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**FINANCE COMMITTEE MEETING**  
**Thursday, MAY 21, 2020 – 2:00PM**

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**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

Committee Directors, staff and the public may participate remotely.

**Dial by Telephone: 1-213-929-4212 (United States)**  
**Audio Access Code: 295-136-639**

Public comment may be submitted via email to the District Secretary, Candy Pina, at [candyp@midpeninsulawater.org](mailto:candyp@midpeninsulawater.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the committee Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in correspondence that will be provided to the full Board.

## **AGENDA**

- 1. Call to Order**
  - A. Roll Call
- 2. Public Comment**

*If you wish to address the Committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.*
- 3. Discuss Final DRAFT MPWD FY 2020/2021 Operating and Capital Budgets**
- 4. Review and Discuss DRAFT OPEB and PRSP Funding Policy**
- 5. Receive Report on Credit/Debit Card Processing Fees**

- 6. Discuss District Treasurer Vacancy and Proposed Appointment Process**
- 7. Discuss Potential COVID-19 Pandemic Financial Impacts**
- 8. Discuss Schedule for Future Committee Meetings**
- 9. 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](http://www.midpeninsulawater.org).

**ACCESSIBLE PUBLIC MEETINGS**

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

# DRAFT

## MID-PENINSULA WATER DISTRICT

### FINAL DRAFT OPERATIONS BUDGET FOR FY 2020-2021

#### SUMMARY

5/18/2020 12:33

DESCRIPTION	FY 2018-2019 ACTUAL	APPROVED AMENDED MID-YEAR FY 2019-2020 BUDGET	ACTUALS 7/1/19-02/29/20	FINAL DRAFT FY 2020-2021 BUDGET	Increase (Decrease)	% Change
<b>OPERATING REVENUE</b>						
WATER COMMODITY CHARGES	9,580,149	9,800,000	7,549,768	9,800,000	-	0.0%
FIXED SYSTEM CHARGES	2,656,717	3,000,000	2,081,395	3,000,000	-	0.0%
FIRE SERVICE CHARGES	15,249	14,000	10,905	14,000	-	0.0%
MISC CUSTOMER ACCOUNT FEES	-	88,500	101,139	49,750	(38,750)	-43.8%
MISCELLANEOUS OPERATING	63,164	10,000	-	60,000	50,000	500.0%
PROPERTY TAX REVENUE	327,313	268,000	289,501	268,000	-	0.0%
<b>TOTAL OPERATING REVENUE *</b>	<b>12,642,593</b>	<b>13,180,500</b>	<b>10,032,708</b>	<b>13,191,750</b>	<b>11,250</b>	0.1%
WATER SYSTEM CAPACITY CHARGES	283,109	340,000	338,277	40,000	(300,000)	-88.2%
WATER DEMAND OFFSET CHARGES	33,899	47,000	45,396	20,000	(27,000)	-57.4%
SERVICE LINE & INSTALLATION CHARGES	76,762	75,000	63,882	60,000	(15,000)	-20.0%
MISCELLANEOUS NON-OPERATING *	127,648	75,000	62,561	75,000	-	0.0%
INTEREST REVENUE - LAIF *	90,825	75,000	75,893	75,000	-	0.0%
INTEREST REVENUE - COP	200,261	150,000	167,578	150,000	-	0.0%
LEASE OF PHYSICAL PROPERTY *	151,714	175,000	161,910	175,000	-	0.0%
LANDSCAPE PERMIT REVENUE	17,000	18,320	18,320	10,000	(8,320)	-45.4%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>981,217</b>	<b>955,320</b>	<b>933,817</b>	<b>605,000</b>	<b>(350,320)</b>	-36.7%
<b>TOTAL REVENUE</b>	<b>13,623,810</b>	<b>14,135,820</b>	<b>10,966,524</b>	<b>13,796,750</b>	<b>(339,070)</b>	-2.4%
	-		-			
<b>OPERATING EXPENDITURES (OP EXP)</b>						
SALARIES & WAGES	1,586,018	2,069,385	1,191,391	2,148,750	79,365	3.8%
PAYROLL TAXES & BENEFITS	926,489	1,415,260	537,328	1,320,352	(94,908)	-6.7%
PURCHASED WATER	5,579,589	5,654,624	3,965,066	5,667,168	12,544	0.2%
OUTREACH & EDUCATION	56,602	60,000	29,737	66,000	6,001	10.0%
M&R - OPS SYSTEM	562,164	453,513	183,790	458,557	5,044	1.1%
M&R - FACILITIES & EQUIPMENT	135,707	162,625	81,168	141,625	(21,000)	-12.9%
SYSTEM SURVEYS	12,376	35,000	-	85,000	50,000	142.9%
ADMINISTRATION & EQUIPMENT	257,173	306,377	183,575	346,500	40,123	13.1%
MEMBERSHIP & GOV FEES	242,978	261,894	172,577	261,894	-	0.0%
BAD DEBT & CLAIMS	(373)	30,000	-	56,000	26,000	86.7%
UTILITIES	252,123	326,814	196,633	337,600	10,786	3.3%
PROFESSIONAL SERVICES	416,561	483,025	342,246	851,675	368,650	76.3%
TRAINING/TRAVEL & RECRUITMENT	40,140	37,500	19,358	61,500	24,000	64.0%
RESTRICTED EARNINGS	291,085	225,000	243,471	225,000	-	0.0%
DEPRECIATION	875,033	1,060,000	697,236	1,080,000	20,000	1.9%
DEBT SERVICE	706,253	1,069,200	831,482	1,069,500	300	0.0%
<b>TOTAL OP EXP LESS DEPRECIATION (DEPRECIATION)</b>	<b>11,939,918</b>	<b>13,650,217</b>	<b>8,675,059</b>	<b>14,177,121</b>	<b>526,904</b>	3.9%
<b>NET RESULTS OF OPERATIONS</b>	<b>1,683,892</b>	<b>485,605</b>	<b>2,291,465</b>	<b>(380,370)</b>	<b>(865,974)</b>	-178.3%
<b>NET TRANSFERS TO CAPITAL</b>	<b>1,683,892</b>	<b>485,605</b>	<b>2,291,465</b>	<b>(380,370)</b>	<b>(865,974)</b>	-178.3%
<b>DEBT SERVICE COVERAGE</b>	<b>3.87</b>	<b>1.93</b>	<b>3.91</b>	<b>1.45</b>		

\* Revenues included in Debt Service Coverage Ratio

# DRAFT

## MID-PENINSULA WATER DISTRICT

### FINAL DRAFT OPERATIONS BUDGET FOR FY 2020-2021

#### DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2018-2019 ACTUAL	AMENDED FY 2019-2020 BUDGETED	ACTUALS 7/1/19-02/29/20	FINAL DRAFT FY 2020-2021 BUDGET	Increase (Decrease)	% Change	
1-400-4010-40-00	Water Commodity Charges	9,580,149	9,800,000	7,549,768	9,800,000	-	0.0%	NO RATE INCREASE
1-400-4020-00-00	Fixed System Charges	2,656,717	3,000,000	2,081,395	3,000,000	-	0.0%	NO RATE INCREASE
1-400-4030-00-00	Fire Service Charges	15,249	14,000	10,905	14,000	-	0.0%	NO RATE INCREASE
1-400-4040-00-00	Credit/Debit Card Fees		30,000	32,370	15,000	(15,000)	na	Proposed fee waiver for 1/2 year
1-400-4041-00-00	Late Fees		32,000	40,424	20,000	(12,000)	na	Proposed fee waiver for 1/2 year
1-400-4042-00-00	48-Hour Notice Fees		22,000	23,350	12,000	(10,000)	na	Proposed fee waiver for 1/2 year
1-400-4043-00-00	Shut Off Fees		3,500	3,795	1,750	(1,750)	na	Proposed fee waiver for 1/2 year
1-400-4044-00-00	After Hour Fees		1,000	1,200	1,000	-	na	Actuals divided by 7 x 12
1-400-4080-00-00	Miscellaneous -Operating	63,164	10,000	-	60,000	50,000	500.0%	Includes Collections
1-400-4000-00-00	<b>TOTAL WATER CHARGES</b>	<b>12,315,280</b>	<b>12,912,500</b>	<b>9,743,207</b>	<b>12,923,750</b>	<b>11,250</b>	<b>0.1%</b>	
1-420-4202-45-00	Property Tax Revenue	327,313	268,000	289,501	268,000	-	0.0%	
1-420-4200-00-00	<b>OTHER OPERATING REVENUE</b>	<b>327,313</b>	<b>268,000</b>	<b>289,501</b>	<b>268,000</b>	<b>-</b>	<b>0.0%</b>	
	<b>TOTAL OPERATING REVENUE</b>	<b>12,642,593</b>	<b>13,180,500</b>	<b>10,032,708</b>	<b>13,191,750</b>	<b>11,250</b>	<b>0.1%</b>	
1-400-4060-00-00	Water System Capacity Charges	283,109	340,000	338,277	40,000	(300,000)	-88.2%	Placeholder
1-400-4070-00-00	Water Demand Offset Charges	33,899	47,000	45,396	20,000	(27,000)	-57.4%	Placeholder
1-400-4050-00-00	Service Line & Installation Charges	76,762	75,000	63,882	60,000	(15,000)	-20.0%	Placeholder
1-400-4080-00-00	Miscellaneous - Non Operating	127,648	75,000	62,561	75,000	-	0.0%	Placeholder
1-400-4090-00-00	Interest Revenue- LAIF	90,825	75,000	75,893	75,000	-	0.0%	
1-410-4103-00-00	Interest Revenue - COP Funds	200,261	150,000	167,578	150,000	-	0.0%	
1-400-4100-00-00	<b>INTEREST REVENUE</b>	<b>291,085</b>	<b>225,000</b>	<b>753,588</b>	<b>225,000</b>	<b>-</b>	<b>0.0%</b>	
1-420-4201-44-00	Lease of Physical Property	151,714	175,000	161,910	175,000	-	0.0%	
1-420-4208-46-00	Landscape Plan Permit Review	17,000	18,320	18,320	10,000	(8,320)	-45.4%	
1-420-4200-00-00	<b>OTHER NON-OPERATING REVENUE</b>	<b>168,714</b>	<b>193,320</b>	<b>180,229</b>	<b>185,000</b>	<b>(8,320)</b>	<b>-4.3%</b>	
	<b>TOTAL NON-OPERATING REVENUE</b>	<b>981,217</b>	<b>955,320</b>	<b>933,817</b>	<b>605,000</b>	<b>(350,320)</b>	<b>-36.7%</b>	
	<b>TOTAL OPERATING &amp; NON-OP REVENUE</b>	<b>13,623,810</b>	<b>14,135,820</b>	<b>10,966,524</b>	<b>13,796,750</b>	<b>(339,070)</b>		
1-601-6010-50-00	Salaries & Wages*	1,508,825	1,968,750	1,137,739	2,058,750	90,000	4.6%	EE merit increases
1-601-6010-51-00	Director Compensation	8,300	11,385	5,362	10,000	(1,385)	-12.2%	
1-601-6010-00-00	<b>GROSS REGULAR WAGES</b>	<b>1,517,125</b>	<b>1,980,135</b>	<b>1,143,100</b>	<b>2,068,750</b>	<b>88,615</b>	<b>4.5%</b>	

# DRAFT

## MID-PENINSULA WATER DISTRICT

### FINAL DRAFT OPERATIONS BUDGET FOR FY 2020-2021

#### DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2018-2019	AMENDED	ACTUALS	FINAL DRAFT	Increase (Decrease)	% Change	
		ACTUAL	FY 2019-2020 BUDGETED	7/1/19-02/29/20	FY 2020-2021 BUDGET			
1-602-6020-56-00	Overtime Labor	32,187	47,250	22,012	40,000	(7,250)	-15.3%	
1-602-6020-57-00	Standby Labor	36,707	42,000	26,279	40,000	(2,000)	-4.8%	
1-602-6020-00-00	<b>SUB-TOTAL SALARY &amp; WAGES</b>	<b>1,586,018</b>	<b>2,069,385</b>	<b>1,191,391</b>	<b>2,148,750</b>	<b>79,365</b>	<b>3.8%</b>	
1-603-6030-58-00	FICA/Medicare PR Tax	126,470	158,308	82,851	164,379	6,071	3.8%	3% CPI increase
1-603-6030-59-00	ACWA Health Care	391,245	420,000	255,932	432,600	12,600	3.0%	3% CPI increase
1-603-6030-60-00	ACWA Dental	91,609	31,500	18,284	32,445	945	3.0%	3% CPI increase
1-603-6030-61-00	ACWA Vision	4,382	4,463	3,365	4,597	134	3.0%	3% CPI increase
1-603-6030-62-00	ACWA Life/AD&D	4,229	5,577	3,609	5,744	167	3.0%	3% CPI increase
1-603-6030-63-00	Standard LDL/SDL Disability	10,080	18,375	9,944	18,926	551	3.0%	3% CPI increase
1-603-6030-64-00	Workers' Comp Insurance	33,318	55,000	30,551	56,650	1,650	3.0%	3% CPI increase
1-603-6030-65-00	Unemployment	-	1,066	-	1,000	(66)	-6.2%	Placeholder
1-603-6030-66-00	CALPERS Retirement - ER 2%@55	235,757	190,575	105,868	180,000	(10,575)	-5.5%	ER contrib 9.68% for Classic and 6.985% for PEPRA Members
1-603-6030-66-01	CALPERS UAL	-	137,087	81,803	50,000	(87,087)	-63.5%	UAL to be paid from Sec 115 Trust PRSP
1-603-6030-66-01	Retirees' ACWA Health Care	60,788	75,359	36,386	-	76,059	na	To be paid from Sec 115 Trust OPEB
1-603-6030-67-00	Directors' ACWA Health Care	118,425	120,750	60,035	124,373	3,623	3.0%	3% CPI increase
1-603-6030-69-00	Medical Reimbursement	546	600	277	600	-	0.0%	
1-603-6030-70-00	Employee Service Recognition	13,729	10,350	3,168	10,000	(350)	-3.4%	
1-603-6030-71-00	Safety Incentive Program	7,577	15,000	1,260	15,000	-	0.0%	
1-603-6030-72-00	Uniforms	26,150	26,250	13,338	27,038	788	3.0%	3% CPI increase
1-603-6030-73-00	PARS OPEB	83,094	145,000	-	197,000	52,000	na	Per MPWD Funding Policy
1-603-6030-00-00	<b>SUB-TOTAL PAYROLL TAXES &amp; BENEFITS</b>	<b>1,154,223</b>	<b>1,415,260</b>	<b>706,671</b>	<b>1,320,352</b>	<b>(94,908)</b>	<b>-6.7%</b>	
	<b>CAPITAL PAYROLL, TAXES &amp; BENEFITS</b>	<b>(227,734)</b>		<b>(169,343)</b>				
	<b>PERSONNEL COSTS</b>	<b>2,512,508</b>	<b>3,484,645</b>	<b>1,728,719</b>	<b>3,469,102</b>	<b>(15,543)</b>	<b>-0.4%</b>	
Division 610	SFPUC Treated Water	5,012,205	5,100,000	3,596,610	5,100,000	-	0.0%	No rate adjustment by SFPUC
1-610-6100-76-00	BAWSCA (Debt Service Surcharges)	489,120	476,000	316,280	488,544	12,544	2.6%	Per BAWSCA 5/1/20 report
1-610-6100-77-00	Rates Stabilization	-	-	-	-	-	na	
1-610-6100-78-00	SFPUC Water Service Charge	78,264	78,624	52,176	78,624	-	0.0%	No rate adjustment by SFPUC
6-610-6100-00-00	<b>PURCHASED WATER</b>	<b>5,579,589</b>	<b>5,654,624</b>	<b>3,965,066</b>	<b>5,667,168</b>	<b>12,544</b>	<b>0.2%</b>	
Division 630	Water Conservation Program	5,474	7,452	4,336	7,000	(452)	-6.1%	
1-630-6301-00-00	School Conservation Program	24,347	7,452	4,192	7,000	(452)	-6.1%	
1-630-6302-00-00	Public Outreach & Education	8,922	25,525	12,168	25,000	(525)	-2.1%	
Division 634	HET (High Efficiency Toilet) Rebates	8,922	9,221	3,642	5,000	(4,221)	-45.8%	
1-634-6304-80-00	Washing Machine Rebates	-	-	-	-	-	na	

# DRAFT

## MID-PENINSULA WATER DISTRICT

### FINAL DRAFT OPERATIONS BUDGET FOR FY 2020-2021

#### DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2018-2019 ACTUAL	AMENDED FY 2019-2020 BUDGETED	ACTUALS 7/1/19-02/29/20	FINAL DRAFT FY 2020-2021 BUDGET	Increase (Decrease)	% Change	
1-634-6304-81-00	Lawn-Be-Gone Rebates	8,717	7,685	8,083	20,000	12,315	160.2%	Proposed revised program
1-634-6304-82-00	Rain Barrels Rebates	220	2,665	316	2,000	(665)	-25.0%	
1-630-6300-00-00	<b>WATER CONSERVATION REBATES</b>	<b>17,859</b>	<b>19,571</b>	<b>9,041</b>	<b>27,000</b>	<b>7,430</b>	<b>38.0%</b>	
	<b>OUTREACH/EDUCATION</b>	<b>56,602</b>	<b>60,000</b>	<b>29,737</b>	<b>66,000</b>	<b>6,001</b>	<b>10.0%</b>	
1-640-6401-00-00	Water Quality	31,196	62,250	21,636	62,250	-	0.0%	
1-640-6402-00-00	Pumping	21,117	51,875	2,151	51,875	-	0.0%	
1-640-6403-00-00	Storage Tanks	940	10,375	941	10,375	-	0.0%	
1-640-6404-00-00	Mains/Distribution	416,851	103,750	111,030	103,750	-	0.0%	
1-640-6405-00-00	Meters & Service	15,480	35,000	5,653	35,000	-	0.0%	
1-640-6406-00-00	Fire Hydrants	30,531	100,000	30,480	100,000	-	0.0%	
1-640-6407-00-00	Regulator Stations	5,862	10,375	577	10,375	-	0.0%	
1-640-6408-00-00	Safety	26,713	38,388	7,319	38,388	-	0.0%	
1-640-6409-00-00	SCADA	11,392	14,956	2,151	20,000	5,044	33.7%	
1-640-6410-00-00	Generator Maintenance	2,081	26,544	1,851	26,544	-	0.0%	
1-640-6400-00-00	<b>FIELD OPERATIONS &amp; MAINTENANCE</b>	<b>562,164</b>	<b>453,513</b>	<b>183,790</b>	<b>458,557</b>	<b>5,044</b>	<b>1.1%</b>	
Division 650	Buildings&Grounds	74,160	90,000	48,876	86,500	(3,500)	-3.9%	Actuals divided by 7 x 12 plus 3% CPI increase
1-650-6501-00-00	Equipment&Tools	18,083	20,750	8,073	14,250	(6,500)	-31.3%	Actuals divided by 7 x 12 plus 3% CPI increase
1-650-6502-00-00	Vehicles & Large Equipment	19,950	20,750	5,427	9,750	(11,000)	-53.0%	Actuals divided by 7 x 12 plus 3% CPI increase
1-650-6503-00-00	Fuel	23,513	31,125	18,792	31,125	-	0.0%	Actuals divided by 7 x 12 plus 3% CPI increase
1-650-6500-00-00	<b>FACILITIES &amp; EQUIPMENT</b>	<b>135,707</b>	<b>162,625</b>	<b>81,168</b>	<b>141,625</b>	<b>(21,000)</b>	<b>-12.9%</b>	
Division 660	Cathodic Protection Survey	(1,424)	35,000	-	35,000	-	na	
1-660-6601-00-00	Leak Detection Survey/Large Meter Testing	13,800	-	-	50,000	50,000	#DIV/0!	Delayed by COVID-19 in FY 19/20
1-660-6600-00-00	<b>SYSTEM SURVEYS</b>	<b>12,376</b>	<b>35,000</b>	<b>-</b>	<b>85,000</b>	<b>50,000</b>	<b>142.9%</b>	
1-670-6701-00-00	Office Supplies	5,629	15,563	2,646	10,000	(5,563)	-35.7%	
1-670-6702-00-00	Insurance- Liability/Vehicles/Excess	72,691	83,000	65,105	95,000	12,000	14.5%	Actuals divided by 7 x 12 plus 3% CPI increase
1-670-6703-00-00	Postage	2,514	5,188	2,724	5,500	312	6.0%	
1-670-6704-00-00	Printing/Print Supplies	8,416	17,638	1,979	18,000	362	2.1%	
1-670-6705-00-00	Equipment Services/Maintenance	13,984	16,600	2,203	10,000	(6,600)	-39.8%	
1-670-6706-00-00	Computer Supplies & Upgrades	16,020	25,938	6,272	66,000	40,062	154.5%	
1-670-6707-00-00	Security & Safety	5,622	11,931	2,812	12,000	69	0.6%	
1-670-6708-00-00	Miscellaneous Fees	-	519	-	-	(519)	-100.0%	
1-670-6709-00-00	Bank & Credit Card Fees	132,297	130,000	4	-	(130,000)	0.0%	New breakdown for FY 20/21
1-670-6709-01-00	Credit/Debit Card Processing Fees	-	-	61,803	82,500	82,500	n/a	

# DRAFT

## MID-PENINSULA WATER DISTRICT

### FINAL DRAFT OPERATIONS BUDGET FOR FY 2020-2021

#### DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2018-2019	AMENDED	ACTUALS	FINAL DRAFT	Increase (Decrease)	% Change	
		ACTUAL	FY 2019-2020 BUDGETED	7/1/19-02/29/20	FY 2020-2021 BUDGET			
1-670-6709-02-00	Check Processing Fees	-	-	27,031	12,000	12,000	n/a	
1-670-6709-03-00	Bank Service Charges	-	-	10,999	35,500	35,500	n/a	
<b>1-670-6700-00-00</b>	<b>ADMINISTRATION &amp; EQUIP</b>	<b>257,173</b>	<b>306,377</b>	<b>183,575</b>	<b>346,500</b>	<b>40,123</b>	<b>13.1%</b>	
1-680-6801-00-00	Dues & Publications	37,463	34,186	23,802	34,186	-	0.0%	
1-680-6802-00-00	Gov't Fees & Licenses	26,557	40,000	26,463	40,000	-	0.0%	
1-680-6803-00-00	BAWSCA Membership Assessments	72,604	78,660	48,893	78,660	-	0.0%	No increase for FY 20/21
1-680-6804-00-00	Env Health - Cross Connection Inspection	32,700	33,048	23,000	33,048	-	0.0%	
1-680-6805-00-00	Software Licenses	73,653	76,000	50,419	76,000	-	0.0%	
<b>1-680-6800-00-00</b>	<b>MEMBERSHIP &amp; GOV FEES</b>	<b>242,978</b>	<b>261,894</b>	<b>172,577</b>	<b>261,894</b>	<b>-</b>	<b>0.0%</b>	
1-690-6901-00-00	Bad Debt	-	24,000	-	50,000	26,000	108.3%	
1-690-6902-00-00	Claims	(373)	6,000	-	6,000	-	0.0%	
<b>1-690-6900-00-00</b>	<b>BAD DEBT &amp; CLAIMS</b>	<b>(373)</b>	<b>30,000</b>	<b>-</b>	<b>56,000</b>	<b>26,000</b>	<b>86.7%</b>	
1-700-7001-00-00	Utilities-Internet/Cable	8,261	8,300	4,948	8,500	200	2.4%	3% CPI increase
1-700-7002-00-00	Utilities-Cellular Telephones	9,962	13,488	6,972	14,000	512	3.8%	3% CPI increase
1-700-7003-00-00	Utilities-Electric-Pumping Costs	180,507	243,813	146,085	252,000	8,187	3.4%	3% CPI increase
1-700-7004-00-00	Utilities-Electric-Bldgs&Grounds	23,486	26,975	17,803	27,800	825	3.1%	3% CPI increase
1-700-7005-00-00	Utilities-Telephones	23,639	26,975	15,904	27,800	825	3.1%	3% CPI increase
1-700-7006-00-00	Utilities-Sewer - NPDES	6,269	7,263	4,921	7,500	237	3.3%	3% CPI increase
<b>1-700-7000-00-00</b>	<b>UTILITIES</b>	<b>252,123</b>	<b>326,814</b>	<b>196,633</b>	<b>337,600</b>	<b>10,786</b>	<b>3.3%</b>	
1-710-7101-00-00	Prof Serv - District Counsel	63,165	75,000	50,433	90,000	15,000	20.0%	
1-710-7102-00-00	Prof Serv - District Engineer	76,369	100,000	46,469	75,000	(25,000)	-25.0%	
1-710-7103-00-00	Prof Serv - IT	19,600	22,000	16,200	22,000	-	0.0%	
1-710-7104-00-00	Prof Serv- Annual Finance Audit	19,050	19,425	19,425	20,000	575	3.0%	Per contract
1-710-7105-00-00	Prof Serv -Mnmgmt Consult	-	-	-	-	-	na	
1-710-7106-00-00	Prof Serv- Accounting & Payroll	23,324	24,000	15,193	24,750	750	3.1%	3% CPI increase
1-710-7107-00-00	Prof Serv- Customer Billing	66,267	60,000	40,810	61,800	1,800	3.0%	3% CPI increase
1-710-7108-00-00	Prof Serv - Recruiting	-	-	1,400	-	-		
1-710-7109-00-00	Prof Serv - Answering Svs	3,372	4,000	1,967	4,125	125	3.1%	3% CPI increase
	Prof Serv - Miscellaneous							
1-710-7110-00-00		141,815	175,000	147,601	550,000	375,000	214.3%	UWMP/WSCP, Water Rate Study, Cap Chg Study, RRA, JDavidson
1-710-7111-00-00	Prof Serv - District Treasurer	3,600	3,600	2,750	4,000	400	11.1%	
<b>1-710-7100-00-00</b>	<b>PROFESSIONAL SERVICES</b>	<b>416,561</b>	<b>483,025</b>	<b>342,246</b>	<b>851,675</b>	<b>368,650</b>	<b>76.3%</b>	

# DRAFT

## MID-PENINSULA WATER DISTRICT

### FINAL DRAFT OPERATIONS BUDGET FOR FY 2020-2021

#### DETAILED

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2018-2019	AMENDED	ACTUALS	FINAL DRAFT	Increase (Decrease)	% Change	
		ACTUAL	FY 2019-2020 BUDGETED	7/1/19-02/29/20	FY 2020-2021 BUDGET			
1-720-7201-00-00	Director Travel	5,602	4,000	2,127	4,000	-	0.0%	
1-720-7202-00-00	Director Expense	-	1,600	1,717	1,600	-	0.0%	
1-720-7203-00-00	Elections	-	-	-	24,000	24,000	na	2020 Election
1-720-7204-00-00	Employee Travel/Training	30,325	24,400	12,071	24,400	-	0.0%	
1-720-7205-00-00	Meetings Expense	4,213	7,500	3,443	7,500	-	0.0%	
1-720-7200-00-00	<b>TRAINING &amp; TRAVEL</b>	<b>40,140</b>	<b>37,500</b>	<b>19,358</b>	<b>61,500</b>	<b>24,000</b>	<b>64.0%</b>	
Division 730	Restricted Earnings Expense - Interest LAIF	291,085	225,000	243,471	225,000	-	0.0%	
1-730-7300-00-00	<b>RESTRICTED EARNINGS EXPENSE</b>	<b>291,085</b>	<b>225,000</b>	<b>243,471</b>	<b>225,000</b>	<b>-</b>	<b>0.0%</b>	
Division 800	Working Reserves: Capital	-	-	-	-	-	na	
1-800-8001-00-00	Working Reserves: Operating	-	-	-	-	-	na	
1-800-8000-00-00	<b>RESERVES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>na</b>	
9011	DEBT SERVICE TRUSTEE FEES & EXPENSES	-	-	937	1,654	-		
Division 900	DEPRECIATION	875,033	1,060,000	697,236	1,080,000	20,000	1.9%	\$88,617/month
1-740-7405-00-00	DEBT SERVICE 2016 COPs	706,253	1,069,200	830,546	1,069,500	300	0.0%	Per payment schedule 11/15/20 @ \$375K & \$351K, 5/15/21 @
	<b>SUB-TOTAL - OPERATIONAL EXPENSES</b>	<b>9,427,411</b>	<b>10,165,572</b>	<b>6,946,340</b>	<b>10,708,019</b>	<b>542,448</b>	<b>5.3%</b>	
	<b>TOTAL OPERATING EXPENSES</b>	<b>11,939,918</b>	<b>13,650,217</b>	<b>8,675,059</b>	<b>14,177,121</b>	<b>526,904</b>	<b>3.9%</b>	
	<b>NET OPERATING SURPLUS/(LOSS)</b>							
	TRANSFER TO CAPITAL	1,683,892	485,605	2,291,465	(380,370)	(865,974)	na	
	<b>DEBT SERVICE COVERAGE</b>	<b>3.87</b>	<b>1.93</b>	<b>3.91</b>	<b>1.45</b>			

\* Reference line 77

# DRAFT

MID-PENINSULA WATER DISTRICT  
FINAL DRAFT CAPITAL BUDGET FOR FY 2020-2021  
CAPITAL OUTLAY/CAPITAL PROJECTS

5/18/2020 12:33

DESCRIPTION	APPROVED AMENDED FY 2019-2020 BUDGET \$	ACTUAL 7/1/2019 2/29/2020	FINAL DRAFT CAPITAL FY 2020-2021 BUDGET \$
<b>CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)</b>			
Miscellaneous Capital Improvements	113,238	115,958	-
Transmission Water Mains Assessment - Project #20-05			220,000
Folger Pump Station Demolition - Project #15-86			330,000
PLANNING/DESIGN/CONSTRUCTION SUPPORT INCLUDING CONTINGENCIES for Dairy Lane Operations Center Rehabilitation (Phase 1) - Project #20-09			150,000
PLANNING/DESIGN/CONSTRUCTION SUPPORT INCLUDING CONTINGENCIES for Hastings Drive Service Connections Replacements - Project #20-01 (\$138,000), Hastings Drive WMR - Project #15-40 (\$88,000), and Vine Street WMR - Project #15-88 (\$165,000)			391,000
<b>CAPITAL IMPROVEMENTS - WIP TOTAL</b>	<b>113,238</b>	<b>115,958</b>	<b>1,091,000</b>
<b>CAPITAL OUTLAY</b>			
Miscellaneous Capital Outlay/Projects	50,000	-	50,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>
<b>CAPITAL IMPROVEMENTS &amp; CAPITAL OUTLAY TOTAL</b>	<b>163,238</b>	<b>115,958</b>	<b>1,141,000</b>
DEPRECIATION	1,060,000	697,236	1,080,000
TRANSFER FROM OPS	485,605	2,291,465	(380,370)
TRANSFER (TO)/FROM CAPITAL RESERVES	(1,382,367)	(2,872,743)	441,370
CAPITAL OUTLAY/CAPITAL PROJECTS	(163,238)	(115,958)	(1,141,000)
<b>NET RESULTS OF CAPITAL</b>	<b>-</b>	<b>0</b>	<b>0</b>

**OTHER POST-EMPLOYMENT BENEFITS (OPEB)  
AND PENSION RATE STABILIZATION PROGRAM (PRSP)  
FUNDING POLICY**

**SECTION 1 – POLICY STATEMENT**

The Mid-Peninsula Water District (MPWD) established a combined Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Program (PRSP) Internal Revenue Service (IRS) Section 115 Trust account with the Public Agency Retirement System (PARS) to fund post-employment healthcare and pension benefits for its employees, which is essential to ensure fiscal responsibility, a key organizational goal of the MPWD.

**SECTION 2 – PURPOSE**

The purpose of the OPEB and PRSP Funding Policy (Policy) is to establish a methodology and process for funding current and future costs associated with the MPWD’s contractual obligations to provide retiree healthcare and pension benefits as set forth in MPWD policies and applicable bargaining agreements and contracts. A properly designed funding policy sends a positive signal to ratepayers, investors, and regulatory and credit rating agencies that the MPWD is committed to maintaining the long-term fiscal strength of the MPWD.

**SECTION 3 – POLICY ADOPTION AND IMPLEMENTATION**

The Board of Directors for the MPWD is responsible for adopting the OPEB and PRSP Funding Policy and for approving any significant revision. The General Manager, or their designee, is responsible for developing administrative procedures, as needed, to implement the Policy. In this role, the General Manager, or their designee, is authorized to make minor administrative changes in the Policy as long as they are intended to carry out the purpose of this Policy and will not significantly impact the Policy.

**SECTION 4 – MPWD COMBINED SECTION 115 TRUST AND PLAN**

The MPWD established its Internal Revenue Code Section 115 tax-exempt and irrevocable trust (Trust) account and adopted the OPEB Plan with the Public Agency Retirement System (PARS) as follows:

- A. On April 28, 2011 via Resolution 2011-04 – Approved PARS OPEB Healthcare Trust and Plan; and
- B. On February 22, 2018 via Resolution 2018-03 – Approved PARS Combined OPEB and PRSP Section 115 Trust and OPEB Plan.

In 2018, OPEB funds were transferred to the MPWD’s newly approved PARS Combined OPEB and PRSP Trust (“Trust”), which included additional funds approved for scheduled contributions

to and allocated to the OPEB, and funds that were approved for scheduled contributions to and allocated to the PRSP.

Trust funds can only be utilized for payment (including reimbursement of operating costs) of the MPWD's OPEB and pension costs.

The following outlines the governance and administration of the MPWD Trust and Plan:

- The MPWD Board of Directors has the authority to establish the Trust account with PARS and adopt the PARS Plan, serve as the Plan Administrator, and define policies for the administration of the Trust and Plan.
- General Manager and staff have day-to-day administrative responsibility for the Trust and Plan and will develop and manage procedures in accordance with the Board-adopted policies.
- Trust Administrator, PARS, maintains plan documents, which serve as the MPWD's "substantive plan" under GASB, and provides ongoing consulting, reporting and plan accounting records.
- Trustee, currently US Bank, is the trustee and custodian and safeguards the assets of the Trust, holds the investments for safekeeping, and makes disbursements from the Trust on request.
- Investment Manager, currently Highmark Capital Management, selects specific investments within the portfolio allocation under the MPWD's adopted investment strategy, and manages those assets accordingly.

## **SECTION 5 – ASSET ALLOCATION INVESTMENT STRATEGY**

PARS provides flexibility to the MPWD in the selection of the investment strategy for its funds in the Trust, giving the MPWD the ability to select from among pre-set options with various target yields and levels of risk, and whether to adopt a discretionary or directed investment approach.

Within the Trust, the MPWD has the option of pre-funding either or both of the OPEB and PRSP accounts. In either case, the MPWD has the ability to select one of five (5) Investment Options, with different projected rates of return and risks, that best suits its desired or expected return on its investments, given the corresponding risk level, in the Trust. Each Investment Option allocates the assets in varying investment combinations of equity, fixed income, and cash.

The available Trust Investment Options are:

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

The Board of Directors will annually review the Trust performance and select the most appropriate Investment Option for the Trust. The Board of Directors has selected the discretionary investment approach, under which the Trustee and its Investment Manager have

absolute authority for selecting specific investments for the MPWD Trust account, subject to the Investment Option selected by the Board of Directors.

This Policy recognizes that there will be market and other economic volatility, and that actual experience of the Trust will differ from assumed experience. Accordingly, this Policy is intended to provide flexibility to smooth such volatility and experience in a reasonable, systematic and financially sound manner.

## SECTION 6 – ANNUAL CONTRIBUTIONS

To establish realistic and appropriate thresholds for annual contributions to the Trust based on the actuarial valuation under GASB of the MPWD’s OPEB liabilities, and CalPERS’ actuarial valuation of the MPWD’s pension liabilities, the MPWD adopts the following contribution schedules:

<b>TRUST ACCOUNT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
OPEB	\$196,860*	Unlimited
PRSP	\$50,000**	Unlimited

\*Per the 10-year funding schedule (Closed Group) within the MPWD’s GASB 75 OPEB Actuarial Valuation Report dated April 22, 2020, for FYE June 30, 2019 prepared by Pacific Crest Actuaries, LLC. Contributing at this level, the OPEB Trust account is projected to be funded so as to fully pre-fund the MPWD’s OPEB liabilities by FY 2028/2029.

\*\*The PRSP Trust account was funded so as to fully pre-fund the MPWD’s pension liabilities (per the CalPERS Actuarial Valuation Report as of June 30, 2016) by the MPWD as of FYE 2018/2019. This contribution provides a reasonable level of continued prefunding of future MPWD pension liabilities and benefits.

The minimum contribution amounts are based on the assumptions of the MPWD maintaining a balance of \$1,000,000 of unrestricted net position as of the end of each fiscal year. In the event the MPWD’s unrestricted net position falls below \$1,000,000 for any fiscal year, the Board of Directors may suspend all contributions until the unrestricted net position exceeds the \$1,000,000 threshold.

## SECTION 7 – ANNUAL WITHDRAWALS

To establish realistic and appropriate thresholds for annual withdrawals, the MPWD adopts the following limitations on withdrawals from the Trust:

<b>TRUST ACCOUNT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
OPEB	\$-0-	Actual Costs for Retiree Healthcare Benefits*
PRSP	\$-0-	\$266,599**

\*Reimburses the MPWD for fiscal year MPWD Operating Budget expenditures for retiree health coverage.

\*\*Maximum annual payment per the MPWD’s CalPERS Actuarial Valuation for FYE June 30, 2018 and the 10-Year Amortization Schedule to pay off the MPWD’s Unfunded Accrued Liabilities.

For any fiscal year in which the MPWD’s annual required contribution to CalPERS, plus the MPWD’s unfunded accrued liability (UAL) payment to CalPERS, exceeds the maximum

withdrawal amount from the PRSP Trust account, the Board of Directors may suspend contributions to the PRSP Trust account.

#### **SECTION 8 – REPORTING AND MAINTENANCE OF POLICY**

A progress report and presentation will be provided by PARS to the MPWD on an annual basis after the end of each Plan year (September 30<sup>th</sup>).

Trust fund levels, including contributions, withdrawals, earnings, and fees will be monitored by staff during the fiscal year and reported to the Board of Directors on a quarterly basis.

This OPEB and PRSP Funding Policy will be reviewed on a biennial basis to ensure conformance with the MPWD's strategic goals and objectives, and updated as necessary in accordance with material changes in actuarial valuations of the MPWD's OPEB and pension liabilities, underlying assumptions, applicable regulations, or governing standards.



DATE: May 21, 2020

TO: Board Finance Committee:

- Brian Schmidt, Vice President
- Dave Warden, Director

FROM: Candy Pina – Administrative Services Manager

RE: Credit Card Charges Audit

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MEMORANDUM

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There are three (3) separate costs related to credit card fees:

1. Blue FIN Card Fees – “The Processor” of the Credit/Debit Card Fees = 1.8%
2. Springbrook Transaction Fees – “The Agent” working with Blue Fin = 0.006%
3. Bank Fees related to each transaction which flows through the bank. = 0.6%

Blue Fin supplies MPWD with a monthly report listing all fees being charged to the Merchant (MPWD) each month, including the credit card amount submitted to Blue Fin and the fees assessed to the MPWD. The amount submitted from July 1, 2019 – March 31, 2020 totaled \$1,983,063.42, and the Merchant fees totaled \$36,652.35 (1.8%).

Springbrook Transaction Fees are transactional, at \$1 each for system processing of credit card and ACH charges. To date, MPWD has been charged a total of 11,329 credit card transactions, or \$11,329 in fees. The amount submitted from July 1, 2019 – March 31, 2020 totaled \$1,983,063.42, and the Springbrook Transaction fees totaled \$11,329 (0.6%).

Bank Fees are charged for transactions going in and out of the bank. The allocation of this fee is based on the number of credit card and ACH transactions. For the time period July 1, 2019 through March 31, 2020, Bank fees totaled \$11,211.73 (0.6%).

Therefore, credit/debit card fees are costing MPWD 3.0% per dollar. A 3.0% merchant fee is lower than all other fees we have explored to date. We will continue to monitor the market to make sure we are getting the best rates possible.



## PROFILE

**Sheldon Chavan, CPA (Member CalCPA, AICPA, GFOA, GACQ, CASBO and AICPA Not-for-profit Section)**  
Managing Partner of Chavan & Associates, LLP



Sheldon holds a B.S. in Accounting from San Jose State University. He began his career in public accounting in 1998 and has been auditing local governments, nonprofits, and federal and state grants ever since. Sheldon is a CPA licensed in California and a member of the organizations noted above in parenthesis. He has also been a member of the GFOA Special Review Committee, with responsibility for reviewing CAFR's for award of the Certificate of Excellence in Financial Reporting. Sheldon has been a board member and financial advisor for the Redwood City Education Foundation. He currently is a member of the Moreland School District Parcel Tax and Bond Oversight Committees.

Sheldon has managed audits and provided related consultation his entire career, which included the technical review of all work papers, staffing, scheduling, reporting, state compliance, federal compliance and much more. He is responsible for the technical aspects of the firms accounting and auditing practice, and all other partners and staff report directly to him, primarily in the areas of compliance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits in the United States General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, and the audit procedures required by the State Controller's Office of the State of California as detailed in the Controller's publication, "Standards and Procedures for Audits of California K-12 Local Educational Agencies." Sheldon also ensures that each staff has met the continuing professional education requirements under these standards and teaches several in-house seminars a year. He also administers our firm's quality control system as required by generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS/Yellow Book).

Sheldon has been performing audits under Uniform Guidance and the Single Audit Act throughout his career. Understanding the complexities of the various federal programs is one of his specialties. Over the years, Sheldon has audited major programs such as National School Lunch, Title II Education Technology, IDEA Special Education Local Assistance, Title I, Education Jobs Fund, Title IV Drug Free Schools, NCLB Title III, Title II Improving Teacher Quality, CDBG, Shelter Plus Care, Home Investment in Affordable Housing, HUD Section 8, Highway Planning and Construction, State Revolving Fund Loans, Medi-Cal, Low-income Low Energy Assistance, and many more.

Sheldon has audited various types of local governments and nonprofit organizations which have been funded through local, state and federal grants, sewer and water charges and property taxes. He is familiar with the intricacies of contracts between a local government and a nonprofit organization and how to interpret the reporting and auditing requirements of those contracts. **Sheldon also provides monthly budgeting, accounting and financial reporting services to the Purissima Hills Water District and the Westborough Water District.**



**CURRENT CLIENT LIST**

Cities/Towns	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
City of Del Rey Oaks		✓	✓				
City of Oroville	✓	✓	✓	✓			
City of Pacific Grove	✓	✓	✓	✓			
City of Point Arena		✓	✓				
City of Rocklin	✓	✓	✓	✓			
City of Saratoga	✓	✓	✓	✓			
City of Suisun City	✓	✓	✓	✓		✓	

Local Education Agencies	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Antelope School District		✓	✓		✓		
Berkeley Unified School District						✓	
Burlingame School District		✓	✓	✓	✓		✓
Cabrillo Unified School District		✓	✓	✓	✓		✓
Cotati-Rohnert Park Unified School District		✓	✓	✓	✓		✓
Cottonwood Union School District		✓	✓		✓		
Golden Valley Unified School District		✓	✓	✓	✓		
Hillsborough City School District		✓	✓	✓	✓		
Jefferson Union High School District		✓	✓	✓	✓		✓
Las Lomas School District		✓	✓	✓	✓		✓
Lassen View Union Elementary School District		✓	✓	✓	✓		
Los Altos School District	✓	✓	✓	✓	✓		✓
Luther Burbank School District		✓	✓	✓	✓		
Menlo Park City School District		✓	✓	✓	✓		
Millbrae School District		✓	✓	✓	✓		✓
Mountain View Whisman School District		✓	✓	✓	✓		✓
Napa Valley Unified School District		✓	✓	✓	✓		✓
Orchard School District		✓	✓	✓	✓		✓
Pacifica School District		✓	✓	✓	✓		
Palo Alto Unified School District		✓	✓	✓	✓		
Portola Valley School District		✓	✓	✓	✓		✓
Red Bluff Joint Union High School District		✓	✓	✓	✓		
Red Bluff Union Elementary School District		✓	✓	✓	✓		
Roseland Elementary School District		✓	✓	✓	✓		✓
San Rafael City Schools		✓	✓	✓	✓	✓	
Santa Rosa City Schools		✓	✓	✓	✓		✓
San Bruno Park School District		✓	✓	✓	✓		
San Carlos School District		✓	✓	✓	✓		✓
San Lorenzo Valley Unified School District		✓	✓	✓	✓		✓
San Mateo Foster City School District		✓	✓	✓	✓		✓
Scotts Valley Unified School District		✓	✓	✓	✓		✓
Sequoia Union High School District		✓	✓	✓	✓	✓	✓
Sonoma Valley Unified School District		✓	✓	✓	✓		✓
Soquel Union Elementary School District		✓	✓	✓	✓		✓
South San Francisco Unified School District		✓	✓	✓	✓	✓	✓
Union School District		✓	✓	✓	✓		✓
West County Transportation Agency			✓		✓		
Woodside Elementary School District		✓	✓		✓		✓

Charter Schools (Organized as Nonprofits)	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Cottonwood Creek Charter School		✓	✓		✓	✓	
Credo High School		✓	✓		✓	✓	
Charter School of Morgan Hill		✓	✓		✓	✓	
Mission Preparatory School		✓	✓		✓	✓	
Orange County Conservation Corps Charter School		✓	✓		✓	✓	
Pathways Charter School		✓	✓		✓	✓	
Roseland Charter School		✓	✓	✓	✓	✓	
Stone Bridge Charter School		✓	✓		✓	✓	
Woodland Star Charter School		✓	✓		✓	✓	



Special Districts	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Bay Area Water Supply Conservation Agency		✓	✓	✓			
Castro Valley Sanitary District	✓	✓	✓				
Central Marin Sanitation Agency	✓	✓	✓				
El Dorado Hills Community Services District	✓	✓	✓				
Fairfield-Suisun Sewer District	✓	✓	✓				
Midpeninsula Regional Open Space District		✓	✓	✓			
Oro Loma Sanitary District	✓	✓	✓				
Ross Valley Sanitary District	✓	✓	✓				
Santa Clara County Regional Open Space Auth		✓	✓	✓			
Sausalito-Marín City Sanitation District		✓	✓	✓			
Silicon Valley Clean Water		✓	✓				
South San Francisco Conference Center		✓	✓				
The Cities' Group		✓	✓				
Valley of the Moon Fire District		✓	✓				
West Bay Sanitary District		✓	✓				
West Valley Sanitation District		✓	✓				
Westborough Water District						✓	

NonProfit Organizations	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Boys and Girls Clubs of Central Sonoma County		✓	✓	✓		✓	
Boys and Girls Clubs of Sonoma Valley		✓				✓	
Center for Empowering Refugees & Immigrants		✓				✓	
Children of Grace						✓	
Collective Roots						✓	
Hidaya Foundation		✓				✓	
Mission Language and Vocational School		✓				✓	
Morgan Hill Charter School Foundation		✓				✓	
NASA AMES Exchange		✓	✓			✓	
Organic Farming Research Foundation		✓				✓	
O'Connor Tract Co-Operative Water Co.		✓				✓	
Pyramid Alternatives		✓				✓	
Redwood City Education Foundation		✓				✓	
San Mateo County Exposition and Fair Association		✓				✓	
Sonoma Valley Hospital Foundation		✓				✓	
The Moca Foundation		✓				✓	
work2future Foundation		✓	✓	✓		✓	

Privately Held Corporations	CAFR	GAS	GAGAS	Single Audit	EAAP	Other	Bond (P39)
Air Filter/Control							
Diagnostics for the Real World		✓		✓			
FRTek US, LLC		✓					
Pathway to Choices		✓					
Roberts of Woodside						✓	
Sociometrics		✓		✓			

**RANGE OF SERVICES**

Entity Type	Number of Clients	Percent by Entity	Auditing	Management, Accounting & Other	Contractor Prequalification Services	Nonprofit Tax
Local Education Agencies	38	40%	92%	0%	8%	0%
Charter Schools (Nonprofit)	9	10%	89%	0%	0%	100%
Nonprofit Organizations	17	18%	88%	0%	0%	88%
Cities and Towns	7	7%	100%	0%	0%	0%
Special Districts	17	18%	94%	6%	0%	0%
Privately Held	6	6%	67%	33%	0%	0%



**TRAINING**

Description of Program/Training
2018 Yellow Book: Revised Government Auditing Standards Government Auditing Standards - 2018 Yellow Book Frequent Government and NPO Frauds: Misuse of Assets Governmental and Nonprofit Annual Update: Federal Government Activities Single Audit Lighting Round Governmental Audit Quality Center Annual Update Webcast Program-Specific Audits' plus 'Audit Tools and Guidance' Applying Risk Assessment Standards: Understanding the Entity and Its Environment GASB Updates Governmental Accounting and Auditing Conference Webcast - 5121266C Not-for-Profit Organizations Conference Webcast - 5121343C Cases in NFP Acct. & Auditing: 'Financial Statement Requirements' plus 'Net Asset Classifications' Governmental Auditing: Course Two Performance Audits Governmental Auditing: Course Three Financial Audits, Attestation Engagements, and.. Governmental Accounting and Reporting Ethics: AA&C LLP - Accounting Firm Practice Development Committee State and Local Govt Planning Considerations Cases in NFP Acct. & Auditing: Contributions Field Work Documentation: Preparation, Maintenance, Types of Workpapers School District Update Including LCFF and LCAP Compliance School Districts Conference Understanding the Changes to Yellow Book Independence California Regulatory Review Course Fraud Audit Techniques Using Excel Applying the Uniform Guidance in Your Single Audits Testing Compliance' plus 'Reporting Requirements Fid Act Understanding impacts of GASB 84 Its Here! Fid Act Implementation Considerations Accounting and Auditing Conference Bernard Madoff Investment Securities' Auditor' The Detection and Prevention of Fraud in Financial Statements Governmental Auditing: Course One Fundamental Principles for Government Auditing