



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, DECEMBER 19, 2019 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. CONVENE TO CLOSED SESSION

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

3. RECONVENE TO OPEN SESSION

- A. Enact Resolution 2019-20 Approving a Compensation Adjustment for the General Manager effective January 1, 2020, and Corresponding Sixth Amendment to the General Manager's Employment Agreement, and Approving the General Manager Salary Schedule effective January 1, 2020

4. PUBLIC COMMENT

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

5. OPEN SESSION (continued)

- B. Election of Officers for 2020
- C. Presentation to Outgoing Board President Louis Vella and Acknowledgement of 20 Years of Service to the MPWD
- D. Break for Reception

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

7. ACKNOWLEDGEMENTS/PRESENTATIONS

None

8. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting on November 19, 2019
- B. Approve Expenditures from November 14, 2019 through December 11, 2019

9. HEARINGS AND APPEALS

None

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

- A. Consider Resolution 2019-21 Authorizing the Seventh Amendment to the Master Professional Services Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 07-1621-CP in the amount of \$107,092, for Additional Engineering Design and Construction Support Services related to the Notre Dame Avenue, Cliffside Court, and Tahoe Drive Water Main Replacement Project

11. REGULAR BUSINESS AGENDA

- A. 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 Resolution 2019-22 Approving Plan Investment Portfolio for 2020
- B. Consider Residential Water Service Termination Policy (For adoption by February 1, 2020, in Compliance with SB 998)
- C. Receive BAWSCA Update

12. MANAGER'S AND BOARD REPORTS

- A. General Manager's Report supplemented by:
 - 1. Administrative Services Manager's Report
 - 2. Operations Manager's Report
 - 3. District Engineer's Report
- B. Financial Reports
 - 1. Month End November 30, 2019
- C. Director Reports

13. COMMUNICATIONS

14. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Regular Board Meeting: Thursday, January 23, 2020 at 6:30PM

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

November 19, 2019
Belmont, California

1. **OPENING**

A. **Call to Order:**

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

B. **Establishment of Quorum:**

PRESENT: Directors Vella, Zucca, Warden, Schmidt and Wheeler.

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by Director Schmidt.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of October 24, 2019**

B. **Approve Expenditures from October 18, 2019 through November 13, 2019**

Director Schmidt asked that line 70 on page 2 of the minutes be amended to reflect that prioritization takes into account seismicity. He also commented on page 6 of the Checks by Date Summary Report, regarded the MPWD's involvement with the California Chamber of Commerce and the details of the payment in the amount of \$142.61. A brief Board discussion followed and staff explained the membership was used to obtain standard employee benefits publications/information, which could be attained from another source.

Director Schmidt moved to approve the Minutes for the Regular Board Meeting of October 24, 2019 and Expenditures from October 18, 2019 through November 13, 2019 contingent on the amendment. Director Wheeler seconded and it was unanimously approved.

52 **6. HEARINGS AND APPEALS**

53 None.

54
55 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**
56 **(CERTIFICATES OF PARTICIPATION) FINANCING**

57 None.

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59 **8. REGULAR BUSINESS AGENDA**

60 **A. Introduce and Consider Residential Water Service Termination Policy for Adoption**
61 **by February 1, 2020, in Compliance with Senate Bill 998**

62 General Manager Rudock briefly explained the highlights of Senate Bill 998 and the
63 Residential Water Service Termination Draft Policy and advised that staff would present
64 next month a comparison of the draft policy's requirements with MPWD existing policy.

65
66 Director Warden commented on payment plans and income level qualifications. An
67 open Board discussion followed on the SB998's written language, aged accounts and
68 staff impact.

69
70 Director Schmidt inquired about the number of households within our service territory
71 that fall below the poverty level. General Manager Rudock assured the Board that staff
72 currently works with customers who request assistance.

73
74 **B. Review and Approve Request for Proposal for Executive Search Services to**
75 **Assist with Recruitment for General Manager**

76 General Manager Rudock provided proposal details.

77
78 President Vella asked staff if other water agency template agreements were sought and
79 used as reference in the creation of the proposed draft. Staff confirmed that was the
80 case.

81
82 Director Schmidt suggested that the Board may want to consider national and
83 international candidates for the position. A Board discussion followed and staff direction
84 was given to amend the Scope of Service, Section A – bullet number 2 to read,
85 "Outreach to the public and private sector for qualified candidates". The RFP schedule
86 was also reviewed and unanimously approved.

87
88 **C. Consider and Confirm MPWD 2020 Regular Board Meeting Schedule**

89 Staff presented the 2020 Regular Board Meeting Schedule. The Board reviewed and
90 unanimously approved the calendar dates suggested.

91
92 **D. Schedule Special Meeting in January 2020 for Review of MPWD 2019-2020**
93 **Strategic Plan**

94 General Manager Rudock provided the Board with a list of January dates staff would be
95 available to meet and confer. A brief discussion followed and it was agreed that the date
96 of Wednesday, January 15, 2020 at 6:00PM works for all.

97
98 **9. MANAGER AND BOARD REPORTS**

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

100 General Manager Rudock distributed copies of the RFPs received for Real Estate
101 Marketing and Brokerage Services to Sell Surplus Real Property located at 1513-1515

Folger Drive in Belmont, CA. She also shared CSDA's Leadership Academy Governance Conference "Save the Dates" in 2020 correspondence.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina reported on the recent BNY installment made and reminded the Board that the ACWA JPIA Harassment Prevention Webinar will be completed by all staff at a mandatory meeting on December 18, 2019.

Director Schmidt inquired about the difference in units transmitted under the Administrative Services Manager's Historical Water Usage Totals Report and the Operations Managers Water Conservation 2-Month Comparison Summary. Staff explained that the Administrative Service Manager's report reflects SFPUC billing cycle totals with a mid-month to mid-month read and the Operations Manager's Report reflects month-end meter reads. Director Schmidt asked that going forward the source of data be identified on both reports.

Director Warden commented on the credit card fee totals reported under the Miscellaneous Fee Revenues Update and direction was given to staff to investigate the credit card fees and report back.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez reported on the dismantling and recycling of the last of the old meters replaced by AMI, the number of USA responses and active development totals. He also shared that the District saw no year-over-year water savings for the month of October for the first time since 2013, and alerted the Board to an on-going customer issue regarding the installation of a new meter.

3. District Engineer's Report

District Engineer Pakpour reported on the final phase of the Notre Dame Avenue, Cliffside Court and Tahoe Drive Area Water Main Replacement Project. He also reported that Pakpour Consulting Group, Inc., would soon be submitting a proposal for additional engineering design and construction support services rendered for the project.

B. Financial Reports

1. Month Ended October 31, 2019

Administrative Services Manager Pina reported FY 2019-2020 revenues, expenditures and YTD budget totals and noted MPWD is on track.

General Manager Rudock also shared that due to the recent successful completion in-house of the Capital Project 15-74 – Zone 2 Malcolm Avenue Water Main Replacement Project, the CIP budget will be updated and reviewed first with the Board Finance Committee during the mid-year budget review process.

C. Director Reports

Director Wheeler reported on the Harbor Industrial Association and CSDA Meetings he attended earlier in the month.

Director Schmidt reported that he will be attending the upcoming ACWA JPIA Fall Conference December 3-6, 2019 in San Diego, CA. He also shared a recent discussion

he had with a Peninsula Clean Energy professional about the benefits of an environmentally friendly fleet.

Director Zucca asked staff if they encountered any system challenges during the recent PG&E PSPS events. Operations Manager Ramirez confirmed that the District experienced only two minor generator issues at the Hallmark Pump Station and West Belmont tank sites. Director Zucca also commented on in-pipe energy recovery opportunities.

President Vella reported on the City of Belmont and San Carlos local development details presented at the recent Harbor Industrial Association Meeting.

10. COMMUNICATIONS

None.

The Board convened to closed session at 8:11PM.

11. CLOSED SESSION

Public Employee Performance Evaluation and Associated Negotiations
Government Code §§54957 and 54957.6
Title: General Manager

12. RECONVENE TO OPEN SESSION

The Board reconvened to open session at 9:24PM. District Counsel advised that no reportable action had been taken.

13. ADJOURNMENT

The meeting was adjourned at 9:25PM.

DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
Printed: 12/11/2019 4:33 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
1116	BAGGENGI	BAGG ENGINEERS	11/19/2019	3,360.00
1117	HYDROENC	HYDROSCIENCE ENGINEERS INC.	11/19/2019	1,235.00
1118	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	11/19/2019	36,141.76
1119	STOLOSKI	STOLOSKI & GONZALEZ, Inc.	11/19/2019	392,025.10
35363	BAGGENGI	BAGG ENGINEERS	11/19/2019	3,990.00
35364	COMCAST	COMCAST	11/19/2019	325.42
35365	EMSSAFE	EMS SAFETY	11/19/2019	1,190.00
35366	GLOBALSU	GLOBAL SUN LANDSCAPE	11/19/2019	280.50
35367	GRANITE	GRANITE ROCK, INC.	11/19/2019	1,334.46
35368	INTERGAS	Interstate Gas Services, Inc.	11/19/2019	800.00
35369	STANDINS	STANDARD INSURANCE COMPANY	11/19/2019	1,195.32
100581	SCOTSMAN	WILLIAMS SCOTSMAN	11/19/2019	583.16
100598	TTECHACH	TTECH ACH BILLING	11/19/2019	1,977.22
Total for 11/19/2019:				444,437.94
100599	WFBUSCAR	WELLS FARGO -GM	11/20/2019	7,500.00
Total for 11/20/2019:				7,500.00
100574	CALPERS	CALPERS	11/22/2019	3,684.51
100575	CALPERS	CALPERS	11/22/2019	337.35
100576	ICMACONT	ICMA contributions	11/22/2019	2,164.62
100577	HEALTH EQ	Health Equity	11/22/2019	100.00
100579	ADPPAYRL	adp	11/22/2019	15,882.43
100580	ADPPAYRL	adp	11/22/2019	6,398.84
Total for 11/22/2019:				28,567.75
35370	ATT60197	AT&T 60197	11/26/2019	1,200.27
35371	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	11/26/2019	2,049.00
35372	BAWSCA	BAY AREA WATER SUPPLY & CONSER	11/26/2019	2,500.00
35373	CINTS	CINTAS CORPORATION	11/26/2019	548.76
35374	COMCAST	COMCAST	11/26/2019	290.72
35375	DFS	DOCUMENT FULFILLMENT SERVICES	11/26/2019	2,482.33
35376	GRANITE	GRANITE ROCK, INC.	11/26/2019	841.57
35377	PACWEST	PACIFIC WEST SECURITY, INC.	11/26/2019	16.39
35378	PG&E	PG&E CFM/PPC DEPT	11/26/2019	623.39
35379	RAMIREZ	RENE RAMIREZ	11/26/2019	146.16
35380	RMORGAN	RAY MORGAN COMPANY	11/26/2019	2,321.70
35381	RUDOCK	TAMMY RUDOCK	11/26/2019	67.00
35382	SANDIEAR	SANDIE ARNOTT	11/26/2019	3,690.41
35383	SWRCBACC	SWRCB ACCOUNTING OFFICE	11/26/2019	624.00
35384	UNLMTTOOL	UNLIMITED TOOL & REPAIR, INC.	11/26/2019	1,267.35
35385	VERIZON	VERIZON WIRELESS	11/26/2019	840.99
100582	ACCELA	ACCELA, INC. #774375	11/26/2019	3,462.00
100583	Pakpour	PAKPOUR CONSULTING GROUP, INC	11/26/2019	500.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
Total for 11/26/2019:				23,472.04
100586	CALPERS	CALPERS	11/30/2019	7,402.02
100587	CALPERS	CALPERS	11/30/2019	662.54
100588	HEALTHEQ	Health Equity	11/30/2019	646.67
100589	ICMACONT	ICMA contributions	11/30/2019	649.64
100590	ADPPAYRL	adp	11/30/2019	33,970.81
100591	ADPPAYRL	adp	11/30/2019	14,880.67
Total for 11/30/2019:				58,212.35
100584	JULBROWN	JULIE M BROWN & ASSOC	12/03/2019	1,206.38
100585	SFWATER	SAN FRANCISCO WATER DEPT	12/03/2019	487,819.70
Total for 12/3/2019:				489,026.08
100055	ADPPRFEE	ADP Payroll Fees	12/07/2019	166.31
100056	ADPPRFEE	ADP Payroll Fees	12/07/2019	108.90
100057	ADPPRFEE	ADP Payroll Fees	12/07/2019	162.30
100058	ADPPRFEE	ADP Payroll Fees	12/07/2019	116.40
Total for 12/7/2019:				553.91
35386	DBAACCUT	ACCUTITE	12/10/2019	400.00
35387	AIRGAS	AIRGAS, LLC	12/10/2019	163.92
35388	ANDERSNM	MICHAEL ANDERSON	12/10/2019	55.00
35389	ATT60197	AT&T 60197	12/10/2019	85.43
35390	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	12/10/2019	783.00
35391	BAWSCA	BAY AREA WATER SUPPLY & CONSER	12/10/2019	491.72
35392	BPLANDSC	BAY POINTE LANDSCAPE	12/10/2019	1,625.00
35393	BFIOFCAL	BFI of CALIFORNIA INC. - OX MTN. LA	12/10/2019	1,537.23
35394	CGUHLNB	C G UHLENBERG LLP	12/10/2019	1,600.00
35395	CARQUEST	CARQUEST AUTO PARTS	12/10/2019	80.39
35396	CINTS	CINTAS CORPORATION	12/10/2019	548.86
35397	COMCASTB	COMCAST BUSINESS	12/10/2019	630.49
35398	GRANITE	GRANITE ROCK, INC.	12/10/2019	1,402.17
35399	HACHCOMI	HACH COMPANY INC	12/10/2019	1,705.29
35400	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	12/10/2019	12,043.85
35401	HOMEDPC	HOME DEPOT	12/10/2019	574.46
35402	INTERALL	INTERSTATE ALL BATTERY CENTER	12/10/2019	191.25
35403	INTRBATT	INTERSTATE BATTERY SYSTEM, INC.	12/10/2019	443.94
35404	K119OFCA	K-119 OF CALIFORNIA INC.	12/10/2019	180.04
35405	KELLYMOR	KELLY-MOORE PAINT CO	12/10/2019	94.01
35406	MATCOTLS	MATCO TOOLS	12/10/2019	223.90
35407	METROMOI	METRO MOBILE COMMUNICATIONS	12/10/2019	193.11
35408	MHN	MHN	12/10/2019	48.07
35409	OFFICEDE	OFFICE DEPOT, INC.	12/10/2019	155.35
35410	OREILLYA	OREILLY AUTO PARTS, INC.	12/10/2019	106.66
35411	PACWEST	PACIFIC WEST SECURITY, INC.	12/10/2019	1,866.00
35412	PENBLDG	PENINSULA BUILDING MATERIALS	12/10/2019	929.58
35413	PG&E	PG&E CFM/PPC DEPT	12/10/2019	9,194.94
35414	RRINDUST	R&R INDUSTRIES, INC.	12/10/2019	1,656.31
35415	RANDB	ROBERTS & BRUNE CO. INC.	12/10/2019	10,137.74
35416	SMELECTR	SAN MATEO ELECTRIC SUPPLY	12/10/2019	6.84
35417	STEPFORD	STEPFORD BUSINESS, INC.	12/10/2019	4,335.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
35418	STEVCRKQ	STEVENS CREEK QUARRY, INC.	12/10/2019	139.08
35419	TMOBILE	T-MOBILE	12/10/2019	31.75
35420	UNLMTOOI	UNLIMITED TOOL & REPAIR, INC.	12/10/2019	76.23
35421	VALLEYOL	VALLEY OIL COMPANY	12/10/2019	2,213.76
35422	VANGUARE	VANGUARD CLEANING SYSTEMS, INC.	12/10/2019	385.00
35423	XIOINC	XIO, INC.	12/10/2019	326.71
100600	DAVIDSON	JOHN T. DAVIDSON OR DBA JRocket77	12/10/2019	3,110.00
100601	JULBROWN	JULIE M BROWN & ASSOC	12/10/2019	1,006.38
100602	LIFTOFFD	LIFTOFF DIGITAL	12/10/2019	337.50
100603	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	12/10/2019	9,003.75
100604	WFBUSCAR	WELLS FARGO -GM	12/10/2019	7,084.08
100605	WFBUSRR	WELLS FARGO-OM	12/10/2019	1,171.57
Total for 12/10/2019:				78,375.36
Report Total (94 checks):				1,130,145.43



AGENDA ITEM NO. 10.A.

DATE: December 19, 2019

TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2019-21 AUTHORIZING THE SEVENTH AMENDMENT TO THE MASTER PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC., REFERENCED AS CONTRACT NO. 07-1621-CP IN THE AMOUNT OF \$107,092, FOR ADDITIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES RELATED TO THE NOTRE DAME AVENUE, CLIFFSIDE COURT, AND TAHOE DRIVE WATER MAIN REPLACEMENT PROJECT

RECOMMENDATION:

Adopt Resolution 2019-21

FISCAL IMPACT:

Additional budget request No. 1 is also Exhibit A, which is attached. It comes in the form of a letter from the District Engineer dated November 21, 2019 breaking out and describing the additional work and time spent on this capital project. The letter describes three separate areas of work, some 573 man-hours of extra work at a cost of \$107,092. The original contract for capital project 07-1621-CP was executed on September 3, 2017 for \$325,244. The additional request for \$107,092 would bring the engineering and support costs for this capital project to \$432,336. Funding for the engineering comes from the 2016 COP proceeds.

BACKGROUND:

Last month during the District Engineer's update, the District Engineer reminded the Board of a re-design for a good part of the Notre Dame improvements due to poorly marked utilities during the initial information gathering portion of their design work and a street that is crowded with underground utilities, including as many as three District water mains. Conflicts between the plans and field conditions did not come to light until the awarded contractor, Stoloski & Gonzalez, began to lay out their proposed trench and pothole. They found utility conflicts that would not allow the new pipe to be installed, for the most part, per plans. This part of the construction stopped, while other parts proceeded, better and more accurate underground utility information was obtained

and the District Engineer's office re-designed an alignment that would allow for a new water pipe to be buried. The re-design effort consumed some 153 hours of labor at a cost of \$32,122.

The second part of additional cost came in form of construction inspection services for a three-week period while the District's in-house regular inspector, an employee, was off on a scheduled vacation. This part of the additional work totaled 120 hours of labor at a cost of \$21,420.

The last part has to do with additional construction support services requested by the District to support the District's in-house inspector who was new to the role. The District Engineer has requested a budget increase of 300 additional hours of support to the original 200 hours of support during the construction window of August through December 2019. At the time of this staff report, most all of the major construction is complete.

DISCUSSION:

The Board adopted a five-year Capital Improvement Plan (CIP) at its May 26, 2016 meeting and directed staff to develop a "game plan" to execute the improvements. Staff and the District Engineer have developed such a plan that entails developing plans and specifications in one fiscal year or two, depending on the size of the project, and construction in the following year or two, again depending on the size of the project. Part of the plan also included combining some projects to be efficient and provide an economy of scale for bidding and construction purposes as just discussed.

The District Engineer's contract defines any engineering or construction management support greater than \$100,000 as Major Improvement Projects, and requires them to submit a proposal. In this case, even though the proposed work does not exceed \$100,000, transparency throughout the capital improvement program is desired.

With the exception of the Notre Dame re-design and extra support to the District's inspector, this project has been normal and during the project's progress staff has made an effort to keep the Board apprised of the progress.

Attachments: Resolution 2019-21
 Exhibit A - Proposal from Pakpour Consulting Group dated November 21, 2019
 Contract No. 07-1621-CP Seventh Amendment to Contract for Professional Services

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____



Pakpour Consulting Group, Inc.

November 21, 2019

10012.24

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

Subject: Additional Budget Request No. 1
Notre Dame Avenue, Cliffside Court, Tahoe Drive Water Main Improvement Project
Mid-Peninsula Water District

Dear Tammy,

The plans for the Notre Dame Avenue, Cliffside Court, Tahoe Drive Water Main Improvement Project were completed under budget and on schedule. As with other capital projects, our original budget with the District included time to provide construction support services at approximately 10 hours a week. However, at your request, our role on this project changed to support a new District inspector (MPWD Lead Operator – Rick Bisio) which necessitated an increase time commitment from our staff. In addition, several factors contributed to additional time spent by our project manager Victor Fung on this project, including resolving the sanitary sewer and storm drain conflict on Notre Dame along with providing full time inspection services during a planned vacation by the District inspector Rick Bisio.

A breakdown of additional hours spent on the project are detailed below:

- On July 30th, while potholing for an existing water service connection at Station 6+21, S&G encountered an existing 18" storm drain (SD) on the same alignment as the proposed water main. The Underground Service Alert (USA) markings of the SD was shown to be 2' to 3' away from the actual line. The District contacted the City of Belmont (City) to verify their markings using closed circuit television (CCTV), and by August 2nd the City had accurately marked the SD and sanitary sewer (SS) on Notre Dame from Middle Road to Terrace Drive. The new markings representing the actual location of the SD and SS line curved along the roadway with no intermediate manhole structures. The SD and SS alignments during the design were based on street markings provided by the City and did not match the lines scoped with CCTV. While the contractor performed additional potholing for gas and water services, two - 2" conduits were encountered on the same alignment with 24" of cover. The District contacted the City and verified that the conduits did not belong to the City and could be removed. Fortunately, the conduits were empty. Notre Dame Ave is a 19' wide street with many utilities including the storm drain, sanitary sewer mains, gas main and laterals, and three water main lines and services. However due to the complications with the SD and SS lines the water main had to be redesigned triggering a change order. The new 8" ductile iron pipe (DIP) Zone 3 water main alignment was originally designed to be on the opposite side of the SS line to maximize the separation as much as possible.



These changes necessitated a complete redesign of the water main on Notre Dame including additional surveying and negotiations with the contractor.

District Engineer	Joubin Pakpour	7.25 hours @ \$220/hr	\$1,595.00
Project Engineer	Victor Fung	145.25 hours @ \$170/hr	\$24,692.50
	Direct Cost Multiplier 5%		\$1,314.38
	Triad Holmes – Additional Surveying		<u>\$4,521.00</u>
	Total:		\$32,122.88

- At the request of the District, Victor Fung provided full time inspection services while the District Inspector, Rick Bisio, was on vacation for approximately three weeks, from October 15th to October 31st. The time below also includes overlap time between the two inspectors to transfer files.

Project Engineer	Victor Fung	120 hours @ \$170/hr	\$20,400.00
	Direct Cost Multiplier 5%		<u>\$1,020.00</u>
	Total:		\$21,420.00

- At the request of the District, our role with this project changed from providing construction support services at approximately 10 hours per week to approximately 25 hours per week to better assist the District inspector. 20 weeks (August through December) x 15 additional hours per week.

Project Engineer	Victor Fung	300 hours @ \$170/hr	\$51,000.00
	Direct Cost Multiplier 5%		<u>\$2,550.00</u>
	Total:		\$53,550.00

As summarized above we are requesting a budget increase of **\$107,092.88**. Our overall project budget is summarized below:

September 5, 2017	Preparation of Plans, Specifications and Construction Support	\$325,244.00
November 21, 2019	Additional Budget Request No. 1 (Detailed Above)	\$107,092.88
	Revised Contract Amount	\$432,336.88

Should you have any questions, please do not hesitate to contact me at (925) 224-7717.

Very truly yours,

Pakpour Consulting Group, Inc.


Joubin Pakpour, P.E.
District Engineer

J:\Projects\MPWD - 10012.00\24 - Notre Dame, Cliffside, Tahoe Area\Contract\Agency\19-MPWD-Rudock-19.11.21-Additional Budget Request No.1-v2.0 Final.docx



RESOLUTION NO. 2019-21

**AUTHORIZING THE SEVENTH AMENDMENT TO THE MASTER
PROFESSIONAL SERVICES CONTRACT WITH PAKPOUR CONSULTING GROUP, INC.,
REFERENCED AS CONTRACT NO. 07-1621-CP, IN THE AMOUNT OF \$107,092,
FOR ADDITIONAL ENGINEERING AND CONSTRUCTION SUPPORT SERVICES RELATED TO
THE NOTRE DAME AVENUE, CLIFFSIDE COURT, AND TAHOE DRIVE WATER MAIN REPLACEMENT PROJECT**

*** * ***

MID-PENINSULA WATER DISTRICT

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

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

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

WHEREAS, a Third Amendment to the Contract (referenced as Contract No. 07-1621-CP) with the District Engineer for design services for the 2018 Water Main Replacement Project totaling \$325,244 was approved by the Board of Directors on September 28, 2017; and

WHEREAS, a Fourth Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer provides an augmentation to design service costs in the amount of \$54,800 to address creation of an easement on City of Redwood City property, specialized construction details and specifications for the 20-inch concrete cylinder pipe, and detail for an emergency interconnection with Redwood City related to the Hillcrest Pressure Regulating Station approved by the Board of Directors on January 25, 2018; and

WHEREAS, a Fifth Amendment to the Contract (referenced as Contract No. 08-1621-CP) with the District Engineer for design services for the Dekoven Tanks Replacement Project totaling \$192,292 was approved by the Board of Directors on December 19, 2018; and

WHEREAS, a Sixth Amendment to the Contract (referenced as Contract No. 02-1621-CP) with the District Engineer for additional design services for the Hillcrest Pressure Regulating Station Project totaling \$45,000 was approved by the Board of Directors on February 28, 2019; and

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

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

WHEREAS, the District now proposes a Seven Amendment to the Contract totaling \$107,092 for a necessary re-design of the water main on Notre Dame including additional surveying and negotiations with the contractor due to utility conflicts; for providing full-time inspection services during construction over a three week period while the District's employee/inspector was on vacation; and for providing a higher level of construction support services to the District employee/inspector during the project's construction window of August through December 2019.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes a Seventh Amendment to the Contract with Pakpour Consulting Group, Inc., referenced as Contract No. 07-1621-CP, for additional professional engineering services related to the Notre Dame Avenue, Cliffside Court and Tahoe Drive Water Main Improvement Project totaling \$107,092.

REGULARLY PASSED AND ADOPTED this 19th day of December 2019.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

CONTRACT NO. 07-1621-CP
SEVENTH AMENDMENT TO
CONTRACT FOR PROFESSIONAL SERVICES

THIS SEVENTH AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES, (HEREINAFTER REFERRED TO AS "CONTRACT NO. 07-1621-CP"), is made as of the 19th day of December 2019, by and between the MID-PENINSULA WATER DISTRICT (hereinafter referred to as "DISTRICT") and PAKPOUR CONSULTING GROUP, INC. (hereinafter referred to as "ENGINEER").

- A. The Parties entered into a Contract for Professional Services ("Contract") on June 25, 2015, under which Engineer provides professional engineering services in connection with the planning, design, construction, management, and operation of the DISTRICT's water system, including optional services related to major improvement projects costing over \$100,000.
- B. The DISTRICT desires Engineer to provide additional design work and construction support for the Notre Dame Avenue, Tahoe Drive and Cliffside Court Areas Water Main Improvement Project, as more particularly described in the ENGINEER's proposal dated November 21, 2019, a copy of which is attached hereto and incorporated herein as Exhibit "A" to this Seventh Amendment.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

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

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

MID-PENINSULA WATER DISTRICT

PAKPOUR CONSULTING GROUP, INC.

BY: _____
Tammy A. Rudock, General Manager

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



AGENDA ITEM NO. 11.A.

DATE: December 19, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: 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 RESOLUTION 2019-22 APPROVING PLAN INVESTMENT PORTFOLIO FOR 2020

RECOMMENDATION

Receive program overview of the MPWD PARS trust account, and approve Resolution 2019-22 for retention of the MPWD's Plan in the Moderate investment portfolio in 2020.

FISCAL IMPACT

Attached is the annual client report prepared by PARS and HighMark Capital Investment.

The MPWD OPEB plan's discount rate (return on investment) target is 5.5%, as projected in the MPWD GASB 75 actuarial report dated June 6, 2018. (The target was the same in the MPWD GASB 45 actuarial report dated July 23, 2016).

Summary of MPWD's OPEB Plan as of October 31, 2019:

Initial Contribution (August 2011)	\$ 81,159
Additional Contributions	\$2,234,834
Total Contributions	\$2,315,993
Disbursements	\$ -0-
Total Investment Earnings	<u>\$ 376,028</u>
Account Balance	\$2,692,021

Changes in Net OPEB Liability FYE June 30, 2019 (MPWD Financial Audit – page 27):

Total OPEB Liability:	\$3,310,376
Plan Fiduciary Net Position:	\$2,641,487
Net OPEB Liability:	\$ 668,889

Summary of MPWD's Pension Plan as of October 31, 2019:

Initial Contribution (August 2018)	\$ 400,000
Additional Contributions	\$1,200,000
Total Contributions	\$1,600,000
Disbursements	\$ -0-
Total Investment Earnings	<u>\$ 129,785</u>
Account Balance	\$1,729,785

CalPERS Annual Valuation Report Highlights FYE June 30, 2018 (page 5):

Actuarial Liability:	\$7.8 million
Assets:	\$6.1 million
Unfunded Accrued Liability (UAL):	\$1.7 million
Funded Ratio:	78.0%

BACKGROUND

The investment strategy initially selected on May 16, 2011 for the MPWD PARS OPEB trust account was the Moderately Conservative HighMark PLUS. The investment objective was to “provide current income with moderate capital appreciation.” Approximately 15%-20% of public agencies participating in PARS OPEB plans have selected the Moderately Conservative portfolio.

The Board has reviewed the plan annually since inception, and between 2012 through 2017, it confirmed the retention of the Moderately Conservative HighMark PLUS investment strategy for the trust account.

For 2018 (via Resolution 2017-21), the Board elected to change the investment portfolio to the PARS Moderate HighMark Plus strategy.

Finally, on February 22 2018, after discussion and consideration of the MPWD cash reserve policy:

1. The Board approved (via Resolution 2018-03) the establishment of a PRSP at PARS in combination with its OPEB plan at a \$1.6 million funding level (from reserves); and
2. The Board further approved (via Resolution 2018-04) the transfer of \$1.5 million to fund the OPEB to a total of \$2.4 million as projected in its 2015 OPEB Actuarial.

DISCUSSION

Jennifer Meza, Manager/Consulting from PARS will present a review of the MPWD OPEB and PRSP programs and MPWD’s portfolio investment performance.

The following PARS investment portfolio options are available:

- Conservative;
- Moderately Conservative;
- Moderate;
- Balanced; and
- Capital Appreciation.

Staff recommends in the attached Resolution 2019-22 that the MPWD PARS Plan remain in the Moderate investment portfolio in 2020.

Attachments: Resolution 2019-22
PARS OPEB Prefunding Trust Program & PRSP Client Review (12/19/19)

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

RESOLUTION NO. 2019-22

**APPROVING THE 2020 INVESTMENT PORTFOLIO
FOR THE MPWD PARS COMBINED OPEB AND PRSP TRUST ACCOUNT**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (MPWD) initiated an OPEB (Other Post Employment Benefits) trust account with PARS (Public Agency Retirement Services) in August of 2011; and

WHEREAS, in 2011 the MPWD selected as its investment strategy the PARS Moderately Conservative HighMark PLUS portfolio; and

WHEREAS, between 2012-2017, after review and consideration of its investment strategy and performance, the Board approved retention of the PARS Moderately Conservative HighMark PLUS investment portfolio for the MPWD OPEB trust account; and

WHEREAS, the MPWD PARS OPEB trust account investment strategy, annual performance, and portfolio options were reviewed and discussed by the Board of Directors at its regular meeting on November 15, 2017, after a presentation by staff, and PARS administrative and HighMark Capital Management investment representatives, and the Board determined it was a good time to change to the PARS Moderate HighMark Plus investment portfolio for 2018; and

WHEREAS, on February 22, 2018, the Board approved Resolution No. 2018-03 and the establishment of a Pension Rate Stabilization Program (PRSP) in combination

with its OPEB plan; and

WHEREAS, on December 20, 2018, after review and consideration of the combined plan's (including OPEB and PRSP) investment strategy and performance in 2018, the Board approved retention of the PARS Moderate HighMark Plus investment portfolio for 2019;

WHEREAS, on December 19, 2019, after review and consideration of the combined plan's (including OPEB and PRSP) investment strategy and performance in 2019, the Board approved retention of the PARS Moderate HighMark Plus Investment portfolio for 2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby approves retention of the PARS Moderate HighMark PLUS investment portfolio for the MPWD combined plan for 2020.

REGULARLY PASSED AND ADOPTED this 19th day of December 2019 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

President, Board of Directors
Mid-Peninsula Water District

ATTEST:

Secretary of the Board



MID-PENINSULA WATER DISTRICT

OPEB Pre-Funding Trust Program &
Pension Rate Stabilization Program (PRSP) Client Review
December 19, 2019

CONTACTS



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Will Rogers
Client Services Coordinator
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Andrew Brown, CFA
Director, Senior Portfolio Manager
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andrew.brown@highmarkcapital.com

Randall Yurchak, CFA
Vice President, Portfolio Manager
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Randall.yurchak@highmarkcapital.com

PARS TRUST TEAM

Trust Administrator & Consultant



- Recordkeeping
- Sub-trust accounting
- Monitors plan compliance
- Processes contributions/disbursements
- Hands-on, dedicated support teams
- Coordinates all agency services

35

Years of Experience
(1984-2019)

1,400+

Plans under
Administration

900+

Public Agency
Clients

500K+

Plan Participants

\$4.0B

Assets under
Administration

Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts.
- Safeguard plan assets,
- Oversight protection as plan fiduciary
- Custodian of assets

156

Years of Experience
(1863-2019)

\$5.0T

Assets under
Administration

Investment Manager



- Investment sub-advisor to trustee U.S. Bank
- Investment policy assistance
- Uses open architecture
- Active and passive platform options
- Customized portfolios (with minimum asset level)

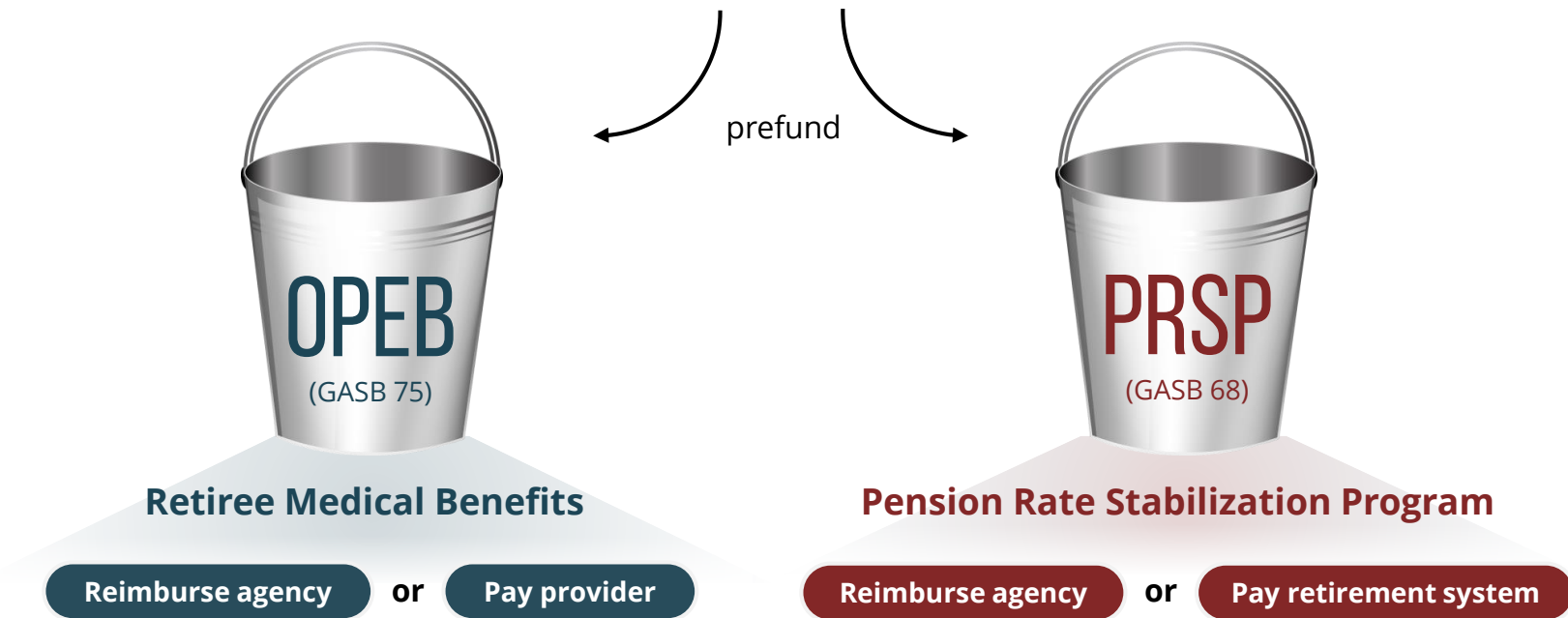
100

Years of Experience
(1919-2019)

\$16.4B

Assets under
Management

THE PARS IRS-APPROVED COMBINATION 115 TRUST



Subaccounts

OPEB and pension assets are individually sub-accounted, and can be divided by dept., bargaining group, or cost center



Financial Stability

Assets in the PARS Section 115 Combination Trust can be used to address unfunded liabilities.



Flexible

Allows separate investment strategies for OPEB and pension subaccounts.



Anytime Access

Trust funds are available anytime; OPEB for OPEB and pension for pension.



Economies-of-Scale

OPEB and pension assets aggregate and reach lower fees on tiered schedule sooner – saving money!



No Set Up Cost or Minimums

No set-up costs, no minimum annual contribution amounts, and no fees until assets are added.

SUMMARY OF AGENCY'S OPEB PLAN

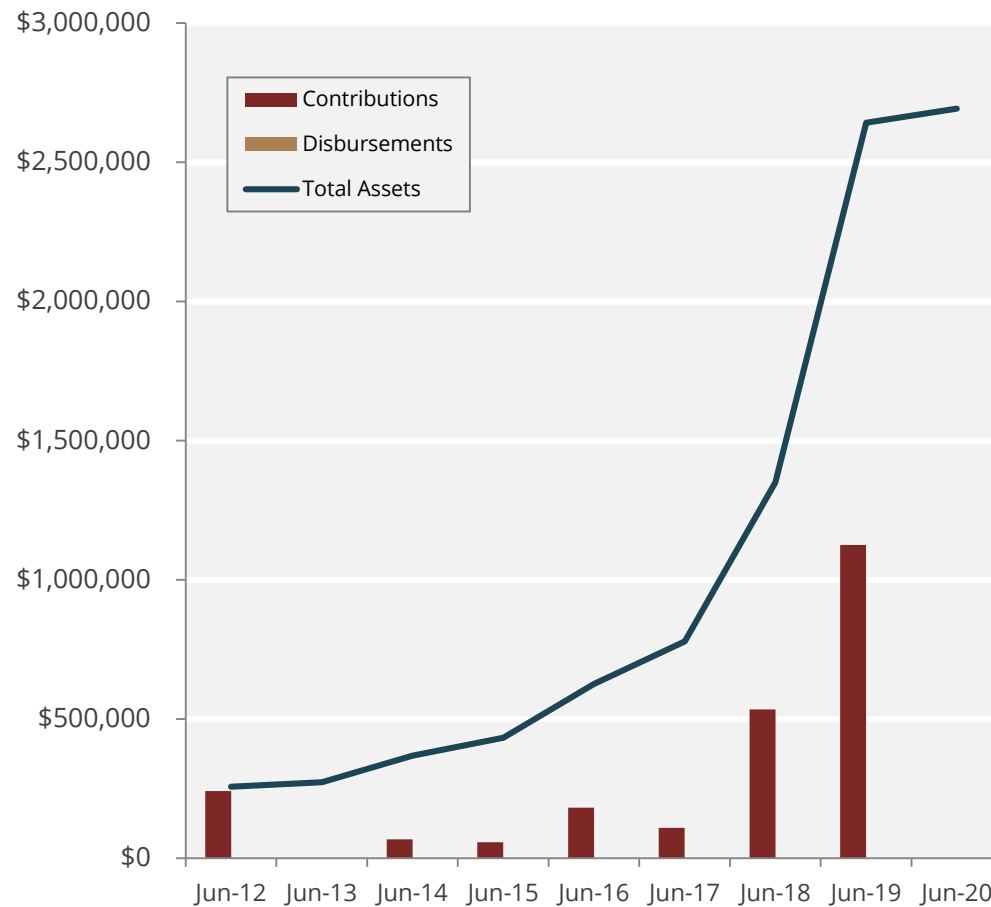
Plan Type:	IRC Section 115 Irrevocable Exclusive Benefit Trust
Trustee Approach:	Discretionary
Plan Effective Date:	April 28, 2011
Plan Administrator:	General Manager
Current Investment Strategy:	Moderate HighMark PLUS (Active) Strategy; Pooled Account <i>Prior to 12/5/2017: Moderately Conservative HighMark PLUS</i>

AS OF OCTOBER 31, 2019:

Initial Contribution:	August 2011: \$81,159
Additional Contributions:	\$2,234,834
Total Contributions:	\$2,315,993
Disbursements:	\$0
Net Investment Earnings:	\$376,028
Account Balance:	\$2,692,021

SUMMARY OF AGENCY'S OPEB PLAN

CONTRIBUTIONS, DISBURSEMENTS, AND TOTAL ASSETS AS OF OCTOBER 31, 2019:



Plan Year Ending

*Plan Year Ending June 2012 is based on 11 months of activity.

**Plan Year Ending June 2020 is based on 4 months of activity.

OPEB ACTUARIAL RESULTS

Valuation Date: July 1, 2017	Prefunding Discount Rate: 5.50%
Total OPEB Liability (TOL)	\$2,978,186
Fiduciary Net Position	\$778,799
Net OPEB Liability (NOL)	\$2,199,387
Annual Determined Contribution (ADC)	\$207,743
Annual Benefit Payments (Pay-as-you-Go)	\$63,036

Rule of thumb: For every one percent increase in the discount rate, the unfunded liability is lowered by 10-12%.

SUMMARY OF AGENCY'S PENSION PLAN

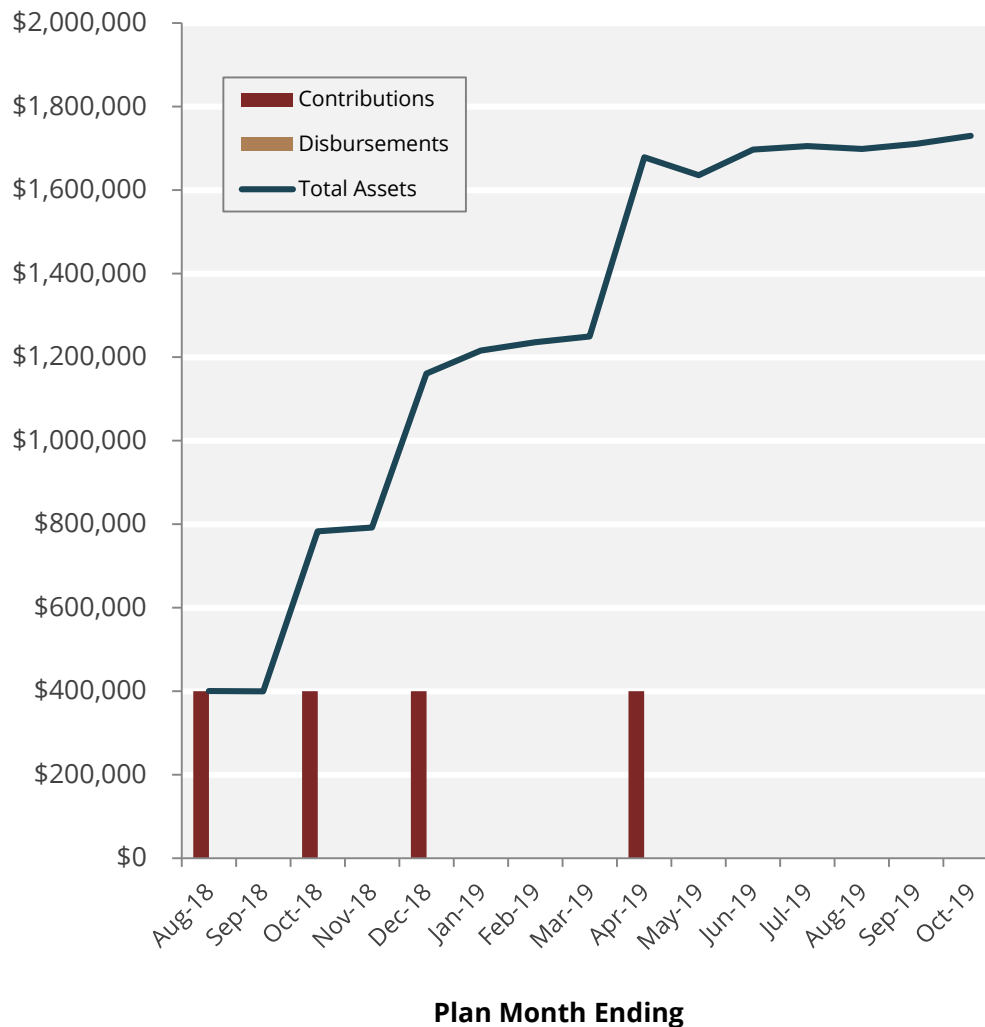
Plan Type:	IRC Section 115 Irrevocable Exclusive Benefit Trust
Trustee Approach:	Discretionary
Plan Effective Date:	February 22, 2018
Plan Administrator:	General Manager
Current Investment Strategy:	Moderate HighMark PLUS (Active) Strategy; Pooled Account

AS OF OCTOBER 31, 2019:

Initial Contribution:	August 2018: \$400,000
Additional Contributions:	\$1,200,000
Total Contributions:	\$1,600,000
Disbursements:	\$0
Net Investment Earnings:	\$129,785
Account Balance:	\$1,729,785

SUMMARY OF AGENCY'S PENSION PLAN

CONTRIBUTIONS, DISBURSEMENTS, AND TOTAL ASSETS AS OF OCTOBER 31, 2019:



Month	Contributions	Disbursements	Total Assets
Aug-18	\$400,000	\$0	\$400,017
Sep-18	\$0	\$0	\$399,564
Oct-18	\$400,000	\$0	\$782,948
Nov-18	\$0	\$0	\$791,669
Dec-18	\$400,000	\$0	\$1,160,458
Jan-19	\$0	\$0	\$1,215,717
Feb-19	\$0	\$0	\$1,235,277
Mar-19	\$0	\$0	\$1,249,145
Apr-19	\$400,000	\$0	\$1,678,185
May-19	\$0	\$0	\$1,635,372
Jun-19	\$0	\$0	\$1,697,313
Jul-19	\$0	\$0	\$1,705,714
Aug-19	\$0	\$0	\$1,698,424
Sep-19	\$0	\$0	\$1,710,589
Oct-19	\$0	\$0	\$1,729,785



PENSION FUNDING STATUS

As of June 30, 2018, Mid-Peninsula Water District's CalPERS pension plan is funded as follows*:

Actuarial Liability	\$7.8 M
Assets	\$6.1 M
Unfunded Liability	\$1.7 M
Funded Ratio	78.0%
Employer Contribution Amount (FY 19-20)	\$313 K
Projected Employer Contribution Amount (FY 25-26)	\$371 K (18.5% ↑)

* Data through 2025-26 from Agency's latest CalPERS actuarial valuation.

PARS: Mid Peninsula Water District

November 30, 2019

**Presented by
Andrew Brown, CFA**

Selected Period Performance Mid Peninsula Water District Period Ending: 11/30/2019

	3 Months	Year to Date (11 Months)	1 Year	3 Years	5 Years	Inception to Date 09/01/2011
Cash Equivalents	.44	1.96	2.14	1.47	.94	.57
Lipper Money Market Funds Index	.45	1.89	2.07	1.40	.86	.52
Total Fixed Income	-.12	8.18	9.45	4.12	2.99	3.26
BBG Barclays US Aggregate Bd Index (USD)	-.28	8.79	10.79	4.10	3.08	3.05
Total Equities	7.40	24.16	12.94	12.43	8.57	11.40
Large Cap Funds	8.05	25.57	13.74	13.96	10.37	13.88
S&P 500 Composite Index	7.86	27.63	16.11	14.88	10.98	14.53
Mid Cap Funds	6.83	27.26	14.71	11.41	8.16	11.52
Russell Midcap Index	6.72	27.61	14.96	11.63	8.88	13.16
Small Cap Funds	7.70	25.01	9.13	12.40	10.74	14.27
Russell 2000 Index (USD)	9.08	22.01	7.51	8.57	8.22	11.79
International Equities	7.31	17.83	12.17	9.39	3.90	4.45
MSCI EAFE Index (Net)	7.76	18.17	12.44	9.62	4.26	6.13
MSCI EM Free Index (Net USD)	6.06	10.20	7.28	9.01	3.13	2.52
REIT Funds	1.78	27.60	17.44	9.76		
Wilshire REIT Index	2.29	26.62	16.02	9.60	7.41	10.46
Total Managed Portfolio	3.57	15.79	11.28	7.00	4.95	5.83

Account Funded Date: 8/18/2011. Performance Inception Date: 9/01/2011

Plan performance is indicative of plan being invested in account 6746019203, PARS Moderate Conservative HM Plus, from 9/01/2011 until December 31, 2017 and then subsequently being invested in account 6746019205, PARS HighMark Plus Moderate from January 1, 2018 to August 31, 2018, and then in account 6746050106 from September 1, 2018 and onwards. Returns are gross of account level investment advisory fees and net of any fees, including fees to manage mutual fund or exchange traded fund holdings. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

Asset Allocation – Mid Peninsula Water District

As of November 30, 2019

Current Asset Allocation		Investment Vehicle	
Equity		Range: 40%-60%	50.27%
Large Cap Core	COFYX	Columbia Contrarian Core Inst3	4.10%
	VGIAX	Vanguard Growth & Income Adm	10.77%
Large Cap Value	DODGX	Dodge & Cox Stock Fund	5.87%
Large Cap Growth	HNACX	Harbor Capital Appreciation Retirement	2.97%
	PRUFX	T. Rowe Price Growth Stock Fund I	2.96%
Mid Cap Core	IWR	iShares Russell Mid-Cap ETF	3.88%
Small Cap Value	UBVFX	Undiscovered Managers Behavioral Val R6	3.77%
Small Cap Growth	RSEJX	Victory RS Small Cap Growth R6	3.91%
International Core	DFALX	DFA Large Cap International I	2.58%
International Value	DODFX	Dodge & Cox International Stock Fund	1.66%
International Growth	MGRDX	MFS® International Growth R6	1.68%
Emerging Markets	HHHFX	Hartford Schroders Emerging Mkts Eq F	3.27%
Real Estate	VNQ	Vanguard Real Estate ETF	2.83%
Fixed Income		Range: 40%-60%	47.64%
Short-Term	VFSUX	Vanguard Short-Term Investment-Grade Adm	8.80%
Intermediate-Term	DBLFX	DoubleLine Core Fixed Income I	12.92%
	PTTRX	PIMCO Total Return Instl Fund	12.94%
	PTRQX	Prudential Total Return Bond Q	12.98%
Cash		Range: 0%-20%	2.09%
	FGZXX	First American Government Oblig Z	2.09%
TOTAL			100.00%

Mid Peninsula Water District

For Period Ending November 30, 2019

LARGE CAP EQUITY FUNDS							
Fund Name	1-Month Return	3-Month Return	Year-to- Date	1-Year Return	3-Year Return	5-Year Return	10-Year Return
Columbia Contrarian Core Inst3	3.35	7.22	28.40	15.72	13.10	9.84	13.19
Dodge & Cox Stock	4.03	10.00	20.72	7.82	10.36	8.96	12.49
Harbor Capital Appreciation Retirement	6.24	8.28	30.04	20.04	20.72	13.74	14.64
Vanguard Growth & Income Adm	3.57	7.64	26.07	14.72	13.91	10.63	13.50
T. Rowe Price Growth Stock I	5.27	6.49	27.96	17.40	19.43	13.51	15.21
S&P 500 TR USD	3.63	7.86	27.63	16.11	14.88	10.98	13.44
MID CAP EQUITY FUNDS							
iShares Russell Mid-Cap ETF	3.57	6.68	27.40	14.85	11.48	8.72	13.39
Russell Mid Cap TR USD	3.57	6.72	27.61	14.96	11.63	8.88	13.56
SMALL CAP EQUITY FUNDS							
Undiscovered Managers Behavioral Val R6	4.01	10.29	19.32	1.69	5.29	7.61	13.66
Victory RS Small Cap Growth R6	7.05	4.96	33.53	16.75	18.62	11.87	15.65
Russell 2000 TR USD	4.12	9.08	22.01	7.51	8.57	8.22	12.38
INTERNATIONAL EQUITY FUNDS							
Dodge & Cox International Stock	1.77	9.99	16.93	9.07	6.79	1.68	5.48
DFA Large Cap International I	1.40	8.02	18.36	11.77	9.34	4.22	5.24
MFS International Growth R6	2.22	6.77	23.18	17.91	14.91	8.33	7.63
MSCI EAFE NR USD	1.13	7.76	18.17	12.44	9.62	4.26	5.32
Hartford Schrodgers Emerging Mkts Eq F	0.13	5.54	13.91	10.05	10.72	4.44	3.86
MSCI EM Free Index	-0.14	6.06	10.20	7.28	9.01	3.13	3.33

Source: SEI Investments, Morningstar Investments

Returns less than one year are not annualized. Past performance is no indication of future results. The information presented has been obtained from sources believed to be accurate and reliable. Securities are not FDIC insured, have no bank guarantee and may lose value.

Mid Peninsula Water District

For Period Ending November 30, 2019

REAL ESTATE FUNDS							
Fund Name	1-Month Return	3-Month Return	Year-to- Date	1-Year Return	3-Year Return	5-Year Return	10-Year Return
Vanguard Real Estate ETF	-1.25	1.69	27.88	17.71	9.73	7.40	12.65
BOND FUNDS							
DoubleLine Core Fixed Income I	-0.10	-0.25	7.74	8.77	4.16	3.36	--
PIMCO Total Return Instl	-0.40	-0.47	8.52	9.79	4.63	3.20	4.12
PGIM Total Return Bond R6	0.07	-0.01	11.04	12.72	5.80	4.28	5.53
Vanguard Short-Term Investment-Grade Adm	0.05	0.34	5.58	6.36	2.90	2.43	2.70
BBgBarc US Agg Bond TR USD	-0.05	-0.28	8.79	10.79	4.10	3.08	3.59

Source: SEI Investments, Morningstar Investments

Returns less than one year are not annualized. Past performance is no indication of future results. The information presented has been obtained from sources believed to be accurate and reliable. Securities are not FDIC insured, have no bank guarantee and may lose value.

AGENDA ITEM NO. 11.B.

DATE: December 19, 2019
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: CONSIDER RESIDENTIAL WATER SERVICE TERMINATION POLICY (FOR ADOPTION BY FEBRUARY 1, 2020, IN COMPLIANCE WITH SB 998)

RECOMMENDATION

Continue review and discussion on Senate Bill 998 (SB 998) requirements and proposed Residential Water Service Termination policy.

FISCAL IMPACT

Professional services of District Counsel (estimated at \$3,000) to draft the policy and review the tentative resolution. And there will be noticing requirements and interpreter costs for the required languages.

SB 998 established a limit for the reconnection of service fee during normal business hours at \$50 not to exceed the actual cost of reconnection. MPWD's current cost for reconnection during normal operating hours is \$-0-.

SB 998 also established a limit for the reconnection of residential service outside of normal operating hours at \$150 not to exceed the actual cost of reconnection. MPWD's current cost for reconnection outside of normal operating hours is \$100.

Since the MPWD does not charge for reconnection during business hours and the MPWD's reconnection fee after business hours is less than the SB 998 limit, there should be little to no impact on potential revenues for Miscellaneous Fees related to reconnection services.

BACKGROUND

In September 2018, SB 998 was approved by the Governor of California and filed with the Secretary of State. It is known as the Water Shutoff Protection Act. All urban and community water systems regulated by the State Water Resources Control Board or the Public Utilities Commission shall comply with the Act by February 1, 2020.

SB 998 is an extension of existing law, the California Safe Drinking Water Act, which requires the State Water Resources Control Board to administer provisions relating to the regulations of drinking water to protect public health. SB 998 prohibits water systems from discontinuing residential water service for nonpayment until a payment by a customer has been delinquent for at least sixty (60) days. Existing law and SB 998 require water systems to contact the customer of record as well as visit the residence to make a reasonable and good faith effort to contact an adult person living at the service address.

SB 998 requirements include:

- Water service cannot be terminated until account is 60 days' past due.
- A final notice of intent to disconnect must be posted in a prominent location at the service address five (5) business days prior to shutoff.
- Written policy on discontinuation of service for nonpayment available on the website.
- All notices must be available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by 10% of the service area.
- Policy must contain:
 - Plan for deferred or reduced payments;
 - Alternative payment schedules; and
 - Formal mechanism to contest and appeal bill.

DISCUSSION

As reviewed last month, District Counsel prepared the attached DRAFT policy in compliance with SB 998 for the Board's review and consideration.

As shared last month, the good news is that as a result of last year's discussions during update of the Miscellaneous Fee Schedule about the MPWD's billing schedule, we are already in compliance with the 60-day requirement. Additional work will be placed on staff with regard to administering the details.

On December 16, 2019, MPWD staff met with staff from Coastside County Water District (a comparable water supplier) and collaborated on the policy requirements, and shared ideas and potential coordination on implementation.

At the Board meeting staff will present the MPWD's existing practice for noticing and termination of water service for residential connections.

Next month, staff will present for adoption by the Board the final proposed policy as it relates to the MPWD and its residential water service termination.

Attachments: DRAFT Residential Water Service Termination Policy
 MPWD's Existing Noticing and Timeline for Termination of Residential Water Service

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

UNANIMOUS_____ VELLA_____ ZUCCA_____ WARDEN_____ SCHMIDT_____ WHEELER_____

RESIDENTIAL WATER SERVICE TERMINATION POLICY

I. Background

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

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

II. Payment for Residential Water Service

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

III. Contesting a Charge

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

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

IV. Notice of Residential Service Termination

The AGENCY will provide customers and/or actual users with notice of a delinquent payment and the impending service termination, as required by law.

V. Averting Residential Service Termination

Customers and/or actual users of the water service may contact an AGENCY representative at 650-591-8941 or in person at 3 Dairy Lane in Belmont, California, Monday through Friday

from 8:00AM to 4:30PM (except legal holidays) to discuss options for averting termination of residential service for nonpayment.

Within **thirteen (13) calendar days** of receiving a notice of termination or any time prior to receiving such notice, a customer may request that the AGENCY approve an alternative payment option to avert termination, including a deferred or reduced payment plan, an alternative payment schedule, or an agreement to amortize the delinquent amounts. At the time of such request, the customer will provide the AGENCY with documentation evidencing that the bill is beyond the means of the customer to pay in full during the normal period for payment.

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

1. The customer, or a tenant of the customer, submits to the AGENCY a certification of a primary care provider (as defined in Welfare and Institutions Code section 14088(b)(1)(A)) that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided; AND
2. The customer demonstrates that he or she is financially unable to pay for residential water service within the AGENCY's normal billing cycle by satisfying one of the following:
 - a. A member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, *or*
 - b. The customer declares that his or her annual household income is less than 200 percent of the federal poverty level; AND
3. The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with this Policy.

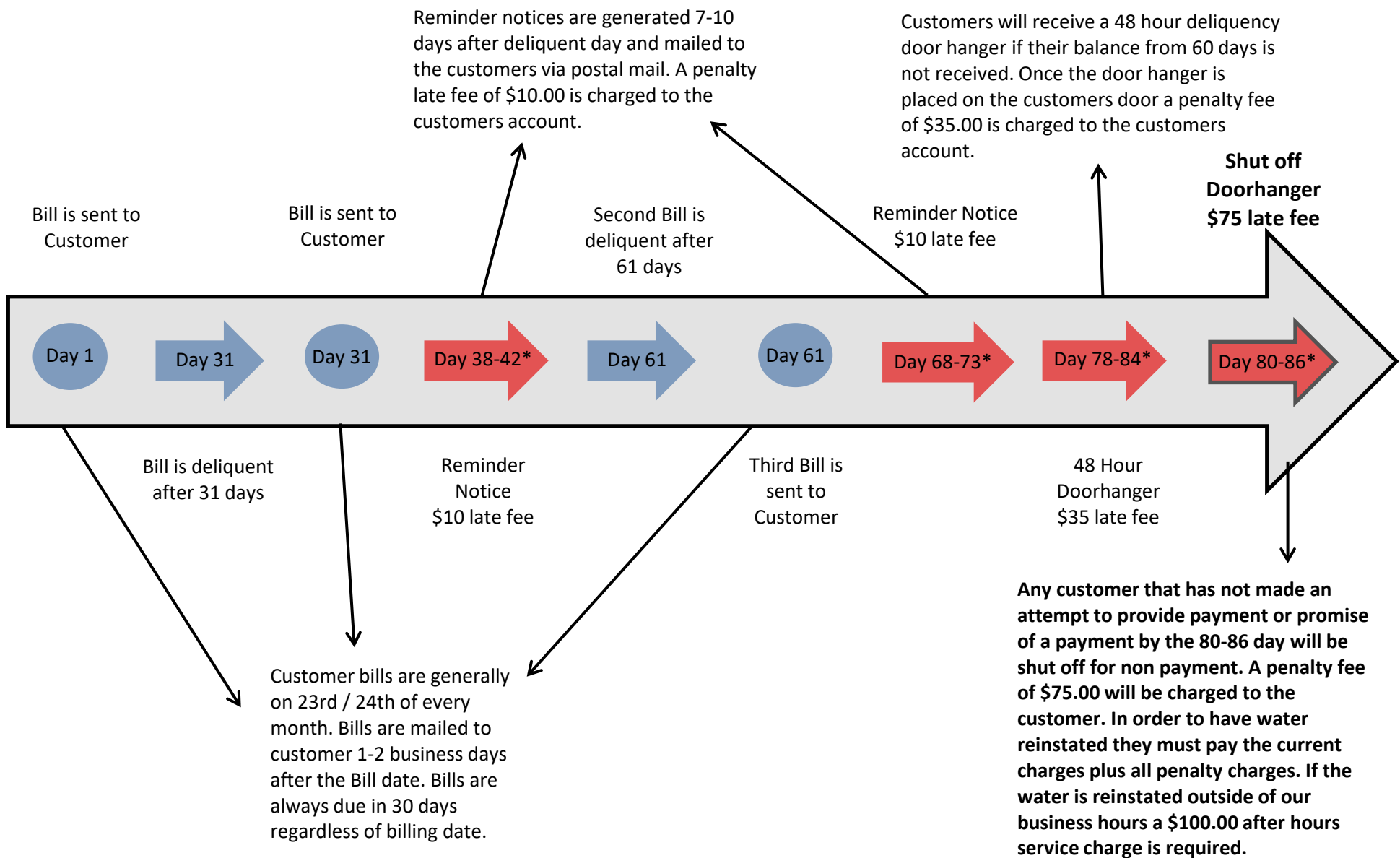
Upon such a showing or in its sole discretion, as applicable, the AGENCY will offer the customer one or more of the following options:

1. Amortization of the remaining balance.
2. An alternative payment schedule.
3. A partial or full reduction of the unpaid balance.
4. Temporary deferral of payment.

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

hardship based on the customer's particular circumstances.

DRAFT



* The notification and termination dates vary from month, depending on weekends, holidays and general scheduling priorities



TO: Board of Directors

FROM: Tammy A. Rudock
General Manager

DATE: December 19, 2019

MANAGER'S REPORT

FOLLOW-UP FROM 11/19/19 REGULAR BOARD MEETING

- MPWD Regular Board Meeting Schedule for 2020 posted to the website.
- Notice of Special Meeting scheduled on January 15, 2020 at 6:00PM for review of MPWD 2019-2020 Strategic Plan posted to the website.

REPORT FROM ACWA JPIA ANNUAL FALL CONFERENCE

I will provide a summary report at the Board meeting.

AB 1825 HARASSMENT PREVENTION TRAINING PROGRESS

Thank you Board President Vella, Board Vice President Zucca, District Counsel Sherman, and District Engineer Pakpour for completing the training and providing your certificates for MPWD records.

All MPWD staff will complete the bi-annual training on December 18th as part of an ACWA JPIA webinar. Director Schmidt is also scheduled to attend that session, and District Treasurer Ira will remotely attend the webinar.

The deadline is December 31, 2019.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

JANUARY 15, 2020 – Special Board Meeting

- MPWD 2019-2020 Strategic Plan Review.

JANUARY 23, 2020

- Annual water awareness calendar presentations.
- Receive 2016 COP CIP debt financing quarterly reports (through December 31, 2019).
- Approve Residential Water Service Termination Policy in compliance with Senate Bill 998, effective February 1, 2020.
- Consider proposals received in response to MPWD's RFP for Real Estate Marketing and Brokerage Services to sell surplus real property located at 1513-1515 Folger Drive in Belmont, CA.
- Receive BAWSCA report.

- 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).

February 27, 2020

- Consider and approve any revisions to MPWD 2019-2021 Strategic Plan.
- Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve Amended Budgets (as needed).

MARCH 26, 2020

- Consider preliminary revenue requirements and proposed water rate adjustments.
- Discuss preliminary DRAFT Operating Budget for FY 2020/2021.
- Discuss preliminary DRAFT Capital Budget for FY 2020/2021.
- Discuss 2016 COP CIP funding gap options.
- Receive BAWSCA report.

REMINDERS:

- *The Water Conservation Summary has moved to the Operations Manager's monthly report and will be maintained by him.*
- *The Public Service Ethics Education (AB 1234) section has moved to the Administrative Services Manager's monthly report and will be maintained by her.*
- *Required bi-annual AB 1825 Harassment Prevention training by January 1, 2020 expanded for all employees (SB 1343) and for elected officials (AB 1661).*

BOARD FINANCE COMMITTEE MEETING – TENTATIVE SCHEDULE

January 2020

- COP CIP funding gap proposal;
- Mid-Year budget review for FY 2019/2020; and
- Water rate study and financial plan update for 2020 Proposition 218 5-year rate plan.

February 2020

- Revenue requirements for FY 2020/2021 Operating and Capital Budgets.

March/April 2020

- FY 2020/2021 Operating and Capital Budget review; and
- PARS Section 115 combined trust management plan [OPEB—Other Post-Employment Benefits and PRSP—Pension Rate Stabilization Program].

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): January 9, 2020

HIA Meeting (Belmont): January 9, 2020

ACWA JPIA 2020 Spring Conference & Exhibition (Monterey): May 4-8, 2020

CSDA Special District Legislative Days (Sacramento): May 19-20, 2020

CSDA Annual Conference (Palm Desert): August 24-27, 2020

CSDA Special District Leadership Academy – Governance Conference (South Lake Tahoe): September 27-30, 2020



TO: Board of Directors

FROM: Candy Pina

DATE: December 19, 2019

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

Schedule of Cash and Investments:

SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE 11/30/2019	BALANCE @12/11/19
PETTY CASH	\$400	\$400
CASH DRAWER	\$200	\$200
WELLS FARGO CHECKING	\$431,608	\$200,159
LAIF	\$5,673,331	\$5,573,331
BNY INSTALLMENT ACCOUNT	\$893,918	\$175,718
TOTAL	\$6,999,457	\$5,949,808

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2019/2020					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	121,093	1,069,535	243,845	1,313,380	1,357
AUG	131,410	1,184,349	262,218	1,446,567	1,364
SEP	132,893	1,209,744	264,656	1,474,400	1,367
OCT	118,671	1,075,887	261,819	1,337,706	1,372
NOV	116,636	1,014,767	261,231	1,275,998	1,330
TOTAL	620,703	5,554,282	1,293,769	6,848,051	6,790

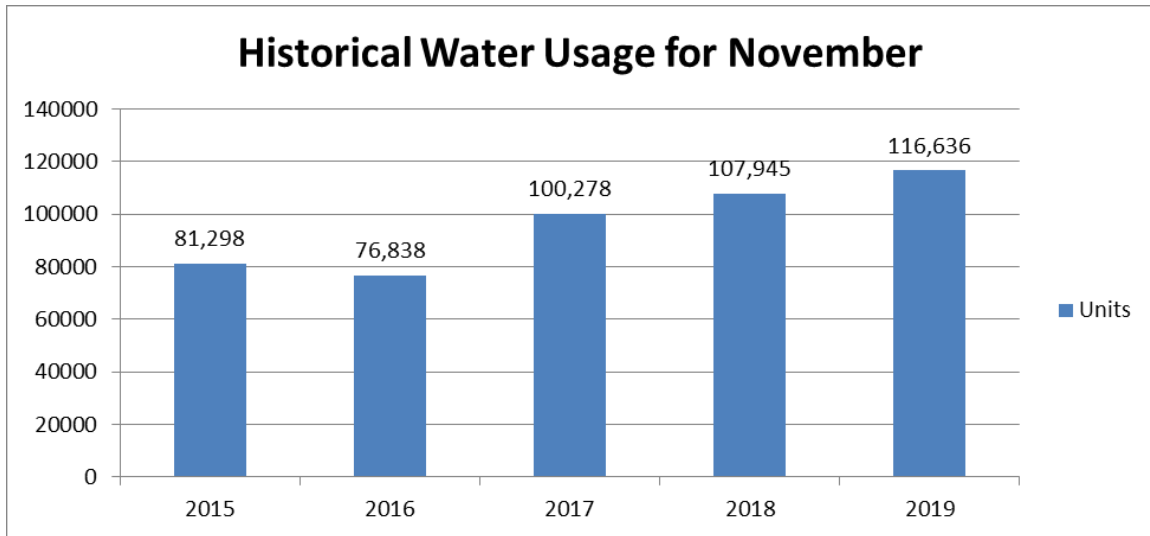
Please note the following: Total Units for each month on this report are calculated when customer meters are read:

Zone 2 meters are read on the 1st of every month;

Zone 3 meters are read on the 5th and,

Zones 1, 4, 5, 6, 7, 8 and 9 are read on the 15th

In the Operations Manager's report, units being reported are based on SFPUC reads, which occurs at 8:00 a.m. on the last day of each month.



MISC FEE REVENUES UPDATE:

From 01/01/19 – 11/30/19, MPWD was charged \$146,554 in credit card/bank fees of which \$96,603 are directly related to Credit Card fees, recovering about 53% of the credit card costs. Total miscellaneous fees collected since January 2019 was \$146,554.

MISCELLANEOUS FEE REVENUES COLLECTED - 2019							CREDIT CARD EXP	
Month	Credit Card Fees	Late Fees	48-Hour Notice Fees	Shut Off Fees	After Hour Fees	Total Fees	Credit Card (CC) Expenses	% CC Recovery
JAN	6,576	-	-	-	-	6,576	9,590	69%
FEB	5,427	-	-	-	-	5,427	9,128	59%
MAR	5,960	7,140	8,270	2,250	300	23,920	9,936	60%
APR	5,090	3,410	3,170	260	-	11,930	9,930	51%
MAY	3,869	5,150	6,650	1,050	600	17,319	8,103	48%
JUN	3,175	4,200	3,590	975	600	12,540	8,366	38%
JUL	4,242	12,407	8,430	825	500	26,404	7,757	55%
AUG	3,723	(430)	5,375	1,575	300	10,543	9,018	41%
SEP	6,429	3,940	775	75	100	11,319	8,138	79%
OCT	3,432	3,990	2,390	-	-	9,812	8,224	42%
NOV	3,534	5,510	1,460	260	-	10,764	8,413	42%
TOTAL	51,457	45,317	40,110	7,270	2,400	146,554	96,603	53%

After doing a detailed audit of the credit card expense line item, the following information was found:

Type of Fee	Total	Comments
Authnet CC Fees	5,076	Authnet was the prior service preprocessing cc
Bank MTOT Fees	47,458	Blue Fin now processes cc (% of the total pmts received)
Accela Fees	35,545	\$1 Per transaction fee per contract with Springbrook FMS
Estimated Bank Fee	8,524	Bank fees related to cc transactions
Total CC Fees	96,603	
Ttech CC Fees	10,803	Ttech processes echecks
Estimated Bank Fee	8,732	Bank fee related to echeck transactions
Total Echecks Fee	19,535	
Estimated Bank Fees	20,793	All other transaction fees (checks, ACH payments, fund transfers, etc.)
Total Fees	136,931	

CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 11/19/19 – 15FIVE webinar related to employee evaluations
- 2) Misty Malczon: 11/21/19 – Web Conference with Ryan Carnathan from Sensus
- 3) Laura Ravella: 12/04/19 – ICMA Webinar
- 4) Candy Pina: 12/4/19 – Financial Review with Vincent Xi from C. G. Uhlenberg.
- 5) Candy Pina: 12/5/19 – HIA meeting
- 6) Candy Pina: 12/9/19 – Meeting with PARS to review calendar year results
- 7) Candy Pina: 12/9/19 - Leadership Coaching with Julie Brown
- 8) Jeanette Kalabolas: 12/10/19 – BAWSCA Water Resources Committee Meeting
- 9) Candy Pina: 12/13/19 – Meeting with Koff & Associates regarding Employee Evaluation Form
- 10) Misty Malczon/Candy Pina: 12/16/19 – Meeting with Coastside County Water District regarding SB998 implementation
- 11) Jeanette Kalabolas: 12/17/19 – ACWA JPIA meeting with Representative Thor Benzing staff trainings
- 12) Jeanette Kalabolas/Misty Malczon/Ron Okada/Laura Ravella/Candy Pina: 12/18/19 - Sexual Harassment Prevention Training
- 13) Jeanette Kalabolas/Misty Malczon/Ron Okada/Laura Ravella/Candy Pina: 12/18/19 – Quarterly staff meeting

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:

- | | |
|------------------|-------------------|
| • Jeff Ira | November 23, 2020 |
| • Joubin Pakpour | November 19, 2020 |
| • Candy Pina | December 13, 2020 |
| • Rene Ramirez | December 7, 2020 |
| • Tammy Rudock | November 29, 2020 |
| • Brian Schmidt | March 18, 2021 |
| • Julie Sherman | February 8, 2021 |
| • Louis Vella | December 4, 2020 |
| • Dave Warden | January 26, 2021 |
| • Kirk Wheeler | January 3, 2021 |
| • Matt Zucca | March 29, 2021 |

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

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

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

**By 12/31/19: Required bi-annual AB 1825 Harassment Prevention training by January 1, 2020 expanded for all employees (SB 1343) and for elected officials (AB 1661) will be scheduled. The date was recently extended to January 1, 2021 for some employees.*

TEAM BUILDING ACTIVITIES

We continued to celebrate birthdays.



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: December 19, 2019

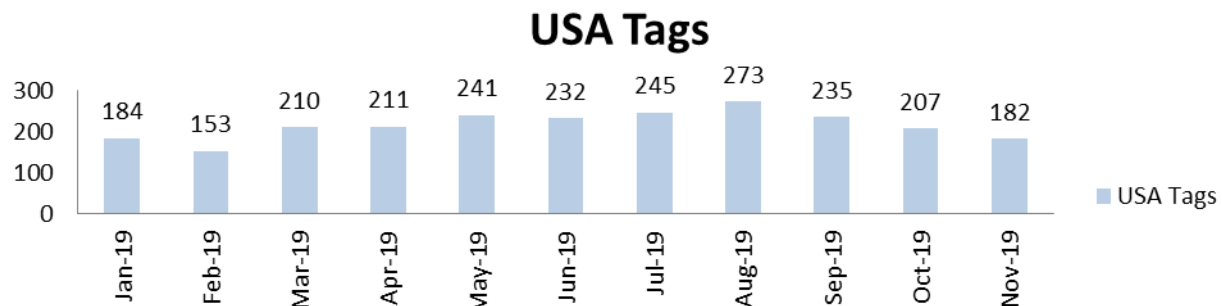
OPERATIONS REPORT – November

Projects:

- Spent one last work day in November completing installation of 500 feet of new Zone 2 water main under Malcolm Avenue, capital project 15-74. In total, it took staff 23 days to complete all work to install new main, pressure test it, sanitize it, and place into service. The only work left to complete is final trench repair, which involves asphalt concrete and a slurry layer over the street. Staff has engaged a paving contractor to do this part of the work, which could be completed before the end of the calendar year;
- Completed service upgrades due to remodels or new services due to construction for the following addresses: 2009/2011 Bishop new, 507 Sterling View upgrade, 533 Chesterton upgrade, 1148 Villa upgrade, 1124 Lane upgrade, 1803 Miller upgrade, and 2120 Coronet upgrade;
- District capital project contractor, Stoloski & Gonzalez, is making good progress on the current capital project under construction (see District Engineer's report); and
- Participated in a conference call with consultant West Yost Associates to move capital project 04-1621-CP forward again.

Maintenance:

- Responded to and completed 182 USA (underground service alerts) requests in October.



- Replaced a damaged fire hydrant bollard at Miller and Monroe intersection;
- Painted the North Road regulator station due to vandalism;
- Cleaned out the larger tank at Dekoven to remove from service during winter months;
- Made repairs to the water system following six (6) water main breaks, mostly during the last two weeks of the month including two on the day before Thanksgiving and one early Thanksgiving morning – hats off to staff!
- Made a repair to the service leaking at 1608 Francis Avenue;
- Collected a requisite 44 water samples in September for bacteriological testing – all samples were absent of any coliform bacteria contamination;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitored for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
11/13/19	2625 Hastings	Hit Service	Copper	1976	N/A
11/17/19	2131 Pullman	Ring Break	CIP	1949	19,000
11/20/19	2768/2764 Yosemite	Main Break	CIP	1956	21,000
11/23/19	6 th and Hill	Main Break	DIP	1977	15,000
11/26/19	3713/3715 Naughton	Main Break	CIP	1956	<700
11/27/19	2919 San Juan	Main Break	CIP	1950	23,000
11/28/19	2643 Prindle	Main Break	CIP	1953	9,000

Development:

Staff is currently working with developers on 48 development projects:

Mixed Use Commercial/Multi-Family Residential:

- o 1325 Old County Rd. – Demolition began on the existing structures;
- o 800 Belmont Ave. – Currently reviewing plans;
- o 815 Old County Rd. – Currently reviewing plans;
- o 1300 El Camino Real - Currently reviewing plans, letter of intent and schedule for apt building provided;
- o 803 Belmont Ave -815 Old County Rd. – currently reviewing plans; and
- o 900 El Camino Real – Letter of intent provided.

Commercial:

- City of Belmont Island Park - Plans through staff approval process;
- Belmont Ave Parcel APNs – (2) awaiting plans;
- 1500 Ralston Ave. – Plans through staff approval process;
- 1400 Alameda de las Pulgas – Plans through staff approval process;
- 1306-1308 Old County Rd. – Submittals approved;
- 300 Industrial – Currently reviewing plans;
- 612-614 Mountain View - Awaiting revised plans;
- 1110 Old County Rd. – Plans through staff approval process;
- 2710 Ralston Ave. – Fee schedule provided; and
- 405 Industrial – Information provided to developer.

Residential:

- 2828 Monroe - Plans through staff approval process;
- 1803 Miller - Plans through staff approval process;
- 533 Chesterton Ave. Plans through staff approval process;
- 1926 Oak Knoll Dr. – Plans through staff approval process;
- 2723 Monserat – Plans through staff approval process;
- 55 Ralston Ranch Rd. - Plans through staff approval process;
- 796 Miramar Terrace – Currently reviewing plans;
- Bishop Road development – Installations (2) scheduled;
- Talbryn Dr. parcel – Information provided to developer;
- Ralston parcel - Developer requesting system information;
- 1320 Talbryn Lane development- Contractor has begun water system installation under MPWD inspection;
- 665 South - Plans through staff approval process;
- 853 Alameda – Plans through staff approval process;
- 857 Alameda – Plans through staff approval process;
- 10 Notre Dame Place – Awaiting contractor installation schedule;
- 50 Notre Dame Place – Plans through staff approval process;
- 861 Alameda – Currently reviewing plans;
- 1241 Hiller St. - Plans through staff approval process;
- 1465 Sixth Ave - Plans through staff approval process;
- 2723 Wemberly - Plans through staff approval process;
- 539 South Rd. - Plans through staff approval process;
- 3900 Marsten – Plans through staff approval process;
- 1961 Bishop Rd. - Plans through staff approval process;
- 2110 Pullman Ave. – Installation complete, awaiting compliance;
- 2019 Belle Monti – Installation complete, awaiting compliance;
- Monte Cresta Drive Extension – Reviewing plans, developing WSA;
- 507 Sterling View - Plans through staff approval process;
- 3105 Marburger – Awaiting plans;
- 1148 Villa – Installation scheduled;
- 2728 Belmont Canyon Rd. - Installation scheduled;
- 2033 Mezes – currently reviewing their plans; and
- 524 Cambridge - Plans through staff approval process.

Administration:

- Continued to attend and participate at weekly progress meetings at City Hall with Belmont Public Works staff during construction of their latest sewer system rehabilitation project targeting sewers in backyard easements and cross country runs;
- Met with a couple of commercial realtors at 1513 Folger to show them property before they submitted their proposals to the Board;
- Participated and partook in the General Manager's Annual Luncheon;
- Participated in the quarterly meeting put on by the District Engineer for area districts;
- Attended the quarterly share and learn meeting with City of Belmont PW staff;
- Attended first JPIA Leadership class in Roseville. The first of a year-long leadership course – the course's goal is to develop good leaders in public organizations and minimize claims for damage due to bad leadership skills;
- Participated in a District-wide meeting to discuss changes to the Personnel Manual;
- Attended the SFPUC's Wholesale Customer Meeting in Millbrae where they went over operations and some capital projects;
- Participated in the Field Trip to the District office by students from the San Carlos Charter Learning Center;
- Staff working with customer regarding the AML program and their new meter;
- Attended the monthly BAWSCA Manager's meeting in Foster City; and
- Continue to actively manage power use for pumping operations.

Water Conservation:

Recent 2-Month Comparison Summary

2019/2020 MONTH	2019/2020 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2019/2020 R-GPCD**	2013 R-GPCD
October 2019	124,373	122,117	+1.9%	-10.4%	100.3	96.2
November 2019	103,869	106,535	-2.5%	-9.2%	86.6	86.7
2018/2019 MONTH	2018/2019 UNITS	2013 UNITS	PERCENT CHANGE*	CUMULATIVE WATER SAVINGS*	2018/2019 R-GPCD**	2013 R-GPCD
October 2018	115,579	122,117	-5.4%	-13.7%	93.2	96.2
November 2018	100,419	106,535	-5.7%	-12.1%	83.7	86.7

MEMO

Agency: Mid-Peninsula Water District **Date** December 13, 2019
Attn: Board of Directors
Project Name: Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project **Project No.** 10012.24
Reference: Project Update and Progress Payment No. 4 and Change Order Nos. 3 & 4
From: Joubin Pakpour, P.E. – District Engineer *JP*

Construction Status

Notre Dame Ave:

Stoloski & Gonzalez (S&G) completed the asphalt concrete (AC) and sidewalk restoration on Notre Dame Ave in November. S&G has requested a walk through with the City and District to address any concerns before the crew demobilizes to another project.

Tahoe Dr Area Water Main Improvements:

As of November 26th, S&G completed the last tie-in connection at the intersection of Tahoe Dr and Muir Wy. The water mains and the service connections for this project site are now complete and in operation.

On December 2nd, S&G mobilized to Cliffside Ct to pothole for the water main to and get ready to replace the plastic service lines. The Contractor has been granted a few rain days delays due to the weather conditions.

As of November 27th, the last work day of the month, the project reached the 85th day of work out of the 180 contractual working days. There are 95 work days remaining for the project. The project is ahead of schedule.

Change Order Currently Under Review – Cliffside Ct Improvements

The main scope of work for the Cliffside Ct Improvements Project (CIP #15-38) is to replace the existing plastic water service lines due to multiple leaks. The existing 4" water main is a thin-wall PVC pipe with steel pipe outside diameter specifications. On December 6th, when S&G was potholing near a water service line, the plastic service broke and an emergency shut-down was required. During the repair, S&G became concerned with the integrity of the water main when it began to deform while the service saddle strap was tightened. Fortunately, the existing saddle and corporation stop were in good condition and was reused to get the homeowner back in service. S&G requested a follow up meeting to discuss their concerns and the potential liability.

Change Orders Summary

Two change orders (CO) have been reviewed and approved by the District and are being submitted with this progress payment. Copies of the CO's and project CO summary log are included with this package.

CO No. 3 was issued on December 6th for the Tahoe Dr water main extension approving the 240' of additional 8" water main extension, four service connections, and removal and replacement of a fire hydrant. The total cost of CO No 3 is \$112,960.00.

CO No. 4 was issued on December 9th for the bed rock condition encountered on Tioga Way and Muir Way during the installation of the water main on October 10th, 15th, and 16th. The total cost of CO No. 4 is \$4,339.30.

Balancing Change Order No. 1

Enclosed please find the no-cost Balancing Change Order No 1 revising the original contract amount for Cliffside Ct Improvement CIP Project No 15-38 by reducing the number of services and transferring to the Tahoe Dr Area Improvements Project No 15-28. Bid Item No 6, 1" service connections, were incorrectly accounted in the Cliffside Ct Improvements cost instead of Tahoe Dr improvements.

A CO Summary Log is attached, summarizing the project cost to date.

Project Schedule and Request for Progress Payment No. 4

As of November 27th, S&G has completed 73%, or \$1,576,676.58 of the contractual work. Enclosed please find **Progress Payment No. 4** due to S&G for this period for **\$316,907.93** (value of work less 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,949,385.00	
Approved Change Orders	\$ 117,299.30	\$ 202,028.88	10.4%
Final Contract Amount		\$ 2,151,143.88	
Previously Paid		\$ 1,497,842.75	
Current Request (Less Retention)	\$ 316,907.93	\$ 316,907.93	
Retention	\$ 16,679.37	\$ 95,513.20	
Total Value of Work Completed	\$ 333,587.30	\$ 1,576,676.58	73%
Total Remaining on Contract		\$ 241,150.00	11%

Enclosures: Pakpour Consulting Group - Progress Payment No. 4 from November 1, 2019 thru November 30, 2019 (2 pages)
 Pakpour Consulting Group – Breakdown Summary Progress Payment No. 4 (1 page)
 Stoloski & Gonzalez Invoice Progress Payment 793-04 (1 page)
 Change Order Summary Log (1 page)
 Change Orders No. 3 and No. 4 (4 pages)
 Balancing Change Order No. 1 (1 page)
 Photo Updates Period from November 1, 2019 thru November 30, 2019 (4 pages)



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Progress Payment No. 04

Pay Period:
November 1, 2019
November 30, 2019

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	8-in Class 350 DIP	LF	\$ 354.00	3,300	\$ 1,168,200.00	0	\$ 354.00	\$ -	3,300	\$ 354.00	\$ 1,168,200.00	83	\$ 29,382.00	3%	3264	\$1,155,456.00	99%	3347	\$ 1,184,838.00	101%
2	6-in Class 350 DIP	LF	\$ 351.00	165	\$ 57,915.00	0	\$ 351.00	\$ -	165	\$ 351.00	\$ 57,915.00	46	\$ 16,146.00	28%	41	\$14,391.00	25%	87	\$ 30,537.00	53%
3	10-in Class 350 DIP (Folger Ave)	LS	\$ 7,900.00	1	\$ 7,900.00	0	\$ 7,900.00	\$ -	1	\$ 7,900.00	\$ 7,900.00	0	\$ -	0%	1	\$7,900.00	100%	1	\$ 7,900.00	100%
4	1-inch Water Service Connections - Cliffside Ct and Notre Dame Ave Z2	EA	\$ 3,500.00	25	\$ 87,500.00	0	\$ 3,500.00	\$ -	25	\$ 3,500.00	\$ 87,500.00	0	\$ -	0%	8	\$28,000.00	32%	8	\$ 28,000.00	32%
5	Water Service Connections Removal - Cliffside Ct	EA	\$ 4,400.00	7	\$ 30,800.00	0	\$ 4,400.00	\$ -	7	\$ 4,400.00	\$ 30,800.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
6	1-inch Water Service Connections - Tahoe Dr Area and Notre Dame Ave Z3	EA	\$ 3,500.00	58	\$ 203,000.00	0	\$ 3,500.00	\$ -	58	\$ 3,500.00	\$ 203,000.00	28	\$ 98,000.00	48%	30	\$105,000.00	52%	58	\$ 203,000.00	100%
7	1½-inch Water Service Connections - Notre Dame Ave	EA	\$ 4,200.00	1	\$ 4,200.00	0	\$ 4,200.00	\$ -	1	\$ 4,200.00	\$ 4,200.00	0	\$ -	0%	1	\$4,200.00	100%	1	\$ 4,200.00	100%
8	6-inch Gate Valves	EA	\$ 2,000.00	4	\$ 8,000.00	0	\$ 2,000.00	\$ -	4	\$ 2,000.00	\$ 8,000.00	2	\$ 4,000.00	50%	0	\$0.00	0%	2	\$ 4,000.00	50%
9	8-inch Gate Valves	EA	\$ 2,600.00	26	\$ 67,600.00	0	\$ 2,600.00	\$ -	26	\$ 2,600.00	\$ 67,600.00	1	\$ 2,600.00	4%	25	\$65,000.00	96%	26	\$ 67,600.00	100%
10	10-inch Gate Valves	EA	\$ 3,600.00	1	\$ 3,600.00	0	\$ 3,600.00	\$ -	1	\$ 3,600.00	\$ 3,600.00	0	\$ -	0%	1	\$3,600.00	100%	1	\$ 3,600.00	100%
11	1-inch Air Combination Valve Assembly	EA	\$ 3,300.00	1	\$ 3,300.00	0	\$ 3,300.00	\$ -	1	\$ 3,300.00	\$ 3,300.00	0	\$ -	0%	1	\$3,300.00	100%	1	\$ 3,300.00	100%
12	2-inch Blow-Off Assembly	EA	\$ 4,300.00	2	\$ 8,600.00	0	\$ 4,300.00	\$ -	2	\$ 4,300.00	\$ 8,600.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
13	4-inch Blow-Off Assembly	EA	\$ 5,800.00	1	\$ 5,800.00	0	\$ 5,800.00	\$ -	1	\$ 5,800.00	\$ 5,800.00	1	\$ 5,800.00	100%	0	\$0.00	0%	1	\$ 5,800.00	100%
14	6-inch Fire Hydrant Assembly on New Water Main	EA	\$ 12,900.00	3	\$ 38,700.00	0	\$ 12,900.00	\$ -	3	\$ 12,900.00	\$ 38,700.00	0	\$ -	0%	5	\$64,500.00	167%	5	\$ 64,500.00	167%
15	Remove and Replace Existing Fire Hydrant Assembly	EA	\$ 13,500.00	2	\$ 27,000.00	0	\$ 13,500.00	\$ -	2	\$ 13,500.00	\$ 27,000.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
16	6-inch Fire Hydrant Assembly on Existing Water Main	EA	\$ 13,800.00	3	\$ 41,400.00	0	\$ 13,800.00	\$ -	3	\$ 13,800.00	\$ 41,400.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
17	Water Main Abandonment on Tioga Way and Bryce Court	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	1	\$ 7,000.00	100%	0	\$0.00	0%	1	\$ 7,000.00	100%
18	Water Main Abandonment on Muir Way	LS	\$ 26,000.00	1	\$ 26,000.00	0	\$ 26,000.00	\$ -	1	\$ 26,000.00	\$ 26,000.00	1	\$ 26,000.00	100%	0	\$0.00	0%	1	\$ 26,000.00	100%
19	Water Main Abandonment on Terrace Drive	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
20	Cross Country Water Main Abandonment on Valley View Avenue	LS	\$ 7,000.00	1	\$ 7,000.00	0	\$ 7,000.00	\$ -	1	\$ 7,000.00	\$ 7,000.00	0	\$ -	0%	1	\$7,000.00	100%	1	\$ 7,000.00	100%
21	Water Main Abandonment on Notre Dame Avenue - Zone 2	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	1	\$9,000.00	100%	1	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Avenue - Zone 3	LS	\$ 9,000.00	1	\$ 9,000.00	0	\$ 9,000.00	\$ -	1	\$ 9,000.00	\$ 9,000.00	0	\$ -	0%	1	\$9,000.00	100%	1	\$ 9,000.00	100%
23	Asphalt Concrete (AC) Pavement Repairs	SF	\$ 15.00	545	\$ 8,175.00	0	\$ 15.00	\$ -	545	\$ 15.00	\$ 8,175.00	688	\$ 10,320.00	126%	0	\$0.00	0%	688	\$ 10,320.00	126%
24	Abandon Fire Hydrant/ Wharf Head Assembly - Complete Removal	EA	\$ 1,100.00	4	\$ 4,400.00	0	\$ 1,100.00	\$ -	4	\$ 1,100.00	\$ 4,400.00	2	\$ 2,200.00	50%	0	\$0.00	0%	2	\$ 2,200.00	50%
25	Abandon Utility Service Boxes /Gate Valve Boxes/ Blow-Off Assemblies	EA	\$ 350.00	15	\$ 5,250.00	0	\$ 350.00	\$ -	15	\$ 350.00	\$ 5,250.00	9	\$ 3,150.00	60%	0	\$0.00	0%	9	\$ 3,150.00	60%



Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Progress Payment No. 04

Pay Period:
 November 1, 2019
 November 30, 2019

Bid Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty.	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
26	Concrete Driveway Approach Replacement	SF	\$ 19.00	600	\$ 11,400.00	0	\$ 19.00	\$ -	600	\$ 19.00	\$ 11,400.00	45	\$ 855.00	8%	0	\$0.00	0%	45	\$ 855.00	8%
27	Concrete Sidewalk Replacement	SF	\$ 15.00	360	\$ 5,400.00	0	\$ 15.00	\$ -	360	\$ 15.00	\$ 5,400.00	250	\$ 3,750.00	69%	0	\$0.00	0%	250	\$ 3,750.00	69%
28	Concrete Curb and Gutter Replacement	LF	\$ 95.00	105	\$ 9,975.00	0	\$ 95.00	\$ -	105	\$ 95.00	\$ 9,975.00	35	\$ 3,325.00	33%	0	\$0.00	0%	35	\$ 3,325.00	33%
29	Concrete Driveway	SF	\$ 20.00	180	\$ 3,600.00	0	\$ 20.00	\$ -	180	\$ 20.00	\$ 3,600.00	8	\$ 160.00	4%	0	\$0.00	0%	8	\$ 160.00	4%
30	Thermoplastic Center Striping (CSD-A20A-Detail-21) Remove and Replace	LF	\$ 12.00	1,910	\$ 22,920.00	0	\$ 12.00	\$ -	1910	\$ 12.00	\$ 22,920.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
31	Thermoplastic Markings - STOP and Limit Bar	EA	\$ 650.00	7	\$ 4,550.00	0	\$ 650.00	\$ -	7	\$ 650.00	\$ 4,550.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
32	Type II Slurry Seal	SF	\$ 0.40	78,750	\$ 31,500.00	0	\$ 0.40	\$ -	78750	\$ 0.40	\$ 31,500.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
33	Bollards	EA	\$ 450.00	2	\$ 900.00	0	\$ 450.00	\$ -	2	\$ 450.00	\$ 900.00	0	\$ -	0%	0	\$0.00	0%	0	\$ -	0%
34	Street Sweeping	DAY	\$ 600.00	15	\$ 9,000.00	0	\$ 600.00	\$ -	15	\$ 600.00	\$ 9,000.00	6	\$ 3,600.00	40%	8	\$4,800.00	53%	14	\$ 8,400.00	93%
35	Traffic Control Plan and Construction Funding Signs	LS	\$ 3,800.00	1	\$ 3,800.00	0	\$ 3,800.00	\$ -	1	\$ 3,800.00	\$ 3,800.00	0	\$ -	0%	1	\$3,800.00	100%	1	\$ 3,800.00	100%
	CONo 01 - 1) Pothole 2)CDF Backfill 3) Conduits Removal 4) Lateral Repair 5) Removal of Abnd main on Valley View Ave					1	\$ 77,676.74	\$ 77,676.74	1	\$ 77,676.74	\$ 77,676.74	0	\$ -	0%	1	\$77,676.74	100%	1	\$ 77,676.74	100%
	CONo02 - 1) Remove and Replace 6" gate valve on Terrace Dr					1	\$ 7,052.84	\$ 7,052.84	1	\$ 7,052.84	\$ 7,052.84	0	\$ -	0%	1	\$7,052.84	100%	1	\$ 7,052.84	100%
	CONo03 - 1) 8" Water Main Extension includes services, Water Service Connections, Removal and Installing Fire Hydrant					1	\$ 112,960.00	\$ 112,960.00	1	\$ 112,960.00	\$ 112,960.00	1	\$ 112,960.00	100%	0	\$0.00	0%	1	\$ 112,960.00	100%
	CONo04 - 1) Hard soil conditions on Tioga Wy and Muir Way					1	\$ 4,339.30	\$ 4,339.30	1	\$ 4,339.30	\$ 4,339.30	1	\$ 4,339.30	100%	0	\$0.00	0%	1	\$ 4,339.30	100%
	Contract Amount				\$1,949,385.00			\$202,028.88			\$2,151,413.88									
	Amount Earned												\$333,587.30	16%		\$1,576,676.58	73%		\$1,910,263.88	89%
	Retention (5%)												(\$16,679.37)						(\$95,513.20)	
	Progress Payment No01																		(\$775,101.20)	
	Progress Payment No02																		(\$330,716.45)	
	Progress Payment No03																		(\$392,025.10)	
	Amount Due												\$316,907.93						\$316,907.93	
	Amount Remaining on Contract																		\$241,150.00	11%


Prepared By


 Joubin Pakpour, P.E. District Engineer

Amount Remaining on Contract	\$241,150.00	11%
Total Retention Being Held	(\$95,513.20)	
Total Pending Change Orders	\$ 114,000.00	

**Notre Dame Ave, Cliffside Ct, Tahoe Drive Area Water Main Project
Breakdown Summary
Progress Payment No. 04**

Notre Dame Avenue Loop Closure - CIP Project #15-10

	Current	Total	
Original Contract Amount		\$1,088,860.00	
Approved Change Orders	\$0.00	\$84,729.58	8%
Final Contract Amount		\$1,173,589.58	
Previously Paid		\$1,087,685.95	
Current Request (Less Retention)	\$14,136.00	\$14,136.00	
Retention	\$744.00	\$57,990.63	
Total Value of Work Completed	\$14,880.00	\$1,159,812.58	99%
Total Remaining on Contract		\$13,777.00	1%

Cliffside Ct Improvements - CIP Project #15-38

	Current	Total	
Original Contract Amount		\$228,753.00	
Approved Change Orders (BCONo1)	-\$98,000.00	-\$98,000.00	-43%
Final Contract Amount		\$130,753.00	
Previously Paid		\$0.00	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00		
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$130,753.00	57%


Zone 5 - Fire Hydrant Upgrades - CIP Project #15-06

	Current	Total	
Original Contract Amount		\$57,300.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$57,300.00	
Previously Paid		\$0.00	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00		
Total Value of Work Completed	\$0.00	\$0.00	0%
Total Remaining on Contract		\$57,300.00	100%


Mid- Notre Dame Ave Abandonment CIP Project #15-49

	Current	Total	
Original Contract Amount		\$87,418.00	
Approved Change Orders	\$0.00	\$0.00	0%
Final Contract Amount		\$87,418.00	
Previously Paid		\$64,189.60	
Current Request (Less Retention)	\$0.00	\$0.00	
Retention	\$0.00	\$3,378.40	
Total Value of Work Completed	\$0.00	\$67,568.00	77%
Total Remaining on Contract		\$19,850.00	23%

Tahoe Dr Area Improvements - CIP Project #15-28

	Current	Total	
Original Contract Amount		\$487,054.00	
Approved Change Orders (BCONo1)	\$215,299.30	\$215,299.30	44%
Final Contract Amount		\$702,353.30	
Previously Paid		\$345,967.20	
Current Request (Less Retention)	\$302,771.93	\$302,771.93	
Retention	\$15,935.37	\$34,144.17	
Total Value of Work Completed	\$318,707.30	\$682,883.30	97%
Total Remaining on Contract		\$19,470.00	4%

TOTAL (All) Project Breakdown Summary

	Current	Total	
Original Contract Amount		\$1,949,385.00	
Approved Change Orders (BCONo1)	\$117,299.30	\$202,028.88	10%
Final Contract Amount		\$2,151,413.88	
Previous Paid		\$1,497,842.75	
Current Request (Less Retention)	\$316,907.93	\$316,907.93	
Retention	\$16,679.37	\$95,513.20	
Total Value of Work Completed	\$333,587.30	\$1,910,263.88	89%
Total Remaining on Contract		\$241,150.00	11%

Project: MPWD - Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
 Subcontractor: Stoloski & Gonzalez, Inc.
 Address: 727 Main Street
 Half Moon Bay, CA 94019-1924

Progress Payment: 793-04
 Through Date: 11/30/19
 Billing Date: 11/27/19

Bid Item	Description of Bid Item	Original Contract Amount				Prior Billing		Earned This Period		Total to Date		
		Qty	Unit	Unit Cost	Total Cost	Qty	Previous Amount	Qty	Current Amount	Qty	Total Amount To Date	%
1	8-in Class 350 DIP	3,300	LF	\$ 354.00	\$ 1,168,200.00	3264.00	\$ 1,155,456.00	83.00	\$ 29,382.00	3,347.00	\$ 1,184,838.00	101%
2	6-in Class 350 DEP	165	LF	\$ 351.00	\$ 57,915.00	41.00	\$ 14,391.00	46.00	\$ 16,146.00	87.00	\$ 30,537.00	53%
3	10-in Class 350 DIP - Folger Dr	1	LS	\$ 7,900.00	\$ 7,900.00	1.00	\$ 7,900.00		\$ -	1.00	\$ 7,900.00	100%
4	1-in Water Service Connections - Cliffside Ct and Notre Dame Ave (Zone 2)	25	EA	\$ 3,500.00	\$ 87,500.00	8.00	\$ 28,000.00		\$ -	8.00	\$ 28,000.00	32%
5	Water Service Connections Removal - Cliffside Ct	7	EA	\$ 4,400.00	\$ 30,800.00		\$ -		\$ -	0.00	\$ -	0%
6	1-in Water Service Connections - Tahoe Dr and Notre Dame Ave (Zone3)	58	EA	\$ 3,500.00	\$ 203,000.00	30.00	\$ 105,000.00	28.00	\$ 98,000.00	58.00	\$ 203,000.00	100%
7	1½-in Water Service Connections - Notre Dame Ave (Zone 3)	1	EA	\$ 4,200.00	\$ 4,200.00	1.00	\$ 4,200.00		\$ -	1.00	\$ 4,200.00	100%
8	6-in Gate Valves	4	EA	\$ 2,000.00	\$ 8,000.00		\$ -	2.00	\$ 4,000.00	2.00	\$ 4,000.00	50%
9	8-in Gate Valves	26	EA	\$ 2,600.00	\$ 67,600.00	25.00	\$ 65,000.00	1.00	\$ 2,600.00	26.00	\$ 67,600.00	100%
10	10-in Gate Valves	1	EA	\$ 3,600.00	\$ 3,600.00	1.00	\$ 3,600.00		\$ -	1.00	\$ 3,600.00	100%
11	1-in Air Combination Valve Assembly	1	EA	\$ 3,300.00	\$ 3,300.00	1.00	\$ 3,300.00		\$ -	1.00	\$ 3,300.00	100%
12	2-in Blow-Off Assembly	2	EA	\$ 4,300.00	\$ 8,600.00		\$ -		\$ -	0.00	\$ -	0%
13	4-in Blow-Off Assembly	1	EA	\$ 5,800.00	\$ 5,800.00		\$ -	1.00	\$ 5,800.00	1.00	\$ 5,800.00	100%
14	6-in Fire Hydrant Assembly on New Water Main	3	EA	\$ 12,900.00	\$ 38,700.00	5.00	\$ 64,500.00		\$ -	5.00	\$ 64,500.00	167%
15	Remove and Replace Existing Fire Hydrant Assembly	2	EA	\$ 13,500.00	\$ 27,000.00		\$ -		\$ -	0.00	\$ -	0%
16	6-in Fire Hydrant Assembly on Existing Water Main	3	EA	\$ 13,800.00	\$ 41,400.00		\$ -		\$ -	0.00	\$ -	0%
17	Water Main Abandonment on Tioga Wy and Bryce Ct	1	LS	\$ 7,000.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	1.00	\$ 7,000.00	100%
18	Water Main Abandonment on Muir Way	1	LS	\$ 26,000.00	\$ 26,000.00		\$ -	1.00	\$ 26,000.00	1.00	\$ 26,000.00	100%
19	Water Main Abandonment on Terrace Dr	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
20	Cross-Country Water Main Abandonment on Valley View Ave	1	LS	\$ 7,000.00	\$ 7,000.00	1.00	\$ 7,000.00		\$ -	1.00	\$ 7,000.00	100%
21	Water Main Abandonment on Notre Dame Ave (Zone 2)	1	LS	\$ 9,000.00	\$ 9,000.00	1.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	100%
22	Water Main Abandonment on Notre Dame Ave (Zone 3)	1	LS	\$ 9,000.00	\$ 9,000.00	1.00	\$ 9,000.00		\$ -	1.00	\$ 9,000.00	100%
23	Asphalt Concrete Pavement Repairs	545	SF	\$ 15.00	\$ 8,175.00		\$ -	688.00	\$ 10,320.00	688.00	\$ 10,320.00	126%
24	Abandon Ex Fire Hydrant/Wharf Head Assembly - Complete Removal	4	EA	\$ 1,100.00	\$ 4,400.00		\$ -	2.00	\$ 2,200.00	2.00	\$ 2,200.00	50%
25	Abandon Utility Service Boxes/Gate Valves/and Blow-Off Assemblies	15	EA	\$ 350.00	\$ 5,250.00		\$ -	9.00	\$ 3,150.00	9.00	\$ 3,150.00	60%
26	Concrete Driveway Approach Replacement	600	SF	\$ 19.00	\$ 11,400.00		\$ -	45.00	\$ 855.00	45.00	\$ 855.00	8%
27	Concrete Sidewalk Replacement	360	SF	\$ 15.00	\$ 5,400.00		\$ -	250.00	\$ 3,750.00	250.00	\$ 3,750.00	69%
28	Concrete Curb and Gutter Replacement	105	LF	\$ 95.00	\$ 9,975.00		\$ -	35.00	\$ 3,325.00	35.00	\$ 3,325.00	33%
29	Concrete Driveway	180	SF	\$ 20.00	\$ 3,600.00		\$ -	8.00	\$ 160.00	8.00	\$ 160.00	4%
30	Traffic Striping (CSD-A20A-Detail 21) Remove and Replace	1,910	LF	\$ 12.00	\$ 22,920.00		\$ -		\$ -	0.00	\$ -	0%
31	Thermoplastic Markings - STOP and Limit Bar Remove and Replace	7	EA	\$ 650.00	\$ 4,550.00		\$ -		\$ -	0.00	\$ -	0%
32	Type II Slurry Seal	78,750	SF	\$ 0.40	\$ 31,500.00		\$ -		\$ -	0.00	\$ -	0%
33	Bollards	2	EA	\$ 450.00	\$ 900.00		\$ -		\$ -	0.00	\$ -	0%
34	Street Sweeping	15	DA	\$ 600.00	\$ 9,000.00	8.00	\$ 4,800.00	6.00	\$ 3,600.00	14.00	\$ 8,400.00	93%
35	Traffic Control Plan (TCP) and Construction Funding Signs	1	LS	\$ 3,800.00	\$ 3,800.00	1.00	\$ 3,800.00		\$ -	1.00	\$ 3,800.00	100%
Contract Amount					\$ 1,949,385.00		\$ 1,491,947.00		\$ 216,288.00		\$ 1,708,235.00	

CCO#1	Pothole, CDF, Conduits, Lateral Repair, and Removal of main on Valley View Ave	1	LS	\$ 77,676.74	\$ 77,676.74	1	\$ 77,676.74		\$ -	1.00	\$ 77,676.74	100%
CCO #2	Remove and Replace 6" gate valve on Terrace Dr	1	LS	\$ 7,052.84	\$ 7,052.84	1	\$ 7,052.84		\$ -	1.00	\$ 7,052.84	100%
CCO #3	Tahoe Drive Water Main Extension	1	LS	\$ 112,960.00	\$ 112,960.00		\$ -	1	\$ 112,960.00	1.00	\$ 112,960.00	100%
CCO #4	Extra Work Bills	1	LS	\$ 4,339.30	\$ 4,339.30		\$ -	1	\$ 4,339.30	1.00	\$ 4,339.30	100%
					\$ 202,028.88		\$ 84,729.58		\$ 117,299.30		\$ 202,028.88	

Revised Contract Amount

\$ 2,151,413.88

TOTAL TO DATE	\$ 333,587.30	\$ 1,910,263.88
LESS 5% RETENTION	\$ (16,679.37)	\$ (95,513.20)
SUBTOTAL	\$ 316,907.93	\$ 1,814,750.68
LESS PREVIOUS PAYMENTS	\$ -	\$ (1,497,842.75)
TOTAL DUE THIS PERIOD	\$ 316,907.93	\$ 316,907.93

Mid-Peninsula Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Change Order Summary Log



Project Manager: Victor Fung
Job Number: 10012.24

Change Order No.	Report Date	Performed Date	Billing Number	Items	Description	Total Approved Change Order Cost			
						Owner Requested	Unforeseen Site Conditions	PS&E Change Orders	Other / Balancing Change Order
1	8/14/19	7/29/19	1.0	1	T&M Tag - 7/29/2019 - Pothole to Locate Utilities		\$1,789.30		
	8/14/19	8/7/19	2.0		T&M Tag - 8/7/2019 - Pothole to Locate Utilities		\$1,344.15		
	8/14/19	8/8/19	3.0		T&M Tag - 8/8/2019 - Pothole to Locate Utilities		\$9,072.94		
	8/14/19	8/9/19	4.0		T&M Tag - 8/9/2019 - Pothole to Locate Utilities		\$7,806.40		
	9/27/19	8/16/19	5.0		T&M Tag - 8/16/2019 - Pothole to Locate Utilities		\$1,881.19		
	9/30/19	9/5/19	7.0		T&M Tag - 8/16/2019 - Pothole to Locate Utilities		\$5,306.20		
					Subtotal (6 tags)		\$27,200.18		
	9/27/19	9/5/19		2	Control Density Fill at Notre Dame Ave (\$24.54/LF) for 1,582'		\$38,822.28		
				3	Removal and Disposal of 2-2" Conduit (\$2.25/LF) for 967'		\$2,175.75		
				4	Service Adjustment (\$2,800/EA) for 2 services		\$5,600.00		
			6.0	5	1568 Notre Dame Ave 2" PVC Repair		\$1,747.25		
	9/30/19	9/30/19	8.0	6	Remove 8" abandoned water main on Valley View Ave		\$2,131.28		
2	9/30/19	9/6/19	9.0	1	Repair or the 6" broken valve on Terrace Dr	\$7,052.84			
3	12/6/19	10/21/19	NA	1	Tahoe Dr Water Main Extension; Water Services and Fire Hydrant	\$112,960.00			
4	12/9/19	10/10, 10/15-10/16	10.0-12.0	1	Tioga Wy and Muir Wy - Bedrock in trench line		\$4,339.30		
BCO No. 1	12/9/19				Balancing Change Order No 1 - Services for Tahoe Dr Area				\$0.00

Change Orders Summary:	\$120,012.84	\$82,016.04	\$0.00	\$0.00
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Change Order Total

Change Order 1	\$77,676.74
Change Order 2	\$7,052.84
Change Order 3	\$112,960.00
Change Order 4	\$4,339.30
Balancing Change Order	\$0.00

(a) **Total** **\$202,028.88** ✓

	(d)	% Increase/Decrease Over Original Contract Amount (d)/(b)	% of the Total Change Order (d)/(a)
Total Client Requested Change Orders (MPWD):	\$120,012.84	6.16%	59.40%
Total Unforeseen Conditions Change Orders:	\$82,016.04	4.21%	40.60%
Total PS&E Change Orders:	\$0.00	0.00%	0.00%
Balancing Change Order:	\$0.00	0.00%	0.00%
TOTAL PROJECT CHANGE ORDERS (a):	\$202,028.88	10.36%	100.00%

TOTAL ORIGINAL CONTRACT AMOUNT (b): \$1,949,385.00
TOTAL REVISED CONTRACT AMOUNT (c) = (a) + (b): \$2,151,413.88

**Mid-Peninsula Water District Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Project No. 10012.24**

**Change Order No. 3
Stoloski & Gonzalez, Inc.
December 6, 2019**

Item No. 1 – Tahoe Drive Water Main Extension

On October 8, 2019, the District requested a cost proposal from Stoloski & Gonzalez (S&G) to extend the project limits by abandoning 240' of 6" cast iron pipe (CIP) and installing 8" ductile iron pipe (DIP) in front of 1105 Tahoe Drive. The work also consists of abandoning and installing a fire hydrant assembly and four services.

The project limits were extended by the District due to new residential construction in the area and fire hydrant location improvement.

The existing fire hydrant, located in the middle of the sidewalk, was abandon and replaced with a new hydrant near the property line of 1105 Tahoe Drive and 1144 Lassen Drive. The final location of the hydrant was determined in the field. The existing 6" CIP, located on the back of the sidewalk and in the embankment was also be abandoned. The new 8" DIP was installed on the roadway of Tahoe Drive. - Four new service connections were connected to the new water main.

S&G did not have an objection using the project's unit bid prices to generate the following cost:

Description	Unit	Unit Cost	Quantity	Total Cost
8" Class 350 DIP	LF	\$ 354.00	240	\$ 84,960.00
1" Water Service Connection	EA	\$ 3,500.00	4	\$ 14,000.00
6" Fire Hydrant Assembly	EA	\$ 12,900.00	1	\$ 12,900.00
Abandon Fire Hydrant Assembly	EA	\$ 1,100.00	1	\$ 1,100.00
Total				\$ 112,960.00

The work was reviewed and authorized by the District on October 11, 2019. The work was completed on October 21, 2019.

Total Cost of Item No. 1 -	\$ 112,960.00
Total Increase of Working Days for Item No. 1 -	4 Days

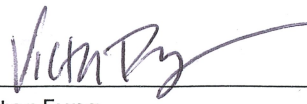
Total Cost of Change Order No. 3	\$ 112,960.00
Overall Increase of Working Days for Change Order No. 3 -	4 Days

Other Terms Remain in Effect

This **Change Order No. 3** fully resolves all cost and time issues related to the work described above, including any indirect affects or the effect of this Change Order on any other work performed by **Stoloski & Gonzalez, Inc.** This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

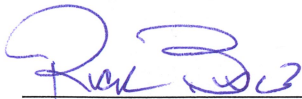
Signature Block for Change Order No. 3

Prepared by:




Victor Fung
Project Manager
Pakpour Consulting Group

Reviewed and Approved by:



Rick Bisio
District Inspector
Mid-Peninsula Water District



Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group

Tammy Rudock
General Manger
Mid-Peninsula Water District



Mark Stoloski
Project Manager
Stoloski & Gonzalez, Inc.

**Mid-Peninsula Water District Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Area Water Main Project
Project No. 10012.24**

**Change Order No. 4
Stoloski & Gonzalez, Inc.
December 9, 2019**

Item No. 1 – Tioga Way and Muir Way Bedrock Conditions

During the installation of the 8" water main on Tioga Way on October 10, 2019, Stoloski & Gonzalez (S&G) encountered an arterial vein of bedrock traversing the water main trench at approximately Sta. 1+50. S&G used a pneumatic hammer to break through the bedrock and delayed the productivity. On October 15, 2019, S&G began to work on Muir Way from Tioga Way when the bedrock condition was encountered at the same general crossing on Tioga Way.

S&G continued to Muir Way on October 16, 2019 and five additional areas of bedrock were encountered during the trench line excavation.

The time delay on Tioga Way and Muir Way from the soil conditions were discussed and negotiated on a Time and Material (T&M) basis. Three Daily Extra Work Reports (DEWRs) were submitted, reviewed and approved by the District on December 4, 2019. Summary and total DEWRs are listed below:

Date	Description	Total Cost
10/10/2019	Tioga Way Sta. 1+50 Rock in trench	\$ 550.32
10/15/2019	Muir Way Sta. 1+50 Rock in the trench	\$ 550.32
10/16/2019	Muir Way Stas. 2+25, 2+50, 3+00, 3+30, 4+00 Rock in trench	\$ 3,238.66

\$ 4,339.30

Total Cost of Item No. 1 - **\$ 4,339.30**

Total Increase of Working Days for Item No. 1 - **2 Days**

Total Cost of Change Order No. 4 **\$ 4,339.30**

Overall Increase of Working Days for Change Order No. 4 - **2 Days**

Other Terms Remain in Effect

This **Change Order No. 4** fully resolves all cost and time issues related to the work described above, including any indirect affects or the effect of this Change Order on any other work performed by **Stoloski & Gonzalez, Inc.** This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.

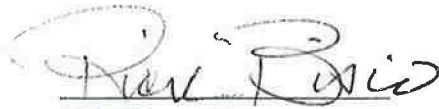
Signature Block for Change Order No. 4

Prepared by:




Victor Fung
Project Manager
Pakpour Consulting Group

Reviewed and Approved by:



Rick Bisio
District Inspector
Mid-Peninsula Water District



Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group

Tammy Rudock
General Manager
Mid-Peninsula Water District

Mark Stoloski
Project Manager
Stoloski & Gonzalez, Inc.

Mid-Peninsula Water District Water District
Notre Dame Ave, Cliffside Ct, Tahoe Dr Water Main Project
Project No. 10012.24

Balancing Change Order No. 1
Stoloski & Gonzalez, Inc.
December 9, 2019

Balancing Change Order Item No. 1

CIP 15-38 Cliffside Ct Improvement

Bid Item No. 6 – 1-inch Water Service Connection – Tahoe Dr Area and Notre Dame Ave (Z3)
Twenty-eight (28) service connections (unit cost of \$3,500 each) was removed from the total project amount.

The original contract amount for Bid Item No. 6 was decreased by: <\$ 98,000.00>

CIP 15-28 Tahoe Drive Area Improvement

Bid Item No. 6 – 1-inch Water Service Connection – Tahoe Dr Area and Notre Dame Ave (Z3)
Twenty-eight (28) service connections (unit cost of \$3,500) was added to the to the total project amount.

The original contract amount for Bid Item No. 6 was increased by: \$ 98,000.00

Balancing Change No. 1 Order Total Amount: <\$ 0.00>*

*Total Contract amount is a \$ 0.00 cost balancing change order. Bid item quantity was revised to move from on CIP project to another project.

Prepared by:




Victor Fung
Project Manager
Pakpour Consulting Group

Reviewed and Approved by:



Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group

Tammy Rudock
General Manager
Mid-Peninsula Water
District



Rick Bisio
District Inspector
Mid-Peninsula Water
District

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
November 1, 2019 thru November 30, 2019**



November 5, 2019 – Bryce Ct 4" Blow-Off
Installation



November 7, 2019 – Tioga Wy – 11 and 12
Tioga Way Service Connections



Pakpour Consulting Group, Inc.

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
November 1, 2019 thru November 30, 2019**

November 11, 2019 – Yosemite Dr and
Tioga Wy – New Water Main
Connection (Behind Sidewalk)



November 14, 2019 – Tioga Wy – Fire
Hydrant Abandonment



**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
November 1, 2019 thru November 30, 2019**



November 15, 2019 –Yosemite Wy and
Muir Wy – New Water Main
Connection (Behind Sidewalk)



November 20, 2019 –Tahoe Dr and Bryce Ct –
New Water Main Connection



Pakpour Consulting Group, Inc.

**Notre Dame Ave, Cliffside Ct, Tahoe Dr Area
Water Main Project
Mid-Peninsula Water District, Belmont, CA
November 1, 2019 thru November 30, 2019**



November 26, 2019 – Tahoe Dr (East) –
New Water Main Connection (Behind
Sidewalk)



November 26, 2019 – Tahoe Dr (East) – 8" DIP
connection reduced to existing 6" water main



Pakpour Consulting Group, Inc.

**MID-PENINSULA WATER DISTRICT
BUDGET FOR YEAR 2019-2020
SUMMARY**

				Target YTD % 41.9%
DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUALS 7/1/2019 11/30/19	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES (A)	9,800,000	5,554,282	4,245,718	56.7%
FIXED SYSTEM CHARGES	3,000,000	1,293,769	1,706,231	43.1%
FIRE SERVICE CHARGES	14,000	6,790	7,210	48.5%
MISC CUSTOMER ACCOUNT FEES (B)	43,000	68,842	(25,842)	160.1%
SERVICE LINE & INSTALLATION CHARGES	10,000	-	10,000	NA
MISCELLANEOUS OPERATING	25,000	-	25,000	NA
PROPERTY TAX REVENUE	268,000	80,917	187,083	30.2%
TOTAL OPERATING REVENUE	13,160,000	7,004,600	6,155,400	53.2%
WATER SYSTEM CAPACITY CHARGES	100,000	-	100,000	NA
WATER DEMAND OFFSET CHARGES	10,000	-	10,000	NA
MISCELLANEOUS NON-OPERATING (C)	50,000	82,007	(32,007)	164.0%
INTEREST REVENUE - LAIF (D)	75,000	42,796	32,204	57.1%
INTEREST REVENUE - COP (D)	150,000	118,857	31,143	79.2%
LEASE OF PHYSICAL PROPERTY	175,000	71,372	103,628	40.8%
LANDSCAPE PERMIT REVENUE (E)	1,000	11,600	(10,600)	1160.0%
TOTAL NON-OPERATING REVENUE	561,000	326,632	234,368	58.2%
TOTAL REVENUE	13,721,000	7,331,232	6,389,768	53.4%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	2,069,385	688,987	1,380,398	33.3%
PAYROLL TAXES & BENEFITS	1,414,093	303,943	1,110,150	21.5%
PURCHASED WATER	5,654,624	2,828,697	2,825,927	50.0%
OUTREACH & EDUCATION	60,000	16,210	43,790	27.0%
M&R - OPS SYSTEM	387,751	62,638	325,113	16.2%
M&R - FACILITIES & EQUIPMENT	162,625	51,049	111,577	31.4%
MAJOR MAINTENANCE	35,000	-	35,000	NA
OFFICE SUPPLIES & EQUIPMENT	306,377	113,187	193,190	36.9%
MEMBERSHIP & GOV FEES	228,585	107,923	120,662	47.2%
BAD DEBT & CLAIMS	30,000	-	30,000	NA
UTILITIES	326,814	120,095	206,719	36.7%
PROFESSIONAL SERVICES	460,575	220,115	240,460	47.8%
TRAINING/TRAVEL & RECRUITMENT	37,500	10,919	26,581	29.1%
RESTRICTED EARNINGS (D)	225,000	161,653	63,347	71.8%
DEPRECIATION	970,000	431,084	538,916	44.4%
DEBT SERVICE TRUSTEE FEES & EXP	-	360,510	(360,510)	N/A
DEBT SERVICE 2016 COPs	1,069,200	285,466	783,734	26.7%
TOTAL OPERATING EXPENSES	13,437,528	5,762,475	7,675,053	42.9%
NET OPERATING SURPLUS/(LOSS)	283,472	1,568,757	(1,285,285)	553.4%
TRANSFER TO CAPITAL	(283,472)	(1,568,757)	1,285,285	553.4%
DEBT SERVICE COVERAGE	1.93	7.55		

- A Water revenues are at 56.7% and water purchases are at 50.9%.
- B See discussion on Administrative Services Manager's report.
- C Closed 16 meter upgrade installations and 13 Fire Flow tests
- D LAIF & COP interest higher than expected.
- E Recognized 4 Landscape Review Revenue and 2 Plan Check Review Revenue.

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

	30-Nov-19	30-Nov-18	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	6,298,257.66	21,368,864.69	-15,070,607.03	-70.53%
Total COP Funds	12,567,617.54	0.00	0.00	100.0%
Total Accounts Receivable	1,365,980.21	1,167,981.70	197,998.51	16.95%
Total Other Current Assets	365,946.97	277,863.67	88,083.30	31.7%
TOTAL CURRENT ASSETS	20,597,802.38	22,814,710.06	-2,216,907.68	-9.72%
FIXED ASSETS				
Fixed Assets	51,337,633.12	47,106,589.04	4,231,044.08	8.98%
Accumulated Depreciation	-28,713,635.85	-27,640,520.93	-1,073,114.92	-3.88%
Construction in Progress	3,352,965.38	3,108,880.10	244,085.28	7.85%
TOTAL FIXED ASSETS	25,976,962.65	22,574,948.21	3,402,014.44	15.07%
TOTAL OTHER ASSETS	2,226,591.34	1,210,079.34	1,016,512.00	84.0%
TOTAL ASSETS	48,801,356.37	46,599,737.61	2,201,618.76	4.73%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	594,795.63	43,357.09	551,438.54	1,271.85%
Total Other Current Liabilities	1,392,595.44	2,081,054.40	-688,458.96	-33.08%
TOTAL CURRENT LIABILITIES	1,987,391.07	2,124,411.49	-137,020.42	-6.45%
LONG TERM LIABILITIES				
Total COP Financing Debt (B)	17,550,000.00	17,910,000.00	-360,000.00	-2.01%
Total COP Premium (B)	844,602.50	875,884.10	-31,281.60	-3.57%
Total Other Long Term Liabilities (B)	2,281,061.00	2,310,175.00	-29,114.00	-1.26%
TOTAL LONG TERM LIABILITIES	20,675,663.50	21,096,059.10	-420,395.60	-1.99%
TOTAL LIABILITIES	22,663,054.57	23,220,470.59	-557,416.02	-2.4%
EQUITY				
3000 - Opening Bal Equity	0.00	0.00	0.00	0.0%
3800 - RESERVES	5,673,331.43	4,961,765.83	711,565.60	14.34%
3940 - Fund Bal Invest in Util Plant	25,976,962.65	22,577,783.84	3,399,178.81	15.06%
Net Assets (A)	-5,511,992.28	-4,160,282.65	-1,351,709.63	-32.49%
TOTAL EQUITY	26,138,301.80	23,379,267.02	2,759,034.78	11.8%
TOTAL LIABILITIES & EQUITY	48,801,356.37	46,599,737.61	2,201,618.76	4.73%

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

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

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

	Jul 19-Nov 19	Jul 18-Nov 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
OPERATING REVENUE	7,004,600	6,268,528	736,072	11.74%
INTEREST INCOME	161,653	188,652	-26,999	-14.31%
CAPITAL CONTRIBUTION	65,086	5,592	59,495	1,064.02%
OTHER INCOME	164,978	131,294	33,684	25.66%
Total Income	7,396,318	6,594,066	802,252	12.17%
Expense				
PERSONNEL COSTS	992,930	1,051,049	-58,119	-5.53%
PURCHASED WATER	2,828,697	2,774,338	54,359	1.96%
OUTREACH/EDUCATION	16,210	21,186	-4,976	-23.49%
M&4 - OPS SYSTEMS	62,638	70,027	-7,388	-10.55%
FACILITIES & EQUIPMENT	51,049	69,622	-18,574	-26.68%
OFFICE SUPPLIES & EQUIPMENT	113,187	122,426	-9,240	-7.55%
MEMBERSHIP & GOV FEES	107,923	99,106	8,817	8.9%
BAD DEBT & CLAIMS	0	25,777	-25,777	-100.0%
UTILITIES	120,095	136,670	-16,575	-12.13%
PROFESSIONAL SERVICES	220,115	204,528	15,587	7.62%
TRAINING & TRAVEL	10,919	11,501	-582	-5.06%
Total Expense	4,523,762	4,586,230	-62,468	-1.36%
Net Ordinary Income	2,872,556	2,007,836	864,720	43.07%
Other Income/Expense				
Other Expense				
DEPRECIATION	431,084	373,753	57,332	15.34%
COP Financing Costs	285,466	-53,784	339,250	630.76%
Total Other Expense	1,077,061	319,969	757,092	236.6%
Net Revenue/(Expenses)	1,795,495	1,687,867	107,628	6.4%

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Interest Income - LAIF & COP Interest	-161,652
Capital Contribution	-65,086
Debt Service Principal Payment	0
Total Adjustments to Increase Net Operating Surplus	-226,738

Net Operating Surplus/(Loss) Transfer to Capital	1,568,757
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**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2019-2020
Capital Projects**

DESCRIPTION	APPROVED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 11/30/2019	REMAINING BALANCE/ (OVER BUDGET)	Target YTD %
				41.9% Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
Miscellaneous Capital Improvements*	-	48,444	(48,444)	N/A
CAPITAL IMPROVEMENTS - WIP TOTAL	-	48,444	(48,444)	N/A
CAPITAL OUTLAY				
Miscellaneous Capital Outlay/Projects	50,000	-	50,000	0.0%
CAPITAL OUTLAY TOTAL	50,000	0	50,000	0.0%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	50,000	48,444	1,556	96.9%
DEPRECIATION	970,000	431,084	538,916	44.4%
TRANSFER FROM OPS	283,477	1,568,756	(1,285,279)	553.4%
TRANSFER (TO)/FROM CAPITAL RESERVES**	(1,203,477)	(1,951,396)	747,919	162.1%
CAPITAL OUTLAY/CAPITAL PROJECTS	(50,000)	(48,444)	(1,556)	96.9%
NET RESULTS OF CAPITAL	-	(0)	0	N/A