



# MID-PENINSULA WATER DISTRICT

## **OPERATING AND CAPITAL BUDGETS FISCAL YEAR 2022-2023**





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FISCAL YEAR 2022-2023



## **Board of Directors**

Kirk Wheeler – President  
Louis J. Vella – Vice President  
Matthew P. Zucca – Director  
Catherine M. Jordan – Director  
Brian Schmidt – Director

## **Officers**

Tammy Rudock – General Manager  
Monique Madrid – Administrative Services Manager/District Secretary (Temporary)  
Rene Ramirez – Operations Manager  
J. Alleyne LaBossiere, CPA – Chief Financial Officer (Temporary)  
Julie Sherman, Hanson Bridgett LLP, District Counsel  
Joubin Pakpour, Pakpour Consulting Group, District Engineer



### **ABOUT MID-PENINSULA WATER DISTRICT**

**The Mid-Peninsula Water District (MPWD)**, formerly Belmont County Water District, was formed as a California special district in 1929 from seven (7) independent water distribution systems (including the Spring Valley Water Company), which were united and began functioning as a public utility in 1930. Since its inception, the MPWD has been served by the San Francisco Regional Water System and purchased its entire water supply from San Francisco Water, a service of the San Francisco Public Utilities Commission (SFPUC). Reference [www.sfwater.org](http://www.sfwater.org).

The MPWD now supplies water to consumers in an area slightly larger than the city limits of Belmont. Small portions of the service area are within the city limits of San Carlos, Redwood City, and parts of the unincorporated County of San Mateo. The MPWD's service territory covers approximately five (5) square miles and serves approximately 30,000 people. In the event of an emergency the MPWD can serve or be served with inter-ties between neighboring utilities. Presently, the MPWD has one (1) inter-tie with Foster City, two (2) with San Carlos, one (1) with Redwood City and three (3) with San Mateo.

The MPWD is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of 26 cities and water districts, and two private utilities that purchase water wholesale from the SFPUC. For complete information about BAWSCA: [www.bawsca.org](http://www.bawsca.org).

### **GOVERNANCE**

Policy development and rates for service are established by five (5) Directors, elected by MPWD ratepayers to serve staggered four-year terms on its governing board.

Officers of the MPWD include the General Manager, District Secretary, District Counsel, District Engineer and District Treasurer.

### **ORGANIZATIONAL STRUCTURE**

The General Manager is appointed by and reports directly to the Board of Directors. Along with the General Manger, the Administrative Services Manager and the Operations Manager oversee the day-to-day operations of the MPWD.

The Administrative Services Manager serves as the District Secretary and leads the following operations: Administration, Finance and Accounting, Human Resources, and Customer Services. The Operations Manager leads Water Conservation, Water System Operations, Maintenance, and Capital Project Management.

There is a total of 23.0 budgeted FTE (full-time equivalent) positions within the MPWD.

The Operations staff totals seventeen (17) FTEs, including the Manager, Operations Supervisors, Lead Operators, Water System Operators, Maintenance Technicians, Operations Project Coordinator, Water Resources Coordinator, and Management Analyst.

The Administrative and Customer Services staff totals five (6) FTEs, including the General Manager, Administrative Services Manager, Accountant, Administrative Supervisor, Administrative Specialist, Administrative Assistant, and Chief Financial Officer.

The MPWD Mission Statement, Vision Statement, and Strategic Goals are reviewed annually in January by the Board of Directors, together with the development of annual Strategic Plan and Board assignments.

### **MPWD MISSION STATEMENT**

The mission of the MPWD is to deliver a safe, high quality, reliable supply of water for current and future generations in a cost effective, environmentally sensitive, and efficient manner.

### **MPWD VISION STATEMENT**

The MPWD strives to be recognized by our ratepayers, the community we serve, and other agencies for our outstanding service and enlightened water conservation programs. We will employ innovative approaches to water and energy sustainability to achieve cutting edge environmental efficiency and a competitive rate structure. We will commit ourselves to provide community information and water education.

### **MPWD STRATEGIC GOALS**

1. To effectively manage the water resources, demands, and infrastructure for the MPWD.
2. To operate the MPWD at the highest level of service to customers at the lowest expense.
3. To develop an environment that fosters open and candid communications with the community, customers, staff, and directors.
4. To keep current with water issues and industry best management standards.

For further information about the MPWD: [www.midpeninsulawater.org](http://www.midpeninsulawater.org).

The MPWD Organizational Chart is attached.



**MPWD**  
*Organizational Chart*

**CUSTOMERS**

**BOARD OF DIRECTORS**

**GENERAL MANAGER**

District Treasurer  
*VACANT*

District Counsel

District Engineer

**OPERATIONS MANAGER**

**CHIEF FINANCIAL OFFICER**  
(Temporary Part-Time)

**ADMINISTRATIVE SERVICES MANAGER**  
(Temporary Part-Time)

Operations Project Coordinator  
*VACANT*

Water Resources Coordinator  
(Succession Plan)  
*VACANT*

Management Analyst

Accountant  
*VACANT*

Administrative Supervisor

Operations Supervisor

Operations Supervisor

Lead Operator

Lead Operator

Water System Operator

Water System Operator

Water System Operator

Water System Operator

Water System Operator  
*VACANT*

Maintenance Technician

Maintenance Technician

Maintenance Technician

Maintenance Technician

Administrative Specialist

Administrative Specialist

**MID-PENINSULA WATER DISTRICT  
OPERATIONS BUDGET FOR FY 2022-2023  
FINAL DRAFT**

| DESCRIPTION                                   | APPROVED<br>FY 2021/2022<br>BUDGET \$ | ACTUALS<br>7/1/2021<br>3/31/2022 | PRELIMINARY<br>FY 2022/2023<br>BUDGET | INCREASE/<br>(DECREASE)<br>FY 2021/2022 TO<br>FY 2022/2023 | %<br>CHANGE   |
|---|---------------------------------------|----------------------------------|---------------------------------------|--|---------------|
| <b>OPERATING REVENUE</b>                      |                                       |                                  |                                       |  |               |
| WATER COMMODITY CHARGES                       | 9,600,000                             | 8,053,840                        | 11,000,000                            | 1,400,000  | 14.6%         |
| FIXED SYSTEM CHARGES                          | 3,000,000                             | 2,648,613                        | 3,200,000                             | 200,000  | 6.7%          |
| PROPERTY TAX REVENUE                          | 300,000                               | 390,509                          | 420,000                               | 120,000  | 40.0%         |
| LEASE OF PHYSICAL PROPERTY                    | 150,000                               | 160,243                          | 180,000                               | 30,000   | 20.0%         |
| FIRE SERVICE CHARGES                          | 14,000                                | 14,295                           | 17,000                                | 3,000  | 21.4%         |
| MISC CUSTOMER ACCOUNT FEES                    | 52,206                                | 25,028                           | 105,000                               | 52,794   | 101.1%        |
| INTEREST REVENUE - LAIF                       | 60,000                                | 26,009                           | 50,000                                | (10,000)   | -16.7%        |
| SERVICE LINE & INSTALLATION CHARGES           | 60,000                                | 935                              | 60,000                                | -  | 0.0%          |
| LANDSCAPE PERMIT REVENUE                      | 15,000                                | -                                | 5,000                                 | (10,000)   | -66.7%        |
| MISCELLANEOUS OPERATING                       | 60,000                                | 3,553                            | 3,000                                 | (57,000)   | -95.0%        |
| <b>TOTAL OPERATING REVENUE (SOURCES)</b>      | <b>13,311,206</b>                     | <b>11,323,025</b>                | <b>15,040,000</b>                     | <b>1,728,794</b>   | <b>13.0%</b>  |
| WATER SYSTEM CAPACITY CHARGES                 | 40,000                                | 20,086                           | 40,000                                | -  | 0.0%          |
| WATER DEMAND OFFSET CHARGES                   | 20,000                                | 1,346                            | 5,000                                 | (15,000)   | -75.0%        |
| MISCELLANEOUS NON-OPERATING                   | 75,000                                | 795,755                          | 50,000                                | (25,000)   | -33.3%        |
| INTEREST REVENUE - COP                        | 5,000                                 | 1,220                            | 1,000                                 | (4,000)  | -80.0%        |
| <b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>  | <b>140,000</b>                        | <b>818,407</b>                   | <b>96,000</b>                         | <b>(44,000)</b>  | <b>-31.4%</b> |
| <b>TOTAL REVENUE (SOURCES)</b>                | <b>13,451,206</b>                     | <b>12,141,432</b>                | <b>15,136,000</b>                     | <b>1,684,794</b>   | <b>12.5%</b>  |
| <b>OPERATING EXPENDITURES (USES)</b>          |                                       |                                  |                                       |  |               |
| SALARIES & WAGES                              | 2,080,000                             | 1,637,159                        | 2,747,000                             | 667,000  | 32.1%         |
| PAYROLL TAXES & BENEFITS                      | 1,001,008                             | 782,410                          | 1,067,000                             | 65,992   | 6.6%          |
| PURCHASED WATER                               | 5,674,979                             | 4,495,993                        | 6,580,000                             | 905,021  | 15.9%         |
| OUTREACH & EDUCATION                          | 66,000                                | 45,435                           | 199,000                               | 133,000  | 201.5%        |
| MAINTENANCE & REPAIR - OPS SYSTEM             | 394,000                               | 335,193                          | 500,000                               | 106,000  | 26.9%         |
| MAINTENANCE & REPAIR - FACILITIES & EQUIPMENT | 138,000                               | 127,885                          | 180,000                               | 42,000   | 30.4%         |
| SYSTEM SURVEYS                                | 50,000                                | -                                | 50,000                                | -  | 0.0%          |
| ADMINISTRATION & EQUIPMENT                    | 431,600                               | 443,561                          | 403,500                               | (28,100)   | -6.5%         |
| MEMBERSHIP & GOV FEES                         | 270,000                               | 320,109                          | 292,000                               | 22,000   | 8.1%          |
| BAD DEBT & CLAIMS                             | 10,000                                | 4,747                            | 7,500                                 | (2,500)  | -25.0%        |
| UTILITIES                                     | 318,500                               | 293,678                          | 360,000                               | 41,500   | 13.0%         |
| PROFESSIONAL SERVICES                         | 791,200                               | 718,276                          | 826,000                               | 34,800   | 4.4%          |
| TRAINING/TRAVEL & RECRUITMENT                 | 37,500                                | 48,091                           | 98,000                                | 60,500   | 161.3%        |
| RESTRICTED EARNINGS                           | 65,000                                | -                                | -                                     | (65,000)   | -100.0%       |
| DEBT SERVICE                                  | 1,064,300                             | 541,146                          | 1,037,218                             | (27,082)   | -2.5%         |
| <b>TOTAL OPERATING EXPENDITURES (USES)</b>    | <b>12,392,087</b>                     | <b>9,793,683</b>                 | <b>14,347,218</b>                     | <b>1,955,131</b>   | <b>15.8%</b>  |
| <b>NET SOURCES OVER/(UNDER) USES</b>          | <b>1,059,119</b>                      | <b>2,347,749</b>                 | <b>788,782</b>                        | <b>(270,337)</b>   | <b>-25.5%</b> |
| <b>TOTAL OPERATING EXPENDITURES</b>           | <b>12,392,087</b>                     | <b>9,793,683</b>                 | <b>14,347,218</b>                     | <b>1,955,131</b>   | <b>15.8%</b>  |
| DEPRECIATION EXPENSE                          | 1,440,000                             | 1,080,000                        | 1,090,000                             | (350,000)  | -24.3%        |
| <b>TOTAL EXPENSES</b>                         | <b>13,832,087</b>                     | <b>10,873,683</b>                | <b>15,437,218</b>                     | <b>1,605,131</b>   | <b>11.6%</b>  |
| NET SURPLUS/(LOSS)                            | (380,881)                             | 1,267,749                        | (301,218)                             | 79,663   | -20.9%        |
| TRANSFER (TO)/FROM WORKING CAPITAL RESERVES   | 380,881                               | (1,267,749)                      | 301,218                               | (79,663)   | -20.9%        |
| DEBT SERVICE COVERAGE                         | 1.86                                  |                                  | 1.67                                  |  |               |

## MID-PENINSULA WATER DISTRICT FINAL DRAFT CAPITAL BUDGET FOR FY 2022-2023

| PROJECT<br>NUMBER                             | PROJECT DESCRIPTION   | PRELIMINARY<br>FY 2022/2023<br>BUDGET |
|---|---|---------------------------------------|
| <b>EXPENDITURES</b>                           |   |                                       |
| 15-75A  | Old County Road Improvements  | 5,680,461                             |
| 20-07   | Harbor Boulevard Water Main Replacement   | 2,500,000                             |
| 21-01   | Dekoven Tank Utilization Project (Mott-McDonald designing now: Lincoln, Newlands and Oak Knoll WMRs)  | 1,700,000                             |
| 20-01   | Hastings Drive Service Connection Replacements  | 910,000                               |
| 15-88   | Vine Street (Zone 5) Improvements (Planning, Engineering Design, and Construction Support, including Contingencies)                                   | 350,000                               |
| 15-29   | Belmont Canyon Road Water Main  | 243,000                               |
| 15-40   | Hastings Drive Water Main Replacement (Planning, Engineering Design, and Construction Support, including Contingencies)                               | 160,000                               |
| 20-09   | Dairy Lane Operations Center Rehabilitation – Phase 1 (Planning, Architectural/Engineering Design, and Construction Support, including Contingencies) | 150,000                               |
|   | SF-Peninsula Regional Pure Water (SPRP) Project   | 100,000                               |
|   | <b>TOTAL EXPENDITURES</b>   | <b>11,793,461</b>                     |
| <b>FUNDING SOURCES</b>                        |   |                                       |
|   | NET OPERATING SOURCES OVER USES   | 788,782                               |
|   | PROJECTED BALANCE OF COP FUNDS  | 8,000,000                             |
|   | CAPITAL RESERVES  | 1,500,000                             |
|   | GENERAL RESERVES  | 1,504,679                             |
|   | <b>TOTAL FUNDING SOURCES</b>  | <b>11,793,461</b>                     |
| Certificates Of Participation (COP) activity. |   |                                       |