



REGULAR MEETING
BOARD OF DIRECTORS
THURSDAY, JULY 27, 2017 – 6:30PM
3 DAIRY LANE, BELMONT CALIFORNIA

AGENDA

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

Demonstration of Customer Online Payment System by Misty Malczon, Administrative Specialist/Billing Lead

5. CONSENT AGENDA

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

- A. Approve Minutes for the Regular Board Meeting of June 22, 2017
- B. Approve Expenditures from June 15, 2017 through July 19, 2017
- C. Approve Contract for Professional Services in the total amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services, MPWD Website Updates, and Printing Services

6. HEARINGS AND APPEALS

None.

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

- A. Receive Reconciliation Quarterly Report on 2016 COP Financing for period April 1, 2017 through June 30, 2017, and 2016 COP Project Fund Quarterly Report

- B. Consider Resolution 2017-13 Authorizing Award of Contract to Stoloski & Gonzalez, Inc., for Construction of the 2017 Water Main Replacement Project (Improvements on Mezes Avenue, Arthur Avenue, Folger Drive, Karen Road and Abandonment of 4-Inch CIP Water Line under South Road) in the Amount of \$2,055,271, and a 10% Project Contingency in the Amount of \$205,000, for a Total Project Budget of \$2,260,271

8. REGULAR BUSINESS AGENDA

- A. Approve Resolution 2017-14 Authorizing a 3.0% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2017

- B. Receive Report on FY 2016/2017 Employee Safety Incentive and Loss Prevention Program, and Approve and Ratify \$2,300 Total Expenditure for One-Time Premiums

- C. BAWSCA Update

9. MANAGER’S AND BOARD REPORTS

- A. General Manager’s Report, including Water Conservation Progress Summary
 - 1. Supplemented by Administrative Services Manager’s Report
 - 2. Supplemented by Operations Manager’s Report
 - 3. Supplemented by District Engineer’s Report

- B. Financial Reports

- C. Director Reports

10. COMMUNICATIONS

11. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

Next Board Meeting: August 24, 2017, at 6:30PM

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

June 22, 2017
Belmont, California

1. **OPENING**

A. Call to Order:

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

B. Establishment of Quorum:

PRESENT: Directors Stuebing, Vella, Linvill and Zucca

ABSENT: Director Warden

A quorum was present.

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

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Counsel, Julie Sherman.

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 May 25, 2017

Director Zucca commented on large reimbursement checks made payable to staff. Director Vella stated that employees should not be asked to pay out of pocket for work related expenses. General Manager Rudock agreed, clarifying that this was an isolated training event. She also shared that a report is being developed in compliance with state law itemizing employee reimbursements greater than \$100.

B. Approve Expenditures from May 19, 2017 through June 14, 2017

Director Zucca moved to approve the minutes for the Regular Board Meetings on May 25, 2017 and expenditures from May 19, 2017 through June 14, 2017. Director Vella second and it was unanimously approved.

6. **HEARINGS AND APPEALS**

None.

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

A. Receive Informational Update to the MPWD CIP Summary

District Operations Manager Ramirez reviewed the updated Exhibit “A” CIP Summary that is attached to the MPWD Comprehensive System Analysis. He reported that the 4% annual inflationary adjustment was inadvertently not applied to the first two years, and that now there was a key for the color coding reflecting engineering design and construction for the projects. Director Zucca commented that the cost escalator was a large oversight. General Manager Rudock agreed and clarified that the projected inflationary factor was accounted for over the length of the program with the exception of the first two years.

Director Zucca also stated that he has some concerns with respect to an abbreviated report. General Manager Rudock shared that it was an updated CIP Attachment “A” and not a status report.

Director Zucca shared a sample project tracker from his engineering firm with staff. General Manager Rudock verified that the next quarterly report would include similar detailed capital project spreadsheets as was discussed with the Board during the first quarterly report on April 27, 2017.

8. REGULAR BUSINESS AGENDA

A. Receive Report on Sale and Valuation of 1510, 1513 and 1515 Folder Drive Properties and Evaluation of 3 Dairy Lane Property by real Estate Brokers, Tom Hovorka and Cheryl Villanueva

General Manager Rudock reported that the market comparison report was sought in order to provide staff and the Board with information regarding the rough estimate in value of the properties, so the Board would have that information for its discussion pertaining to surplus property. The full report was available at the front desk for public review. The valuation report was prepared by the real estate brokers that were utilized by the MPWD almost 10 years ago for similar property valuations. She introduced the real estate brokers, Tom Hovorka and Cheryl Villanueva, to make their summary presentation.

Mr. Hovorka and Ms. Villanueva gave a brief overview highlighting various market conditions and property valuation details contained within the Executive Summary. Directors Zucca and Vella both commented that they are concerned with the findings outlined in the staff report regarding shop area office problems. Both stated that staff housing issues are priority and need to be addressed immediately.

Director Linvill commented that she would like to see a date added to the land survey report that was completed and issued last year. District Engineer Brandon Laurie acknowledged the oversight and advised that he would see to it that notation was made.

Director Vella inquired about the price per square foot evaluation parameters. Mr. Hovorka reported that local properties in neighboring cities zoned R1 were used as comparative properties.

103 General Manager Rudock stated that staff is recommending the surplus and sale of
104 1513/1515 Folger Drive and suggested a contract be negotiated between Mr. Hovorka
105 and Ms. Villanueva as co-listing agents for the District and be brought back to the Board
106 for consideration.

107
108 District Counsel Sherman reminded the Board and staff about the rules for surplus of
109 public property and that the process takes several months to complete.

110
111 Director Linvill asked District Counsel if contracting with the brokers that completed the
112 market valuation presents any impermissible conflicts of interest. District Counsel
113 Sherman acknowledged the topic would need to be researched further. The Board
114 directed District Counsel to proceed with the research and report back.

115
116 Director Zucca concluded by asking staff to create a Dairy Lane priority task report.
117 General Manager Rudock reported that after the structural analysis is completed, staff
118 will be in a better position for reporting on the prioritization of tasks.

119
120 **B. Receive Presentation on MPWD 2017 Website Redesign by John Davidson d/b/a**
121 **Jrocket77 Marketing & Graphic Design**

122 General Manager Rudock welcomed John Davidson of Jrocket77 Marketing and Graphic
123 Design and asked that he share an update on the new MPWD website.

124
125 Mr. Davidson provided a handout for the Board, which were distributed, and presented
126 the beta site. He highlighted a number of features: a newly designed home page,
127 responsive formatting, modified slider banner, news flash crawler, home page jumper
128 items and back-end automated features. A prominent new feature will be the Customer
129 Connection, wherein interested customers and users will be able to sign up for MPWD
130 news and/or alerts. He shared that there was much coordination with staff during the
131 pre-design, including the new financial management system for more efficient online bill
132 pay and continued coordination for the Sensus Customer Portal.

133
134 Director Zucca asked if social media capabilities and possibilities were taken into
135 consideration during the design phase. Mr. Davidson advised social platform integration
136 was considered, however, ultimately it was determined that messaging control was the
137 priority. General Manager Rudock stated it was more efficient for staff to control the
138 content and messaging on the MPWD website rather than added workload in managing
139 social media sites that require constant monitoring and response as needed.

140
141 General Manager Rudock reported that staff will present on the new Utility Billing
142 System and Customer Portal in the coming months. There are some technical issues
143 with the Customer Portal that are being resolved.

144
145 Director Linvill inquired about a Facts/Answer/Question (FAQ) page. General Manager
146 Rudock responded that several links within the new website design already offer this
147 feature and more will be added over time.

148
149 Director Zucca asked if a public records request (PRA) application is available online.
150 General Manager Rudock replied that it was not included in this update but would be
151 required in the next couple of years and be added. Staff responds to electronic PRAs
152 accordingly with direct links, when available, to requested content found at the MPWD
153 website.

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Director Vella asked if staff will have the capability in a few years' time to quantify an increase or decrease in the number of customer calls after the launch of the new customer portal. General Manager Rudock responded that should be measurable. Presently, it would be a manual process.

Mr. Davidson finalized his presentation stating that his work onsite with staff was constructive and that we are pushing for a web site "go live" release date of August 31, 2017.

The Board thanked Mr. Davidson for the visit and presentation.

General Manager Rudock took the opportunity during the website discussion to discuss a closely related issue, the recent Grand Jury Report dated June 19, 2017, regarding "San Mateo County's Independent Special Districts Website Transparency Update". The Special District Leadership Foundation (SDLF) requirements for website transparency used by the Grand Jury were reviewed with the Board. The MPWD website complies with all but two of the SDLF requirements: the election procedures and deadlines, and authorizing statute. As previously reported, those items will be added during the website redesign process. The MPWD's response to the Grand Jury report and recommendations will be brought back to the Board for consideration and formal action.

C. Consider Resolution 2017-11 Authorizing Capital Pay-Go Budget for Fiscal Year 2017/2018, including Francis and Academy Water Main replacement Projects totaling \$702,000 in Coordination with the 2017 City of Belmont Sewer Replacement Project

District Operations Manager Ramirez recommended the Board adopt Resolution 2017-11 authorizing a Capital Pay-Go Budget for Fiscal Year 2017/2018, including Francis and Academy Water Main replacement Projects totaling \$702,000 in coordination with the 2017 City of Belmont Sewer Replacement Project. The funding would come from FY 2017/2018 operating surplus and capital reserves. He also reported that once the resolution is approved, staff will finalize a joint agreement with the City of Belmont that defines and clarifies project cost responsibilities, including cost sharing schedules.

Director Zucca asked staff to clarify the decision making process when it comes to spending capital reserves. General Manager Rudock referred the Board to the FY 2017/2018 Capital Pay-Go Budget on page 32 of the agenda packet, and the projected Transfer from Capital Reserves in the amount of \$217,122, which is part of the Board's consideration when reviewing and approving the budget.

Director Zucca moved to approve Resolution 2017-11 and Director Vella seconded. Roll call was taken and the nomination was unanimously approved.

Director Zucca provided an update on his and Vice President Warden's committee communications with City of Belmont officials for project coordination and outreach. Director Zucca will follow up for future meetings and coordination of a long-term plan.

D. Consider Ordinance No. 117 Rescinding Stage 1 Water Shortage Response of MPWD Water Shortage Contingency Plan regarding Mandatory Restrictions on Outdoor Water Use and Amending Ordinance Nos. 111 and 113

204 General Manager Rudock reported that the majority of water suppliers within the San
205 Francisco Regional Water System were taking action to rescind local water conservation
206 targets given the water supply is more than adequate to meet demand, and there was no
207 conservation target imposed by the SFPUC for FY 2017/2018. There was discussion
208 about the potential for redefining Stage 1 of the MPWD's WSCP, rather than rescinding
209 it, since there are mandatory state water conservation requirements. District Counsel
210 and staff will review this matter.

211
212 No action was taken. This item was postponed and after legal review will be revised and
213 brought back to the Board.
214

215 **E. Review and Cast Ballot in California Special Districts Association 2017 Board**
216 **Elections**

217 President Stuebing reported that he and Vice President Warden reviewed the ballot
218 information and candidate statements and recommended the MPWD cast its vote in the
219 CSDA 2017 Board Election for Stanley R. Caldwell and Robert Silano in an effort to
220 boost the local effort. Director Vella moved to approve the recommended ballot and
221 Director Linvill seconded. Roll call was taken and the ballot for the CSDA 2017 Board
222 Election was unanimously approved.
223

224 **F. Consider Resolution 2017-12 Placing in Nomination Director Matthew P. Zucca as**
225 **a Member of the Association of California Water Agencies (ACWA) Region 5 Board**

226 Director Zucca shared he is primarily looking to become more involved at the regional
227 level to gain an outside agency industry perspective.
228

229 Director Stuebing suggested that a recommendation letter be written and forwarded to
230 the ACWA Region 5 Nomination Committee. General Manager Rudock asked for
231 direction on who should write the letter of recommendation. Director Stuebing advised
232 that he would write and submit the letter to staff to include it on MPWD letterhead.
233 Director Vella moved to approve the nomination and Director Linvill seconded. Roll call
234 was taken and the nomination was unanimously approved.
235

236 **9. MANAGER AND BOARD REPORTS**

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

238 General Manager Rudock summarized key components from her report and confirmed
239 future agenda items would include bringing back the WSCP Stage 1 consideration and
240 the construction contract award for the 2017 Water Main Replacement Project.
241

242 **1. Supplemented by Administrative Services Manager's Report**

243 Administrative Services Manager Candy Pina reported staff would be hosting Stan
244 Olsen's 15-Year Service Anniversary luncheon on Thursday, June 29, 2017.
245

246 **2. Supplemented by Operations Manager's Report**

247 Operations Manager Ramirez reported staff continues to install Zone 2 meters and
248 USA call tags continue at record levels. He also shared that one of the motors at
249 Tunnels Pump Station is experiencing some issues and may need to be replaced.
250 He added that PG&E incentive programs were explored to no avail; however, future
251 partnership opportunities may be sought.
252

253 Director Linvill asked why staff had not issued a report on the recent Monserat/San
254 Juan Main Break. District Manager Rudock advised that claims had been filed and

255 there was a potential for litigation and, therefore, there was nothing to report at this
256 time besides the incident notice and briefing provided by staff and posted on the
257 website. She shared that she will coordinate a Closed Session update to discuss
258 claims for the Board at an upcoming meeting. Lastly, she complemented
259 coordination with Pat Halleran of the Belmont Police Department for working with the
260 MPWD and local media and MPWD staff for doing a good job at making the
261 temporary repair and restoring service to customers.
262

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

264 District Engineer Representative Brandon Laurie reported that bids would open for
265 the MPWD 2017 Water Main Replacement Project on Thursday, July 20, 2017. A
266 follow-up report will be generated and distributed to the Board next month.
267

268 **B. Financial Reports**

269 General Manager Rudock reported the FY 2016/2017 budget and expenditures year to
270 date are on target. She also stated that revenues are on the rise due to an increase in
271 water sales.
272

273 **C. Director Reports**

274 None.
275

276 **10. FUTURE AGENDA ITEMS**

277 Staff was instructed by the Board to remove this section from the Agenda since a 3-month
278 summary of future agenda items is provided in the General Manager’s report.
279

280 **11. COMMUNICATIONS**

281 General Manager Rudock reported that she received a thank you note from Hunter
282 Crawford-Shelmadine, the student she mentored under Carlmont High School’s Biotech
283 Institute Program. She also reported that staff had been invited to attend the Eagle Scout
284 Court of Honor Ceremony for Thomas Kish on Saturday, July 8, 2017 at 2:00PM. He was
285 the Eagle Scout who designed and installed the District’s “Sustainable Demo Gardens”
286 across the street from its Dairy Lane Operations Center. She advised that she would be
287 unable to attend due to a prior commitment and asked if a Board member could attend in
288 her absence. Director Zucca agreed to attend and present on behalf of the MPWD a
289 Certificate of Recognition to Thomas for his Eagle Scout achievement.
290

291 **12. ADJOURNMENT**

292 The meeting was adjourned at 9:03PM.
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DISTRICT SECRETARY

298 APPROVED:
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301 BOARD PRESIDENT
302



AGENDA ITEM NO. 5.B.

DATE: July 27, 2017
TO: Board of Directors
FROM: Candy Pina, Administrative Services Manager

SUBJECT: APPROVE EXPENDITURES FROM JUNE 15, 2017 THROUGH JULY 19, 2017

Check numbers on 6/29/17 printed out of order, due to two separate batches of checks printed. Please find the following check numbers in this order:

- 32401-32403 – Page 2 at the end of checks dated 6/29/17
- 32404-32444 – Page 1 and Page 2
- 32445-32485 – Page 2 and Page 3 dated 7/13/17

Please note the checks with only three digits are manual checks corresponding to ACH payments. Items included with these manual checks are payroll and related, and credit card fees and credit card payments.

Check order is verified with each batch of checks signed, which includes comparing the prior week check run to the current week check run as part of our internal control procedure.

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

Accounts Payable

Checks by Date - Summary by Check Date

User: candyp
 Printed: 7/24/2017 12:14 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
343	ADPPAYRL	adp	06/15/2017	33,467.91
344	ADPPAYRL	adp	06/15/2017	13,673.20
345	CALPERS	CALPERS	06/15/2017	7,226.40
346	HEALTHEQ	Health Equity	06/15/2017	802.08
347	ICMACONT	ICMA contributions	06/15/2017	666.24
Total for 6/15/2017:				55,835.83
349	calpers	CALPERS	06/23/2017	2,618.28
350	HEALTHEQ	Health Equity	06/23/2017	200.00
351	ICMACONT	ICMA contributions	06/23/2017	1,923.08
352	ADPPAYRL	adp	06/23/2017	9,615.18
353	ADPPAYRL	adp	06/23/2017	5,132.45
Total for 6/23/2017:				19,488.99
379	WFBUSCAR	WELLS FARGO BUSINESS CARD	06/29/2017	7,000.00
32404	ATT60197	AT&T 60197	06/29/2017	59.74
32405	BAAQMD	BAY AREA AIR QUALITY MGMT DIST.	06/29/2017	407.00
32406	BAWSCA	BAY AREA WATER SUPPLY & CONSER	06/29/2017	11,264.36
32407	BENNETT	BENNETT MARINE UTILITY, LLC.	06/29/2017	5,860.00
32408	BFIOFCAL	BFI of CALIFORNIA INC. - OX MTN. LA	06/29/2017	3,756.04
32409	CGUHLENB	C G UHLENBERG LLP	06/29/2017	1,325.00
32410	CINTS	CINTAS CORPORATION	06/29/2017	801.25
32411	COMCAST	COMCAST	06/29/2017	579.01
32412	COMCASTB	COMCAST BUSINESS	06/29/2017	629.10
32413	CORNERST	CORNERSTONE STRUCTURAL ENGIN	06/29/2017	2,285.00
32414	FASTSIGN	FASTSIGNS	06/29/2017	1,162.34
32415	GSFLOWM	GOLDEN STATE FLOW MEASUREMEN	06/29/2017	1,694.67
32416	GRANITE	GRANITE ROCK, INC.	06/29/2017	802.88
32417	HACHCOMI	HACH COMPANY INC	06/29/2017	1,923.23
32418	HANSONBR	HANSON, BRIDGETT	06/29/2017	2,905.00
32419	HOMEDEPC	HOME DEPOT	06/29/2017	271.97
32420	KOFFASSO	KOFF & ASSOCIATES INC	06/29/2017	960.00
32421	LEITHNER	RON LEITHNER	06/29/2017	50.00
32422	LINCOLNL	LINCOLN LIFE	06/29/2017	175.00
32423	MCNAMAR	McNAMARA TRANSPORT, INC.	06/29/2017	1,600.00
32424	MHN	MHN	06/29/2017	45.54
32425	OFFICEDE	OFFICE DEPOT, INC.	06/29/2017	90.03
32426	PACESUPL	PACE SUPPLY CORP	06/29/2017	103.03
32427	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	06/29/2017	500.00
32428	PARS	PARS	06/29/2017	300.00
32429	PG&E	PG&E CFM/PPC DEPT	06/29/2017	8,697.95
32430	PINA	CANDY PINA	06/29/2017	205.43
32431	PIRTEKSF	PIRTEK SFO	06/29/2017	249.36
32432	PRECISE	PRECISE, INC.	06/29/2017	10,612.89
32433	RANDB	ROBERTS & BRUNE CO. INC.	06/29/2017	4,990.10

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32434	SFWATER	SAN FRANCISCO WATER DEPT	06/29/2017	567,822.90
32435	SCHAAFWE	SCHAAF & WHEELER	06/29/2017	4,163.80
32436	SFPUCWAT	SFPUC WATER QUALITY	06/29/2017	1,850.00
32437	STANDINS	STANDARD INSURANCE COMPANY	06/29/2017	949.92
32438	STEPFORD	STEPFORD BUSINESS, INC.	06/29/2017	1,800.00
32439	SWRCBACC	SWRCB ACCOUNTING OFFICE	06/29/2017	135.00
32440	TAPMASTR	TAP MASTER, INC	06/29/2017	725.00
32441	USBANKPR	U.S. BANK PARS ACCT# 6746019200	06/29/2017	41,100.67
32442	UPS	UPS	06/29/2017	59.68
32443	VERIZON	VERIZON WIRELESS	06/29/2017	931.01
32444	OCONNELL	WINDY HILL PROPERTY VENTURES	06/29/2017	507.05
32401	A-IRENTA	A-1 TRUCK & EQUIPMENT RENTAL	06/29/2017	1,900.00
32402	ACCELA	ACCELA, INC. #774375	06/29/2017	1,780.00
32403	AWWA2997	AMERICAN WATER WORKS ASSOCIAT	06/29/2017	262.00
Total for 6/29/2017:				695,292.95
354	HEALTHEQ	Health Equity	06/30/2017	858.13
355	ICMACONT	ICMA contributions	06/30/2017	666.24
361	adppayrl	adp	06/30/2017	33,901.95
362	adppayrl	adp	06/30/2017	14,285.43
363	WFBUSCAR	WELLS FARGO BUSINESS CARD	06/30/2017	85.39
364	WFBUSCAR	WELLS FARGO BUSINESS CARD	06/30/2017	5,291.19
365	AUTHNETG	AUTHNET GATEWAY	06/30/2017	30.00
366	MERCHAN1	MERCHANT	06/30/2017	175.76
367	BANKMTO1	Bankcard Mtot Disc	06/30/2017	975.56
368	ADPPRFEE	ADP Payroll Fees	06/30/2017	261.05
369	BANKMTO1	Bankcard Mtot Disc	06/30/2017	2,876.57
370	ACHORIG	ACH Origination	06/30/2017	43.46
371	ACHRETN	ACH Returns	06/30/2017	73.08
372	CLIENTSV	Client Analysis Svs Charge	06/30/2017	4,150.26
373	ADPPRFEE	ADP Payroll Fees	06/30/2017	103.43
374	ACHRETN	ACH Returns	06/30/2017	219.22
375	ADPPRFEE	ADP Payroll Fees	06/30/2017	172.58
376	ACHRETN	ACH Returns	06/30/2017	119.80
377	BANKMTO1	Bankcard Mtot Disc	06/30/2017	900.00
378	ADPPRFEE	ADP Payroll Fees	06/30/2017	99.83
380	CALPERS	CALPERS	06/30/2017	7,226.40
Total for 6/30/2017:				72,515.33
357	ICMACONT	ICMA contributions	07/07/2017	1,923.08
358	HEALTHEQ	Health Equity	07/07/2017	200.00
Total for 7/7/2017:				2,123.08
32445	ACCELA	ACCELA, INC. #774375	07/13/2017	2,081.00
32446	ATT60197	AT&T 60197	07/13/2017	1,191.94
32447	BAWSCA	BAY AREA WATER SUPPLY & CONSER	07/13/2017	18,151.00
32448	BPLANDSC	BAY POINTE LANDSCAPE	07/13/2017	4,900.00
32449	BISIO	RICK BISIO	07/13/2017	60.00
32450	CGUHLENB	C G UHLENBERG LLP	07/13/2017	1,325.00
32451	CINTS	CINTAS CORPORATION	07/13/2017	819.16
32452	CORIXWAT	CORIX WATER PRODUCTS (US) INC.	07/13/2017	11,248.72
32453	GRANITE	GRANITE ROCK, INC.	07/13/2017	261.16
32454	HMBPAVIN	HALF MOON BAY GRADING & PAVINC	07/13/2017	2,475.58

Check No	Vendor No	Vendor Name	Check Date	Check Amount
32455	HASSETTH	HASSETT HARDWARE	07/13/2017	18.55
32456	HOMEDPC	HOME DEPOT	07/13/2017	13.23
32457	DAVIDSON	JOHN T. DAVIDSON	07/13/2017	7,356.07
32458	KELLYMOR	KELLY-MOORE PAINT CO	07/13/2017	2,281.68
32459	LIFTOFFD	LIFTOFF DIGITAL	07/13/2017	700.00
32460	LINCOLNL	LINCOLN LIFE	07/13/2017	175.00
32461	OFFICEDE	OFFICE DEPOT, INC.	07/13/2017	73.08
32462	PACOFFIC	PACIFIC OFFICE AUTOMATION	07/13/2017	184.88
32463	PAKPOUR	PAKPOUR CONSULTING GROUP, INC	07/13/2017	7,926.19
32464	PENBLDG	PENINSULA BUILDING MATERIALS	07/13/2017	808.23
32465	PETCAT	PETERSON CAT	07/13/2017	342.24
32466	PETTYCSH	PETTY CASH	07/13/2017	390.32
32467	PG&E	PG&E CFM/PPC DEPT	07/13/2017	14,734.33
32468	PIT71896	PITNEY BOWES 371896	07/13/2017	1,092.23
32469	PROFORMA	PROFORMA GRAPHICS, INC.	07/13/2017	9,594.34
32470	RECOLOGY	RECOLOGY SAN MATEO	07/13/2017	620.05
32471	RICOHPhi	RICOH Philadelphia	07/13/2017	350.32
32472	RANDB	ROBERTS & BRUNE CO. INC.	07/13/2017	10,395.59
32473	RUDOCK	TAMMY RUDOCK	07/13/2017	155.25
32474	STEPFORD	STEPFORD BUSINESS, INC.	07/13/2017	11,022.53
32475	VALLEYOL	VALLEY OIL COMPANY	07/13/2017	1,207.91
32476	VANGUARE	VANGUARD CLEANING SYSTEMS, INC	07/13/2017	385.00
32477	CARRASCO	JUAN CARRASCO	07/13/2017	75.00
32478	CRUZEEDM	EDMUND CRUZE	07/13/2017	75.00
32479	SETHGLAS	SETH GLASS	07/13/2017	150.00
32480	HOGANMIK	MIKE HOGAN	07/13/2017	125.00
32481	RUTHHUNT	RUTH HUNT	07/13/2017	75.00
32482	LEONGKIP	KIP LEONG	07/13/2017	225.00
32483	MICHAELR	MICHAEL ROTH	07/13/2017	150.00
32484	MINSONGS	MIN SONG	07/13/2017	177.38
32485	WINDGRAL	ASHLEY WINDGRAD	07/13/2017	75.00
Total for 7/13/2017:				113,467.96
Report Total (119 checks):				958,724.14



AGENDA ITEM NO. 5.C.

DATE: July 27, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE CONTRACT FOR PROFESSIONAL SERVICES IN THE AMOUNT OF \$62,000 WITH JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING FOR PUBLIC OUTREACH/EDUCATION/RELATIONS SERVICES AND MPWD WEBSITE UPDATES

RECOMMENDATION

Approve the Contract for professional services in the amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for public outreach/education/relations services and MPWD website updates.

FISCAL IMPACT

\$45,000 is proposed for professional graphic design and composition services.
\$17,000 is estimated for public outreach/education printing services.
\$62,000 TOTAL (NOT-TO-EXCEED)

The total amount of \$62,000 was included within the approved FY 2017/2018 Operating Budget.

Last year (FY 2016/2017) the MPWD spent a total of \$52,417 for these professional services, including all printing.

DISCUSSION

The attached contract is a template form developed by District Counsel and customized for the services to be provided by John Davidson d/b/a Jrocket77 Design & Marketing for MPWD public relations and outreach/education and website services to be provided within this fiscal year.

Attachments: Contract for Professional Services
Proposals for FY 2017/2018 Design/Marketing/Website Services and Estimated Printing Services

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

UNANIMOUS____ STUEBING____ WARDEN____ VELLA____ LINVILL____ ZUCCA____

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 27th day of July 2017, by and between the MID-PENINSULA WATER DISTRICT ("DISTRICT") and JOHN DAVIDSON D/B/A JROCKET77 DESIGN & MARKETING ("CONSULTANT").

WHEREAS, the DISTRICT desires to obtain professional public relations and outreach and web design services for the DISTRICT which CONSULTANT is qualified to provide; and

WHEREAS, CONSULTANT has experience and familiarity with providing such services to the DISTRICT and desires to do same.

NOW, THEREFORE, the parties agree as follows:

1. RENDITION OF SERVICES. The CONSULTANT agrees to provide professional services to the DISTRICT in accordance with the terms and conditions of this Agreement ("Services"). In the performance of its Services, CONSULTANT represents that it has and will exercise that degree of professional care, skill, efficiency and judgment ordinarily employed by consultants providing similar services. CONSULTANT further represents and warrants that it holds currently in effect all licenses, registrations, and certifications in good standing that may be required under applicable law or regulations to perform these services and agrees to retain such licenses, registrations, and certifications in active status throughout the duration of this engagement.

2. SCOPE OF SERVICES. The scope of the CONSULTANT's Services for FY 2017/2018 shall consist of public relations/outreach and MPWD website professional services outlined in the attached proposal identified as Exhibit A, and the related public relations/outreach printing services estimate attached as Exhibit B.

3. TERM.

This Agreement will commence upon its Effective Date and shall continue until the services set forth in Section 2 are successfully completed, as determined by the DISTRICT.

It is understood that the term of this Agreement is subject to the DISTRICT's right to terminate the Agreement in accordance with Section 13 of this Agreement.

4. COMPENSATION.

The CONSULTANT agrees to perform all of the professional services included in Section 2's Exhibit A for the not-to-exceed amount of \$45,000. Compensation shall be based upon the time devoted to the work by CONSULTANT at the hourly rate of \$90 hour.

CONSULTANT further agrees to coordinate the printing services identified in Section 2's Exhibit B for the estimated amount of \$17,000.

The agreed upon hourly rate shall include all direct labor, taxes, overhead, insurance, employee benefits, and other costs and expenses incurred by the CONSULTANT necessary for the performance of all the services called for under this Agreement. The hourly rate shall remain firm during the entire term of this Agreement. CONSULTANT may also seek

reimbursement for direct out-of-pocket expenses, without mark-up, for long distance phone calls and travel, lodging, parking and other direct costs incurred in the performance of the services as may be approved by the DISTRICT's General Manager.

5. MANNER OF PAYMENT. CONSULTANT shall submit invoices to DISTRICT on a monthly basis. Invoices shall itemize the number of hours devoted by CONSULTANT to work under this Agreement, applicable hourly rates in accordance with the fee schedule described in Section 4, and those out-of-pocket expenses incurred in the performance of work hereunder. The DISTRICT's General Manager will review and approve invoices prior to submission for payment. DISTRICT shall render payment within thirty (30) days of receipt of approved invoices.

All invoices should be sent to: Mid-Peninsula Water District
3 Dairy Lane
P.O. Box 129
Belmont, CA 94002
Attn: General Manager

The DISTRICT reserves the right to withhold payment to the CONSULTANT if the DISTRICT determines that the quantity or quality of the work performed is unacceptable. The DISTRICT shall provide written notice to the CONSULTANT within ten (10) business days of the DISTRICT's decision not to pay and the reasons for non-payment.

6. CONSULTANT'S KEY PERSONNEL. It is understood and agreed by the parties that at all times during the term of this Agreement that John Davidson shall serve as the primary project person of CONSULTANT to undertake, render and oversee all of the services under this Agreement.

7. DISTRICT REPRESENTATIVE. Except when approval or other action is required to be given or taken by the Board of Directors of the DISTRICT, the General Manager of the DISTRICT, or such person or persons as he shall designate in writing from time to time, shall represent and act for the DISTRICT.

8. CONSULTANT'S STATUS. Neither the CONSULTANT nor any party contracting with the CONSULTANT shall be deemed to be an agent or employee of the DISTRICT. The CONSULTANT is and shall be an independent contractor, and the legal relationship of any person performing services for the CONSULTANT's shall be one solely between said parties.

9. OWNERSHIP OF WORK. All reports, designs, drawings, plans, specifications, schedules, and other materials prepared, or in the process of being prepared, for the Services to be performed by CONSULTANT shall be and are the property of the DISTRICT. The DISTRICT shall be entitled to access to and copies of these materials during the progress of the work. Any property of the DISTRICT in the hands of the CONSULTANT or in the hands of any subcontractor upon completion or termination of the work shall be immediately delivered to the DISTRICT. If any property of the DISTRICT is lost, damaged or destroyed before final delivery to the DISTRICT, the CONSULTANT shall replace it at its own expense and the CONSULTANT hereby assumes all risks of loss, damage or destruction of or to such materials. The CONSULTANT may retain a copy of all material produced under this agreement for its use in its general business activities.

Any and all rights, title, and interest (including without limitation copyright and any other intellectual-property or proprietary right) to materials prepared under this Agreement are hereby assigned to the DISTRICT. The CONSULTANT agrees to execute any additional documents which may be necessary to evidence such assignment.

The CONSULTANT represents and warrants that all materials prepared under this Agreement are original or developed from materials in the public domain (or both) and that all materials prepared under and services provided under this Agreement do not infringe or violate any copyright, trademark, patent, trade secret, or other intellectual-property or proprietary right of any third party.

10. CHANGES. The DISTRICT may, at any time, by written order, make changes within the scope of work and Services described in this Agreement. If such changes cause an increase in the budgeted cost of or the time required for performance of the agreed upon work, an equitable adjustment as mutually agreed shall be made in the limit on compensation as set forth in Section 4 or in the time of required performance as set forth in Section 3, or both. In the event that CONSULTANT encounters any unanticipated conditions or contingencies that may affect the scope of work or Services and result in an adjustment in the amount of compensation specified herein, CONSULTANT shall so advise the DISTRICT immediately upon notice of such condition or contingency. The written notice shall explain the circumstances giving rise to the unforeseen condition or contingency and shall set forth the proposed adjustment in compensation. Such notice shall be given the DISTRICT prior to the time that CONSULTANT performs work or services related to the proposed adjustment in compensation. Any and all pertinent changes shall be expressed in a written supplement to this Agreement prior to implementation of such changes.

11. RESPONSIBILITY; INDEMNIFICATION. CONSULTANT shall indemnify, keep and save harmless the DISTRICT, and the DISTRICT members, officers, agents and employees against any and all suits, claims or actions arising out of any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Agreement by the CONSULTANT caused by an act or omission of the CONSULTANT or its employees, subcontractors or agents. CONSULTANT further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other incurred costs and expenses. If any judgment be rendered against the DISTRICT or any of the other individuals enumerated above in any such action, CONSULTANT shall, at its expense, satisfy and discharge the same. This indemnification shall survive termination of this Agreement.

12. INSURANCE.

A. Workers' Compensation. If CONSULTANT employs any person to perform work in connection with this Agreement, CONSULTANT shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Prior to commencement of work under this Agreement by any such employee, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall stipulate that thirty (30) days advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT. Such insurance shall also contain a waiver of subrogation in favor of the Mid-Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

B. Commercial General and Automobile Liability Insurance. CONSULTANT shall also procure and maintain at all times during the performance of this Agreement Commercial General Liability Insurance covering CONSULTANT and the DISTRICT for liability arising out of the operations and activities of CONSULTANT and any subcontractors. CONSULTANT shall also procure and maintain during the entire term of this Agreement Automobile Liability Insurance which shall include coverage for all vehicles, licensed or unlicensed, on or off the DISTRICT's premises, used by or on behalf of CONSULTANT in the performance of work under this Agreement. The Commercial General Liability Insurance policy shall be subject to a limit for each occurrence of One Million Dollars (\$1,000,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Automobile Liability Insurance policy shall be subject to a limit for each occurrence of One Hundred Thousand Dollars (\$100,000) naming as an additional insured, in connection with CONSULTANT's activities, the DISTRICT, and its Directors, officers, employees and agents. The Insurer(s) shall agree that its policy(ies) is Primary Insurance and that it shall be liable for the full amount of any loss up to and including the total limit of liability without right of contribution from any other insurance covering the DISTRICT.

Inclusion of the DISTRICT as an additional insured shall not in any way affect its rights as respects to any claim, demand, suit or judgment made, brought or recovered against CONSULTANT. The policy shall protect CONSULTANT and the DISTRICT in the same manner as though a separate policy had been issued to each, but nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest had been named as an insured. Such insurance shall also contain a waiver of subrogation in favor of the Mid-Peninsula Water District and its Directors, officers, agents and employees while acting in such capacity, and their successors and assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally

Prior to commencement of work hereunder, CONSULTANT shall deliver to the DISTRICT a Certificate of Insurance which shall indicate compliance with the insurance requirements of this paragraph and shall stipulate that thirty (30) days' advance written notice of cancellation, non-renewal or reduction in limits shall be given to the DISTRICT.

C. Deductibles and Retentions. CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from the DISTRICT. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that the policy of the CONSULTANT or any subcontractor contains a deductible or self-insured retention, and in the event that the DISTRICT seeks coverage under such policy as an additional insured, CONSULTANT shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of CONSULTANT, subcontractor, or any of their officers, directors, employees, agents, or suppliers, even if CONSULTANT or subcontractor is not a named defendant in the lawsuit.

13. TERMINATION. The DISTRICT shall have the right to terminate this Agreement at any time by giving written notice to the CONSULTANT. In the event of termination for any reason other than the fault of the CONSULTANT, the CONSULTANT shall be compensated in

accordance with the provisions of Sections 4 and 5 for the services performed and expenses incurred to the date of such termination, plus any reasonable costs and expenses which are reasonably and necessarily incurred by CONSULTANT to effect such termination. For termination for default, the DISTRICT shall remit final payment to CONSULTANT in an amount to cover only those services performed and expenses incurred in accordance with the terms and conditions of this Agreement up to the effective date of termination.

14. NOTICES. All communications relating to the day to day activities of the project shall be exchanged between the DISTRICT's General Manager and the CONSULTANT's Principal, John Davidson.

All other notices and communications deemed by either party to be necessary or desirable to be given to the other party shall be in writing and may be given by personal delivery to a representative of the parties or by mailing the same postage prepaid, addressed as follows:

If to the DISTRICT: Mid-Peninsula Water District
3 Dairy Lane
Post Office Box 129
Belmont, California 94002
ATTENTION: General Manager

If to the CONSULTANT: John Davidson d/b/a
Jrocket77 Design & Marketing
2564 E 2150 South Circle
St. George, UT 84790
ATTENTION: John Davidson

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

15. EQUAL EMPLOYMENT OPPORTUNITY. In connection with the performance of this Agreement the CONSULTANT shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, gender identity, disability or national origin. The CONSULTANT shall take affirmative actions to insure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, disability or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT further agrees to include a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials.

16. MISCELLANEOUS

A. Records. During the term of this Agreement, CONSULTANT shall permit representatives of the DISTRICT to have access to, examine and make copies, at the DISTRICT's expense, of its books, records and documents relating to this Agreement at all reasonable times.

B. District Warranties. The DISTRICT makes no warranties, representations or agreements, either express or implied, beyond such as are explicitly stated in this Agreement.

C. Release of Information. CONSULTANT shall not release any reports, information or promotional materials prepared in connection with this Agreement without the approval of the DISTRICT's General Manager.

D. Use of Subcontractors. CONSULTANT shall not subcontract any Services to be performed by it under this Agreement without the prior written approval of the DISTRICT, except for service firms engaged in drawing, reproduction, typing and printing. CONSULTANT shall be solely responsible for reimbursing any subcontractors and the DISTRICT shall have no obligation to them.

E. No Assignment. CONSULTANT shall not assign any of the rights nor transfer any of its obligations under the Agreement without the prior written consent of the District.

F. Attorney's Fees. If any legal proceeding should be instituted by either of the parties to enforce the terms of this Agreement or to determine the rights of the parties under this Agreement, the prevailing party in said proceeding shall recover, in addition to all court costs, reasonable legal fees.

G. Applicable Law. This Agreement, its interpretation and all work performed thereunder, shall be governed by the laws of the State of California.

H. Binding on Successors. All of the terms, provisions and conditions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.

I. Waiver. Any waiver of any breach or covenant of this Agreement must be in a writing executed by a duly authorized representative of the party waiving the breach. A waiver by any of the parties of a breach or covenant of this Agreement shall not be construed to be a waiver of any succeeding breach or any other covenant unless specifically and explicitly stated in such waiver.

J. Entire Agreement; Modification. This Agreement, including any attachments, constitutes the entire Agreement between the parties with respect to the subject matter hereof, and supersedes any prior understanding or agreement, oral or written, with respect to such subject matter. It may not be amended or modified, except by a written amendment executed by authorized representatives by both parties. In no event will the Agreement be amended or modified by oral understandings reached by the parties or by the conduct of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers as of the day and year first above written.

MID-PENINSULA WATER DISTRICT

JOHN DAVIDSON D/B/A
JROCKET77 DESIGN & MARKETING

By: _____
Tammy A. Rudock
General Manager

By: _____
John Davidson
Principal/Owner

APPROVED AS TO FORM:

By: _____
District Counsel



RE:

Proposal for 2017-18 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

7.12.17 | Page 1 of 2

SCOPE OF SERVICES

JROCKET77 DESIGN & MARKETING shall provide the following services to MPWD during FY 2017-18:

- 1. Ongoing Website Design Strategy and Management 180 hours
A. Manage website for consistency and timely communications.
B. Continue development of revamped MPWD website and conduct site training for MPWD staff.
C. Implementation of the MPWD Customer Connect program to integrate text alerts and email customer communications, and run survey campaigns.
D. Integrate Civic Pay online billing with access to Sensus water use online tool into one Customer Portal and promote customer usage with ongoing marketing campaigns.
E. Build e-newsletter templates and develop a customer email database for regular communications.
F. Coordinate with staff the addition of more content on the new MPWD website.
G. Maintain operation of and access to MPWD website.
H. Bring website into compliance with multiple transparency guidelines.
I. Other website services as directed by staff.

2. Publications 140 hours
A. Annual CCR by July 1st.
B. Annual end-of-year newsletter by November 30th.
C. Development of MPWD annual report.
D. Create CIP brochures/reports/FAQs as identified by MPWD.
E. Annual Water Conservation Calendar.
F. Development of Financial Control Policy Manual.
G. Development of O&M Manual.
H. Other publications as directed by staff.

3. Public Relations and Outreach 100 hours
A. Press releases: Including but not limited to: Board reorganization, calendar contest winners, CIP impact on local neighborhoods, community events and projects, disaster management.
B. Monthly bill stuffers as identified by MPWD.
C. Public service announcements and advertising within local news media (summer and winter campaigns).
D. CIP messaging (print and electronic media).
E. Assist with customer survey campaign as directed by MPWD.
F. Promotion/advertising of MPWD workshops.
G. Develop awareness for MPWD Education programs and outreach
H. Other projects as directed by staff.



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com



RE:

Proposal for 2017-18 Design/Marketing/Website Services

Attn: Tammy Rudock, MPWD

7.12.17 | Page 2 of 2

4. Branding and Identity Support 60 hours

- A. Continued consistent messaging and support of MPWD branding and identity within the MPWD service area and SF regional water system.
- B. Annual printing of MPWD letterhead after confirmed Board reorganization by January 31st.
- C. Business cards as needed.
- D. Business envelopes as needed.
- E. Graphic design and liaison work with 3rd-party vendors for MPWD facility signage.
- F. Ensure coordination of BAWSCA materials include MPWD branding and identity.
- G. Graphic design and liaison work with third-party vendors for promo items as identified by MPWD.
- H. Support additional promotional needs and research for community events.
- I. Other support as directed by staff.

5. Water Conservation and Marketing 20 hours

- A. Misc. water conservation messaging (print and electronic media).
- B. Copy writing services.
- C. Other items as directed by staff.

Total annual 500 hours

Average monthly hours: 42. Hourly rate: \$90. Annual: \$45,000

These services shall be ongoing through MPWD FY 2017/2018 and managed by the General Manager.

Thank you,



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com

DBA



RE:

Estimated Costs for Printing Fiscal Year 2017/2018

Attn: Tammy Rudock, MPWD

7.12.17

PRINTING ESTIMATE

Proposal of costs for printing/production and mailhouse delivery services for MPWD during Fiscal Year 2017/2018:

Annual CCR, *Waterline* newsletters, envelopes for mailing campaigns, staff and BOD business cards, letterheads, water conservation annual report, annual student water conservation calendars, public service announcements, rebate program applications, bill stuffer messaging, CIP collateral, emergency service alert mailers. Costs include tax and delivery.

..... Estimated: \$17,000

Thank you,



SUBMIT ALL CORRESPONDENCE AND PAYMENTS TO: JOHN T. DAVIDSON

2564 E 2150 South Circle | St. George, UT 84790 | 951.265.8778 | jrocket77@me.com



AGENDA ITEM NO. 7.A.

DATE: July 27, 2017

TO: Board of Directors

FROM: Tammy Rudock, General Manager
 Candy Pina, Administrative Services Manager
 Rene Ramirez, Operations Manager

SUBJECT: RECEIVE RECONCILIATION QUARTERLY REPORT ON 2016 COP FINANCING FOR PERIOD APRIL 1, 2017 THROUGH JUNE 30, 2017, AND 2016 COP PROJECT FUND QUARTERLY REPORT

RECOMMENDATION

Receive Reconciliation Quarterly Report on 2016 COP Financing for period April 1, 2017, through June 30, 2017, and 2016 COP Project Fund Quarterly Report

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 6/30/17		
Date	For What	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to CIP/COP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
6/30/2017	Project Costs	\$ (268,386.44)
6/30/2017	Interest Earned	\$ 38,909.81
3/31/2017	Balance	\$ 18,956,419.69

DISCUSSION

Staff's 2016 COP Reconciliation Quarterly Report is attached. Trustee bank statements were reconciled and the project fund balance at June 30, 2017, was \$18,956,419.69.

Dan Bergmann of IGService is an independent consultant that is working with staff on quarterly project reporting for the 2016 COP CIP. Mr. Bergmann is also the MPWD's Dissemination Agent that is responsible for filing annual disclosure reporting for the 2016 COP.

There were two project fund expenditures in the fourth quarter that ended June 30, 2017 totaling \$268,386.44. The attached reports indicate where these funds were distributed.

Attachments: 2016 COP Reconciliation Quarterly Report at June 30, 2017
2016 COP Project Fund Quarterly Report as of June 30, 2017

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

MPWD 2016 COP CIP - RECONCILIATION @ 6/30/17

Date	For What	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to CIP/COP	\$ 19,143,020.82
3/20/2017	Transfer to Project Funds	\$ 42,875.50
6/30/2017	Project Costs	\$ (268,386.44)
6/30/2017	Interest Earned	\$ 38,909.81
3/31/2017	Balance	\$ 18,956,419.69

COST OF ISSUANCE

Date	For What	Closing Costs
12/21/2016	Deposit from Net Proceeds	\$ 251,000.00
12/21/2016	Total Issuance Costs	\$ (208,124.50)
3/20/2017	Transfer to Project Funds	\$ (42,875.50)
	Total	\$ -

Project Costs

Date	For What	Interest Earned
6/6/2017	Karen/Folger/Mezes/South/Arthur Water Main Replacement (WMR)	\$ 219,561.67
6/6/2017	Hillcrest Pressure Regulating Station	\$ 34,836.13
6/6/2017	Dekoven Tank Replacement	\$ 8,757.00
6/6/2017	Old County Road WMR	\$ 2,691.94
6/6/2017	El Camino Real/Malcolm Ave WMR	\$ 2,539.70
	Total	\$ 268,386.44

Interest Earned

Date	For What	Interest Earned
3/31/2017	Third Quarter Interest Earned (Jan - Mar 2017)	\$ 12,640.32
4/4/2017	Interest	\$ 7,369.35
5/2/2017	Interest	\$ 8,755.93
6/2/2017	Interest	\$ 10,144.21
	Total	\$ 38,909.81

Updated 7/17/17

July 24, 2017

Tammy Rudock, General Manager
Mid-Peninsula Water District

Email: trudock@midpeninsulawater.org

Re: COP Report Ending June 30, 2017

Dear Ms. Rudock:

The following are highlights from my tracking of COP spending through June 30, 2017. I am also sending you the updated workbook by email.

The construction cost estimate is increased 15 percent. The total estimated cost for construction is increased from the initial amount of \$20,045,000 to \$23,047,887. This was presented at your Board meeting on June 22, 2017. This increase is 15 percent.

COP funds spent through June 30, 2017 total \$268,386.44. Initial payments have been made out of the COP funds for engineering costs. The amounts spent have been very small, just 1.4 percent of the total available.

The COP balance in this report reconciles exactly to the bank statement as of June 30, 2017. The COP fund balance as of June 30, 2017 was \$18,956,419.69. This is shown in the attached Bank of New York table and also at the bottom of the Projects table (rounded).

Pay-Go amounts will be included in the next report. For next quarter's report, CIP funding from operating revenues (pay-go) will be added to the report. By doing so, the reporting will show the full amount of spending for each project.

The Karen Road detail sheet is included as an example. Each project has a detail sheet. A print out of Karen Road is attached here. It shows:

- Overall cost estimate increase for Karen Road is \$30,600, or seven percent
- Each of the three components increased evenly at seven percent
- Planning spending for Karen Road is shown as \$82,172 (however some reallocation of costs may occur for the next report as Karen is one of a group of combined projects)
- The comment section notes the reason for the cost changes

Sincerely,



Dan Bergmann
Principal

MPWD Projects: Through June 30, 2017		Cost Estimate		Amount Spent			Planned Completion
Project	#	Original ¹	Updated ²	COP	Pay-Go	Total	
Karen Road Improvements	15-73	\$425,000	\$455,600	\$82,172	\$0	\$82,172	Jun-18
Folger Drive Improvements	15-65	420,000	449,376	40,869	0	40,869	Jun-18
Mezes Avenue Improvements	15-14	175,000	187,240	14,609	0	14,609	Jun-18
South Road Abandonment	15-44	415,000	443,968	40,521	0	40,521	Jun-18
Arthur Avenue Improvements	15-22	475,000	509,680	41,391	0	41,391	Jun-18
Dekoven Tanks Replacement	15-89	3,500,000	4,009,576	8,757	0	8,757	Jun-20
Hillcrest Pressure Regulating Station	15-87	345,000	369,888	34,836	0	34,836	Jun-18
Old County Road Improvements	15-75	3,400,000	3,892,590	2,692	0	2,692	Jun-20
El Camino Real Improvements	15-76	2,100,000	2,489,975	2,539	0	2,539	Jun-21
Notre Dame Avenue Loop Closure	15-10	910,000	1,009,891				Jun-19
Tahoe Drive Area Improvements	15-28	510,000	563,692				Jun-19
Cliffside Court Improvements	15-38	220,000	258,998				Jun-21
N. Rd Cross Country / Davey Glen Rd Impr.	15-43	680,000	727,328				Jun-18
Zone 5 Fire Hydrant Upgrades	15-06	150,000	168,730				Jun-19
Civic Lane Improvements	15-78	800,000	887,405				Jun-19
Dekoven Tank Utilization Project	15-09	1,035,000	1,185,325				Jun-20
Belmont Canyon Road Improvements	15-29	420,000	480,300				Jun-20
North Road Improvements	15-42	220,000	258,998				Jun-21
SR 101 Crossing at PAMF Hospital	15-72	1,670,000	2,033,487				Jun-22
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000	1,352,053				Jun-22
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000	1,313,787				Jun-22
Francis, Academy, Davey (w/Belmont)			0				
TOTALS		\$20,045,000	\$23,047,887	\$268,386	\$0	\$268,386	

COP Beginning Fund Total \$19,143,021

Dividend Totals \$81,785

COP Remaining Balance \$18,956,420

Notes:

1) Resolution No. 2016-06, May 26, 2016

2) Per CIP Summary dated June 7, 2017, presented to Board June 22, 2017

Karen Road WMR 15-73											
	Costs				Completion Tracking		Spent			Payment	
	Planning, Design & CM	Construction	Contingency	Total	Jun-18	Added days	Planning, Design & CM	Construction	Total	COP	Pay-Go
Original →	\$80,000	\$307,000	\$38,000	\$425,000							
Updates ↓											
Jun-17	\$5,760	\$22,104	\$2,736	\$30,600	0		\$82,172	\$0	\$82,172	\$82,172	\$0
				0						0	0
				0						0	0
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TOTALS	\$85,760	\$329,104	\$40,736	\$455,600	Jun-18		\$82,172	\$0	\$82,172	\$82,172	\$0
	<i>Increase from Original Cost →</i>								<i>% of Total Spent →</i>		
										\$82,172	
										Balanced	

Comments:
Jun-17 Costs adjusted by inflationary factor (6/22/17 Board meeting) .

Bank of New York MPWD Account 361685			
	Dividends	Expenditures	End Balance
Beginning Project Funds			\$19,143,020.82
Quarter Ending			
Mar-17¹	\$42,875.50	0.00	\$19,185,896.32
Mar-17	12,640.32	0.00	19,198,536.64
Jun-17	26,269.49	(268,386.44)	18,956,419.69
Sep-17			
Dec-17			
Mar-17			
Jun-17			
Totals	\$81,785.31	(\$268,386.44)	\$18,956,419.69
Total Funds	\$19,224,806.13		
Percent of Total Spent	1.4%		
Notes			
1) Transfer to Project Funds			



AGENDA ITEM NO. 7.B.

DATE: July 27, 2017
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
Joubin Pakpour, P.E., District Engineer

SUBJECT: CONSIDER RESOLUTION 2017-13 AUTHORIZING AWARD OF CONTRACT TO STOLOSKI & GONZALEZ, INC., FOR CONSTRUCTION OF THE 2017 WATER MAIN REPLACEMENT PROJECT (IMPROVEMENTS ON MEZES AVENUE, ARTHUR AVENUE, FOLGER DRIVE, KAREN ROAD AND ABANDONMENT OF 4-INCH CIP WATER LINE UNDER SOUTH ROAD) IN THE AMOUNT OF \$2,055,271, AND A 10% PROJECT CONTINGENCY IN THE AMOUNT OF \$205,000, FOR A TOTAL PROJECT BUDGET OF \$2,260,271

RECOMMENDATION

Approve Resolution 2017-13 authorizing award of a contract to Stoloski & Gonzalez, Inc., from Half Moon Bay, CA for the replacement of more than 2,800 lineal feet of water main segments under Mezes, Folger, Karen and Arthur and abandoning 1,325 lineal feet of old four-inch cast iron main under South in the amount of \$2,055,271 and a 10% project contingency in the amount of \$205,000 for a total project budget of \$2,260,271. This is Capital Improvement Program (CIP) 01-1621-CP and upon completion of construction will have removed five (5) CIP projects; 15-14, 15-22, 15-44, 15-65 and 15-73, from the five-year CIP improvement list of 22 projects (see attached).

FISCAL IMPACT

Original Estimate FY 15/16	\$1,382,500
2017 Construction Estimate with 2 years of Construction inflation 8.2%	\$1,496,000
(a) Engineer's Estimate before bid under current Construction conditions for Original Project	\$1,805,000

(b) Additional Work Items (see project descriptions below)	\$ 209,400
Engineer's Estimate: (a) + (b)	\$2,014,400
Lowest Responsible Bid	\$2,055,271
Plus 10% Contingency	<u>\$ 205,000</u>
Total Project Budget	\$2,260,271

MPWD operations staff will manage the inspection services for the construction project, thereby eliminating the costs for contracting with an outside inspector for this project. Funding for the 2017 Water Main Replacement Project will come from the Certificates of Participation (COP) for the entire amount.

DISCUSSION

A project description for each of the five sites follows:

Mezes Avenue – water is currently provided through a single 310 lineal foot (LF) 4-inch CIP water main fed from Lyon Avenue. The line transitions to a 415 LF 6-inch CIP with a dead end. Fire flows on this portion of Mezes are below a recommended 1500 gallon per minute (gpm) flow at 20 psi due to a bottleneck created by the 4-inch CIP. This project will replace a 50 year old 4-inch CIP water main with 310 LF of new 8-inch DIP, which will increase available fire flows to more than 190% of current flows. To better complete connections to the new and existing main, an additional 80 LF of 8-inch DIP was added to construction limits with an estimated cost of \$19,200.

Folger Drive - water mains are made up of 350 LF of 10-inch PVC and 700 LF of 6-inch CIP. The 10-inch main was constructed in 1987 and the 6-inch main in 1935 (one of the oldest mains still in operation). This project will replace the 6-inch CIP water main with 700 LF of new 10-inch DIP water main, abandon the water main within the abandoned Folger Pump Station, and replace 130 LF of 6-inch CIP on Folger Court with 130 LF of new 8-inch DIP. To better complete connections to the new and existing main, an additional 90 LF of 8-inch DIP and a service connection were added to construction limits at an estimated cost of \$27,000.

Karen Road – is a private road with two existing parallel water mains. An 8-inch CIP was installed in 1952 and a 12-inch asbestos-cement pipe (ACP) was constructed in 1957. Of the two pipes, the 8-inch remains in service, though it has been the source of many leaks over the years. Hydraulic analysis indicates one 8-inch pipe will provide sufficient flow and fire protection. This project replaces the 8-inch CIP with 800 LF of 8-inch Fusible PVC (FPVC) pipe that will be pulled through and reside within the 12-inch ACP, thereby reducing costs from an entirely open trench pipe project. In addition, 170 LF of 6-inch ACP along Dairy Lane in front of the District office will be replaced with 170 LF of 8-inch FPVC and the spot repair of some 2,900 square feet (sf) of asphalt and the slurry seal of 37,000 sf of Karen Road at an estimated cost of \$108,400.

Arthur Avenue – water is currently provided from a 4-inch CIP water main in Zone 2 off of Alameda de las Pulgas and also from a 6-inch CIP water main in Zone 3 off of Coronet Boulevard. These two feeding water mains do not provide a minimum of 1,500 gpm at 20 psi for fire flows. This project will replace the undersized water mains with 880 LF of new 8-inch DIP water main that will increase fire flows in excess of 1,500 gpm minimum requirement. Water will be fed from Zone 3 and a pressure reducing valve will be installed before the pipe connects to Zone 2 in Alameda de las Pulgas. To better complete connections to the new and existing main, an additional 170 LF of 8-inch DIP and fire hydrant assembly were added to construction limits at an estimated cost of \$54,800.

South Road – between Notre Dame Avenue and College View there are 1,325 LF of parallel 4-inch CIP and 8-inch PVC water mains. The 4-inch and 8-inch water mains were installed in 1940 and 1983 respectively. Middle Road, Debbie Lane, Hainline Drive, Korbet Way, Vannier Drive and College View Way are connected to the 4-inch CIP, which does not have the capacity to provide a 1,500 gpm at 20 psi fire flow. This project will abandon the 4-inch in its entirety and will reconnect all of the streets from the 8-inch PVC water main, which will increase fire flows beyond the 1,500 gpm at 20 psi minimum. Since this is an abandonment project, there were no additions.

District Engineer, Joubin Pakpour, P.E., will lead the discussion for this project. His detailed report of the bids is attached.

Attachments: Resolution 2017-13
 Contract
 Pakpour Consulting Group, Inc., Recommendation of Award dated July 24, 2017
 Summary CIP List

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-13

AUTHORIZING AWARD OF CONTRACT TO STOLOSKI & GONZALEZ, INC., FOR CONSTRUCTION OF THE 2017 WATER MAIN REPLACEMENT PROJECT (IMPROVEMENTS ON MEZES AVENUE, ARTHUR AVENUE, FOLGER DRIVE, KAREN ROAD AND ABANDONMENT OF 4-INCH CIP WATER LINE UNDER SOUTH ROAD) IN THE AMOUNT OF \$2,055,271, AND A 10% PROJECT CONTINGENCY IN THE AMOUNT OF \$205,000, FOR A TOTAL PROJECT BUDGET OF \$2,260,271

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the District solicited competitive bids for the 2017 Water Main Replacement Project, 01-1621-CP, that among improvements will construct 310 lineal feet (LF) of 8-inch ductile iron pipe (DIP) on Mezes Avenue, 700 LF of 10-inch DIP on Folger Drive and 130 LF of 8-inch DIP on Folger Court, 800 LF of 8-inch fusible polyvinylchloride pipe (FPVC) on Karen Road and 200 LF of FPVC on Dairy Lane, 880 LF of 8-inch DIP on Arthur Avenue, and abandon 1,325 LF of 4-inch cast iron pipe (CIP) on South Road; and

WHEREAS, in response to the District's solicitation, two (2) firms submitted bids; and

WHEREAS, based on review of these bids by the District Engineer, District staff, and District Counsel, staff recommends that the contract be awarded to STOLOSKI & GONZALEZ, INC., whose bid meets all the requirements of the specification documents and has been determined to be the lowest responsive and responsible bidder.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby:

1. Awards the contract for the 2017 Water Main Replacement Project, 01-1621-CP, that among improvements will construct 310 lineal feet (LF) of 8-inch DIP on Mezes Avenue, 700 LF of 10-inch DIP on Folger Drive and 130 LF of 8-inch DIP on Folger Court, 800 LF of 8-inch FPVC on Karen Road and 200 LF of FPVC on Dairy Lane, 880 LF of 8-inch DIP on Arthur Avenue, and

abandon 1,325 LF of 4-inch CIP on South Road to STOLOSKI & GONZALEZ, INC., in the amount of \$2,055,271; and

2. Authorizes a 10% project contingency in the amount of \$205,000 for a total project budget of \$2,260,271; and

3. Authorizes the President of the Board to execute a contract on behalf of the District with STOLOSKI & GONZALEZ, INC., in full conformity with the terms and conditions of this Resolution, the bid and the specification documents.

REGULARLY passed and adopted this 27th day of July 2017, by the following vote.

AYES:

NOES:

ABSENT:

President, Board of Directors

ATTEST:

Secretary



Pakpour Consulting Group, Inc.

July 24, 2017

10012.16

Board of Directors
Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

**Subject: Karen, Mezes, Arthur, South & Folger Water Main Improvements
Bid Results and Award Recommendation
Mid-Peninsula Water District (MPWD)**

Dear Board Members,

The Mid-Peninsula Water District (District) held a bid opening on July 20, 2017 at 2:00 P.M. for the Karen, Mezes, Arthur, South & Folger Water Main Improvements Project. The District received two bids out of six prospective eligible bidders for this project. They are listed in ascending order based on the lowest total bid price:

	<u>Bidders</u>	<u>Total Bid Price</u>
1	Stoloski & Gonzalez, Inc.	\$ 2,055,271.00
2	Cratus, Inc.	\$ 2,495,335.00
	Engineer's Estimate	\$ 2,014,188.00

The apparent low bidder for the project is Stoloski & Gonzalez, Inc. (SG) with a bid of **\$2,055,271.00**, which is \$41,083.00 (2%) higher than the Engineer's Estimate. We reviewed SG's submitted documents and found they conform to and meet the project's minimum qualifications.

Additional Construction Work Scopes

While developing the project designs, the District elected to add approximately \$200,000 of additional work to better accommodate actual field conditions. They include:

- 170 LF of additional water main replacement along Karen Road to encompass Dairy Lane. Since the contractor will use Dairy Lane for fusible PVC layout, the District decided to also include replacement of the water main in the street. In addition, due to multiple water main leaks on Karen Road since 2015, additional road restoration and slurry seal were added to repair failed pavement as a result of the leaks.



- 80 LF of additional water main replacement on Mezes Avenue to move the water main tie-in location to a better operating location.
- 170 LF of additional water main replacement on Arthur Avenue to move the water main tie-in location to a better operating location. An additional fire hydrant was also added.
- 90 LF of additional water main replacement and one additional service replacement on Folger Drive to move the water main tie-in to a better operating location.

Comparison of 2015 CIP Budget vs Bids Received (Actual - 2017)

Original 2015 CIP Construction Estimate:	\$1,382,500
Revised 2017 CIP Construction Estimate (includes 8.2% inflation factor):	\$1,495,865
2017 Engineers Estimate (excluding additional work above)	\$1,804,788
SG's Bid (excluding additional work above)	\$1,848,441

SG's bid was approximately 19% higher than the original budgeted CIP. Construction costs have risen dramatically over the past two years, greatly outpacing the 4% increase per year we anticipated when we completed the District's Capital Improvement Program in 2015. We are seeing year-over-year increases of close to 20% and in most cases only one or two contractors bidding jobs. Several design projects we completed this year had zero bidders. This is attributed to the robust economic climate of the Bay Area. The contractors that bid our projects also work in private development which can have much higher returns.

Bid Analysis

Enclosed please find the Bid Analysis dated July 21, 2017 breaking down the cost of each individual bid item per each individual CIP project, along with a Bid Checklist detailing the items reviewed in the bid packages.

SG has been in business for over 30 years with experience in construction work similar to this project. SG has completed water main related projects with Montara Water & Sanitary District, Coastside County Water District, City of Morgan Hill, City of San Jose, San Jose Water Company, East Bay MUD, City of Daly City, City of Mountain View, Purissima Hills Water District, and Los Altos Hills County Fire District. *Pakpour Consulting Group* has worked with SG on over ten projects in last 10 years and found their work acceptable.

Based on our analysis, we recommend the Board of Directors authorize contract award to Stoloski & Gonzalez, Inc. in the amount of **\$2,055,271.00** as the lowest responsive and responsible bidder.

Very truly yours,



Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
District Engineer

Enclosures: Bid Analysis (6 pages)
Comparison of 2015 CIP Budget vs Actual Bids Received (2017) (1 page)
Bid Checklist (1 page)

Note to Contractors:

This staff recommendation will be presented to the Board of Directors at the MPWD Board Meeting to be held on Thursday, July 27, 2017.

Pursuant to General Provision G3.08, any protest of the staff recommendation for award of contract must be submitted within 48 hours of your receipt of this letter (i.e. by Wednesday, July 26, 2017 at 10:00 AM).

cc: *Tammy Rudock, Mid-Peninsula Water District, via email tammyr@midpeninsulawater.org
Rene Ramirez, Mid-Peninsula Water District, via email RRamirez@midpeninsulawater.org
Michael Anderson, Mid-Peninsula Water District, via email MikeA@midpeninsulawater.org
Mark Stoloski, Stoloski and Gonzalez, Inc., via email mstoloski@stoloskiqonzalez.com
Andrew Byrne, Cratus, Inc. via email estimating@cratusinc.com; admin@cratusinc.com*

J:\Projects\MPWD - 10012.00\16 - Karen, Mezes, Arthur, South and Folger Water Main Improvements\Correspondence\Letter\16-MPWD-Board-17.07.24-Bid Results-Award Recommendation.docx



CONTRACT

THIS CONTRACT is made and entered into as of this ____ day of _____, 201__, by and between the **MID-PENINSULA WATER DISTRICT**, hereinafter called the "Owner" or "District" and _____, hereinafter collectively called the "Contractor."

THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The Contractor shall perform all the work and furnish all the labor, materials, tools, equipment, machinery, services, transportation, incidentals and appurtenances required to complete the construction and installation of the work in accordance with the plans and specifications approved by the District entitled: **KAREN, MEZES, ARTHUR, SOUTH & FOLGER WATER MAIN IMPROVEMENTS**, dated **June 2017**, and which are appended hereto and made part of this agreement.

2. **BEGINNING OF WORK AND CONTRACT TIME OF COMPLETION.** After the Contract has been executed by the Owner, the Contractor shall begin work within five (5) working days from the effective date of the Notice to Proceed, issued by Owner, and shall complete all items required under this Contract within **Ninety (90) working days from the effective date of the Notice to Proceed.**

3. **CONTRACT PRICE.** In consideration of the performance of the work as set forth in the Contract Documents, the Owner agrees to pay to the Contractor the amounts set forth in the Contractor's Proposal dated _____ 201__, as it may be hereafter adjusted in accordance with the Contract Documents, and to make such payments in the manner and at the times provided in the Contract Documents. The Contractor agrees to complete the work within the time specified herein and to accept as full payment the amounts provided for herein.

4. **COMPONENTS OF CONTRACT.** This Contract shall consist of the following documents each of which is on file in the Owner's office and all of which are hereby referred to and by this reference made a part hereof as fully and completely as if they were fully set forth herein:

- a) This Contract
- b) Notice Inviting Sealed Bids
- c) The Contractor's signed Proposal
- d) General Provisions
- e) Special Provisions (including permits)
- f) Technical Specifications
- g) Contract Drawings
- h) Addenda (if any)
- i) Contract Bonds

The Contract will also include Contract Change Orders, if any, issued by the Owner as provided in the Contract Documents. The Contract represents the entire integrated agreement between the parties hereto and supersedes prior negotiations, agreements or representations, whether written or oral, except representations contained in the Contractor's Qualifications Statement submitted

prior to the award of Contract, if one was required. In the event of a conflict or inconsistency between Contractor's Proposal and this Contract, this Contract shall prevail.

5. **WORKERS' COMPENSATION CERTIFICATION.** By its signature hereunder, the Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the work of this Contract.

6. **NOTICES.** Any notices required or permitted under this Contract may be given by personal delivery to an authorized representative of the recipient or by certified or registered United States mail. In the case of the Contractor, notices shall be addressed to the business address specified in its Proposal. In the case of the Owner, notices shall be addressed to:

**Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002
Attn: Tammy Rudock**

A copy of any notices to the Owner shall also be concurrently mailed or delivered personally to the District Engineer.

Notice shall be presumed to be received three (3) business days after deposit in the mail, postage prepaid, or upon the date of delivery, if personally given.

7. **GOVERNING LAW.** This Contract is executed and shall be performed in San Mateo County, California. It shall be governed by and construed in accordance with the laws of the State of California.

8. **RECORDS.** Owner representatives shall have the right to review and inspect any records of the Contractor related to this Contract during normal business hours at the location where such records are maintained.

9. **LEGAL ACTIONS; AGENT FOR SERVICE OF PROCESS.** Any action relating to this Contract, including all disputes between the parties, shall be instituted and prosecuted in a court of competent jurisdiction in San Mateo County in the State of California.

Each party hereby appoints the individual listed opposite its name to act as its initial agent for service of process relating to any such action.

Mid-Peninsula Water District

3 Dairy Lane
Belmont, CA 94002
(650) 591-8941

Name of Individual Agent for
Service of Process

CONTRACTOR:

Name of Individual Agent for
Service of Process

Street Address

Owner, State, Zip Code

Telephone

IN WITNESS WHEREOF, the parties hereto have signed this Contract as of the day and year first above written.

MID-PENINSULA WATER DISTRICT:

CONTRACTOR:

BY: _____
President, Board of Directors

Name Under Which Business is Conducted

ATTEST: _____
District Secretary

BY: Name: _____

Title: _____
(President or Vice President)

APPROVED AS TO FORM:

District Attorney

California Contractor License No.:

Expiration Date: _____

Business Address:

Note: Format for Contract execution by Contractor will be adapted for a sole owner, partnership, corporation or joint venture, as appropriate.

Priority	Project Number	Zone	Project Name	Quantity			Construction	Planning, Design & CM	Contingency	2015 Dollars	Running Total	104.0%	108.2%	112.5%	117.0%	121.7%	126.5%	Total
				LF	SRV	HYD						2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
1	15-14	3	Mezes Avenue Improvements	310	10	1	\$ 122,500	\$ 37,000	\$ 15,500	\$ 175,000	\$ 175,000	\$25,000	\$162,240					\$187,240
3	15-76	1	El Camino Real Improvements	4100	23	12	\$ 1,463,000	\$ 360,000	\$ 277,000	\$ 2,100,000	\$ 2,275,000		\$150,000	\$150,000	\$2,189,975			\$2,489,975
4	15-65	2	Folger Drive Improvements	830	12	3	\$ 306,000	\$ 77,000	\$ 37,000	\$ 420,000	\$ 2,695,000	\$60,000	\$389,376					\$449,376
5	15-73	1	Karen Road Improvements	800	9	2	\$ 307,000	\$ 80,000	\$ 38,000	\$ 425,000	\$ 3,120,000	\$50,000	\$405,600					\$455,600
6	15-10	3	Notre Dame Avenue Loop Closure	2230	29	3	\$ 689,500	\$ 138,000	\$ 82,500	\$ 910,000	\$ 4,030,000		\$110,000	\$899,891				\$1,009,891
7	15-44	2	South Road Abandonment	0	19	3	\$ 302,000	\$ 75,000	\$ 38,000	\$ 415,000	\$ 4,445,000	\$60,000	\$383,968					\$443,968
8	15-22	3	Arthur Avenue Improvements	880	15	2	\$ 345,000	\$ 87,000	\$ 43,000	\$ 475,000	\$ 4,920,000	\$50,000	\$459,680					\$509,680
9	15-16	3	Williams Avenue, Ridge Road, Hillman Avenue Improvements	2460	59	4	\$ 834,000	\$ 166,000	\$ 100,000	\$ 1,100,000	\$ 6,020,000				\$150,000	\$1,202,053		\$1,352,053
10	15-43	2	North Road Cross Country / Davey Glen Road Improvements	1400	17	5	\$ 496,000	\$ 124,000	\$ 60,000	\$ 680,000	\$ 6,700,000	\$100,000	\$627,328					\$727,328
11	15-06	5	Zone 5 Fire Hydrant Upgrades	0	0	7	\$ 105,000	\$ 31,000	\$ 14,000	\$ 150,000	\$ 6,850,000			\$168,730				\$168,730
12	15-78	1	Civic Lane Improvements	1800	20	5	\$ 605,000	\$ 120,000	\$ 75,000	\$ 800,000	\$ 7,650,000		\$100,000	\$787,405				\$887,405
13	15-17	3	Monte Cresta Drive / Alhambra Drive Improvements	2250	48	5	\$ 781,500	\$ 195,000	\$ 98,500	\$ 1,075,000	\$ 8,725,000				\$175,000	\$1,138,787		\$1,313,787
14	15-87	1	Hillcrest Pressure Regulating Station	0	0	0	\$ 250,000	\$ 65,000	\$ 30,000	\$ 345,000	\$ 9,070,000	\$40,000	\$329,888					\$369,888
15	15-09	3	Dekoven Tank Utilization Project	2300	14	2	\$ 782,000	\$ 158,000	\$ 95,000	\$ 1,035,000	\$ 10,105,000			\$150,000	\$1,035,325			\$1,185,325
16	15-28	7	Tahoe Drive Area Improvements	900	28	4	\$ 369,000	\$ 94,000	\$ 47,000	\$ 510,000	\$ 10,615,000		\$80,000	\$483,692				\$563,692
17	15-29	7	Belmont Canyon Road Improvements	900	17	2	\$ 306,000	\$ 76,000	\$ 38,000	\$ 420,000	\$ 11,035,000			\$65,000	\$415,300			\$480,300
18	15-38	8	Cliffside Court Improvements	330	14	2	\$ 154,500	\$ 46,500	\$ 19,000	\$ 220,000	\$ 11,255,000				\$40,000	\$218,998		\$258,998
19	15-42	2	North Road Improvements	0	19	1	\$ 152,000	\$ 46,000	\$ 22,000	\$ 220,000	\$ 11,475,000				\$40,000	\$218,998		\$258,998
20	15-75	1	Old County Road Improvements	5500	111	26	\$ 2,580,500	\$ 510,000	\$ 309,500	\$ 3,400,000	\$ 14,875,000		\$200,000	\$300,000	\$3,392,590			\$3,892,590
21	15-72	1	SR 101 Crossing at PAMF Hospital	2300	0	2	\$ 1,040,000	\$ 350,000	\$ 280,000	\$ 1,670,000	\$ 16,545,000				\$100,000	\$200,000	\$1,733,487	\$2,033,487
22	15-89	3	Dekoven Tank Replacement	0	0	0	\$ 2,500,000	\$ 400,000	\$ 600,000	\$ 3,500,000	\$ 20,045,000		\$200,000	\$300,000	\$3,509,576			\$4,009,576
Material Totals				29290	464	91												
Subtotal (Programmed Projects)												\$385,000	\$3,448,080	\$3,304,718	\$8,682,791	\$3,152,971	\$4,074,327	\$23,047,887

Legend Design Construction

Note: Project Priority No. 2 "Alameda de las Pulgas Improvements was constructed in FY16-17 using Pay-Go Funds



AGENDA ITEM NO. 8.A.

DATE: July 27, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: APPROVE RESOLUTION 2017-14 AUTHORIZING A 3.0% LIVING WAGE ADJUSTMENT TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS, EFFECTIVE AUGUST 1, 2017

RECOMMENDATION

Approve Resolution 2017-14 approving a 3.0% living wage adjustment to salary ranges for all MPWD personnel classifications, effective August 1, 2017.

FISCAL IMPACT

The total cost of the living wage adjustment is approximately \$42,000 (excluding the General Manager), which was included within the FY 2017/2018 Operating Budget.

Per its October 23, 2014, letter agreement with the MPWD Employees Association, the 3.0% living wage adjustment will be automatically applied to the salary of each employee that received a satisfactory or above on their performance evaluation from the most recent review cycle, effective August 1, 2017. The terms of the letter agreement expire September 25, 2018.

DISCUSSION

The Board approved the letter agreement with the MPWD Employees Association at its October 23, 2014, regular meeting. Section 4 of that letter agreement provided as follows:

In order to maintain competitiveness and market median wages, an annual living wage adjustment equal to the San Francisco-Oakland-San Jose CPI (Consumer Price Index) for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office will be made to each classification, as cumulatively determined for the first half of the year—January through June (semiannual), up to a cap of 3.0%. If the CPI is less than 0%, no adjustment will be made.

* * *

Effective August 1st in 2015, 2016, and 2017, a living wage adjustment equal to the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, as cumulatively determined for the first half of the year (semiannual), will be made to each classification, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive it.

The San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the first half of 2017 (semiannual) was 3.4% (see attached). The letter agreement with the MPWD Employees Association caps the living wage adjustment at 3.0%. Therefore, the salary ranges for each MPWD personnel classification should be increased by 3.0%, effective August 1, 2017.

Further, it is recommended that the 3.0% living wage adjustment also be applied to the salary ranges for MPWD's unrepresented personnel classifications of Administrative Services Manager and Operations Manager.

Attached is the updated Salary Plan for Represented Employees and MPWD Management Exempt Salary Range chart.

Attachments: Resolution 2017-14
CPI for San Francisco-Oakland-San Jose Urban Wage Earners, U.S. Department of Labor/BLS
MPWD Salary Plan Chart – Represented Employees
MPWD Salary Range Chart – Management Exempt

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

UNANIMOUS_____ STUEBING_____ WARDEN_____ VELLA_____ LINVILL_____ ZUCCA_____

RESOLUTION NO. 2017-14
APPROVING A 3.0% LIVING WAGE ADJUSTMENT
TO SALARY RANGES FOR ALL MPWD PERSONNEL CLASSIFICATIONS,
EFFECTIVE AUGUST 1, 2017

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, per Resolution No. 2014-15 dated October 23, 2014, the Board of Directors for the Mid-Peninsula Water District approved a Letter Agreement with the MPWD Employees Association, setting forth the terms and conditions governing salary, benefit and other employment conditions for represented employees, for a 4-year term, commencing on September 26, 2014, and ending on September 25, 2018; and

WHEREAS, Section 4 within that Letter Agreement provided that effective August 1st in 2015, 2016, and 2017, a living wage adjustment equal to the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, as cumulatively determined for the first half of the year (semiannual), up to a cap of 3.0%, will be made to each classification, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase; and

WHEREAS, the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the first of half of 2015 (semiannual) was 2.0%; and

WHEREAS, the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the first of half of 2016 (semiannual) was 2.7%; and

WHEREAS, the San Francisco-Oakland-San Jose CPI for Urban Wage Earners, U.S. Department of Labor, Bureau of Labor Statistics/Western Office, for the first half of 2017 (semiannual) was 3.4%; and

WHEREAS, in accordance with the terms of the Letter Agreement, the salary ranges for MPWD Employee Association personnel classification should be increased by 3.0%, effective August 1, 2017, pursuant to the attached Exhibit A – Salary Plan for Represented Employees, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2017; and

WHEREAS, the General Manager has also determined that the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager should also be adjusted by the 3.0% living wage adjustment pursuant to the attached Exhibit B – Salary Ranges for MPWD Management Exempt Personnel, and each employee with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mid-Peninsula Water District that effective August 1, 2017, the personnel classifications within the MPWD Employees Association will be adjusted by a 3.0% living wage adjustment, and the attached Exhibit A – Salary Plan for Represented Employees, is hereby approved and accepted; and

BE IT FURTHER RESOLVED that effective August 1, 2017, the salary ranges for the unrepresented personnel classifications of MPWD Administrative Services Manager and Operations Manager will be adjusted by the 3.0% living wage adjustment, and the attached Exhibit B – Salary Ranges for MPWD Management Exempt Personnel, is hereby approved and accepted; and

BE IT FINALLY RESOLVED that the each employee in the aforementioned classifications with a satisfactory or above performance evaluation from the most recent review cycle will automatically receive said increase, effective August 1, 2017.

PASSED AND ADOPTED this 27th day of July 2017.

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST:

SECRETARY OF THE BOARD

R = Revised

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS
 Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103
 Information Staff (415) 625-2270 / Fax (415) 625-2351

SAN FRANCISCO-OAKLAND-SAN JOSE

Consumer Price Index, All Items, 1982-84=100 for Urban Wage Earners and Clerical Workers (CPI-W)

SEMIANNUAL

YEAR	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	SEMIANNUAL		
													1ST HALF	2ND HALF	ANNUAL AVERAGE
1998		159.6		160.8		161.7		162.7		163.4		163.7	160.5	163.1	161.8
1999		165.7		168.8		168.3		170.0		171.2		170.9	167.2	170.5	168.8
2000		172.6		174.9		175.2		177.8		179.3		180.2	173.9	178.7	176.3
2001		183.5		184.9		186.9		186.7		187.5		186.5	184.5	186.9	185.7
2002		186.8		188.8		189.1		189.3		190.0		189.6	188.0	189.6	188.8
2003		193.7		193.6		192.2		192.3		191.9		191.1	192.9	191.9	192.4
2004		194.1		194.7		195.4		195.0		196.4		195.9	194.4	195.7	195.0
2005		197.3		199.3		197.5		199.5		202.6		199.3	197.9	200.3	199.1
2006		202.5		204.9		205.2		206.7		206.2		205.6	203.7	206.1	204.9
2007		208.803		211.189		211.422		211.620		213.133		214.204	209.986	212.754	211.370
2008		214.913		217.913		221.454		221.385		221.192		213.685	217.487	219.396	218.441
2009		216.797		218.587		220.996		221.279		221.708		220.121	218.182	221.109	219.645
2010		222.049		223.821		224.185		224.195		224.352		224.152	223.012	224.236	223.624
2011		226.638		231.600		230.605		231.445		232.371		231.109	229.074	231.600	230.337
2012		234.648		236.626		236.890		238.445		240.864		236.454	235.572	238.622	237.097
2013		240.262		241.764		243.052		242.903		243.711		242.602	241.141	243.109	242.125
2014		245.148		247.932		250.085		249.877		250.508		247.680	247.097	249.555	248.326
2015		249.809		252.875		254.736		256.060		256.107		255.492	252.041	255.780	253.910
2016		257.141		259.386		261.017		262.326 ^R		264.026		263.222	258.715	262.946	260.830
2017		265.569		268.896		269.508							267.426		

Table of over-the-year percent increases. An entry for Feb. 2006 indicates the percentage increase from Feb. 2005 to Feb. 2006.

1999	3.8	5.0	4.1	4.5	4.8	4.4	4.2	4.5	4.3
2000	4.2	3.6	4.1	4.6	4.7	5.4	4.0	4.8	4.4
2001	6.3	5.7	6.7	5.0	4.6	3.5	6.1	4.6	5.3
2002	1.8	2.1	1.2	1.4	1.3	1.7	1.9	1.4	1.7
2003	3.7	2.5	1.6	1.6	1.0	0.8	2.6	1.2	1.9
2004	0.2	0.6	1.7	1.4	2.3	2.5	0.8	2.0	1.4
2005	1.6	2.4	1.1	2.3	3.2	1.7	1.8	2.4	2.1
2006	2.6	2.8	3.9	3.6	1.8	3.2	2.9	2.9	2.9
2007	3.1	3.1	3.0	2.4	3.4	4.2	3.1	3.2	3.2
2008	2.9	3.2	4.7	4.6	3.8	-0.2	3.6	3.1	3.3
2009	0.9	0.3	-0.2	0.0	0.2	3.0	0.3	0.8	0.6
2010	2.4	2.4	1.4	1.3	1.2	1.8	2.2	1.4	1.8
2011	2.1	3.5	2.9	3.2	3.6	3.1	2.7	3.3	3.0
2012	3.5	2.2	2.7	3.0	3.7	2.3	2.8	3.0	2.9
2013	2.4	2.2	2.6	1.9	1.2	2.6	2.4	1.9	2.1
2014	2.0	2.6	2.9	2.9	2.8	2.1	2.5	2.7	2.6
2015	1.9	2.0	1.9	2.5	2.2	3.2	2.0	2.5	2.2
2016	2.9	2.6	2.5	2.4 ^R	3.1	3.0	2.6	2.8	2.7
2017	3.3	3.7	3.3				3.4		

R:Revised

REVISED - ATTACHMENT A
to MPWD Letter Agreement with MPWD Employees Association dated October 23, 2014

SALARY PLAN – Effective August 1, 2017

PERSONNEL CLASSIFICATION	3.0% LIVING WAGE ADJ FY 2017/2018 SALARY RANGE	2.7% LIVING WAGE ADJ FY 2016/2017 SALARY RANGE	2.0% LIVING WAGE ADJ FY 2015/2016 SALARY RANGE	MARKET MEDIAN FY 2014/2015 SALARY RANGE
Administrative Assistant	\$ 3,848 - \$ 5,414/Month \$46,172 - \$64,970/Year	\$ 3,735 - \$ 5,256/Month \$44,827 - \$63,078/Year	\$ 3,637 - \$ 5,118/Month \$43,648 - \$61,420/Year	\$ 3,566 - \$ 5,018/Month \$42,792 - \$60,216/Year
Administrative Specialist	\$ 4,526 - \$ 6,369/Month \$54,315 - \$76,430/Year	\$ 4,395 - \$ 6,184/Month \$52,733 - \$74,204/Year	\$ 4,279-\$ 6,021/Month \$51,347-\$72,253/Year	\$ 4,195-\$ 5,903/Month \$50,340-\$70,836/Year
Field Operations Supervisor	\$ 5,858 - \$8,243/Month \$70,292 - \$98,920/Year	\$ 5,688-\$ 8,003/Month \$68,245-\$96,039/Year	\$ 5,538-\$ 7,793/Month \$66,451-\$93,514/Year	\$ 5,429-\$ 7,640/Month \$65,148-\$91,680/Year
Lead Operator	\$ 5,350 - \$ 7,528/Month \$64,195 - \$90,335/Year	\$ 5,194-\$ 7,309/Month \$62,325-\$87,704/Year	\$ 5,057-\$ 7,117/Month \$60,686-\$85,398/Year	\$ 4,958-\$ 6,977/Month \$59,496-\$83,724/Year
Maintenance Technician	\$ 3,859 - \$ 5,432/Month \$46,313 - \$65,178/Year	\$ 3,748-\$ 5,274/Month \$44,964-\$63,280/Year	\$ 3,649-\$ 5,135/Month \$43,782-\$61,616/Year	\$ 3,577-\$ 5,034/Month \$42,924-\$60,408/Year
Water System Operator	\$ 4,650 - \$ 6,544/Month \$55,799 - \$78,524/Year	\$ 4,515-\$ 6,353/Month \$54,174-\$76,237/Year	\$ 4,396-\$ 6,186/Month \$52,750-\$74,233/Year	\$ 4,310-\$ 6,065/Month \$51,716-\$72,777/Year



MANAGEMENT EXEMPT

SALARY RANGE - Effective August 1, 2017

PERSONNEL CLASSIFICATION	3.0% LIVING WAGE ADJ FY 2017/2018 SALARY RANGE	2.7% LIVING WAGE ADJ FY 2016/2017 SALARY RANGE	2.0% LIVING WAGE ADJ FY 2015/2016 SALARY RANGE
Administrative Services Manager	\$ 9,080 - \$ 11,460/Month \$108,954 - \$137,515/Year	\$ 8,815 - \$ 11,125/Month \$105,781 - \$133,510/Year	\$ 8,583 - \$ 10,833/Month \$103,000 - \$130,000/Year
Operations Manager	\$ 9,080 - \$ 11,460/Month \$108,954 - \$137,515/Year	\$ 8,815 - \$ 11,125/Month \$105,781 - \$133,510/Year	\$ 8,583 - \$ 10,833/Month \$103,000 - \$130,000/Year



AGENDA ITEM NO. 8.B.

DATE: July 27, 2017
TO: Board of Directors
FROM: Tammy Rudock, General Manager

SUBJECT: RECEIVE REPORT ON FY 2016/2017 EMPLOYEE SAFETY INCENTIVE AND LOSS PREVENTION PROGRAM, AND APPROVE AND RATIFY \$2,300 TOTAL EXPENDITURE FOR ONE-TIME PREMIUMS

RECOMMENDATION

Receive report on FY 2016/2017 Employee Safety Incentive and Loss Prevention Program, and approve and ratify \$2,300 total expenditure for one-time premiums.

FISCAL IMPACT

A total of \$7,200 was budgeted for the Employee Safety Incentive and Loss Prevention in FY 2016/2017. All 18 employees participated at some level in the program and received incentives totaling \$7,500 for FY 2016/2017.

Additionally, one-time premiums were added for FY 2016/2017 (totaling \$2,300) as follows:

- \$300 one-time participation premium for each employee with full participation in the program for each of the last three years; and
- \$100 one-time participation premium for each employee that fully participated in two of the last three years.

While exceeding the program's budget for FY 2016/2017, there were operational budget funds available for the added \$2,300 total expenditure.

BACKGROUND

The objectives of the Employee Safety Incentive and Loss Prevention Program:

- Enhance Employee safety awareness;
- Promote a safe working environment;

- Prevent lost time from work;
- Prevent loss to and/or damaged MPWD equipment and property; and
- Encourage positive employee participation.

Participation in the program is voluntary. It includes three (3) components:

1. Attend 90% of organizational safety meetings.
2. Report a minimum of two (2) safety observations each month. Four (4) safety observations reported each month earns the maximum incentive.
3. Make one safety/loss prevention presentation or demonstration per calendar year at an organizational safety meeting. The maximum incentive is earned with a presentation originally developed or created by the employee.

For minimum participation: An employee will receive one-time incentive pay up to a total of \$300 (payable by July 31st) if the minimum measurable Goals 1, 2, and 3 of the program are achieved. \$100 will be earned for each measurable goal achieved.

For maximum participation: An employee will receive one-time incentive pay up to a total of \$500 (payable by July 31st) if the maximum measurable Goals 1, 2, and 3 of the program are achieved. \$100 for 90% attendance at Safety Meetings; \$200 for four (4) reported Safety Observations each month; and \$200 for a presentation originally developed or created by the employee.

There are no program penalties for accidents or incidents, unless they are intentional or determined by the General Manager to be repeated safety violations.

DISCUSSION

There are several employees that have fully embraced the Employee Safety Incentive and Loss Prevention Program since it was created a few years ago and put in the effort to maintain a perfect record of participation. I reported last year that it would be worthwhile to recognize these employees, and for FY 2016/2017 half of the employees have that distinction. This year seven (7) employees were eligible for and presented with a one-time \$300 premium for full participation in each of the last three years:

- Rick Bisio
- Jeanette Kalabolas
- Ron Leithner
- Misty Malczon
- Candy Pina
- Laura Ravella
- Tammy Rudock (upon Board's approval)

Two (2) employees were eligible for and presented with a one-time \$100 premium to recognize their full participation in two of the last three years:

- Brad Burwell
- Rene Ramirez

The program was recently reviewed with employees for new ideas and one was presented for consideration—annual recognition of and monetary award for the best safety/loss prevention presentation.

Consistent submission of monthly safety observations seems to be an issue for some of employees and making a safety/loss prevention presentation is the other program component that employees choose not to participate in.

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

UNANIMOUS____ STUEBING____ WARDEN____ VELLA____ LINVILL____ ZUCCA____



TO: Board of Directors
FROM: Tammy A. Rudock
General Manager
DATE: July 27, 2017

MANAGER'S REPORT

FOLLOW-UP FROM 06/22/17 REGULAR BOARD MEETING

- The BAWSCA Oaths of Office administered to Louis Vella last month were forwarded to BAWSCA.
- The CSDA ballot for 2017 Board Elections was submitted.
- The support letter prepared by President Al Stuebing on behalf of the MPWD was included in the application package submitted on behalf of Director Matt Zucca to the ACWA Region 5 Nominating Committee for 2017 Board Elections.

WATER CONSERVATION PROGRESS – SUMMARY REPORT



The report due July 15th to the SWRCB was timely submitted. June's total water consumption was 125,374 units. The reduction measured -16.8% (compared with 150,614 units in June 2013).



Last month's R-GPCD was 104.5 (as compared to June 2013 R-GPCD of 122.6).



Cumulative water reduction equals 23.5% for 2016/2017 (compared to 2013).



There were three water waste complaints last month. The total number of water waste complaints is four (January 1, 2017 through June 30, 2017).

Staff's quarterly update on water conservation activities is attached.

Governor Brown lifted the drought emergency water conservation regulations but retained the water waste prohibitions and urban water supplier reporting requirements. Executive Order B-40-17 lifted the drought emergency in all California counties except Fresno, Kings, Tulare, and Tuolumne, where there are diminished groundwater supplies. Continued prohibitions on wasteful practices include watering during or after rainfall, hosing off sidewalks, and irrigating turn on public street medians.

The framework for the plan to make conservation a way of life in California requires new state legislation to establish long-term water use efficiency measures and improved planning for more frequent and severe droughts.

OUTSTANDING LITIGATION

On Friday, July 7th, the San Mateo Superior Court granted the MPWD's Motion for Summary Judgment in the matter of *Maskay, Inc., et al. vs. MPWD*. The court's order is attached for information.

HOLIDAY CLOSURE

The MPWD Administration, Customer Services, and Field Operations will be closed on Monday, September 4, 2017, in observance of Labor Day.

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

MPWD CLASSIFICATION STUDY

There will be a two-month delay in this project. We are finalizing review of the working draft Position Descriptions and working around vacation and medical leave schedules to arrange meetings with employees. The results of this project are anticipated to be presented to the Board no later than September 28th. At the same meeting, I will present an overview of the MPWD organization and staff positions and duties.

3-MONTH "LOOK AHEAD" FOR BOARD MEETINGS

August 2017

- Consider Joint Agreement between the MPWD and City of Belmont for 2017 MPWD Capital Project known as the Francis, Academy, and Davey Glen Water Main Replacement Project.
- Receive structural engineering report on MPWD Dairy Lane facilities.
- Receive progress report on 2017-2018 Strategic Plan.
- Annual review of Catalog of Enterprise Systems required by SB 272.
- Review Annual Report on Fiscal Year Reimbursements over \$100 to Employees required by California Government Code Section 53065.5.

September 2017

- Consider updated Employee Position Descriptions.
- Receive overview of MPWD organization and staff positions and duties.
- Receive GM's MPWD annual progress report for fiscal year end.
- Review MPWD Personnel Manual and update as necessary.
- Receive BAWSCA report.

October 2017

- Receive Reconciliation Quarterly Report on 2016 COP Financing for period July 1, 2017 through September 30, 2017, and 2016 COP Project Fund Quarterly Report.
- Receive annual financial audit report for fiscal year end. Post to website.
- Required Ethics training for Form 700 officers and elected officials to be completed (AB 1234).

MEETINGS

DATE	EVENT
June 25 th -28 th	Attended annual CSDA GM Leadership Summit in Newport Beach.
July 10 th	Available via call-in for hearing for final ruling on Motion for Summary Judgment (MSJ) (or Mandatory Settlement Conference depending upon ruling) in <i>Maskay, Inc., et al. vs. MPWD</i> . The MPWD prevailed and the court granted the MPWD's MSJ.
July 13 th	Attended safety session with staff and facilitated GM rap session.
July 17 th	Participated in ACWA JPIA Leadership Essentials Program Webinar.
July 18 th	Met with Board President for agenda review. Participated in PPIC webcast: <i>Bay Area Drought Resilience</i> . Attended quarterly meeting with Belmont Public Works Department.
July 19 th	Attended bid opening for MPWD 2017 Water Main Replacement Project.
July 20 th	Attended quarterly GM lunch meeting at Coastside County Water District.

UPCOMING MEETINGS/EVENTS

BAWSCA Water Management Meeting (Foster City): August 3, 2017

HIA Meeting (Belmont): **No meetings in July and August**

CSDA Annual Conference (Monterey): September 25-28, 2017

ACWA JPIA 2017 Fall Conference & Exhibition (Anaheim): November 27, 2017-December 1, 2017

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

FILED
SAN MATEO COUNTY

JUL - 7 2017

Clerk of the Superior Court

By _____
DEPUTY CLERK

SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF SAN MATEO

MASKAY INC. et al.,)	Case No.: CIV536467
)	
Plaintiffs,)	ORDER ON MOTION FOR SUMMARY
)	JUDGMENT
)	
Vs)	
)	
MID-PENINSULA WATER DISTRICT,)	
)	
Defendant)	
)	
)	

THIS MATTER CAME ON FOR HEARING on July 7, 2017 in
Department 16 of the above entitled court before the Honorable
Richard H. DuBois, Judge.

Defendant Water District's Motion for Summary Judgment
is GRANTED.

Defendant Water District's motion for a determination
that the complaint was not made in good faith or with
reasonable cause is DENIED.

A. Motion as Against Plaintiff Maskay, Inc. Only (Statute of Limitations)

The motion for summary judgment against Plaintiff Maskay, Inc. is GRANTED.

Plaintiff filed a claim on November 14, 2014. This claim based upon "Water main burst" claiming the driveway was damaged and mud and dirt was carried into plaintiff's property. This claim was denied by operation of law on January 8, 2015. (UMF 8, 9, 10.) Therefore, Plaintiff had six months in which to file its complaint. (Gov't Code Sections 910.6, 911.6(3), 911.6(c), 945.6(a)(1).) The six-month period expired on July 9, 2015. (UMF 11.) Plaintiff did not file its complaint until December 3, 2015. (UMF 13.)

Plaintiff submitted a second claim form on July 27, 2015. (UMF 12.) This claim was based upon "negligent maintenance of a water main" allowing it to become old and unkempt and allowing such high psi that the main could not handle it. Plaintiff's complaint would be timely if the second claim form were an independent claim, but it is not. The second claim form clearly relates to the same transaction or occurrence that was the basis for the first claim form, which is the water main break. Therefore, the July 27, 2015 claim form is an amendment that relates back

and is "considered a part of the original claim for all purposes." (Gov't Code § 910.6, subd. (a).)

Plaintiff's opposing arguments lack merit:

1. Plaintiff's citation to Government Code section 946.4 is misplaced, because that statute applies to "failure to present a claim." Plaintiff's November 2014 claim was timely. Section 946.4 does not apply to the failure to file a timely civil complaint after denial of the claim.

2. Plaintiff argues that Defendant's failure to have an accurate Statement of Facts on file "removes this action from the notice of claims requirements." (Opposition at 7:23 - 8:2 (*citing Wilson v San Francisco Redevelopment Agency* (1977) 19 Cal. 3d 555, 560).) The *Wilson* case does not apply, because the opinion expressly states that its ruling applies only when a plaintiff filed a late claim or no claim at all, and not when the Plaintiff filed a timely claim. Here, Plaintiff filed a timely claim. Rather, the case that is factually similar to the present action is *Tubbs v. Southern Cal. Rapid Transit Dist.* (1967) 67 Cal.2d 671 (failure to file complaint within six months of denial of timely-filed claim.) "A claimant who has actually presented a claim with the proper public entity may not invoke (sections 945.5, the predecessor to 946.4, and 53051) to excuse compliance with the claims statutes and

circumvent the special six-month statute of limitations.”
(*Id.* at 676.)

3. Plaintiff argues that Defendant District waived (Opposition at 8:24 - 10:25) and is estopped (Opposition at 11:1 - 13:2.) from asserting the defense that Plaintiff’s claim was untimely. Those arguments are inapplicable because the present motion is not based on a late claim; it is based on a late-filed complaint.

4. Plaintiff argues that his second claim is separate and independent of the first claim and the second claim did not arise until he received his independent soils engineer report on May 21, 2015. He was not aware of the nature of the damage to the pavement until receipt of that report. He did receive information about the pavement prior to the report, however, in that he retained his engineer after discussions with the District about appropriate repairs. The court finds that the second claim was based upon the same transaction or occurrence that was the basis for the first claim, was merely a change in the amount of damages claimed from the incident, and, therefore, is considered a part of the original claim for all purposes.

5. The court finds that the District’s conduct in dealing with Plaintiff was not deceptive or misleading to the extent that it could be considered a violation of due process.

6. Plaintiff contends that Defendant is judicially estopped from arguing that the statute has run because Defendant's previous motion argued ripeness. The argument fails because the ripeness argument on the previous motion was against the claim for breach of contract. The present motion addresses the claim for negligence. Further, the Court rejected the ripeness argument because it was based on statements made in depositions, which statements were beyond the scope of the pleadings. Judicial estoppel does not apply.

B. Motion as against All Plaintiffs (Negligence)

The motion is GRANTED as against all Plaintiffs on the cause of action for negligence.

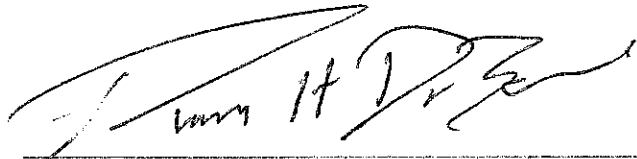
Claims against a public entity must be based on statute. Plaintiff's opposition argues that a public entity can be liable to the same extent that its employee would be liable if sued as an individual. Here, however, the complaint does not allege that any employee of Defendant District was negligent. Therefore, there is no negligence of an employee to impute to Defendant District. No facts are presented to suggest that Plaintiffs have a cause of action. Plaintiffs do not show that they can identify any employee of Defendant District who could be liable for negligence.

C. Attorney's Fees.

The motion to determine that the complaint was not filed in good faith or with reasonable cause is DENIED. Upon the grant of summary judgment in favor of a public entity, the Court may award attorney's fees if it finds that the action was not brought with reasonable cause or in the good faith belief that there was a justifiable controversy. (Code Civ. Proc. Sect. 1038(a).) The motion for summary judgment is granted because the complaint was untimely, not because the District is innocent of negligence. Since this motion does not address the substance of the claim, the Court cannot find that the complaint was not brought in good faith and with reasonable cause.

Dated:

7-7-2017



JUDGE OF THE SUPERIOR COURT

Judge Richard DuBois



DATE: July 20, 2017
TO: Tammy Rudock, General Manager
FROM: Jeanette Kalabolas, Water Conservation Administrative Specialist

SUBJECT: CALENDAR YEAR 2017 SECOND QUARTER WATER CONSERVATION STAFF REPORT

SUBJECT #1: MPWD Rebate Programs

BACKGROUND: Provide a summary of Fiscal Year Washing Machine (WM), High-Efficiency Toilet (HET), Lawn Be Gone (LBG) and Rain Barrel Rebates issued.

DISCUSSION: 65 WM rebates, 136 HET's, 6 LBG rebates and 10 rain barrels were paid out in FY 2016-2017. 2 LBG rebates remain pending into the next Fiscal Year (2017-2018). BAWSCA again issued a handful of grant reimbursement checks, to date those totals are as follows - \$4,916.25 for WMs, \$19,722.19 for HETs, \$11,409.76 for the LBG program and \$0 for Rain Barrels for the replacement period of April 2015 – June 2016. All aforementioned rebate programs with the exception of the WM are being renewed for FY2017-2018. PG&E ended its WM rebate Program effective December 31, 2016 due to market saturation.

SUBJECT #2: Fall 2017 "Waterline" Newsletter

BACKGROUND: Provide customers via a formal bulletin format, District information of interest in order to improve or maintain public relations.

DISCUSSION: We are entering the pre-production stage of our fall 2017 newsletter. Topics to date include - Capital Improvements, a "customer thank you" piece for conservation efforts and reiterating no water rate increases in FY 2017/2018, district history section, Customer Service campaign to drive customers online (e-bill, provide email addresses, pay online, etc. - offering a free promotional items as an incentive), GM accomplishments (Employee Service Recognition) in honor of Rick's and Stan's 20-year service anniversaries, and Tammy's, Candy's, and Laura's 5-Year anniversaries, Water Conservation Annual Report insert, as well as a "From the Field" segment. Additional suggestions that will be included if space allows: Meter Recycling Program, Operations Transitions to Tablets (paperless) and AMI installation progress update.

SUBJECT #3: Spring 2017 Water Efficient Landscape Class Update

BACKGROUND: MPWD is an 8-year participant in BAWSCA's Core Landscape Educational Program. The program is subscription based and includes a series of

lecture and hands-on “free” public workshops that range 2-3 hours in length and are offered to local customers, users, and professional landscaping service providers. Topics introduce attendees to the concepts of water efficient landscaping through the use of California natives and drought tolerant plants, effective irrigation system design and other low water use techniques that help contribute to beautiful, healthy, and sustainable gardens.

DISCUSSION: On Thursday, May 11, 2017 the District and BAWSCA co-hosted a Parent/Child Workshop from 6:00PM – 8:00PM titled Basic Horticulture and Bugs 101. The instructor for the event was Frank Niccoli. Frank has worked in the garden industry for 50+ years, has a degree in Horticulture from Cal Poly and is a past President of the California Landscape Contractors Association. He also owns a local landscape business, The Village Gardener. He was very knowledgeable and had extensive experience with bugs and the management of insects in the garden. Attendees learned about the roll bugs play and their utilization in the garden. Facts and the effect insects have on humanity were shared, as well as the benefits they offer and what life would be like without them! Real-life specimens were passed around for viewing under magnifying glasses that were awarded each child in attendance while adults received vegetable seeds for planting in their home gardens. The workshop was well attended by both adults and kids alike, 22 children mirrored an adult for a grand total of 44 attendees in all.

SUBJECT #4: PG&E Energy Center Model Water Efficient Landscape Ordinance (MWELo) and CA New Norm Landscape Training

BACKGROUND: In 2006 Assembly Bill 1881 (Laird) was passed requiring cities, counties, and charter land-use authorities to adopt a landscape water conservation ordinance by January 1, 2010. In accordance, the Department of Water Resources (DWR) prepared a MWELo for use by all CA agencies, which was approved and became effective September 10, 2009. State agencies were given until January 10, 2010 to adopt this MWELo or alternatively craft an ordinance that meets regional conditions. In 2015 the DWR was instructed to make significant updates to its MWELo, with intent to improve water use efficiency standards for new and existing landscapes through more efficient irrigation systems, graywater usage, onsite storm water capture, and turf limitations.

DISCUSSION: On Wednesday, June 15, 2017 I attended a single day training in San Francisco from 8:30AM – 4:30PM, which covered an expansive overview of the states MWELo. The workshop was developed through a partnership between Stop Waste and PG&E and explored an array of design strategies and standards. Speakers included representatives from each sponsoring partner, two landscape architects, an irrigation specialist, and a compost expert. Topics presented on included: water budget calculations, irrigation best practices, optimal use of compost and low-water plant selection. The training also incorporated several interactive design exercises, so attendees could share knowledge, demonstrate the concepts covered and get feedback on solutions offered.

SUBJECT #5: BAWSCA Releases DRAFT Drought Agencies Report

BACKGROUND: Members were surveyed on 2015-2016 drought response actions. The purpose of the BAWSCA Drought Report (Report) is to document the drought

response actions taken by BAWSCA, BAWSCA member agencies, and the State, and critical knowledge gained through these actions, during the 2014 to 2017 drought period. The report is intended to serve as a reference document for future drought response and planning efforts.

DISCUSSION: BAWSCA released its DRAFT report for Agency review on Friday, July 14, 2017. Contents include: Drought actions and timelines of state, SFPUC and Santa Clara Valley Water District, BAWSCA drought response actions - including demand management actions, water supply actions, and regulatory and policy support provided, BAWSCA member Agency feedback on BAWSCA drought response activities, fiscal considerations including impacts, water quality issues observed, use reductions achieved, lessons learned and ongoing and potential future activities related to drought response for BAWSCA, San Francisco Regional Water System and individual member agencies. Comments are due Friday, July 28, 2017 and the final report is scheduled to be released mid-August 2017.

SUBJECT #6: MPWD State Water Resource Control Board (SWRCB) Water Waste Complaint Notices

BACKGROUND: In 2015 the SWRCB created SaveWater.CA.Gov, a water waste website to better assist Californians with direct reporting of public water waste violations to the proper water authority. The tool's implementation was not part of the regulatory measures set forth by the Governor rather its premise was to create a mechanism to compliment local agency efforts allowing the public an easy online alternative to report and send pictures of leaks or water waste.

DISCUSSION: MPWD has received 6 individual complaints to date since implementation. The first report was received July 2015 and the last 2 weeks ago. The complaints were anonymous and call into question the outdoor water practices of three different commercial properties. Customer outreach was handled as outlined under Water Service Ordinance number 111, Implementing Stage 2 Water Shortage Response of Water Shortage Contingency Regarding Mandatory Restrictions on Outdoor Water Use. Customer accounts have also been noted. Staff has reached out to the SWRCB tech support department on numerous occasions for access to update level of grievances from pending to close. Once a reply is received account status will reflect said change accordingly.



TO: Board of Directors

FROM: Candy Pina

DATE: July 27, 2017

ADMINISTRATIVE SERVICES MANAGER'S REPORT

FINANCIAL REPORTING:

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

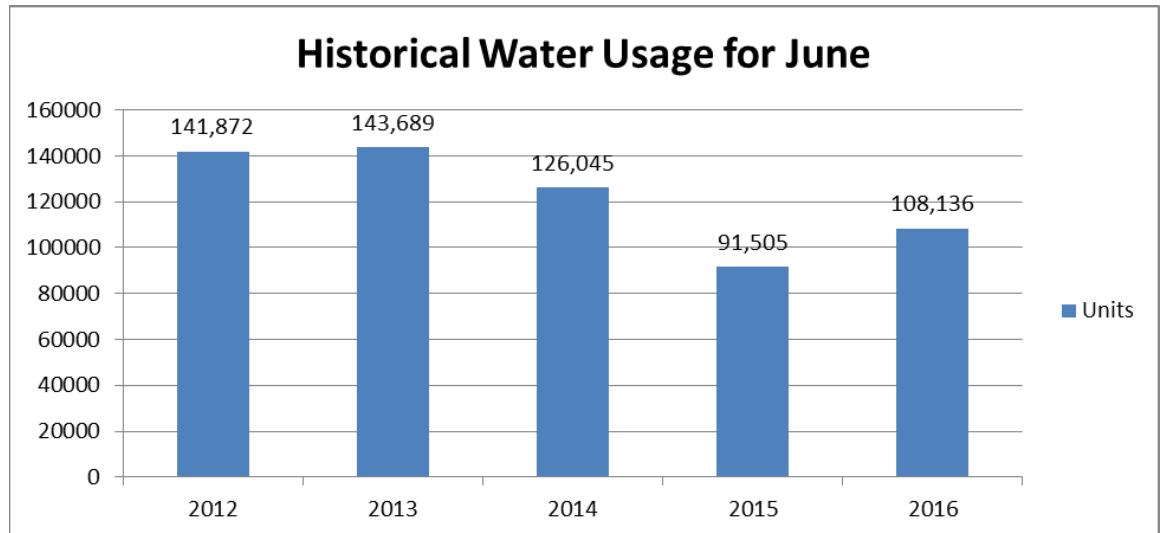
SCHEDULE OF CASH AND INVESTMENTS		
CASH ACCOUNT	BALANCE @ 6/30/17	BALANCE @ 07/21/17
PETTY CASH	\$ 400	\$ 400
CASH DRAWER	\$ 200	\$ 200
WELLS FARGO CHECKING	\$ 214,867	\$ 486,279
LAIF	\$ 4,978,363	\$ 4,978,363
TOTAL	\$ 5,193,830	\$ 5,465,242
2016 COP FINANCING – BNY MELLON CHECKING	\$ 18,919,008	\$ 18,919,008

Month End Balance of PARS/OPEB for May 2017 (June 2017 report not available): \$776,703.77. Net Earnings of \$7,153.74 reported.

MPWD RESERVE FUNDS				
Reserve Account	Balance @ 06/30/2015	Balance @ 06/30/2016	Balance @ 06/30/2017	Budget for Reserve Policy
Capital Reserves	\$ 887,031	\$ 1,549,652	\$ 2,478,363	\$ 2,500,000
Emergency Reserves	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Working Capital Reserves	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
TOTAL RESERVE FUNDS	\$ 3,387,031	\$ 4,049,652	\$ 4,978,363	\$ 5,000,000

Water Revenue Report:

WATER REVENUES for FISCAL YEAR 2016/2017					
Month	Total Units	Water Commodity Charges	Fixed System Charges	Total Water Revenues	Misc Rev
JUL	111,110	851,106.50	205,631.47	1,056,737.97	1,242.50
AUG	113,341	952,329.97	224,247.06	1,176,577.03	1,240.00
SEP	112,591	947,559.51	224,661.20	1,172,220.71	1,248.75
OCT	101,247	843,144.88	224,835.59	1,067,980.47	1,248.75
NOV	76,838	620,687.41	224,770.69	845,458.10	1,650.67
DEC	66,486	528,797.12	224,159.45	752,956.57	1,256.25
JAN	67,261	535,555.46	225,127.94	760,683.40	1,258.75
FEB	65,165	517,527.50	224,774.40	742,301.90	1,268.75
MAR	63,193	507,220.65	234,229.20	741,449.85	418.58
APR	69,702	554,841.30	223,593.20	778,434.50	1,260.00
MAY	89,353	718,506.30	223,603.02	942,109.32	1,037.50
JUN	108,136	992,529.85	220,762.33	1,213,292.18	469.07
TOTAL	1,044,423	8,569,806.45	2,680,395.55	11,250,202.00	13,599.57



CONFERENCES, TRAINING, & MEETINGS:

- 1) Candy Pina: 07/10/17 – Meeting with Dan Bergmann on COP reporting
- 2) Misty Malczon/Candy Pina: 07/19-20/17 – Springbrook Conference
- 3) Jeanette Kalabolas: 07/22/17 - Water Conservation Promo Items & PR Meeting (John Davidson)
- 4) Misty Malczon/Candy Pina: 07/27/17 – Meeting with Wells Fargo Bank Account Representatives regarding MPWD Water Treasury Management Review
- 5) Jeanette Kalabolas: 07/27/17 – National Nights Out Committee Meeting

TEAM BUILDING ACTIVITIES:

None to report this month.



TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager
DATE: July 27, 2017

OPERATIONS REPORT – JUNE

Projects:

- No change here - through December staff has installed a total of 513 AMI meters throughout Zone 1 with 1 left to fit. We just learned that the lawsuit has concluded, so staff will be working on fitting the last meter in Zone 1 in late July or early August. Their water is still metered;
- Staff has completed the staging process for the meters at the Folger site, and installations began on June 2nd and 124 meters have been installed and programmed. 203 large Zone 2 commercial meters were ordered and on their way;
- Completed remainder of work related to installation of new water service at 2902 San Juan;
- Responded to a water leak on Monserat that also affected customers downhill on Monte Cresta; isolated cross country line and carried out some clean up;
- Replacing lane striping on streets where we conducted installations or repairs during recent paving work;
- Replaced worn out small diameter plug near the Tunnels Pump Station which required slowly draining 24" diameter line from Hallmark to Tunnels back into the Tunnels wet-well before new ball valve could be installed and then slowly refill the line again – staff said it was "fun stuff";
- Tanks at West Belmont, Buckland, Exbourne and Dekovan, that were out of service have been cleaned, disinfected and returned to service to support summer demand; and
- Tunnels Pump #1 bowl assembly, pump column, line shaft and coupling, and bearings are being replaced due to vibration and age.

Maintenance:

- Responded to and completed 222 USA (underground service alerts) requests and identified infrastructure before digging in the streets or easements. Last month we marked 231 locations;
- Read meters in zones without AMI;
- Remove and replace meter damaged by contractor at 10 Davis Drive;
- Respond to and repair fire hydrant hit by vehicle on Ralston near City Hall;
- Repair water leak reported on Winding Way;

- Exteriors of both Hallmark Tanks were power washed from top of tanks and all the way down the sides, next step is some touch up painting;
- Performed routine maintenance to system regulators;
- Collected a requisite 44 water samples for bacteriological testing – all samples were normal and showed no signs of coliform bacteria;
- Continue to routinely monitor water system dead-ends continued for disinfectant residual; and
- Monitoring for signs of nitrification within our tanks, sample stations and dead ends continues as a part of regular water quality monitoring.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
6/2/17	2630 Monserat	Main Break	CIP	1958	158,000
6/4/17	819 Ruth	Service Leak	CIP	1971	~ 10
6/14/17	60 Notre Dame Place	Main Break	CIP	1946	< 1,000

Development:

Staff is currently working with developers on 26 development projects:

Mixed Use Commercial/Residential:

- o 576-600 El Camino Real – Fee schedule provided to developer; and
- o 400-490 El Camino Real – Two of the four connections (domestic and fire service) have been installed in the right of way. Fire line pressure tested. 6-inch Domestic backflow assembly installed.

Commercial:

- o 539 Harbor Blvd. – updated installation quote;
- o 700 Island Parkway – water and fire service installed. Inspection of fire backflow assembly complete. Awaiting irrigation and domestic backflow installation;
- o 1201 Shoreway Road – Fee schedule provided to developer;
- o 1477 El Camino Real – currently reviewing their plans;
- o 699 Ralston Ave – Fee schedule provided to developer;
- o 2525 Buena Vista– installation complete, inspection complete;
- o Belmont Ave Parcel APN's – (2) awaiting plans;
- o 1301 Shoreway Road – Backflow installation complete, inspection complete;
- o 1401 Shoreway Rd/Cormorant Drive irrigation meter relocation installed, awaiting contractor connection to backflow assembly; and
- o 1500 Ralston – currently reviewing plans.

Residential/Multi-Family:

- 1001 Notre Dame – currently reviewing their plans;
- 2828 Monte Cresta – installed;
- 905 South Rd - currently reviewing their plans;
- 10 Notre Dame Place - currently reviewing their plans;
- 1906 Bishop – installed;
- 1919 Oak Knoll Dr. – currently reviewing their plans;
- 1942 Bayview – currently reviewing their plans;
- 1557 Vine St. – installed;
- 3826 Naughton – installed;
- 2904-2906 San Juan – installation of services complete, awaiting paving;
- 796 Miramar Terrace - currently reviewing their plans;
- Bishop Road development - currently reviewing their plans;
- 1320 Talbryn Lane development- awaiting plans;
- 2712 Comstock – currently reviewing their plans.
- 2128 Pullman Ave - currently reviewing their plans.
- 909 Ruth - currently reviewing their plans;

Administration:

- Water System Operator, Ron Leithner, recently passed the state's T1 (treatment plant operator 1) exam to go along with his D2 certificate;
- Operations staff taking earned time off (vacation) during month, which had an effect on resources available to conduct work in a safe manner during this month;
- Participated in an engineering status meeting for the 2017 Water Main Replacement Project;
- Participated in a discussion to recommend including CIP 15-74 Malcolm Avenue Improvements to CIP 15-76 El Camino Real Improvements;
- Held de-briefing meeting following the leak on Monserat between staff and District Engineer;
- Joined in a kick-off meeting for the CIP 15-72 SR101 Crossing at PAMF with staff, District Engineer and recently retained design engineer West Yost Associates;
- Joined in a kick-off meeting for the CIP 15-76 El Camino Real Improvements with staff, District Engineer and recently retained design engineer HydroScience Engineers;
- Members of staff attended the Wholesale Customer Meeting held by the SFPUC at their Millbrae office;
- Members of staff participated in a training exercise held by the SFPUC for all wholesale customers;
- Attended meeting with the City of Belmont Public Works Department to make progress on an agreement for a joint water-sewer project;
- Held an Ops staff meeting to discuss office space;
- Staff took part in a conference call with JPIA regarding leak on Monserat;
- Staff and District Engineer met with officials of PAMF in Mountain View to discuss CIP 15-72 SR101 Crossing at PAMF; and
- Continued to actively manage power use during pumping operations.

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

DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUALS 7/1/16 6/30/17	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	8,100,000	8,569,806.45	(469,806)	105.8%
FIXED SYSTEM CHARGES	2,663,720	2,680,395.55	(16,676)	100.6%
FIRE SERVICE CHARGES	14,400	13,599.57	800	94.4%
SERVICE LINE & INSTALLATION CHARGES	25,000	1,452	23,548	5.8%
WATER SYSTEM CAPACITY CHARGES	200,000	76,875	123,125	38.4%
WATER DEMAND OFFSET CHARGES	10,000	9,393	607	93.9%
MISCELLANEOUS CHARGES	10,000	93,530	(83,530)	935.3%
INTEREST REVENUE - LAIF	20,000	34,295	(14,295)	171.5%
LEASE OF PHYSICAL PROPERTY	200,000	141,949	58,051	71.0%
PROPERTY TAX REVENUE	255,000	301,119	(46,119)	118.1%
TOTAL OPERATING REVENUE	11,498,120	11,922,416	(424,296)	103.7%
OPERATING EXPENDITURES (OP EXP)				
SALARIES & WAGES	1,668,500	1,628,239	40,261	97.6%
PAYROLL TAXES & BENEFITS	1,163,800	1,106,268	57,532	95.1%
PURCHASED WATER	4,976,000	5,192,951	(216,951)	104.4%
OUTREACH & EDUCATION	116,900	78,896	38,004	67.5%
M&R - OPS SYSTEM	378,250	295,865	82,385	78.2%
M&R - FACILITIES & EQUIPMENT	162,000	105,014	56,986	64.8%
MAJOR MAINTENANCE	12,000	9,360	2,640	78.0%
OFFICE SUPPLIES & EQUIPMENT	348,500	298,135	50,365	85.5%
MEMBERSHIP & GOV FEES	197,500	172,333	25,167	87.3%
BAD DEBT & CLAIMS	37,000	19,141	17,859	51.7%
UTILITIES	292,900	250,476	42,424	85.5%
PROFESSIONAL SERVICES	473,900	387,280	86,620	81.7%
TRAINING/TRAVEL & RECRUITMENT	45,000	40,620	4,380	90.3%
RESTRICTED EARNINGS	20,000	34,295	(14,295)	171.5%
RESERVES	-	-	-	NA
DEBT SERVICE 2016 COPs	508,267	373,401	134,866	73.5%
TOTAL OP EXP LESS DEPRECIATION (DEPREC)	10,400,517	9,992,276	408,241	96.1%
TOTAL OP REVENUE LESS OP EXP & DEPREC	1,097,603	1,930,140	(832,537)	175.9%
DEPRECIATION	950,000	903,949	46,051	95.2%
TOTAL OP REVENUE LESS OP EXP	147,603	1,026,191	(878,588)	695.2%
NET TRANSFERS TO CAPITAL	(147,603)	(1,026,191)	878,588	695.2%
NET RESULTS OF OPERATIONS	-	-	-	

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 6/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
					Y-T-D % OF BUDGET
4010	WATER COMMODITY CHARGES (A)	8,100,000	8,569,806.45	(469,806)	105.8%
4020	FIXED SYSTEM CHARGES	2,663,720	2,680,395.55	(16,676)	100.6%
4030	FIRE SERVICE CHARGES	14,400	13,599.57	800	94.4%
4050	SERVICE LINE & INSTALLATION CHARGES	25,000	1,452	23,548	5.8%
4060	WATER SYSTEM CAPACITY CHARGES	200,000	76,875	123,125	38.4%
4070	WATER DEMAND OFFSET CHARGES	10,000	9,393	607	93.9%
4090	MISCELLANEOUS REVENUES (B)	10,000	69,730	(59,730)	697.3%
4000	TOTAL WATER AND FEE CHARGES	11,023,120	11,421,252	(398,132)	103.6%
4102	Interest Revenue- LAIF (C)	20,000	34,295	(14,295)	171.5%
4100	INTEREST REVENUE	20,000	34,295	(14,295)	171.5%
4201	Lease of Physical Property	200,000	141,949	58,051	71.0%
4202	Property Tax Revenue	255,000	301,119	(46,119)	118.1%
4208	Landscape Plan Permit Review	-	23,800	(23,800)	NA
4200	OTHER REVENUE	455,000	466,869	(11,869)	102.6%
4000	TOTAL OPERATING REVENUE	11,498,120	11,922,416	(424,296)	103.7%
6011	Salaries & Wages	1,575,000	1,553,742	21,258	98.7%
6012	Director Compensation	11,000	7,500	3,500	68.2%
6017	Capital Salaries & Wages	-	85,301	(85,301)	NA
6010	GROSS REGULAR WAGES	1,586,000	1,646,542	(60,542)	103.8%
6017	CAPITAL SALARY & WAGES reversed	-	(85,301)	85,301	N/A
6021	Overtime Labor	45,500	33,122	12,378	72.8%
6022	Standby Labor	37,000	33,875	3,125	91.6%
6020	SUB-TOTAL SALARY & WAGES	1,668,500	1,628,239	40,261	97.6%
6031	FICA/Medicare PR Tax	131,500	113,410	18,090	86.2%
6038	ACWA Health Care	320,000	323,260	(3,260)	101.0%
6039	ACWA Dental	31,000	25,268	5,732	81.5%
6040	ACWA Vision	4,350	4,398	(48)	101.1%
6041	ACWA Life/AD&D	4,200	4,402	(202)	104.8%
6042	Standard LDL/SDL Disability	12,400	10,077	2,323	81.3%
6043	Workers' Comp Insurance	50,400	33,457	16,943	66.4%

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

Target YTD % 100.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 6/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6044	Unemployment	1,000	-	1,000	NA
6045	CALPERS Retirement - ER 2%@55	235,000	204,748	30,252	87.1%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	46,260	(46,260)	N/A
6046	Retirees' ACWA Health Care (D)	56,000	62,814	(6,814)	112.2%
6047	Directors' ACWA Health Care	108,000	113,542	(5,542)	105.1%
6049	Medical Reimbursement	1,000	592	408	59.2%
6050	Employee Service Recognition (E)	7,000	8,163	(1,163)	116.6%
6051	Safety Incentive Program	7,200	7,530	(330)	104.6%
6052	Uniforms	24,750	24,609	141	99.4%
6053	PARS OPEB Expense	170,000	170,000	-	100.0%
6030	SUB-TOTAL PAYROLL TAXES & BENEFITS	1,163,800	1,152,528	11,272	99.0%
6054	CAPITAL PAYROLL TAXES & BENEFITS	-	(46,260)	46,260	N/A
6000	PERSONNEL COSTS	2,832,300	2,734,507	97,793	96.5%
6101	SFPUC Treated Water (A)	4,441,144	4,652,279	(211,135)	104.8%
6102	BAWSCA (Debt Service Surcharges)	476,000	475,452	548	99.9%
6103	Rates Stabilization	58,856	-	58,856	NA
6104	SFPUC Water Service Charge	-	65,220	(65,220)	N/A
6100	PURCHASED WATER	4,976,000	5,192,951	(216,951)	104.4%
6301	Water Conservation Program	7,200	3,589	3,611	49.8%
6302	School Conservation Program (F)	7,200	12,176	(4,976)	169.1%
6303	Public Outreach & Education	25,750	27,191	(1,441)	105.6%
6305	HET Rebates	19,750	14,015	5,735	71.0%
6306	Washing Machine Rebates	13,750	29	13,721	0.2%
6307	Lawn-Be-Gone Rebates	38,100	20,896	17,204	54.8%
6308	Rain Barrel Rebates	5,150	1,000	4,150	19.4%
6304	TOTAL WATER CONSERVATION REBATES	76,750	35,940	40,810	46.8%
6300	OUTREACH/EDUCATION	116,900	78,896	38,004	67.5%
6401	Water Quality	67,000	63,002	3,998	94.0%
6402	Pumping	63,250	11,044	52,206	17.5%
6403	Storage Tanks	10,000	12,413	(2,413)	124.1%
6404	Mains/Distribution	100,000	107,281	(7,281)	107.3%
6405	Meters & Service	30,000	18,946	11,054	63.2%
6406	Fire Hydrants	31,000	31,796	(796)	102.6%
6407	Regulator Stations (G)	6,000	6,793	(793)	113.2%
6408	Safety	32,000	13,226	18,774	41.3%
6409	SCADA Maintenance	15,000	10,472	4,528	69.8%
6410	Generator Maintenance	24,000	20,891	3,109	87.0%
6400	M&R - OPS SYSTEMS	378,250	295,865	82,385	78.2%
6501	M&R-Buildings&Grounds	93,000	53,267	39,733	57.3%

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

Target YTD % 100.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 6/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
6502	M&R- Equipment&Tools	21,000	14,429	6,571	68.7%
6503	M&R- Vehicles & Large Equipment	19,000	18,026	974	94.9%
6504	M&R - Fuel	29,000	19,291	9,709	66.5%
6500	M&R - FACILITIES & EQUIPMENT	162,000	105,014	56,986	64.8%
6601	Cathodic Protection Survey	12,000	9,010	2,990	NA
6602	Leak Detection Survey	-	350	(350)	NA
6600	MAJOR MAINTENANCE	12,000	9,360	2,640	78.0%
6701	Office Supplies	15,000	10,999	4,001	73.3%
6702	Insurance- Liability/Vehicles	87,750	66,203	21,547	75.4%
6703	Postage (H)	8,000	20,258	(12,258)	253.2%
6704	Printing/Printing Supplies	15,000	12,857	2,143	85.7%
6705	Equipment Services/Maintenance	56,750	24,833	31,917	43.8%
6706	Computer Supplies & Upgrades (I)	14,750	27,531	(12,781)	186.7%
6707	Security & Safety	10,750	2,816	7,934	26.2%
6708	Other Fees	500	16	484	3.3%
6709	Customer Credit Card Svs Fees	140,000	132,622	7,378	94.7%
6700	OFFICE SUPPLIES & EQUIP	348,500	298,135	50,365	85.5%
6801	Dues & Publications	39,500	38,947	553	98.6%
6802	Gov't Fees & Licenses	53,250	28,853	24,397	54.2%
6803	BAWSCA Membership Assessments	68,750	70,955	(2,205)	103.2%
6804	Env Health - Cross Connection Inspection	31,000	30,000	1,000	96.8%
6805	Software License	5,000	3,579	1,421	71.6%
6800	MEMBERSHIP & GOV FEES	197,500	172,333	25,167	87.3%
6901	Bad Debt	7,000	2,483	4,517	35.5%
6902	Claims	30,000	16,658	13,342	55.5%
6900	BAD DEBT & CLAIMS	37,000	19,141	17,859	51.7%
7001	Utilities-Internet/Cable	12,100	10,179	1,921	84.1%
7002	Utilities-Cellular Telephones	11,850	10,298	1,552	86.9%
7003	Utilities-Electric-Pumping	220,000	180,248	39,752	81.9%
7004	Utilities-Electric-Bldgs&Grounds	24,000	23,426	574	97.6%
7005	Utilities-Telephones (J)	17,500	20,060	(2,560)	114.6%
7006	Utilities-Sewer - NPDES	7,450	6,265	1,185	84.1%
7000	UTILITIES	292,900	250,476	42,424	85.5%
7101	Prof Serv - District Counsel	90,000	53,893	36,107	59.9%
7102	Prof Serv - District Engineer	80,000	53,313	26,687	66.6%
7103	Prof Serv - IT	19,750	21,503	(1,753)	108.9%
7104	Prof Serv- Annual Finance Audit	17,700	17,700	-	100.0%

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

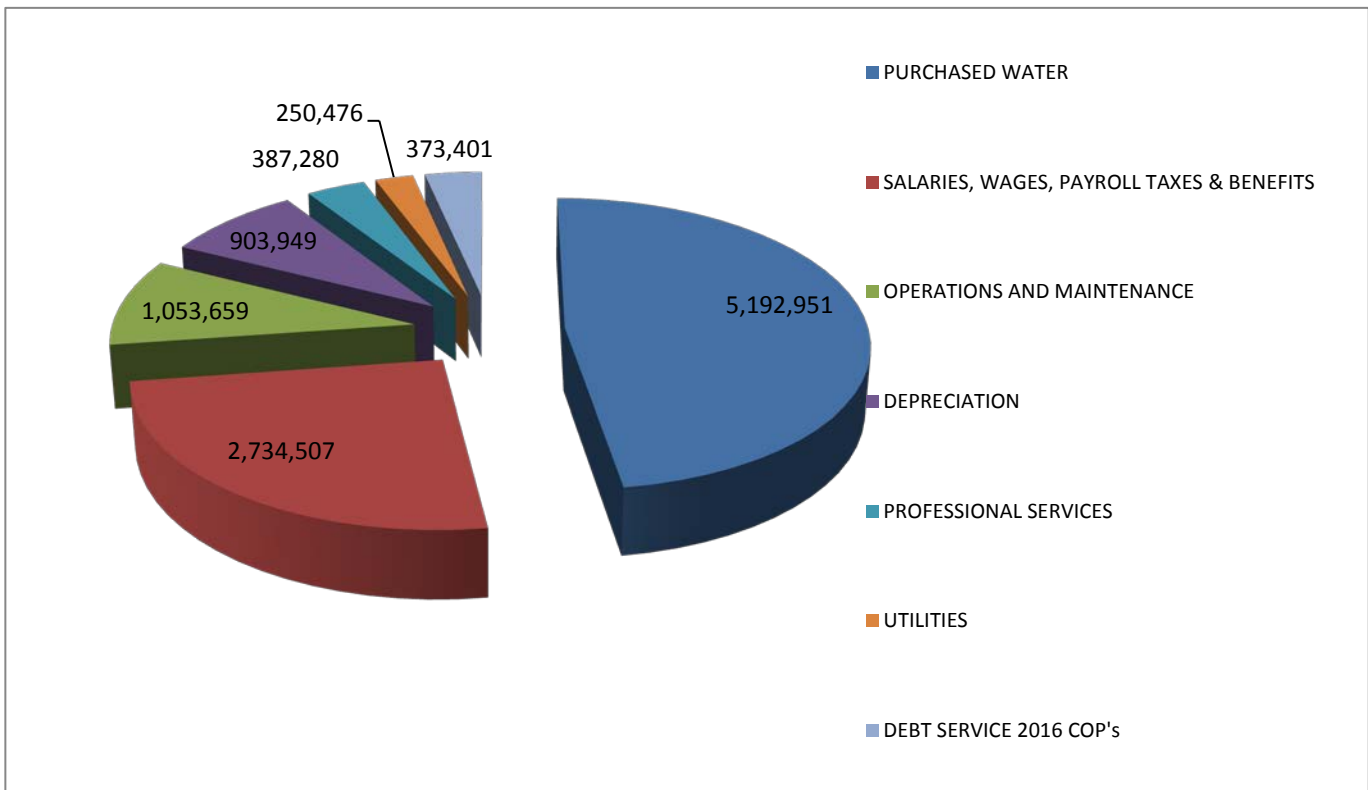
Target YTD %
100.0%

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 6/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
7105	Prof Serv - Mngmt Consult	-	-	-	NA
7106	Prof Serv- Accounting & Payroll	21,750	22,110	(360)	101.7%
7107	Prof Serv- Customer Billing	72,250	60,424	11,826	83.6%
7109	Prof Serv - Answering Svs	8,750	6,769	1,981	77.4%
7110	Prof Serv - Miscellaneous	160,000	148,568	11,432	92.9%
7111	Prof Serv - District Treasurer	3,700	3,000	700	81.1%
7100	PROFESSIONAL SERVICES	473,900	387,280	86,620	81.7%
7201	Director Travel	5,000	1,650	3,350	33.0%
7202	Director Expense	1,000	190	810	19.0%
7203	Elections	-	4,896	(4,896)	NA
7204	Employee Travel/Training				
7205	Meetings Expense	7,000	6,174	826	88.2%
7200	TRAINING & TRAVEL	45,000	40,620	4,380	90.3%
7302	Restricted Earnings Expense - Interest LAIF (C)	20,000	34,295	(14,295)	171.5%
7300	RESTRICTED EARNINGS EXPENSE	20,000	34,295	(14,295)	171.5%
8001	Working Reserves: Capital	-	-	-	NA
8002	Working Reserves: Operating	-	-	-	NA
8000	RESERVES	-	-	-	NA
9010	DEPRECIATION	950,000	903,949	46,051	95.2%
9011	DEBT SERVICE 2016 COPs (K)	508,267	373,401	134,866	73.5%
SUB-TOTAL - OPERATING EXPENSES		8,518,217	8,161,717	356,500	95.8%
TOTAL OPERATING EXPENSES		11,350,517	10,896,224	454,293	96.0%
NET OPERATING SURPLUS/(LOSS)					
TRANSFER TO CAPITAL		147,603	1,026,191	(878,588)	695.2%

- (A) Water revenues are at 105.8% and water purchases are at 104.8%.
- (B) Brass/Copper Recycling totaling \$28,746. Grant funds for Water Conservation totaling \$36,048.
- (C) Increased reserves generating more interest revenue.
- (D) Retiree Health plans not high deductible plans.
- (E) Employee Service Recognition Dinner totaled \$5,059.
- (F) BAWSCA rebate program costs totaling \$10,495.
- (G) New Claval for North Regulator \$6715.
- (H) Postcard sent to customers totaling \$3,298 in March; Three mailers went out in June totaling \$10,035.02.
- (I) Purchased new postage machine totaling \$3,185. Replacement of failed server battery backup totaling \$11,023.
- (J) Analog lines for Scada System totaling \$2,305.
- (K) Budget includes principal not due until Dec 2017.

**MID-PENINSULA WATER DISTRICT
ACTUAL OPERATING EXPENDITURES SUMMARY
Jun-17**

OPERATING EXPENDITURES	ACTUAL \$	% OF TOTAL
PURCHASED WATER	5,192,951	47.7%
SALARIES, WAGES, PAYROLL TAXES & BENEFITS	2,734,507	25.1%
OPERATIONS AND MAINTENANCE	1,053,659	9.7%
DEPRECIATION	903,949	8.3%
PROFESSIONAL SERVICES	387,280	3.6%
UTILITIES	250,476	2.3%
DEBT SERVICE 2016 COP's	373,401	3.4%
TOTAL OPERATING EXPENDITURES	<u>10,896,224</u>	<u>100%</u>

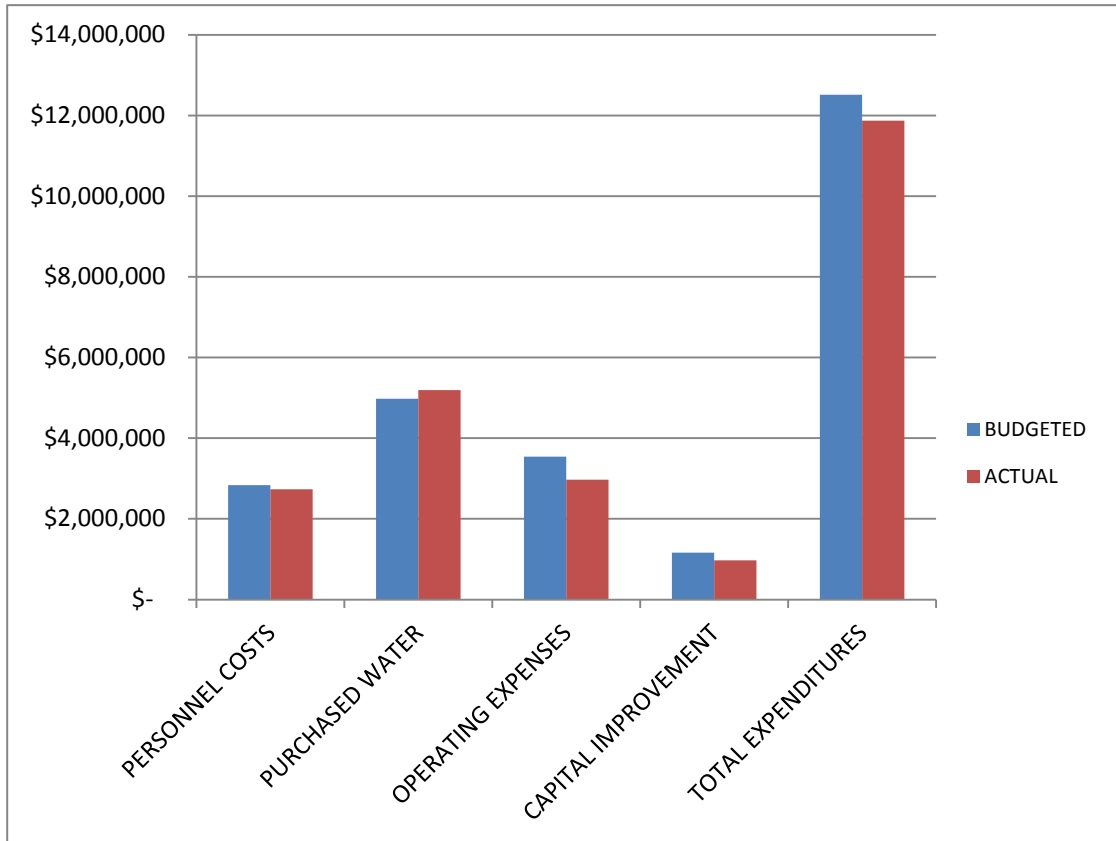


**MID-PENINSULA WATER DISTRICT
BUDGET FOR FY 2016-2017
Capital Projects**

DESCRIPTION	APPROVED AMENDED FY 2016-2017 BUDGET \$	ACTUAL 7/1/2016 6/30/2017	REMAINING BALANCE/ (OVER BUDGET)	Target YTD % 100.0%
				Y-T-D % OF BUDGET
CAPITAL IMPROVEMENTS - WORK IN PROCESS (WIP)				
AMI Meter Change Out Program	600,000	513,861	86,139	85.6%
Engineering Design Services for WMR Belmont Sewer Coordination	100,000	-	100,000	0.0%
Alameda de las Pulgas Water Main Replacement Project - CIP	243,708	243,708	-	100.0%
CAPITAL IMPROVEMENTS - WIP TOTAL	943,708	757,569	186,139	80.3%
CAPITAL OUTLAY				
Financial Management System (FMS) - Comprehensive Replacement	95,000	94,865	135	99.9%
Implementation of Sensus Consumer Portal	70,000	64,855	5,145	92.7%
Miscellaneous Capital Outlay/Projects (A)	50,000	58,276	(8,276)	116.6%
CAPITAL OUTLAY TOTAL	215,000	217,996	(2,996)	101.4%
CAPITAL IMPROVEMENTS & CAPITAL OUTLAY TOTAL	1,158,708	975,565	183,143	84.2%
DEPRECIATION	950,000	903,949	46,051	95.2%
TRANSFER FROM OPS	147,603	1,026,191	(878,588)	695.2%
TRANSFER (TO)/FROM CAPITAL RESERVES	61,105	(954,575)	1,015,680	-1562.2%
CAPITAL OUTLAY/CAPITAL PROJECTS	(1,158,708)	(975,565)	(183,143)	84.2%
NET RESULTS OF CAPITAL	-	(0)	0	N/A

(A) Hallmark Tank Retrofit Project \$12,842; Francis, Academy, Davey Glen CIP \$31,640; Folger Pump Station \$13,794

2016/2017 BUDGET vs ACTUAL TOTAL EXPENDITURES Jun-17



	BUDGETED	ACTUAL	BUDGETED % OF TOTAL	ACTUAL % OF TOTAL
TOTAL EXPENDITURES				
PERSONNEL COSTS	\$ 2,832,300	\$ 2,734,507	23%	23%
PURCHASED WATER	\$ 4,976,000	\$ 5,192,951	40%	44%
OPERATING EXPENSES	\$ 3,542,217	\$ 2,968,766	28%	25%
CAPITAL IMPROVEMENT	\$ 1,158,708	\$ 975,565	9%	8%
TOTAL EXPENDITURES	\$ 12,509,225	\$ 11,871,789	100%	100%

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

	Jul 16 -Jun 17	Jul 15 - Jun 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · OPERATING REVENUE	11,421,251.57	10,129,685.77	1,291,565.80	12.75%
4100 · INTEREST INCOME	73,205.14	14,847.28	58,357.86	393.05%
4200 · OTHER INCOME	466,868.65	437,503.85	29,364.80	6.71%
Total Income	<u>11,961,325.36</u>	<u>10,582,036.90</u>	<u>1,379,288.46</u>	<u>13.03%</u>
Expense				
6000 · PERSONNEL COSTS	2,734,507.15	2,575,704.42	158,802.73	6.17%
6100 · PURCHASED WATER	5,192,951.43	4,491,156.52	701,794.91	15.63%
6300 · OUTREACH/EDUCATION	78,896.09	118,405.91	-39,509.82	-33.37%
6400 · M&R - OPS SYSTEMS	295,865.31	367,495.65	-71,630.34	-19.49%
6500 · M&R - FACILITIES & EQUIPMENT	105,013.65	134,261.15	-29,247.50	-21.78%
6600 · MAJOR MAINTENANCE	9,359.74	31,545.00	-22,185.26	-70.33%
6700 · OFFICE SUPPLIES & EQUIPMENT	298,135.17	257,378.50	40,756.67	15.84%
6800 · MEMBERSHIP & GOV FEES	172,333.22	180,815.28	-8,482.06	-4.69%
6900 · BAD DEBT & CLAIMS	19,140.92	8,888.22	10,252.70	115.35%
7000 · UTILITIES	250,476.45	267,478.60	-17,002.15	-6.36%
7100 · PROFESSIONAL SERVICES	387,279.78	539,374.82	-152,095.04	-28.2%
7200 · TRAINING & TRAVEL	40,620.01	22,576.58	18,043.43	79.92%
Total Expense	<u>9,584,578.92</u>	<u>8,995,080.65</u>	<u>589,498.27</u>	<u>6.55%</u>
Net Ordinary Income	<u>2,376,746.44</u>	<u>1,586,956.25</u>	<u>789,790.19</u>	<u>49.77%</u>
Other Income/Expense				
Other Expense				
9000 · DEPRECIATION	903,948.77	895,514.89	8,433.88	0.94%
COP Financing Costs	695,952.09	0.00	695,952.09	100.0%
Total Other Expense	<u>1,599,900.86</u>	<u>895,514.89</u>	<u>704,385.97</u>	<u>78.7%</u>
Net Revenue/(Expenses)	<u><u>776,845.58</u></u>	<u><u>691,441.36</u></u>	<u><u>85,404.22</u></u>	<u><u>12.4%</u></u>

RECONCILIATION TO OPERATING BUDGET

Adjustments to Increase Net Operating Surplus

Underwriting Fee	124,808.82
COP Issuance Cost	197,742.00
Interest Income - LAIF & COP Interest	<u>-73,205.14</u>
Total Adjustments to Increase Net Operating Surplus	<u>249,345.68</u>

Net Revenue/(Expenses) 776,845.58

Net Operating Surplus/(Loss) Transfer to Capital 1,026,191.26

* Prior year amounts have been adjusted in accordance with current year presentation.

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

	30-Jun-17	30-Jun-16	\$ Change	% Change
ASSETS				
CURRENT ASSETS				
Total Checking/Savings	5,203,739.88	4,265,885.00	937,854.88	21.99%
Total COP Funds	18,956,419.69	0.00	0.00	100.0%
Total Accounts Receivable	1,220,178.18	984,659.71	235,518.47	23.92%
Other Current Assets				
Inventory (A)	0.00	0.00	0.00	0.0%
Other Current Assets	212,459.52	245,084.41	-32,624.89	-13.31%
Total Other Current Assets	212,459.52	245,084.41	-32,624.89	-13.31%
TOTAL CURRENT ASSETS	25,592,797.27	5,495,629.12	20,097,168.15	365.69%
FIXED ASSETS				
Fixed Assets	43,117,337.85	41,993,180.71	1,124,157.14	2.68%
Accumulated Depreciation	-26,668,040.74	-25,764,091.97	-903,948.77	-3.51%
Construction in Progress	1,066,039.29	356,494.03	709,545.26	199.03%
TOTAL FIXED ASSETS	17,515,336.40	16,585,582.77	929,753.63	5.61%
TOTAL OTHER ASSETS	442,276.00	198,895.55	243,380.45	122.37%
TOTAL ASSETS	43,550,409.67	22,280,107.44	21,270,302.23	95.47%
LIABILITIES & EQUITY				
LIABILITIES				
CURRENT LIABILITIES				
Total Accounts Payable	140,296.94	205,872.21	-65,575.27	-31.85%
Total Other Current Liabilities	1,191,665.31	1,035,111.47	156,553.84	15.12%
TOTAL CURRENT LIABILITIES	1,331,962.25	1,240,983.68	90,978.57	7.33%
LONG TERM LIABILITIES				
Total COP Financing Debt (C)	18,255,000.00	0.00	18,255,000.00	100.0%
Total COP Premium (C)	920,199.70	0.00	920,199.70	100.0%
Total Other Long Term Liabilities (B)	1,156,009.45	1,118,234.00	37,775.45	3.38%
TOTAL LONG TERM LIABILITIES	20,331,209.15	1,118,234.00	19,212,975.15	1,718.15%
TOTAL LIABILITIES	21,663,171.40	2,359,217.68	19,303,953.72	818.24%
EQUITY				
3000 - Opening Bal Equity	0.00	144.00	-144.00	-100.0%
3800 - RESERVES *	4,978,363.47	4,049,651.92	928,711.55	22.93%
3940 - Fund Bal Invest in Util Plant	17,515,336.40	16,585,582.77	929,753.63	5.61%
Net Assets (B)	-606,461.60	-714,488.93	108,027.33	15.12%
TOTAL EQUITY	21,887,238.27	19,920,889.76	1,966,348.51	9.87%
TOTAL LIABILITIES & EQUITY	43,550,409.67	22,280,107.44	21,270,302.23	95.47%

	Balance @ Jun 2015	Balance @ Jun 2016	Balance @ Jun 2017	Budget for Reserve Policy
* RESERVES				
Capital Reserves	887,031	1,549,652	2,478,363	2,500,000
Emergency Reserves	2,000,000	2,000,000	2,000,000	2,000,000
Working Capital Reserves	500,000	500,000	500,000	500,000
TOTAL RESERVE FUNDS	3,387,031	4,049,652	4,978,363	5,000,000

- (A) Change in Capitalization/Inventory Policy. Inventory less than \$5,000 were expensed last fiscal year.
- (B) CalPERS Net Pension Liability - GASB 68 requirement.
- (C) COP Financing Debt and Debt Premium total \$19,185,626.90.