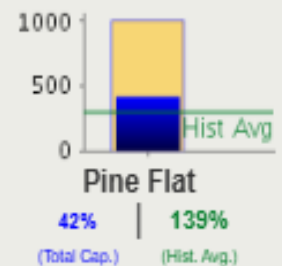
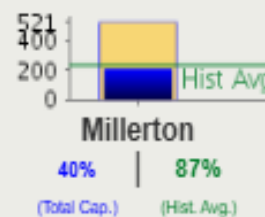
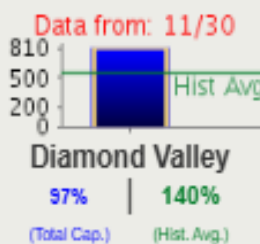
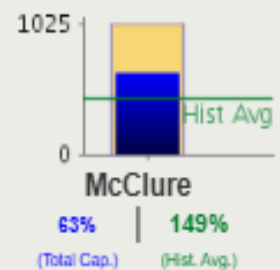
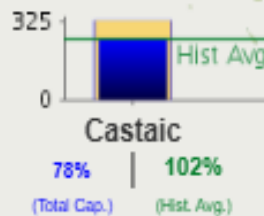
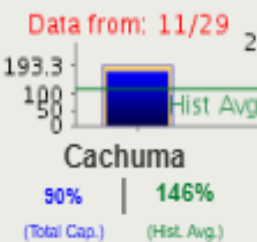
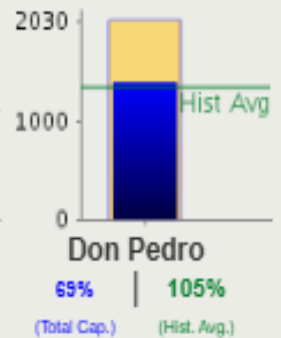
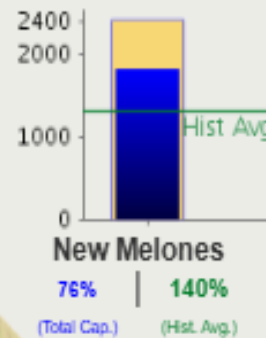
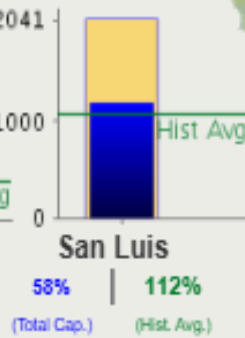
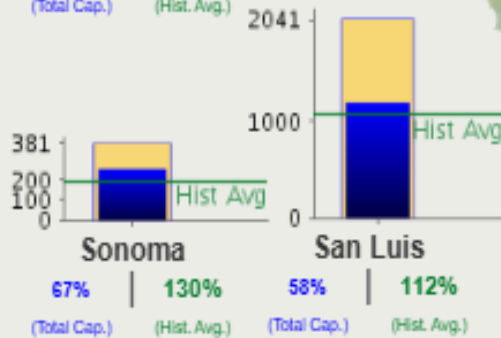
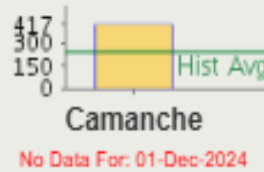
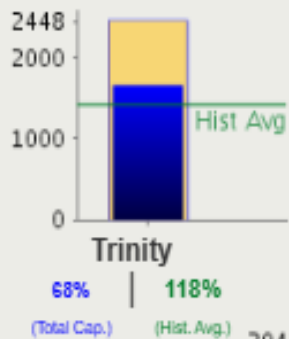
**LEGEND**

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

Capacity (TAF) | Historical Avg Mark

**% of Capacity | % Hist. Avg.**

(Click res. 3 char. code for details)



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

Report Generated: 02-Dec-2024 8:12 AM

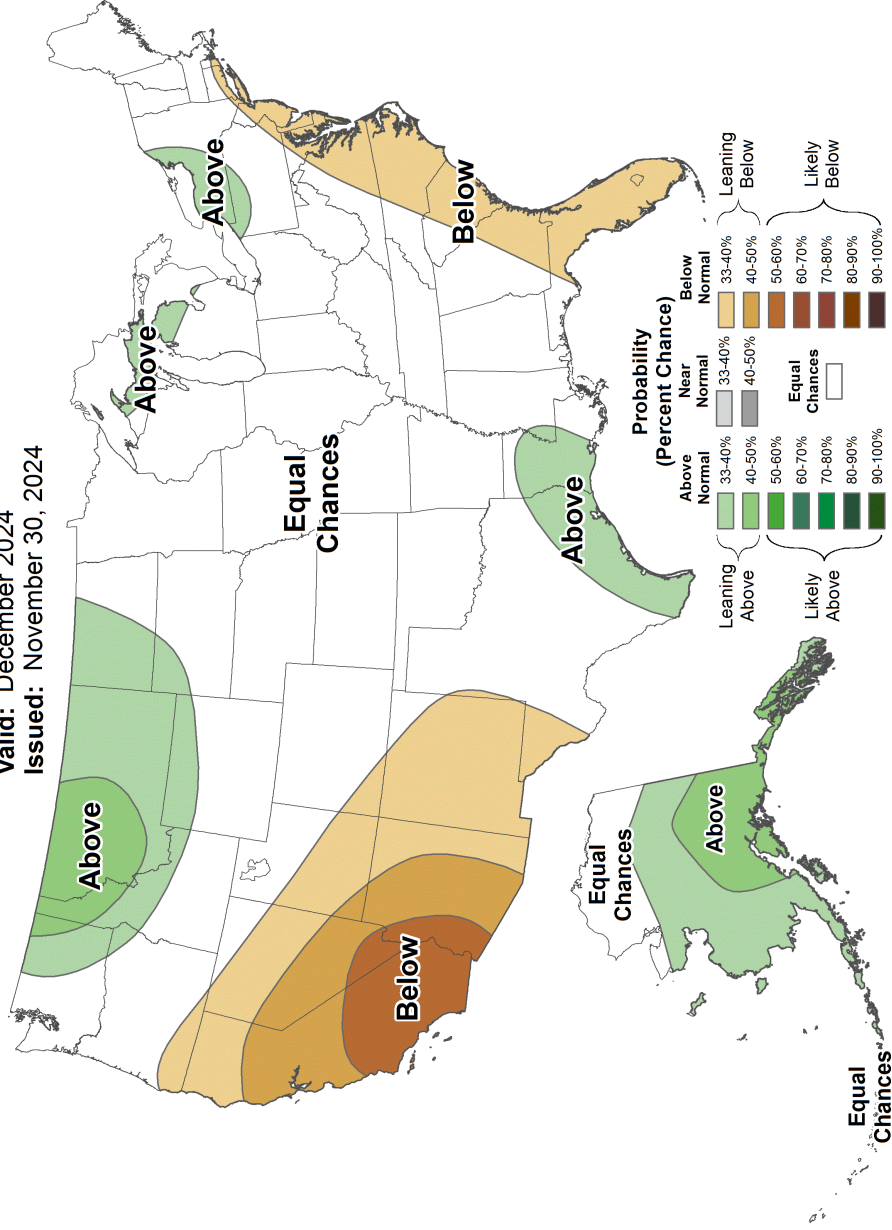
The CSI link has been disabled to zoom in, for the lack of historical data.



# Monthly Precipitation Outlook

Valid: December 2024

Issued: November 30, 2024



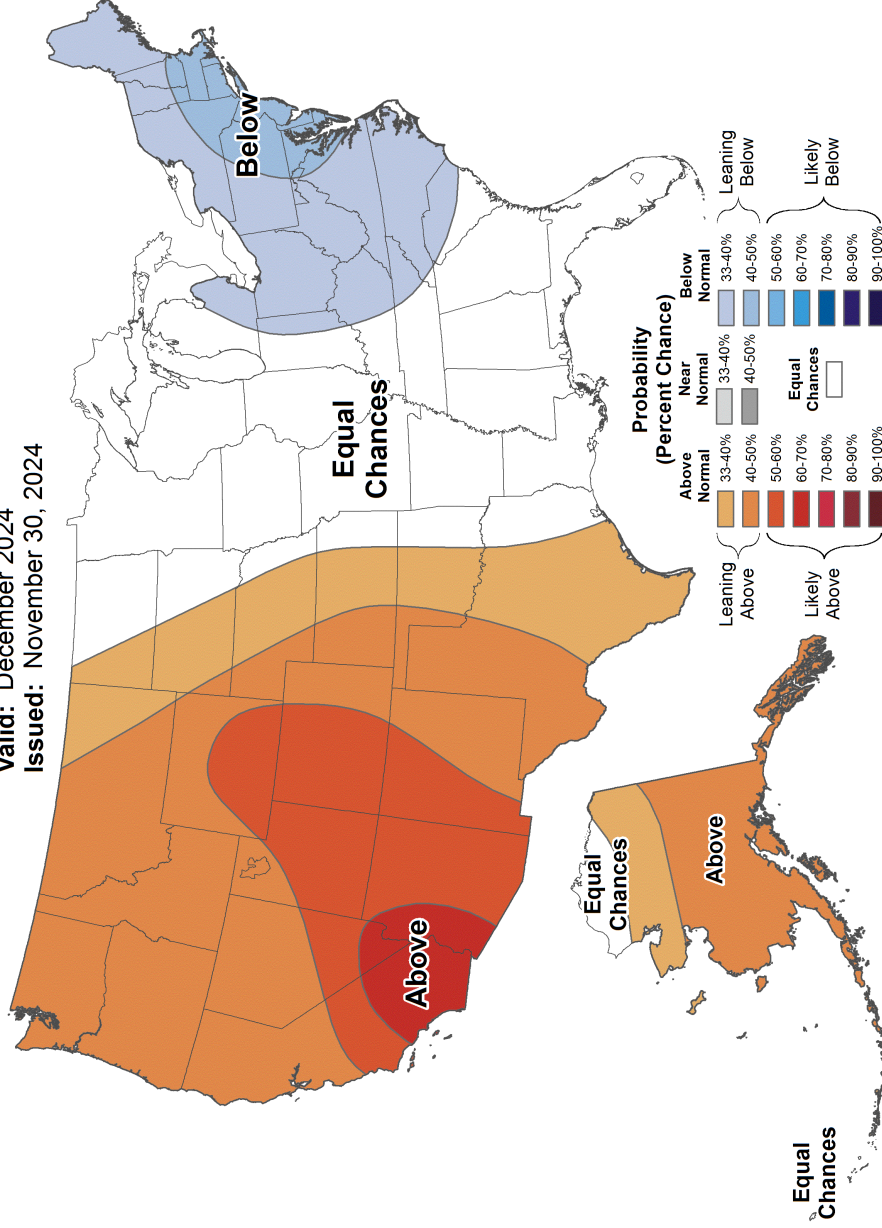


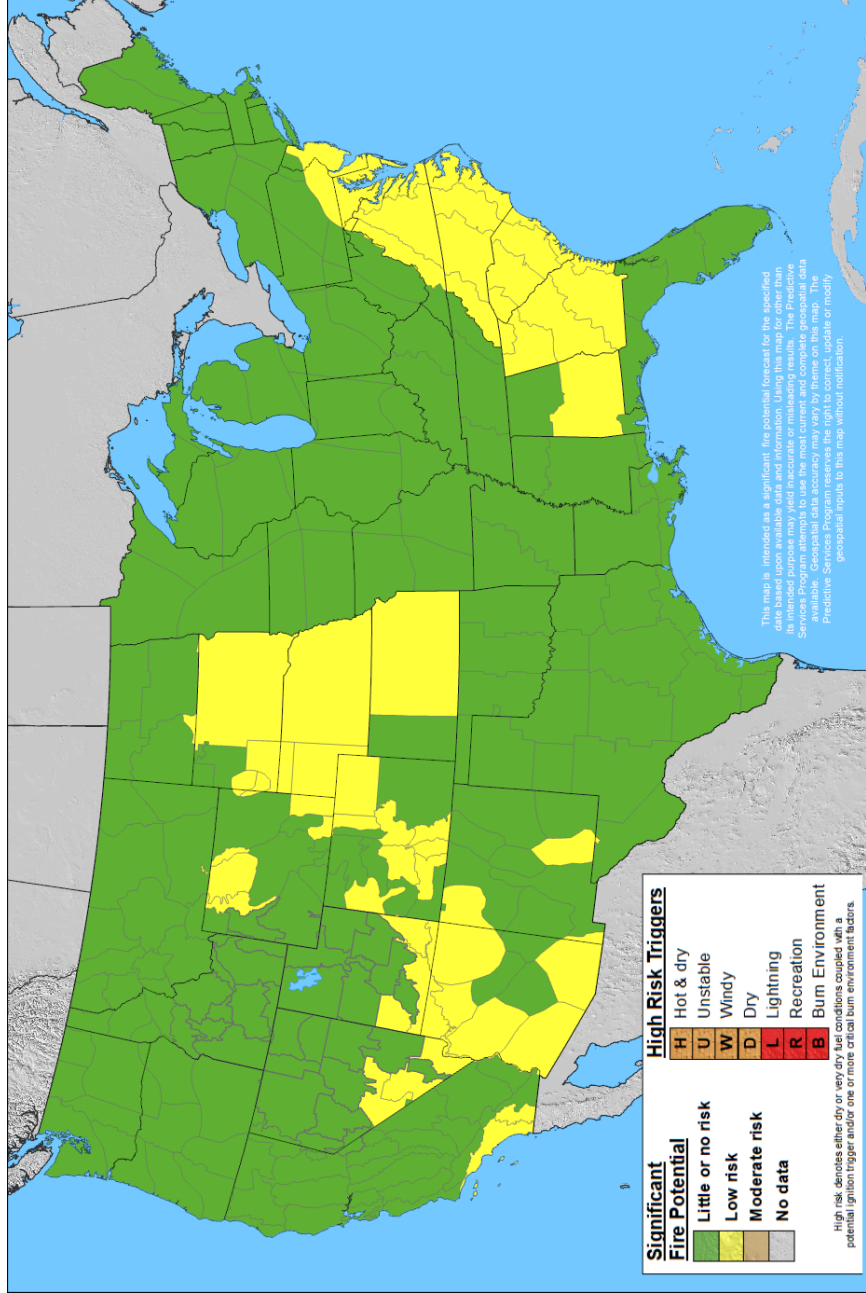
# Monthly Temperature Outlook



Valid: December 2024

Issued: November 30, 2024





# SIGNIFICANT FIRE POTENTIAL

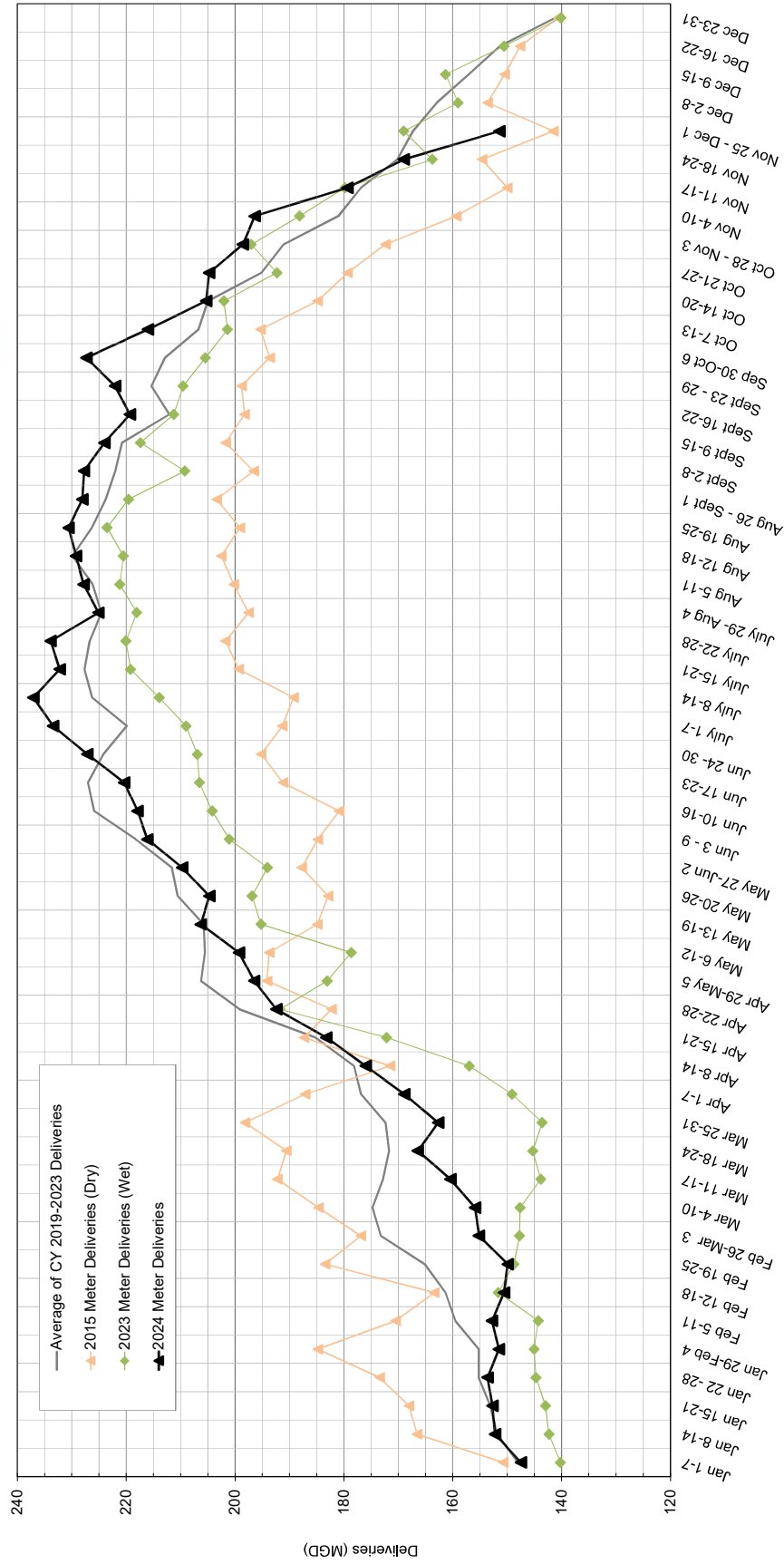
Valid For: Friday, December 06, 2024  
 Issued On: Monday, December 02, 2024 02:13 PM (MT)

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



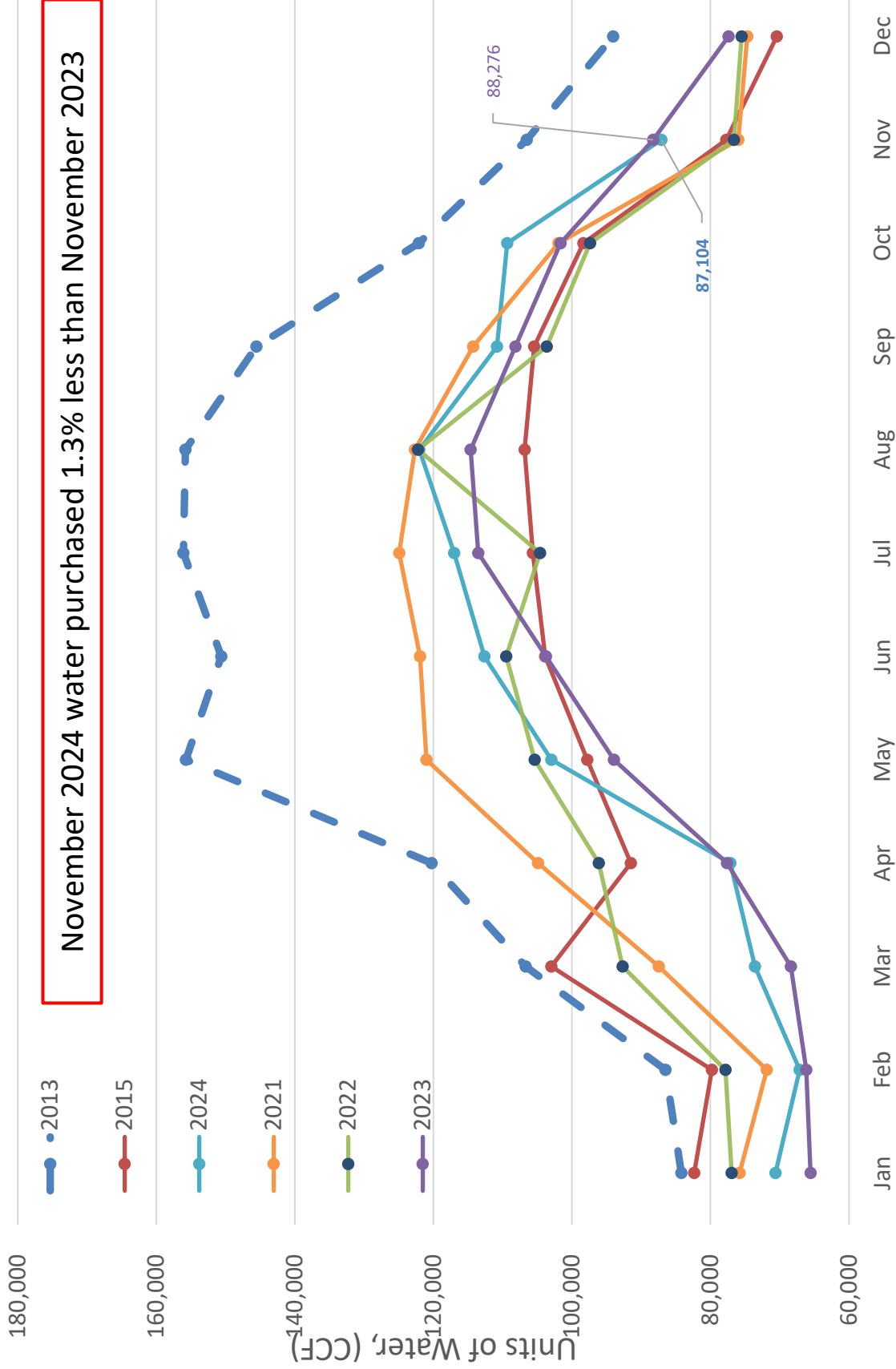


SFPUC Regional Water System - Meter Deliveries  
 Total SFPUC Service Area  
 Source: SFPUC Regional Water System County Meters

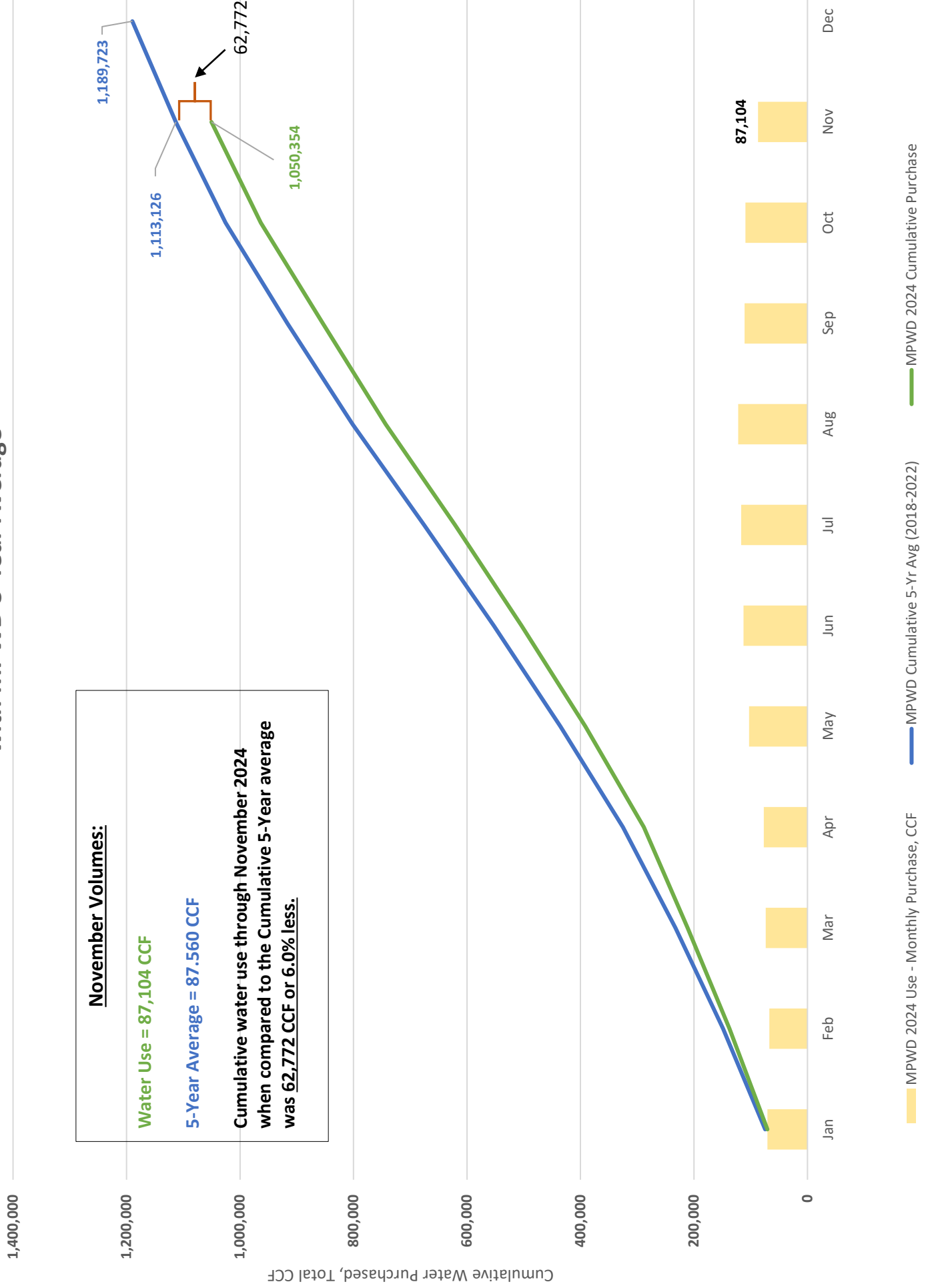


..... Provisional Data Subject to Revision .....

# 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: December 12, 2024

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### **Budget Performance and Financial Position Report November 2024**

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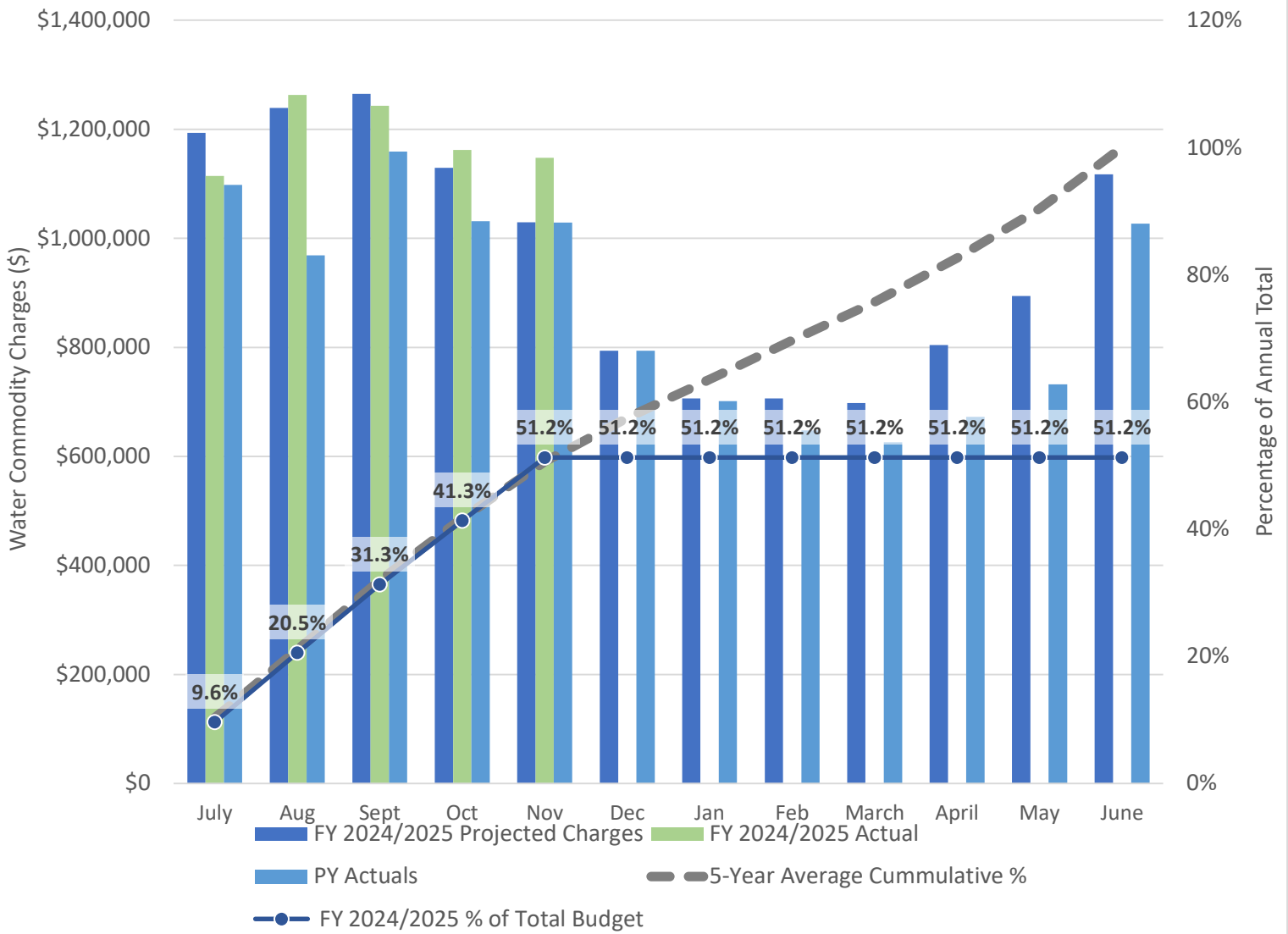
Please find the enclosed fiscal year 2024/25 (FY 24/25) unaudited Statement of Financial Position as of November 30, 2024 and 2023 as well as the monthly budget report for the period of July 1-June 30, 2025.

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

- The net surplus from operations is \$3,121,688, an increase of \$1,156,921 as compared to the same period last year. The primary changes stem from water commodity charges that is \$667,715 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 \$279,350 lower as compared to this time last year. Salaries and Wages is \$261,399 more this year as compared to last year, and payroll taxes and benefits is running \$186,088 higher for the same comparison. Additionally, professional services is running \$161,119 more than last year at this time.
- Water Commodity Charges totaled \$5,930,698. This is 51.2% of budget.
- Fixed System Charges were \$1,357,813, which is 42.5% of budget.
- The total interest revenue from all sources is \$310,698, which is 38.50% of budget. One thing of note is that at the time of preparing this report the PARS statement had not yet been received so interest amounts in that account is as of October 31, 2024.
- Total Operating Revenue is \$7,404,917 which is 49.5% of budget. Total Non-Operating Revenue is \$1,333,541 which is 79.7% of the budget.
- Total Revenue is \$8,738,458 which is 52.6% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$1,723,676, which is 43.64% 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 \$5,616,770, which is 35.7% 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 \$1,422,347 in expenditures related to capital projects that have been incurred during the fiscal year.
- Unrestricted Cash & Cash Equivalents is \$15,736,001, which is a decrease of \$1,404,224 from November 2023.
- Unrestricted Net Position was \$14,498,738 with Total Net Position of \$43,351,487.

## 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	1,242,910	31.3%
October	41.7%	9.8%	1,030,999	1,129,414	1,162,175	41.3%
November	50.6%	8.9%	1,028,758	1,029,169	1,148,035	51.2%
December	57.4%	6.9%	793,729	793,919	-	51.2%
January	63.5%	6.1%	701,568	705,962	-	51.2%
February	69.7%	6.1%	647,539	706,654	-	51.2%
March	75.7%	6.0%	625,568	697,650	-	51.2%
April	82.6%	6.9%	672,435	804,474	-	51.2%
May	90.3%	7.7%	731,935	893,920	-	51.2%
June	100.0%	9.7%	1,027,158	1,117,200	-	51.2%
<b>TOTAL</b>		<b>100.0%</b>	<b>10,485,518</b>	<b>11,576,200</b>	<b>5,930,698</b>	

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

<u>ASSETS</u>	<u>AS OF 11/30/2024</u>	<u>AS OF 11/30/2023</u>
<b>Current Assets</b>		
Cash and cash equivalents	\$ 2,899,945	\$ 7,762,308
Investments	12,836,056	9,377,917
Accounts receivable	2,930,327	2,588,322
Prepaid expenses and other assets	294,672	(140,339)
Total Current Assets	18,961,000	19,588,208
Restricted cash with fiscal agent	1,626,793	4,270,910
Lease receivable	958,464	1,099,275
Construction in progress	9,305,908	9,721,504
Capital assets, net	29,386,293	23,599,575
Net OPEB asset	660,560	135,246
TOTAL ASSETS	\$ 60,899,018	\$ 58,414,718
<b>Deferred Outflows of Resources</b>		
Pension related deferred outflows	\$ 1,313,533	\$ 1,898,626
OPEB related deferred outflows	346,521	291,399
Total Deferred Outflows	\$ 1,660,054	\$ 2,190,025
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 10,081	\$ (2,006)
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	751,415	748,809
<b>Noncurrent Liabilities</b>		
Compensated absences	241,507	198,259
Lease liability	-	84,816
SBITA Liability	-	4,854
Long-term portion of Certificates of Participation	16,231,229	16,697,510
Net pension liability	555,222	271,173
Total Noncurrent Liabilities	17,027,958	17,256,612
TOTAL LIABILITIES	17,779,373	18,005,421
<b>Deferred Inflows of Resources</b>		
Pension related deferred inflows	594,735	844,115
Lease receivable related deferred inflows	833,477	950,069
Total Deferred Inflows	1,428,212	1,794,184
<b>NET POSITION</b>		
Net investment in capital assets	\$ 28,852,749	\$ 23,244,426
Unrestricted	14,498,738	17,560,712
TOTAL NET POSITION	\$ 43,351,487	\$ 40,805,138

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

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-OPERATING  
FOR THE 5 MONTHS ENDED NOVEMBER 30, 2024  
SUMMARY (UNAUDITED)**

Target      41.67%

DESCRIPTION	APPROVED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 11/30/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	11,576,200	5,930,698	5,645,502	51.2%
FIXED SYSTEM CHARGES	3,197,000	1,357,813	1,839,187	42.5%
FIRE SERVICE CHARGES	18,000	7,417	10,583	41.2%
MISC CUSTOMER ACCOUNT FEES	98,700	41,532	57,168	42.1%
SERVICE LINE & INSTALLATION CHARGES	60,000	60,457	(457)	100.8%
MISCELLANEOUS OPERATING	3,000	7,000	(4,000)	233.3%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>14,952,900</b>	<b>7,404,917</b>	<b>7,547,983</b>	<b>49.5%</b>
WATER SYSTEM CAPACITY CHARGES	60,000	807,339	(747,339)	1345.6%
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	-
PROPERTY TAX REVENUE	545,000	135,213	409,787	24.8%
LEASE OF PHYSICAL PROPERTY	168,000	72,691	95,309	43.3%
MISCELLANEOUS NON-OPERATING	75,000	6,000	69,000	8.0%
INTEREST REVENUE - PARS	41,000	17,467	23,533	42.6%
INTEREST REVENUE - LAIF	100,000	24,425	75,575	24.4%
INTEREST REVENUE - COP	273,000	14,783	258,217	5.4%
INTEREST REVENUE - US TREASURIES	393,000	236,563	156,437	60.2%
INTEREST REVENUE - SWEEP ACCOUNT	-	17,461	(17,461)	0.0%
LANDSCAPE PERMIT REVENUE	4,000	1,600	2,400	40.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>1,674,000</b>	<b>1,333,541</b>	<b>340,459</b>	<b>79.7%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>16,626,900</b>	<b>8,738,458</b>	<b>7,888,442</b>	<b>52.6%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,772,868	953,716	1,819,152	34.4%
PAYROLL TAXES & BENEFITS	1,176,865	769,960	406,905	65.4%
PURCHASED WATER	6,640,719	2,424,233	4,216,486	36.5%
OUTREACH & EDUCATION	80,000	13,476	66,524	16.8%
M&R - OPS SYSTEM	630,000	151,846	478,154	24.1%
M&R - FACILITIES & EQUIPMENT	352,000	128,300	223,700	36.4%
SYSTEM SURVEYS	-	2,100	(2,100)	0.0%
ADMINISTRATION & EQUIPMENT	715,000	243,790	471,210	34.1%
MEMBERSHIP & GOV FEES	606,000	236,616	369,384	39.0%
BAD DEBT & CLAIMS	40,000	-	40,000	-
UTILITIES	506,400	256,857	249,543	50.7%
PROFESSIONAL SERVICES	1,076,500	402,074	674,426	37.4%
TRAINING/TRAVEL & RECRUITMENT	87,500	33,803	53,697	38.6%
DEBT SERVICE	1,055,000	-	1,055,000	-
<b>TOTAL OPERATING EXPENDITURES (USES)</b>	<b>15,738,852</b>	<b>5,616,770</b>	<b>10,122,082</b>	<b>35.7%</b>
<b>NET SURPLUS/LOSS</b>	<b>888,048</b>	<b>3,121,688</b>		
<b>DEBT SERVICE COVERAGE</b>	<b>1.40</b>	<b>3.14</b>		

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

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-CAPITAL  
FOR THE 5 MONTHS ENDED NOVEMBER 30, 2024  
SUMMARY (UNAUDITED)**

Target **41.67%**

DESCRIPTION	APPROVED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 11/30/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>CAPITAL ASSETS</b>				
Trucks (2)	\$ 200,000	\$ -	\$ 200,000	-
Trucks (2) - rollover from prior year budget*	63,000	62,057	943	98.5%
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			
<b>TOTAL CAPITAL ASSET</b>	<b>463,000</b>	<b>93,554</b>	<b>269,446</b>	<b>20.2%</b>
<b>CAPITAL PROJECTS - PAYGO</b>				
20-07 Harbor Blvd WMI Project	-	8,567	(8,567)	0.0%
15-75A Old County Road Improvements	225,000	355,936	(130,936)	158.2%
15-09/15-19/21-01 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	53,201	2,946,799	1.8%
24-08 Exborne West Tank Recoating	675,000	7,151	667,849	1.1%
West Belmont North Tank Recoating	130,000	-	130,000	-
<b>TOTAL CAPITAL PROJECTS - PAYGO</b>	<b>4,030,000</b>	<b>424,854</b>	<b>3,605,146</b>	<b>10.5%</b>
<b>CAPITAL PROJECTS - DEBT FINANCING</b>				
20-09 Dairly Lane Ops Center Rehab Design	1,859,858	-	1,859,858	-
24-07 Folger Drive Property Improvements	2,295,000	156,351	2,138,649	6.8%
<b>TOTAL CAPITAL PROJECTS - DEBT FINANCING</b>	<b>4,154,858</b>	<b>997,493</b>	<b>11,217,365</b>	<b>24.0%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>8,184,858</b>	<b>1,422,347</b>	<b>14,822,511</b>	
<b>TOTAL CAPITAL</b>	<b>8,647,858</b>	<b>1,515,901</b>	<b>15,091,957</b>	

\*Rollover amounts were approved in the amount of \$60,000 in March 28, 2024 meeting as part of the mid-year budget amendment. Additional \$3,000 was approved at the May 23, 2024 Board meeting due to increased costs. Order of vehicles was made in May, 2024 and vehicles were not received until October 2024.

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

Cash Analysis Account	Investment	Cost	Market Value	Interest Earned (Fiscal - to date)	Yield	Maturity Date	Days to Maturity
Petty Cash	Cash	\$ 800	\$ 600	\$ -	n/a	n/a	n/a
Wells Fargo	Cash	1,484,648	1,484,648	17,461	n/a	n/a	n/a
LAIIF	LAIIF	1,392,424	1,392,424	24,425	4.34% +	n/a	0
BNY - Reserve	* Money Market Funds	1,080,446	1,080,446	14,783	4.49%	n/a	0
PARS - Pension	* Money Market Funds	546,348	346,348	17,467	2.22% ++	n/a	0
PARS - OPEB	** Money Market Funds	4,084,657	4,084,657	275,042	2.22% ++	n/a	0
Zions	Money Market Funds	1,507,933	1,507,933		4.32%	n/a	0
	US Treasury Bills	2,184,754	2,193,227		4.38%	5/1/2025	182
	US Treasury Notes	1,749,168	1,759,670		4.14%	1/31/2025	92
	US Treasury Notes	2,654,843	2,737,189		0.38%	4/30/2025	181
	US Treasury Notes	4,543,870	4,638,036		0.26%	7/31/2025	273
	Total Zions	<u>12,640,569</u>	<u>12,836,056</u>	<u>236,563</u>			
	Total Cash and investments	<u>\$ 20,683,543</u>	<u>\$ 20,878,831</u>	<u>\$ 585,740</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	7,497,954	93.72%	Fixed amount
3	IRC 115 Irrevocable Trust - Pension	271,173	346,348	127.72%	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	4,084,657	116.85%	
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	1,080,446	143.24%	Required by bond agreements for the COP. Amount based on next scheduled debt service.
	Total Reserves	<u>\$ 21,590,402</u>	<u>\$ 20,878,831</u>	<u>96.70%</u>	

\* - 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: December 12, 2024  
TO: Board of Directors  
FROM: Joubin Pakpour, PE – District Engineer

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**SUBJECT: Capital Project Update**

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

All construction work is complete with the exception of closing out the County encroachment permit which is pending the resolution of conduit repair at the intersection Industrial and Harbor Blvd. While preparing the record drawings we identified several missing air valves that were not installed during construction. A solution was identified, and the design is complete. Work will be scheduled for the next few weeks and is expected to take one day to add missing air valves.

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

The final design was submitted by our consultant two weeks ago. We anticipate releasing the project for advertisement in early 2025.

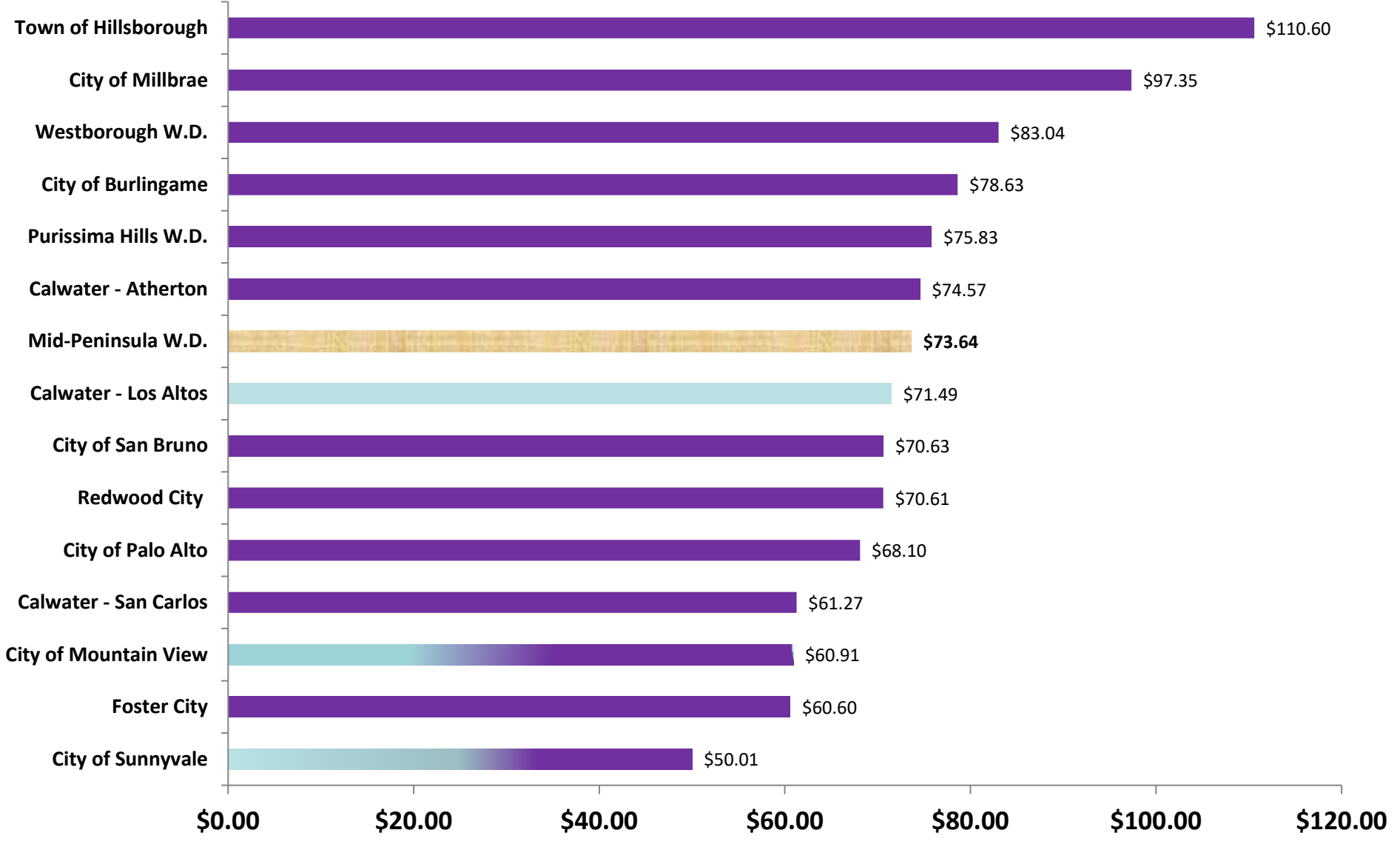
**Water Rate Comparison Analysis**

Each November we compare the Districts water rates with other agencies in the area. The analysis is based on 5/8" meter. Please see attached charts.

# Comparison of Water Bills using Other Agencies' Rates in the Area (Based on 5/8" Meter) Residential Annual Average & Winter Usage – 5 CCF

(Actual Annual Average Usage Was 6.5± CCF and Winter Usage Was 5± CCF)

█ SFPUC Only  
█ SFPUC / SCVWD  
█ SCVWD Only



Last Update: November 2024

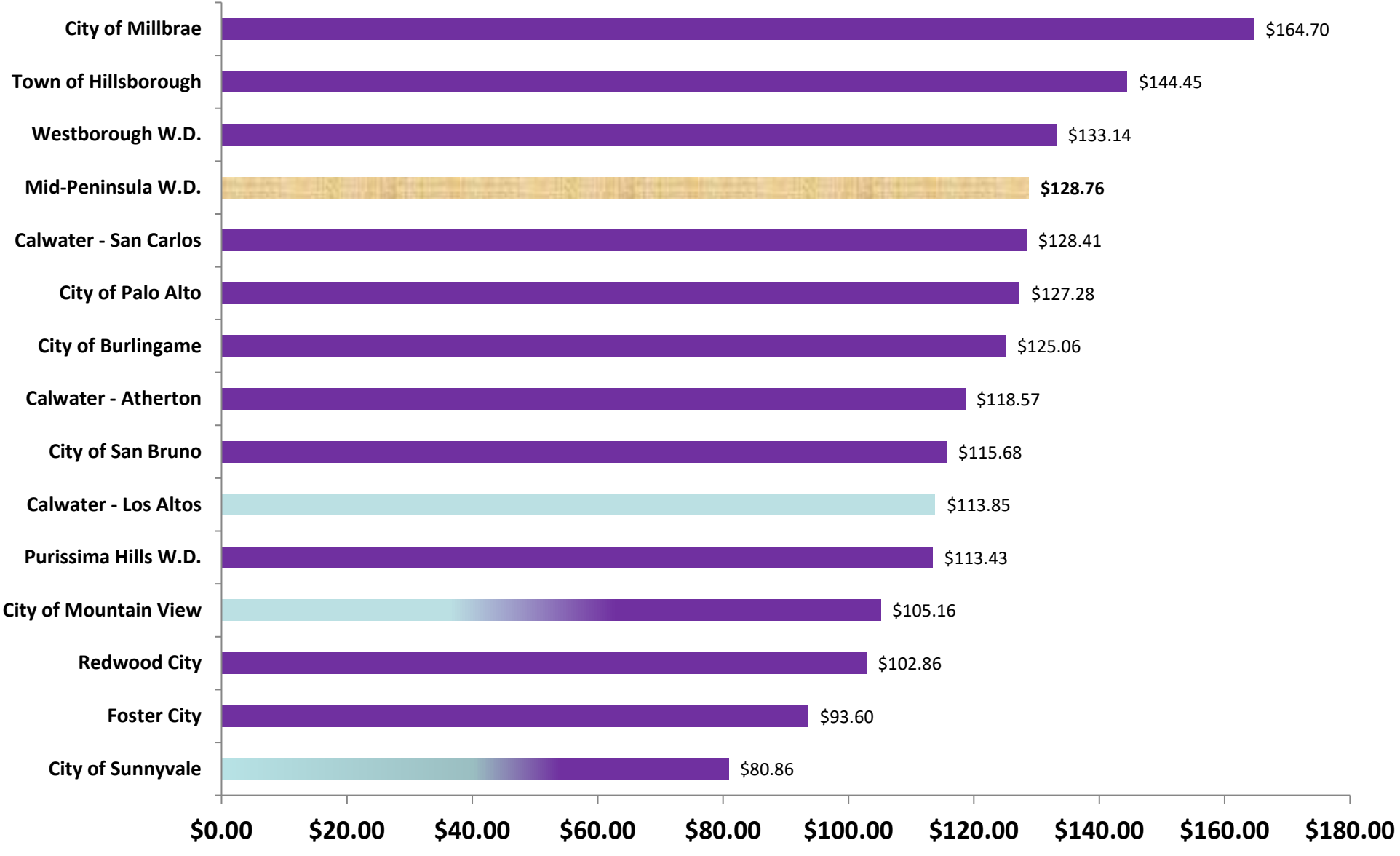


Last Update: November 2023

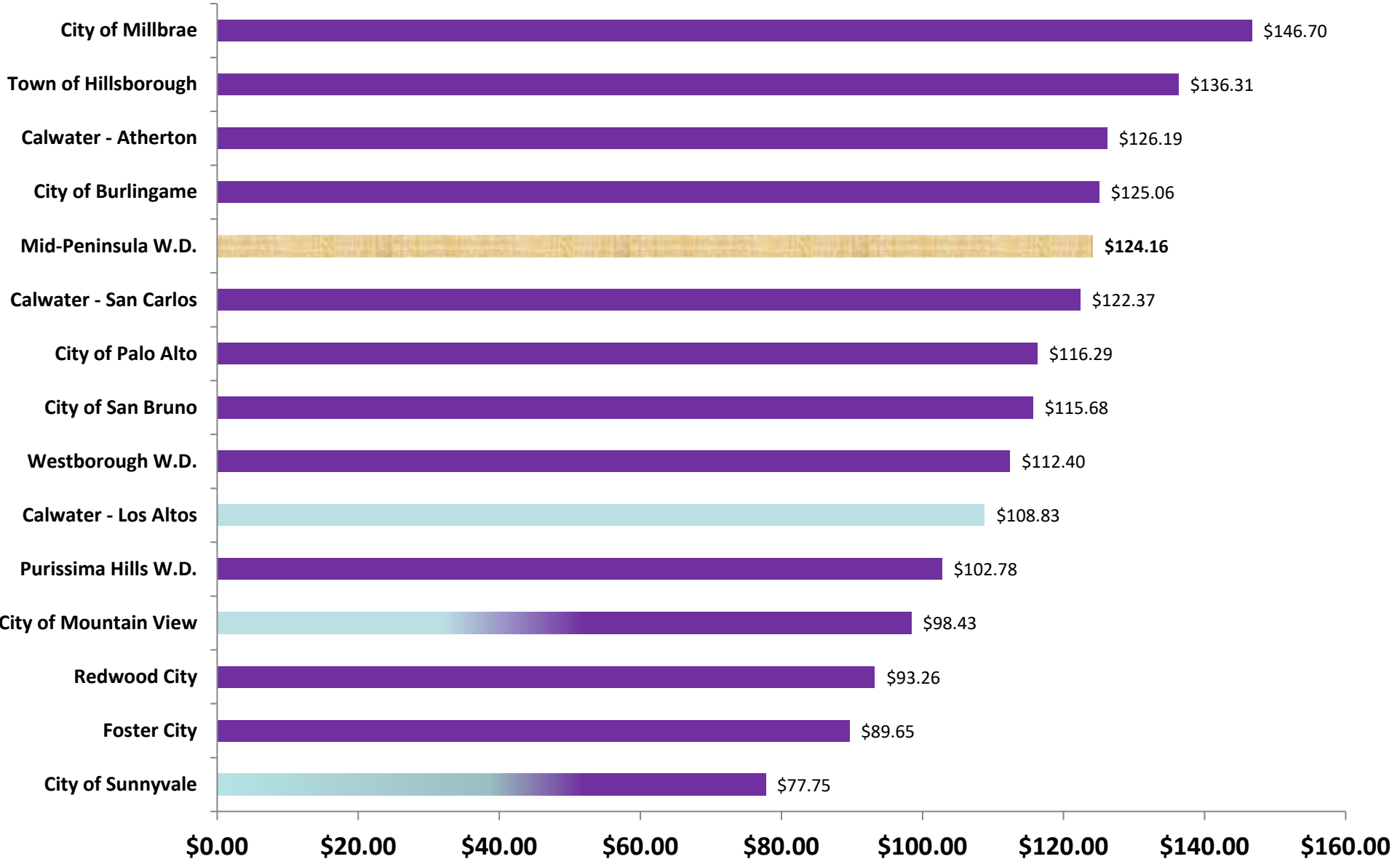
# Comparison of Water Bills using Other Agencies' Rates in the Area (Based on 5/8" Meter) Residential Summer Usage – 10 CCF

(Actual Summer Usage Was 8± CCF)

■ SFPUC Only  
■ SFPUC / SCVWD  
■ SCVWD Only



Last Update: November 2024



Last Update: November 2023

## AGENDA ITEM NO. 9.A.3

TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager  
DATE: December 12, 2024

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### ADMINISTRATIVE SERVICES MANAGER'S REPORT

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#### **NOVEMBER/DECEMBER**

##### **Personnel Manual**

Final edits are being made to the Personal Manual and should be sent over to legal soon for their detailed edits and suggestions. This was a labor of love, and we are happy with the revisions that have been made. Once we receive final edits back from legal, we will be sure to sit with the Employee Association to review changes.

##### **Xpress Bill Pay**

With the District in the early stages on onboarding Xpress Bill Pay. The focus will soon shift to the customer experience of the transition. With implementation, Xpress Bill Pay will be the primary customer service contact for our community members. XPB will be sending out communication to households introducing themselves prior to implementation and it will also include an explanation of how to set up their accounts. Customers will also be provided with a direct contact phone number to Xpress Bill Pay that will be able to answer all their technical questions.

##### **CDSA Board Member Training**

CSDA has updated their resource portal on their website that consists of a multitude of trainings and information for current and new Board Members. These resources will be most valuable for Board Members that have never sat on a Board before. As you know, CSDA provides a robust list of training and resources tailored to help board members excel in their roles. These trainings include mandatory biennial Ethics (AB 1234) and Sexual Harassment Prevention training, along with best practices courses covering finance, the Brown Act, the California Public Records Act, and liability issues. The Special District Leadership Foundation recognizes excellence with its Certificate in Special District Governance. Board members can also enhance their effectiveness by utilizing tools like the ILG Good Governance and SDLF Transparency Checklists, as well as accessing exclusive publications and resources designed to support their responsibilities.

#### **[Board Member Resources - California Special Districts Association](#)**

##### **New Laws**

Effective January 1, 2025, California employers must comply with three new laws amending the state's Paid Family Leave (PFL) policies:

1. **Assembly Bill 2123:** Employers can no longer mandate employees to use up to two weeks of accrued vacation before accessing PFL benefits. This change offers employees greater flexibility but requires employers to manage health insurance contributions during unpaid leave periods, potentially necessitating alternative arrangements for premium payments.
2. **Assembly Bill 2499:** This legislation broadens PFL eligibility to include victims of various forms of violence and abuse, such as domestic violence, sexual assault, and stalking. It transfers enforcement of related leave rights from the Labor Code to the California Fair Employment and Housing Act, empowering the Civil Rights Department to oversee compliance. Employers must now accommodate leave requests for employees or their family members affected by such incidents, covering activities like medical care, safety planning, and legal proceedings.
3. **Senate Bill 1090:** To expedite benefit distribution, this bill permits employees to file PFL and State Disability Insurance claims up to 30 days before commencing leave. This proactive approach aims to

reduce delays in benefit payments, ensuring employees receive financial support promptly during their leave.

We have reviewed and updated our leave policies to align with these new requirements, ensuring compliance and providing necessary support to our employees.

**2025 New Laws Series, Part 7: Three New Bills Revise California's Paid Leave Laws: What Employers Should Know**

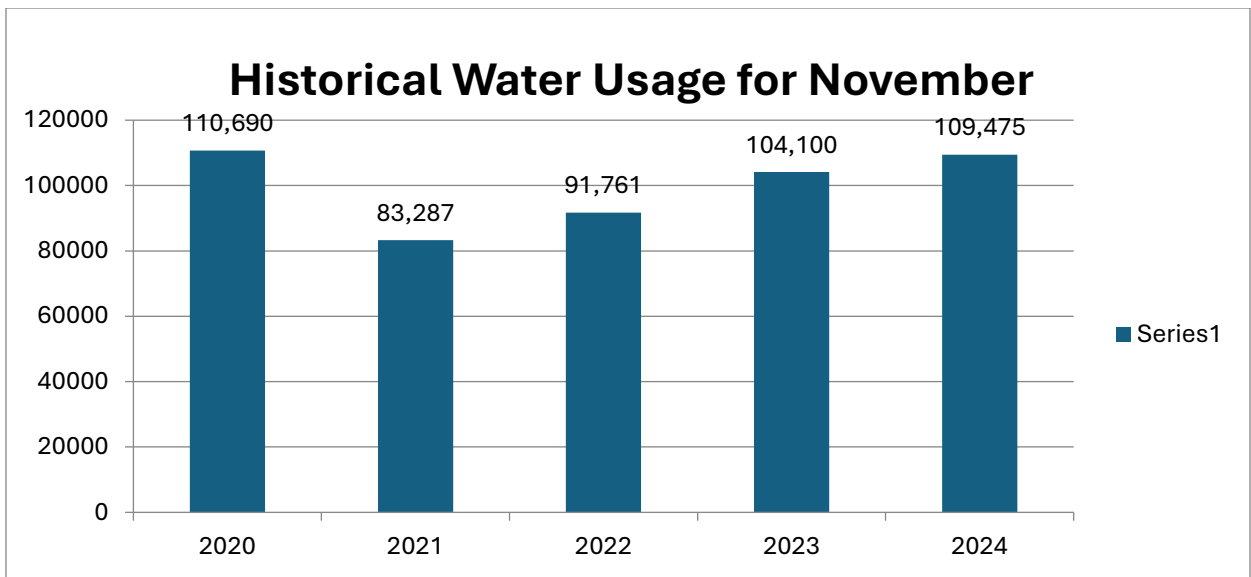
**Utility Billing:**

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
November	416	7270	205	90	64	46	11	31	8102

Billing information:

2024	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
November	345	27	0	0	1	2	9	1



**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, 2026
- Rene Ramirez                      December 7, 2026
- 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](mailto:abell@midpeninsulawater.org).



TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager  
DATE: December 12, 2024

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## **OPERATIONS REPORT – November**

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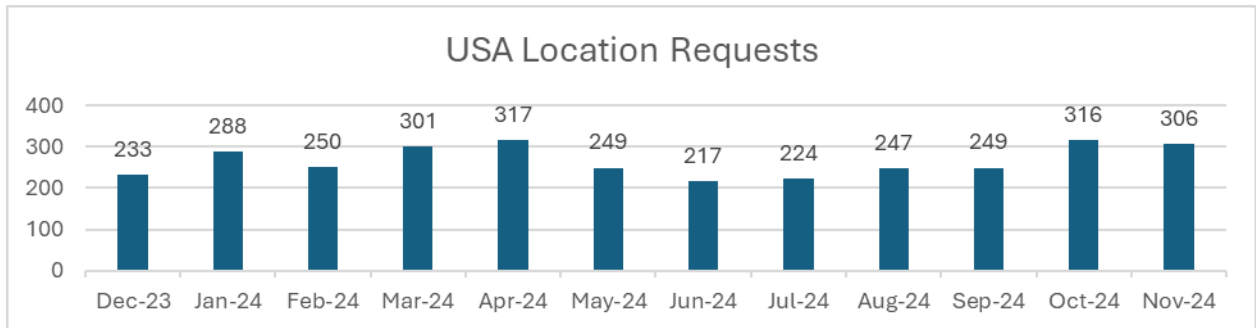
### **Projects:**

- Continue working with Noll and Tam to prepare for the re-making of the Folger property into a District Emergency Operations Center;
- Attended the first Open House at Folger Drive to discuss the EOC project with neighbors;
- Participated in a virtual meeting with a couple of grant writers from 'iparametrics.com', - an introduction for the group as the District seeks grant opportunities;
- Met with staff to discuss water meters and their long-term maintenance, accuracy and replacement. Next step is to pull about 20 of oldest residential AMI meters and have accuracy tested to see how much, if any, their accuracy has diminished over last 10 plus years of service;
- Visited City Hall parking lot to get better sense of existing water main through parking lot affected by City's project to construct a storm water retention facility in the City Hall parking lot with our water line running through it and seeking to understand District's easement for this water main and discuss system modeling ideas to determine what kind of temporary or new infrastructure will be necessary;
- Working on cross-connection plan for District which has been developed from a template provided by a regional consultant; and
- Meet with West Coast Arborist and staff at Exbourne Tank Site to discuss tree maintenance and possible removal of a couple more eucalyptus trees;

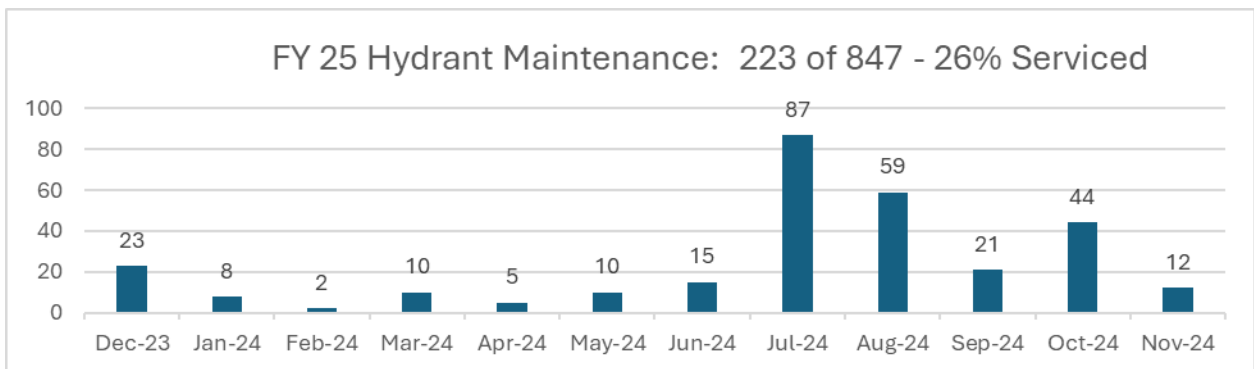
### **Maintenance:**

- Relocated a hydrant valve at 2109 Pullman into the street. The valve had been in the gutter pan and the city was replacing the sidewalk, curb and gutter;
- Took one tank out of service at each of these sites with 2 tanks each: Buckland, Exbourne and West Belmont. The tanks were taken out of service for tank painting inspection and for water quality purposes. We have had a practice in the fall to reduce nitrification issues in the system, which could lead to much flushing and water waste due to nitrification, that we find it better to remove tanks out of service;

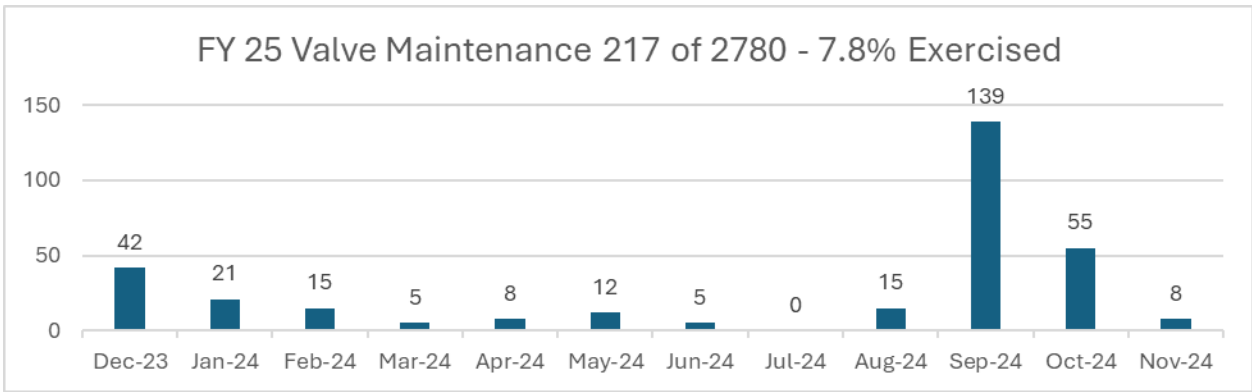
- Relocated a 1" water meter at 311 El Camino Real;
- Repaired a leaking blow-off near the intersection of Witheridge and Club Drive;
- Replaced 4 meters that stopped working;
- Replaced 4 meter registers with weak batteries
- Replaced 9 meter transceivers due to weak batteries;
- Replaced 1 internal meter chamber on a 1-1/2" commercial meter after a physical meter inspection and following a test for meter;
- Responded to and completed 306 USA (underground service alerts) location requests during month. Running 12-month location requests totals 3,197, an average of 266 per month;



- Hydrant maintenance visits: 12 in November:



- 8 valves exercised during November.



- Collected the requisite 44 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 November staff flushed 15 dead ends.

**System Repairs:**

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
11/20/24	Intersection of Witheridge & Club Drive	Leaking 2” compression coupling	Brass	1994	~ 8,000

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

**Commercial:** 16

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

**Residential:** 44

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

**Administration:**

- Discussing the safe operations of cell towers on District properties with Crown Castle who manages most of the sites for carriers;
- Participate in internal discussion with management team and Wulff-Hansen to prepare for virtual meeting with Standard and Poors;
- Attend the BAWSCA WMR meeting in Burlingame on behalf of GM;
- Participated in conversation with Fire Department to understand if their requirements have changed much as District works through a couple of specific plans for Belmont and San Carlos – no change;
- Met with other Districts that PCG provides services to talk about common matters and issues at a restaurant in South City (Westborough Water District);
- Four (4) members from the Operations Team took a hands-on backflow testers course held at Dairy Lane along with employees from several other districts. Our four Ops Team members then took the hands-on exam in Sacramento the day after their week long course ended on a Saturday – they all passed. They now have to pass a written exam in order to obtain the backflow tester certificate;
- Attended the HIA luncheon and provided update on District operations to group;
- 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: December 12, 2024

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### GENERAL MANAGER'S REPORT

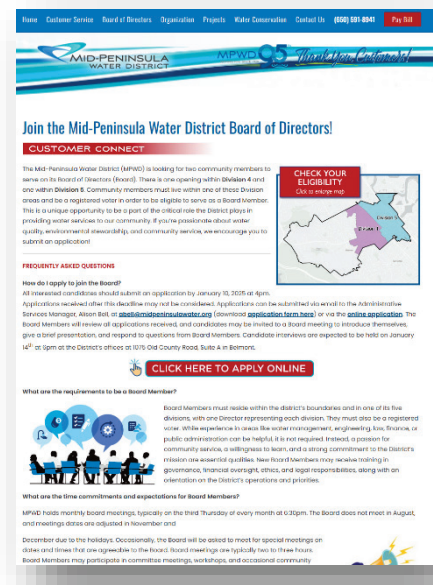
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#### Key Activities Since November Meeting

- **Standard & Poor (S&P) Rating Update** – S&P reached out to us in November to let us know that they were reviewing our COP rating. We met with them twice and answered a number of questions. They issued their report on 12/6/2024, which maintains our rating at AA. District Treasurer Ramsey, Bud Levine, and Rob Pankratz were very helpful in supplying S&P with the info they needed to well understand our financial position. Let me know if you'd like to read their letter report, and I can provide it.
- **Moving from physical computer server storage to cloud** – We are working on finalizing our contract with Stepford to move from storing the District's data on physical servers to a cloud storage system. Our current physical servers were purchased in 2011, and have well exceeded the typical recommended lifespan of 7 years. We considered the benefits of purchasing new physical servers versus cloud storage, and determined (as most similar agencies and business have) that cloud storage makes the most sense for us. The cost to purchase new servers would be on the order of \$70,000, plus continued monthly costs (\$600/month) for Stepford to host those physical servers until we complete our Dairy Lane project. The one-time cost to migrate to the cloud is \$5,560, and the ongoing costs will be \$1,152.50/month. Hanson Bridgett is supporting the negotiation of the contract for these services.



- **Grant funding** – We have started working with iParameters to identify grant opportunities. We had an initial “meet and greet” call with CalOES to discuss our projects and their eligibility for funds under the BRIC and flood grants programs. Based on time to issuance the two most feasible projects to apply for funds with these programs are the 101 undercrossing project and the Dekoven tanks replacement project. We have another call scheduled with CalOES technical assistance to continue exploring this possibility.
- **Debt Issuance** – We are working with Wulff Hansen on steps to issue debt. A preliminary schedule they developed for the next several months is attached. Finance committee meetings have been scheduled to support this.
- **Board Member Recruitment** – To date, two applications have been received – one in each Division 4 and 5. We will continue with outreach and will continue to accept applications through January 10<sup>th</sup>. Candidate interviews are planned for January 14<sup>th</sup> at a Special Meeting, in lieu of having the Strategic Plan meeting that evening. The Strategic Plan meeting will be rescheduled for March/April, after the new folks are on board. Staff will work with the ad hoc committee to develop a set of interview questions for the candidates.
- **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 11<sup>th</sup>. 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.
- **Tier 2 and Minimum Purchase Quantities** – No new information. These topics will be discussed at the December 13<sup>th</sup> BAWSCA Water Managers meeting. 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. We completed 2 open houses to share the project with the neighbors – one on Tuesday November 19<sup>th</sup> and the second on Saturday November 23<sup>rd</sup>. Information on the project is shared on our website here: <https://www.midpeninsulawater.org/articles/folger.php>. We are working with the City to complete CEQA and schedule a planning commission meeting.
- **Dairy Lane Rehab** – Design work is underway. A survey of the site has been completed, and Noll & Tam is working on updating the interior layout plan.
- **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**

- Harbor Industrial Association Lunch Meeting – 12/5/2024
- Meeting with Standard & Poor to discuss draft report and findings – 12/4/2024
- Meeting with iParametrics – Discuss potential grant programs identified – 12/3/2024
- Monthly coordination meeting with John Davidson – 11/26/2024
- Meeting with City of Belmont Planning to discuss NDNU/Stanford – 11/26/2024
- Meeting with iParametrics – Kick-Off – 11/25/2024
- Folger Drive Project Open House – 11/23/2024
- Meeting with SMC Fire Deputy Chief to discuss fire protection needs, particularly in the Belmont HIA Annexation area – 11/21/2024
- Quarterly Lunch meeting with PCG, WWD, and PHWD – 11/20/2024
- Folger Drive Project Open House – 11/19/2024
- Meeting with Eagle Aerial to learn about their offerings to support the new conservation requirements – 11/19/2024
- Rating Review Meeting with Standard & Poor – 11/12/2024
- 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**

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 Report on Accounting Internal Controls
- Receive Report and Review Investment Structure and Plan Performance for MPWD Public Agency Retirement Services (PARS) Other Post-Employment Benefits (OPEB) Pre-Funding Trust Program and Pension Rate Stabilization Program (PRSP), and Consider Approving Plan Investment Portfolio for 2025
- Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30, 2024, Presented by District Auditor, C.J. Brown & Company CPAs
- Consider Updating Ordinance 128 to Comply with New State Law
- Approve Water Supply Assessment for City of Belmont's Harbor Industrial Area Specific Plan
- Approve Water Supply Assessment for City of San Carlos' Northeast Area Specific Plan
- Approve contract with BESS Test Labs that will provide ability to rent a vacuum truck in emergencies and other situations
- Quarterly Water Conservation Report
- Receive Report on the California and San Francisco Regional Water System Conditions

February 27, 2025 (Fourth Thursday)

- Welcome new Board members
- Board Member Oath of Office
- Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets.
- Identify date for Strategic Plan special meeting
- Consider Resolution Approving Updated MPWD Personnel Manual
- 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

March 27, 2025 (Fourth Thursday)

- Receive report from staff on Spatial Wave Geospatial Asset Management and Workflow Support System
- Consider preliminary revenue requirements for proposed fiscal year water rate increase (including consideration of SFPUC pass-through)
- Discuss preliminary draft Operating Budget for FY 25/26
- Discuss preliminary draft Capital Budget for FY 25/26
- Receive Report on the California and San Francisco Regional Water System Conditions

## **Committee Activities**

### Ad Hoc Board Appointment Committee Meeting – 12/17/2024

- Develop candidate interview questions
- Discuss Board member on-boarding process
- Discuss Board appointment timing

### Finance Committee Meeting – 1/14/2025

- Debt issuance topics
  - Determine approximate size and term of borrowing
  - Determine method of sale (negotiated vs competitive)
- Audit Completion (if available)
- Accounting Internal Controls risk assessment report

### Finance Committee Meeting – February – Date TBD

- Review Board meeting agenda items

### Finance Committee Meeting – 3/11/2025

- Discuss market/marketing of debt

# Mid-Peninsula Water District Certificates of Participation, Series 2025



## As of November 19, 2024

Date	Task
11/21	218 Rate Hearing
TBD - December	Kick-off meeting with Staff, Municipal Advisor and Bond Counsel Municipal Advisor to prepare debt capacity analysis Bond Counsel to begin drafting documents
1/14	Finance Committee meeting: <ul style="list-style-type: none"> <li>Determine approximate size and term of borrowing</li> <li>Determine method of sale (negotiated vs competitive)</li> </ul>
1/20	First draft of bond documents and POS distributed for comment WH to contact S&P Global Ratings to schedule Rating call
1/31	Comments due on bond documents and POS
2/7	Second draft of bond documents and POS distributed for comment
2/13	Comments due on second draft of bond documents and POS
Wk of 2/17	Finance Committee meeting to review 2/27 Agenda items
2/18	Credit package sent to rating agency and bond insurers
2/20	Agenda deadline for Feb. 27 <sup>th</sup> Board meeting
Wk of 2/24	Rating call
2/27	Board Meeting to approve financing documents, POS, and sale of certificates
Wk of 3/3	Receive rating Finalize bond insurance and surety Due diligence call (if Negotiated Public Offering only)
3/7	Mail POS (and NOS if Competitive Sale)
3/11	Finance Committee meeting to discuss market/marketing
3/18	Pre-pricing (if Negotiated Public Offering)
3/19	Pricing/Competitive Sale Date
3/31	Pre-close
4/1	Close

## 2024

### NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
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## 2025

### JANUARY

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26	27	28	29	30	31	1
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### FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
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23	24	25	26	27	28	1
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### MARCH

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# MEETING MINUTES

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

Thursday, December 12, 2024  
Belmont, California

### 1. OPENING

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

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

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

PRESENT: President Zucca, Directors Wheeler, Schmidt, and Vella

A quorum was present.

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

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

Director Schmidt led the Pledge of Allegiance.

#### D. **Receive November 5, 2024, MPWD Certified Election Results from San Mateo County Chief Elections Officer**

General Manager Kat Wuelfing presented the Election Certification results for Divisions 1 and 2, which will be represented by Director Vella and Director Zucca through 2028.

#### E. **Board Member Oath of Office**

Administrative Services Manager Alison Bell swore into office Director Vella and Director Zucca for their new term.

#### F. **Board Member Group Photo, Acknowledging Completion of a Successful Year**

The meeting paused for a few minutes to take a group photo.

#### G. **Election of Officers for 2025:**

##### 1. **President**

##### 2. **Vice-President**

President Zucca asked for nominations for President.

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Director Vella yielded his nomination to Director Schmidt. Director Schmidt declined the term of President due to his forthcoming resignation from the Board of Directors.

Director Schmidt nominated Director Wheeler for President.  
Director Vella seconded the motion.

**Motion Passed, 4-Ayes, 0-Noes, 0-Absent**

Kirk Wheeler proceeded to lead the meeting as President.

President Wheeler asked for nominations for Vice President.

Director Schmidt nominated Director Vella.  
Director Zucca seconded the motion.

**Motion Passed, 4-Ayes, 0-Noes, 0-Absent**

**H. Break for Reception**

The meeting adjourned for refreshments at 6:41 PM.

**2. PUBLIC COMMENT**

President Wheeler asked for public comment.

Cathy Jordan spoke to the Board and the District regarding her time spent on the Board of Directors and expressed her gratitude for the experience.

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

**A. Approve Minutes for the Regular Board Meeting on November 21, 2024**

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

**C. Approve Annual Planning Schedule for Board of Directors**

Director Zucca moved to approve the Consent Agenda.

Vice President Vella seconded the motion.

**Motion passed unanimously 4-Ayes. 0-Noes, 0-Absent**

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**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM - None**

**8. REGULAR BUSINESS AGENDA**

**A. Consider Resolution 2024-25 Authorizing a Three-Year Contract with Automatic One-Year Renewal with Xpress Bill Pay, Xpress Solutions, Inc., for Automated Clearing House (ACH) Services**

Administrative Services Manager Alison Bell provided the Board with an overview of the Express Bill Pay software.

Director Zucca moved to adopt Resolution 2024-25 Authorizing a Three-Year Contract with Xpress Bill Pay.

Director Schmidt seconded the motion.

Roll Call Vote: Motion passed, 4-Ayes, 0-Noes, 0-Absent

**B. Receive BAWSCA Update**

Vice President Vella presented a BAWSCA update.

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

Operations Manager Rene Ramirez presented.

**9. MANAGEMENT AND BOARD REPORTS**

**A. Management Reports**

**1. District Treasurer and Financial Reports for the Month Ending November 30, 2024**

District Treasurer James Ramsey provided a review of his report.

**2. District Engineer**

District Engineer Joubin Pakpour provided a review of his report.

**3. Administrative Services Manager**

ASM Bell provided a review of her report.

**4. Operations Manager**

OM Ramirez provided a review of his report.

**5. General Manager**

GM Wuelfing provided a review of her report.

**B. Director Reports**

143 Director Schmidt had nothing to report.

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145 Director Zucca had nothing to report.

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147 Vice President Vella reported that he attended the HIA meeting and expressed his  
148 gratitude for the reports that are presented monthly by the GM, OM, and ASM.

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150 President Wheeler reported that he also attended the HIA meeting.

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153 **10. COMMUNICATIONS**

154 There were none.

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156 **11. CLOSED SESSION**

157 The Board adjourned to closed session at 8:23 PM.

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159 **A. Public Employee Performance Evaluation and Associated Negotiations**

160 **Government Code Sections 54957 and 54957.6**

161 **Title: General Manager**

162

163 **Following the closed session, the Board may take action to amend the General**  
164 **Manager's Employment Agreement and associated salary schedule.**

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166 **12. RECONVENE TO OPEN SESSION**

167 The Board reconvened the open session at 9:33 PM.

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169 District Counsel Catherine Groves provided an oral report of the proposed action and  
170 presented the amendment to the General Manager's Employment Agreement to  
171 increase in the General Manager's compensation bringing her total base salary to  
172 \$241,875 and changes to additional contributions, as of October 1, 2024, and amend  
173 the associated salary schedule accordingly.

174

175 Director Zucca moved to adopt the Resolution 2024-26.

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177 Director Schmidt seconded the motion.

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179 **Roll Call Vote: Motion passed 4-Ayes, 0-Noes, 0-Absent**

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182 **13. ADJOURNMENT**

183 Meeting adjourned at 9:37 PM.

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Signed by:

*Alison Bell*

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DISTRICT SECRETARY

APPROVED:

DocuSigned by:

*Kirk Wheeler*

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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, JANUARY 23, 2025 AT 6:30PM