



**BOARD OF DIRECTORS
THURSDAY, FEBRUARY 22, 2024 - 6:30 PM**

AGENDA

Public comments may be submitted via email to
Administrative Services Manager, Monique Madrid, at moniquem@midpeninsulawater.org.

Please indicate in your email the agenda item to which your comment applies.

Comments submitted before the meeting will be provided to the Board before or during the meeting.

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

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

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

Should Zoom not be operational, please check online at: www.midpeninsulawater.org for any updates or further instruction.

1. OPENING

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

2. PUBLIC COMMENT

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

- A. Overview of 2023 MPWD Calendar Contest Program and Distribute Calendar to the Board
- B. Present 2023 MPWD Calendar Contest Awards

15-Minute Refreshment Break

- C. Recognizing Michael Anderson for 25 Years of Service with the District
- D. Recognizing Misty Malczon for 20 Years of Service with the District

5. CONSENT AGENDA

All matters on the Consent Agenda are considered routine by the Board of Directors, or included in the approved fiscal year Operating or Capital Budget, and will be acted upon by a single vote by the Board. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the Consent Agenda is acted upon.

- A. Approve Minutes for the Special Board Meeting on January 9, 2024
- B. Approve Minutes for the Regular Board Meeting on January 25, 2024
- C. Approve Expenditures from January 1, 2024 through January 31, 2024
- D. Approve Amending the Assigned Number of Resolution 2023-40 Approving Plan Investment Portfolio for 2024 to Resolution 2023-30 Due to an Error in the Initial Assigned Number

6. HEARING AND APPEALS - None

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

- A. Receive Semi-Annual Reports on 2016 COP Financing through December 31, 2023:
 - 1. Financial Reconciliation Report; and
 - 2. Capital Project Fund Report, Presented by Dan Bergmann of IGService
- B. Consider Resolution 2024-02 Accepting as Complete the Harbor Boulevard Water Main Improvements Project, and Authorizing the Recordation of a Notice of Completion for the Project

8. REGULAR BUSINESS AGENDA

- A. Consider Preliminary Revenue Requirements for FY 2024/2025 Operations, including Projected SFPUC Wholesale Water Rate Adjustment effective July 1, 2024, and Approve Scheduling of Proposition 218 Public Hearing on May 22, 2024, for Proposed Pass-Through Provision for MPWD Water Rate Increases
- B. Receive Presentation on District AMI System
- C. Receive Report on California and San Francisco Regional Water System Drought Conditions

9. MANAGEMENT AND BOARD REPORTS

- A. Management Reports
 - 1. General Manager
 - 2. Operations Manager

3. Administrative Services Manager

4. District Engineer

B. Financial Reports

1. Month End January 31, 2024

C. Director Reports

10. COMMUNICATIONS

11. CLOSED SESSION

A. Real Property Negotiations (Government Code Section 54956.8)

Property: 1075 Old County Road, Suite A

Agency Negotiator: General Manager

Under Negotiation: Price / Terms of Payment

12. RECONVENE TO OPEN SESSION

13. ADJOURNMENT

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

ACCESSIBLE PUBLIC MEETINGS

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

NEXT REGULAR BOARD MEETING: THURSDAY, MARCH 28, 2024 AT 6:30PM



CERTIFICATE OF RECOGNITION

for

MICHAEL ANDERSON

For 25 Years of Dedicated Service to the Mid-Peninsula Water District.

PRESIDENT MATTHEW P. ZUCCA

VICE PRESIDENT CATHERINE M. JORDAN

DIRECTOR BRIAN SCHMIDT

DIRECTOR KIRK R. WHEELER

DIRECTOR LOUIS J. VELLA

Thank You!





CERTIFICATE OF RECOGNITION

for

MISTY MALCZON

For 20 Years of Dedicated Service to the Mid-Peninsula Water District.

PRESIDENT MATTHEW P. ZUCCA

VICE PRESIDENT CATHERINE M. JORDAN

DIRECTOR BRIAN SCHMIDT

DIRECTOR KIRK R. WHEELER

DIRECTOR LOUIS J. VELLA

Thank You!



Meeting Minutes

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

TUESDAY, JANUARY 9, 2024 - 6:00 PM
BELMONT, CALIFORNIA

1. OPENING

A. Call to Order

The Special Meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:00 PM.

B. Establishment of Quorum

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

ABSENT: NONE

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Monique Madrid, Operations Manager (OM) Rene Ramirez, District Engineer Joubin Pakpour, District Counsel Julie Sherman, District Treasurer James Ramsey, and Consultant Julie Brown.

C. Pledge of Allegiance

President Zucca led the Pledge of Allegiance.

3. PUBLIC COMMENT

President Zucca asked for any public comment.
There were none.

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

There were none.

5. REGULAR BUSINESS AGENDA

A. Review of 2023 Accomplishments and Progress on 2023-2024 Strategic Plan

GM Kat Wuelfing provided an overview of the agency's 2023 accomplishments.

Highlights include:

Implementation of a four-day work week

- Staff have adjusted well and are happy with the new schedule, refinements are underway.
- A challenge exists with administrative staff schedules, split shifts have presented coverage issues and some ongoing communication. Management believes the District would be better served if the administrative staff all had the same four-day work week schedule and is recommending a Monday through Thursday schedule, closing the office to the public on Fridays.
- There is currently minimal Friday foot traffic and greater customer needs on Monday.
- Shut-offs/48-hour notices have been adjusted due to the four-day work week.
- Many customer needs can be managed online.
- Managers will continue to support emergent needs and staff will always be available to meet by appointment on Fridays, if needed by customers.
- Board discussion followed.
- Staff were directed to further review data to ensure minimal customer impact before closing on Fridays, and to explore alternative options to closing entirely on Fridays (e.g., having 1 person in the office on Fridays).

Management will cycle back to the Board with additional information prior to implementing any changes.

- **Review Key Items Identified by Management**

GM Wuelfing led the discussion reviewing key items identified by Management:

Recruitment:

- The four-day work week has been a key and beneficial recruitment tool.
- Applicant volume is up, enhancing the agency's ability to attract qualified candidates.
- Development of a video featuring staff testimony on benefits of working at the MPWD is underway.

Board members complimented management on recruitment actions taken and upon their impact.

Financial Management and Audit

- An overview of historical staffing changes and corresponding challenges (including accounting practices) were presented; the group was informed of the current auditors understanding of MPWD's history and the expertise currently available to support current needs and identify future challenges.
- There are expectations that auditors will surface a number of issues for corrective action, and management is poised to tackle.
- Directors were reminded of the rationale behind the 2022 reorganization and establishment of new positions: management continues to inform their thinking around complex agency needs; Creation of a vision and corresponding organizational structure/budget are forthcoming.
- Recruitment for the Administrative Services Manager position is beginning. The breadth of responsibilities under this position, covering administration and financial management, may present a challenge for recruiting.

Ms. Wuelfing covered the projects competing for funding, and the existing/potential funding sources to cover needs; monitoring of desired focus and impact of tradeoffs is a key management objective.

Director discussion included the following:

- Given the discrete differences between skills needed for human resource and financial management and there is a high likelihood that potential candidates will not present with equal qualifications in both. There may be a need to recruit for experience in the higher area of risk (finance). Outsourcing HR could also be an option. It was pointed out that the Administrative Manager has responsibilities beyond HR.
- After the General Manager meets next week with the recruiter, assessment will occur regarding the skill sets of potential candidates so that agency needs with payroll/benefits, record management, finance, board secretary, etc., are met.
- Management will meet with Finance Committee members to develop an appropriate recruitment strategy after review of screened candidates.

C. Review and Discuss Potential Updates to MPWD 2023-2024 Strategic Plan

GM Kat Wuelfing opened this item explaining the objective for the strategic plan review is to ensure the MPWD's action items were in good priority order and to reorganize as needed. They reviewed each Element and made the following revisions:

Strategic Element #1- Employee Services

- Place the four-day work week under priority No. A-1.1
- Explore what else needs to occur to “complete” bargaining under priority No. A-1.3, including any steps to avoid future work stoppages
- Management should consider making priority No. 1-1.5 a higher area of focus in 2024.

Strategic Element #2-External Relationships and Customer Service

- Add measures of success for a four-day work week as new priority No. A-2.6
- Director Jordan recommended involvement in any city training program.
- When CSDA becomes fully reactivated, incorporate participation into strategic planning document

Strategic Element #3-Resource Management and Resiliency

- Incorporate the General Manager’s participation/involvement in BAWSCA, creating a new priority No. 3.1- “maintain and engage community presence with active BAWSCA membership/participation”
- Re: priority No. A-3.5-avoid providing financial incentives
- Re: priority No. B-3.3- edit to read Explore solar panels “and other emerging technologies” as part of Dairy Lane Operations Center and Folger Drive Facility building rehabilitation projects.

Strategic Element #4-Infrastructure Management and Operations

- Re: priority No. B-4.5-
 - o Can MPWD meet the 2025 deadline?
 - o While the focus is on vehicle replacement, cost, availability and supporting. Infrastructure are all key issues.

- o MPWD will need to determine what the mandate means and how to solve related logistical issues.
- o Major underlying assumption is that Dairy Lane is being rebuilt for all electric Vehicles

Strategic Element #5-Financial Management

Re: priority No. A-5.4-Status-

- o The study has been restarted and will align with rates.
 - o Management is working with a consultant, and study results will be presented to the Finance Committee
- Electric vehicle purchase/maintenance will be considered within rate structure activities.
 - Director Schmidt posed the possibility of enhancing the confidence of customers by using home water sampling to demonstrate MPWD's water is safe and of high quality. Director Schmidt emphasized that he was not advocating for testing on demand.
 - o Concerns were raised regarding post meter collection issues where factors outside MPWD' control (such as the condition of a homeowner's pipes) might impact quality readings
 - o Questions arose regarding the degree to which this is a customer issue.
 - o Additional conversation included different ways in which the agency could educate the public about quality standards and practices

Director Zucca will forward Palo Alto's citywide customer survey for Director review and reference. A future discussion can be held for Directors to consider conducting a similar citywide survey for the development of a database that could be accessed for a variety of purposes.

- Director Schmidt also asked to revisit his recall of the prior GM's efforts to create a "rate stabilization fund" to avoid rate increases during times of drought.
 - o General group consensus was that the cash reserve fund is a buffer against rate increases.
 - o Group requested that management have the rate study consultant speak to this concept as part of the overall study and factor it into proposed rates.
 - o Once the study is complete and presented, board members will speak explicitly and develop criteria for how the reserve is to be used.

D. Review Director Assignments for 2024

Director Assignments for 2023-2024 were reviewed and accepted as presented.

E. Other Topics for the Good of the Order

None

6. ADJOURNMENT

President Zucca adjourned the meeting at 8:30 PM.

DISTRICT SECRETARY

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APPROVED:

BOARD PRESIDENT

MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Regular Meeting

Thursday, January 25, 2024
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 Zucca at 6:30PM.

B. **Establishment of Quorum**

PRESENT: Directors Zucca, Schmidt, Wheeler and Vella.

ABSENT: Director Jordan

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Monique Madrid, District Counsel Julie Sherman, District Engineer Joubin Pakpour and Brandon Laurie, and District Treasurer James Ramsey.

Guests: Virginia Chang-Kiraly, LAFCO board member, and Bud Levine, Steven Gortler, and Rob Pankratz of Wulff-Hansen and Co.,

C. **Pledge of Allegiance**

Director Schmidt led the Pledge of Allegiance.

2. PUBLIC COMMENT

President Zucca asked for any public comment.

There were none.

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

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

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. **Introduction by Virginia Chang-Kiraly, LAFCo Member**

Ms. Chang-Kiraly provided an introduction of her LAFCO responsibilities and a brief overview of her service on the LAFCO board and with other special districts.

- 48 **B. Recognize Prior Year Board President Louis J. Vella for His Service**
49 President Zucca presented a plaque to past President Vella and thanked him for his
50 service to the district and community.
51

52 **6. CONSENT AGENDA**
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- 54 **A. Approve Minutes for the Special Board Meeting on October 26, 2023**
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56 **B. Approve Minutes for the Regular Board Meeting on December 14, 2023**
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58 **C. Approve Expenditures from December 1, 2023, through December 31, 2023**
59

60 Director Vella moved to approve the consent agenda.
61

62 Director Wheeler seconded the motion.
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64 **Roll Call Vote: Motion Passed 4-0-1: 4-Ayes, 0-Noes, 1-Absent (Jordan)**
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66 **7. HEARING AND APPEALS**
67

68 There were none.
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70 **8. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**
71 **(CERTIFICATES OF PARTICIPATION) FINANCING**
72

73 There were none.
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75 **9. REGULAR BUSINESS AGENDA**
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77 **A. Consider Resolution 2024-01 Authorizing:**
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- 79 **1. Not To Exceed \$2.8 Million Cash Transfer, from MPWD LAIF Reserves to an**
80 **Established MPWD Investment Account to Purchase an Equal Amount of**
81 **U.S. Treasuries for An Initial Period not to Exceed One (1) Year; and**
82 **2. \$7,000 for Related Investment Purchase Fees and Professional Fees; and**
83 **3. The Continued Evaluation and Reinvestment of the MPWD U.S. Treasury**
84 **Portfolio through 2026; and**
85 **4. The General Manager to Execute an Amendment to the Wulff-Hansen and**
86 **Co. Contract through December 31, 2026; and**
87 **5. The General Manager to Execute all Necessary Documents Related to the**
88 **MPWD's Investment in U.S. Treasuries.**

89 GM Wuelfing presented proposed Resolution 2024-01 and turned it over to the Wulff-
90 Hansen consultants.

91 Rob Pankratz reviewed a portion of the presentation and advised the LAIF interest has
92 been increasing, but that short-term U.S. Treasuries still pay more in interest at this time
93 and that that is expected to continue into the near future.
94

Steven Gortler reviewed slides in the presentation and gave an overview of the proposed addition of MPWD \$2.8 million dollars to invest in U.S. Treasuries.

Bud Levine advised on various interest rates.

Steven Gortler reviewed the laddered securities and earned interest.

Board discussion followed. The Board gave direction to invest the additional \$2.8 million and the currently invested funds that are maturing on 1/31/2024, as follows: \$1 million for a 3-month term, and \$1.75 million for a 6-month term, and \$1.75 for a 12-month term

Director Vella moved to approve Resolution 2024-01 authorizing:

1. Not to exceed \$2.8 million cash transfer, from MPWD LAIF reserves to an established MPWD Investment account to purchase an equal amount of US Treasuries for an initial period not to exceed one (1) year; and
2. \$7,000 for related investment purchase fees and professional fees; and
3. The continued evaluation and reinvestment of the MPWD U.S. Treasury Portfolio through 2026; and
4. The General Manager to execute an Amendment to the Wulff-Hansen and Co. contract through December 31, 2026; and
5. The General Manager to execute all necessary documents related to the MPWD's investment in U.S. Treasuries.

Director Schmidt seconded the motion.

Roll Call Vote. Motion passed 4-0-1; 4-Ayes, 0-Noes, 1-Absent (Jordan)

B. Direction Regarding Potential Digital Billboard Partnership with Clear Channel

GM Wuelfing presented the potential digital billboard partnership with Clear Channel.

Board discussion followed. Pros and cons were discussed.

Board direction was to continue to move forward with no commitment by approaching the City of Belmont regarding their Ordinance compliance requirements and ascertain if the City would be interested in working with the MPWD on compliance matters and then report back to the Board.

C. Consider Approval of the Revised Two-Year Strategic Plan - FY2023-24, Including Director Assignments

GM Wuelfing presented the revised MPWD 2023-2024 Strategic Plan and Director Assignments.

A Special Meeting of the Board of Directors to review and update the MPWD 2023-2024

Strategic Plan was held on January 9, 2024 where the updates and changes were reviewed.
Staff made those changes and brought the final revised version to the Board for approval.
Director Schmidt moved to approve the revised two-year strategic plan - FY 2023-24
Director Wheeler seconded the motion.

Roll Call Vote: Motion Passed 4-0-1; 4-Ayes, 0-Noes, 1-Absent (Jordan)

D. Select a Date for a Special Meeting to Discuss Plans for Rehabilitation of Dairy Lane and Folger Drive Properties, and Review of Considered Operations Center Alternatives

GM Wuelfing provided a review of the request to schedule a special meeting to discuss the plans for rehabilitation of Dairy Lane and Folger Drive properties, and review of considered Operations Center alternatives.

Board discussion followed. A two (2) hour meeting was scheduled for Monday, February 26, 2024, at 6:00PM.

E. Receive BAWSCA Update

Director Vella reported on the BAWSCA meeting agenda items of interest to the MPWD.

Board comments followed.

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

OM Ramirez provided a detailed review of the California and San Francisco Regional Water System conditions.

Board comments followed.

G. Receive Fourth Quarter 2023 Water Conservation Staff Report

OM Ramirez presented the 2024 First Quarter Water Conservation Staff Report.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager

GM Wuelfing provided a review of her report.

2. Operations Manager

OM Ramirez provided a review of his report.

3. Administrative Services Manager

ASM Madrid provided a review of her report.

191 **4. District Engineer**

192 District Engineer Pakpour provided a review of his report.

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194 **B. Financial Reports**

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196 **1. Month End December 31, 2023**

197 District Treasurer Ramsey provided a review of the December 2023 report.

198
199 **C. Director Reports**

200 Director Schmidt reported on borrowing a water saving kit from the library, which was not as
201 useful as he had hoped.

202 Director Vella reported he attended the HIA meeting.

203 Director Wheeler reported attending the Finance Committee meeting, and HIA meeting.

204
205 **11. COMMUNICATIONS**

206 There were none.

207
208 **12. CLOSED SESSION**

209
210 **A. Real Property Negotiations (Government Code Section 54956.8)**

211
212 **Property: 1075 Old County Road, Suite A**

213 **Agency Negotiator: General Manager**

214 **Under Negotiation: Price / Terms of Payment**

215
216 President Zucca adjourned the meeting to Closed Session at 9:26PM.

217
218 **13. RECONVENE TO OPEN SESSION**

219 President Zucca reconvened the meeting to open session at 9:46PM. There were no reportable
220 actions taken.

221
222 **14. ADJOURNMENT**

223 President Zucca adjourned the meeting at 9:46pm.

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229 DISTRICT SECRETARY

230 APPROVED:

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235 _____
236 BOARD PRESIDENT

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238 NEXT REGULAR BOARD MEETING: THURSDAY, FEBRUARY 22, 2024, AT 6:30PM

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	PREMIUM PYMT	01/18/2024	38997	1,495.34
Uniforms	UNIFIRST	UNIFORM RENTAL THRU 1-9-2024	01/18/2024	39000	139.91
Uniforms	UNIFIRST	UNIFORM RENTAL THRU 1-2-2024	01/18/2024	39000	153.10
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	LARGE LANDSCAPE AUDIT (WATERFLUENCE)	01/18/2024	38985	580.00
Water Quality	CORE & MAIN LP	DECHLOR TABLETS	01/18/2024	103174	969.66
Storage Tanks	BAY AREA AIR QUALITY MGMT DIST.	fees to make online payments	01/18/2024	103186	7.00
Storage Tanks	CITY OF SAN CARLOS	STORMWATER INSPECTION - BUCKLAND TANK	01/18/2024	38988	300.00
Storage Tanks	STARCO WELDING L.L.C.	FIX TANK ACCESS DOOR - HALLMARK TANK	01/18/2024	38998	1,040.09
Meters & Service	PACE SUPPLY CORP	METER REBUILD	01/18/2024	38995	629.51
Meters & Service	CORE & MAIN LP	METER PARTS	01/18/2024	103174	4,528.82
Scada Maintenance	EDCCO GROUP, INC	FIX SCADA AT DAIRY LANE	01/18/2024	38989	1,075.69
Scada Maintenance	TELSTAR INSTRUMENTS	HALLMARK PUMP STATION XIO	01/18/2024	103183	3,797.50
Scada Maintenance	XIO, INC.	XIO	01/18/2024	103185	666.00
Buildings & Grounds	UMPQUA BANK	PERMIT FEES DEKOVEN	01/18/2024	103184	581.44
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - BUCKLAND	01/18/2024	103184	443.44
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - HERSOM	01/18/2024	103184	581.44
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - HANNIBAL	01/18/2024	103184	581.44
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - TUNNELS	01/18/2024	103184	426.88
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - TUNNELS	01/18/2024	103184	672.52
Buildings & Grounds	UMPQUA BANK	PERMIT FEES - WEST BELMONT	01/18/2024	103184	492.00
Buildings & Grounds	UMPQUA BANK	PERMIT FEES HALLMARK	01/18/2024	103184	581.44
Equipment & Tools	HASSETT HARDWARE	DUSTER FOR VAULTS	01/18/2024	39002	17.73
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 805	01/18/2024	39002	18.77
Equipment & Tools	HASSETT HARDWARE	BAIT STATIONS	01/18/2024	39002	28.16
Equipment & Tools	HASSETT HARDWARE	TOOLS FOR 791	01/18/2024	39002	41.84
Equipment & Tools	KIMBALL MIDWEST, INC.	TORX, CHAIN OIL	01/18/2024	38994	30.86
Equipment & Tools	PACE SUPPLY CORP	PIPE FITTING (ELBOW)	01/18/2024	38995	345.79
Vehicle & Large Equip	ADVANCE AUTO PARTS	OIL & AIR FILTERS, OIL	01/18/2024	103169	52.08
Vehicle & Large Equip	ADVANCE AUTO PARTS	TIRE PRESSURE GAUGE, OIL, COOLANT	01/18/2024	103169	155.02
Vehicle & Large Equip	ADVANCE AUTO PARTS	GAS CAP (798)	01/18/2024	103169	15.31
Vehicle & Large Equip	BUS & EQUIPMENT REPAIR	TRUCK MAINTENANCE	01/18/2024	38986	1,115.17
Vehicle & Large Equip	BUS & EQUIPMENT REPAIR	TRUCK MAINTENANCE	01/18/2024	38986	1,110.02
Vehicle & Large Equip	BUS & EQUIPMENT REPAIR	TRUCK MAINTENANCE (788)	01/18/2024	38986	1,327.32
Vehicle & Large Equip	BUS & EQUIPMENT REPAIR	TRUCK MAINTENANCE	01/18/2024	38986	1,025.84
Vehicle & Large Equip	BUS & EQUIPMENT REPAIR	TRUCK MAINTENANCE	01/18/2024	38986	793.64
2022 FLOOD RECOVERY	ACC BUSINESS	INTERNET - OCR	01/18/2024	38983	375.66
Office Supplies	UMPQUA BANK	SUPPLIES FOR POTLUCK	01/18/2024	103184	17.74
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	MAINTENANCE AGREEMENT - DEC 2023	01/18/2024	38993	41.07
Equipment Services/Maintenance	PITNEY BOWES INC	MAINTENANCE FEES	01/18/2024	38996	171.41
Computer Supplies & Upgrades	STEPFORD BUSINESS, INC.	RAM UPGRADE	01/18/2024	38999	114.74
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE HOSTING - JAN 2024 AND UPDATES	01/18/2024	103177	1,065.00
Security & Safety	SONITROL / PACIFIC WEST SECURITY, INC.	SECURITY SERVICES - JAN - MARCH 2024	01/18/2024	103181	4,515.00
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY & MUNICIPAL PAYMENTS - NOV 2023	01/18/2024	103182	4,425.20
Bank Service Charges	BNY MELLON	BNY FEES FOR COP ACCOUNT	01/18/2024	103171	2,875.00
Bank Service Charges	PACE SUPPLY CORP	LATE FEES	01/18/2024	38995	10.38
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE	01/18/2024	103184	0.99
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	01/18/2024	103184	110.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - DEKOVEN GENERATOR	01/18/2024	103170	494.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - HALLMARK PUMP STATION	01/18/2024	103170	491.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - DAIRY LANE SHOP	01/18/2024	103170	492.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - HERSOM PUMP STATION	01/18/2024	103170	537.00

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - HANNIBAL PUMP STATION	01/18/2024	103170	538.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - EXBOURNE PUMP STATION	01/18/2024	103170	983.00
Gov'T Fees & Licenses	BAY AREA AIR QUALITY MGMT DIST.	ANNUAL PERMIT RENEWAL - BUCKLAND PUMP STATION	01/18/2024	103170	492.00
Gov'T Fees & Licenses	GOLDEN STATE SMOG CENTER	SMOG - PLATE 1422340	01/18/2024	38991	49.75
Gov'T Fees & Licenses	GOLDEN STATE SMOG CENTER	SMOG - PLATE 1110874	01/18/2024	38991	49.75
Gov'T Fees & Licenses	UMPQUA BANK	ENCROACHMENT PERMIT - SAN CARLOS - 05-1621-CP	01/18/2024	103184	102.54
Utilities - Internet/Cable	COMCAST	INTERNET - DAIRY LANE, FOLGER, WEST BELMONT, HERSOM, BUCKLAND	01/18/2024	103172	960.05
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES AND DEVICES	01/18/2024	39001	1,071.74
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE	01/18/2024	103179	3,467.34
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE - GAS	01/18/2024	103179	7.84
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	01/18/2024	38984	61.53
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	01/18/2024	38984	29.25
Utilities - Telephones	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICES	01/18/2024	103173	849.96
Utilities - Telephones	COMCAST BUSINESS	BUSINESS VOICE EDGE SERVICES	01/18/2024	103173	849.96
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	DISTRICT ENGINEER SERVICES - DEC 2023 - 10012.07 - CAP IMP PRGRM	01/18/2024	103178	10,654.88
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	DISTRICT ENGINEER SERVICES - DEC 2023 - 10012.04 - MISC PROJECTS	01/18/2024	103178	2,218.13
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	DISTRICT ENGINEER SERVICES - DEC 2023 - 10012.09 - DIST SYS ANYL	01/18/2024	103178	2,341.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	DISTRICT ENGINEER SERVICES - DEC 2023 - 10012.05 - RETAINER	01/18/2024	103178	1,000.00
Prof Serv - It	STEFFORD BUSINESS, INC.	IT SERVICES - FEB 2024	01/18/2024	38999	2,768.00
Prof Serv - Mngmt Consult	PAKPOUR CONSULTING GROUP, INC	MANAGEMENT CONSULTING SUPPORT - DEC 2023	01/18/2024	103178	3,871.88
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR DEC 2023 REMINDER NOTICES	01/18/2024	103175	208.89
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR DEC 2023 WATER BILLS	01/18/2024	103175	2,820.23
Prof Serv - Customer Billing	RAY MORGAN COMPANY	WATER BILLS - DEC 2023	01/18/2024	103180	1,998.14
Prof Serv - Customer Billing	RAY MORGAN COMPANY	REMINDER NOTICES - DEC 2023	01/18/2024	103180	280.75
Prof Serv - Recruiting	CITY OF FOSTER CITY	CALOPPS POSTING - LEAD OPERATOR, MAITN TECH, WATER SYS OPERATOR	01/18/2024	38987	1,701.00
Prof Serv - Miscellaneous	RONNIE GUINTO	BALANCE DUE FOR STAFF HEAD SHOTS	01/18/2024	103176	2,600.00
Director Travel	UMPQUA BANK	2024 PROGRESS SEMINAR - DIRECTOR JORDAN	01/18/2024	103184	988.00
Director Expenses	UMPQUA BANK	DINNER FOR BOARD MTG 12-14-23	01/18/2024	103184	93.32
Director Expenses	UMPQUA BANK	DESERT FOR BOARD MTG 12-14-23	01/18/2024	103184	37.45
Director Expenses	UMPQUA BANK	DINNER FOR BOARD MT 12-14-23 - KAT	01/18/2024	103184	17.76
Employee Travel/Training	FASTRAK	BRIDGE FARE - PLATE 1021251	01/18/2024	38990	7.00
Employee Travel/Training	UMPQUA BANK	2024 PROGRESS SEMINAR - KAT	01/18/2024	103184	988.00
Employee Travel/Training	UMPQUA BANK	CSMFO CONFERENCE - KAT	01/18/2024	103184	515.00
Employee Travel/Training	UMPQUA BANK	CSMFO TRAINING - KELLI	01/18/2024	103184	100.00
Meeting Expenses	UMPQUA BANK	WHITE ELEPHANT LUNCH	01/18/2024	103184	314.84
Meeting Expenses	UMPQUA BANK	STRATEGIC MTG PREP LUNCH - JULIE BROWN, KAT, MONIQUE, RENE	01/18/2024	103184	115.42
BNY Mellon Sweep Acct	BNY Mellon Sweep Acct 361683	WIRE PAYMENT ID 200	01/26/2024	103204	100,000.00
Payroll Clearing A/C	adp	ER DD	01/29/2024	103212	56,553.33
Payroll Clearing A/C	adp	ER TAXES	01/29/2024	103212	25,806.95
Payroll Clearing A/C	adp	ER TAXES	01/29/2024	103207	27,528.40
Payroll Clearing A/C	adp	ER DD	01/29/2024	103207	59,544.91
Payroll Clearing A/C	Health Equity	HSA	01/29/2024	103209	709.84
Payroll Clearing A/C	Health Equity	HSA	01/29/2024	103209	822.15
Payroll Clearing A/C	Health Equity	HSA - PROCESSING FEE	01/29/2024	103205	20.00
Payroll Clearing A/C	Health Equity	HSA	01/29/2024	103205	1,531.99
Payroll Clearing A/C	Health Equity	HSA	01/29/2024	103205	2,400.00
Payroll Clearing A/C	Health Equity	HSA - MONTHLY FEES	01/29/2024	103205	59.00
Payroll Clearing A/C	ICMA contributions	457B	01/29/2024	103210	4,474.00
Payroll Clearing A/C	ICMA contributions	457B	01/29/2024	103206	4,474.00
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	01/29/2024	103211	6,527.13
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	01/29/2024	103211	7,083.34

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T2	01/29/2024	103208	7,657.38
Calpers Retirement - Er 2%@55	CALPERS	CALPERS T1	01/29/2024	103208	6,527.13
Acwa Health Care	ACWA JPIA	EAP - FEB 2024	01/31/2024	103188	44.64
Acwa Health Care	ACWA JPIA	EAP - JAN 2024	01/31/2024	103188	47.12
Acwa Health Care	ACWA JPIA	MEDICAL - FEB 2024	01/31/2024	103188	26,496.70
Acwa Health Care	ACWA JPIA	MEDICAL - JAN 2024	01/31/2024	103188	24,235.78
Awca Dental	ACWA JPIA	DENTAL - FEB 2024	01/31/2024	103188	1,906.59
Awca Dental	ACWA JPIA	DENTAL - JAN 2024	01/31/2024	103188	1,812.80
Acwa Vision	ACWA JPIA	VISION - FEB 2024	01/31/2024	103188	383.76
Acwa Vision	ACWA JPIA	VISION - JAN 2024	01/31/2024	103188	277.16
Acwa Life/Ad&D	ACWA JPIA	LIFE - FEB 2024	01/31/2024	103188	514.57
Acwa Life/Ad&D	ACWA JPIA	LIFE - JAN 2024	01/31/2024	103188	578.11
Workers Comp Insurance	ACWA JPIA	WORKERS COMP PREMIUM FOR 10/01/2023 - 12/31/2023	01/31/2024	103189	14,366.52
Retirees' Acwa Health Care	ACWA JPIA	RETIRES - FEB 2024	01/31/2024	103188	11,851.34
Retirees' Acwa Health Care	ACWA JPIA	RETIRES - JAN 2024	01/31/2024	103188	10,448.04
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - FEB 2024	01/31/2024	103188	5,611.06
Directors' Acwa Health Care	ACWA JPIA	DIRECTORS - JAN 2024	01/31/2024	103188	5,611.06
Uniforms	UNIFIRST	WEEKLY UNIFORMS - THROUGH JAN 16 2024	01/31/2024	39011	142.67
Sfpuc Treated Water	SAN FRANCISCO WATER DEPT	12-14-2023 THRU 01-16-2024	01/31/2024	103199	378,573.40
Bawasca (Debt Service Surcharge)	SAN FRANCISCO WATER DEPT	12-14-2023 THRU 01-16-2024	01/31/2024	103199	31,893.00
Sfpuc Water Service Charge	SAN FRANCISCO WATER DEPT	12-14-2023 THRU 01-16-2024	01/31/2024	103199	6,522.00
Mains/Distribution	GRANITE ROCK COMPANY	ASPHALT	01/31/2024	103194	160.35
Meters & Service	HOME DEPOT	PARTS FOR 2" SERVICE LEAK - 1301 SHOREWAY	01/31/2024	103196	68.15
Meters & Service	CORE & MAIN LP	METER PARTS	01/31/2024	103193	4,508.35
Regulator Stations	KELLY-MOORE PAINT CO	PAINT & SUPPLIES (NORTH ROAD REG)	01/31/2024	39007	398.26
Employee Safety	INTERSTATE TRAFFIC CONTROL INC	SAFETY ROAD SIGNS	01/31/2024	39006	850.94
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTALS	01/31/2024	103191	233.39
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION - DAIRY LANE	01/31/2024	39009	799.51
Vehicle & Large Equip	ADVANCE AUTO PARTS	BRAKE PADS	01/31/2024	103190	170.60
Vehicle & Large Equip	ADVANCE AUTO PARTS	OIL & FILTER	01/31/2024	103190	57.28
Vehicle & Large Equip	ADVANCE AUTO PARTS	LUG NUTS & COOLANT LUG NUTS RETURNED - INV 9888401012040	01/31/2024	103190	31.34
Vehicle & Large Equip	EAST BAY TIRE CO.	TIRES (791)	01/31/2024	39005	548.02
Office Supplies	OFFICE DEPOT, INC.	TONER & CM 344832031001	01/31/2024	103197	131.31
Bank Service Charges	ZIONS BANCORPORATION	ADMIN FEES - US TREASURY ACCTS TRUSTEE - OCT THRU DEC 2023	01/31/2024	103203	640.00
PROPERTY LEASE	SWEDCOM CORPORATION	1075 OCR RENT - FEB 2024	01/31/2024	103201	12,238.00
Dues & Publications	ACWA DUES	ACWA MEMBERSHIP DUES	01/31/2024	103187	18,940.00
Gov'T Fees & Licenses	ACCUTITE	SOURCE TEST REPORT	01/31/2024	39003	500.00
Gov'T Fees & Licenses	SANDIE ARNOTT	STORM DRAINAGE FEE - EXBOURNE TANK ROAD	01/31/2024	103200	83.16
Gov'T Fees & Licenses	SWRCB	WATER SYSTEM ANNUAL FEE - 2022-2023	01/31/2024	103202	41,640.89
Gov'T Fees & Licenses	SWRCB	WATER SYSTEM ANNUAL FEE - 2023-2024	01/31/2024	103202	43,930.78
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	01/31/2024	103198	507.07
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	01/31/2024	103198	462.65
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	01/31/2024	103198	450.02
Utilities - Electric - Pumping	PG&E	WEST BELMONT PUMP STATION	01/31/2024	103198	479.11
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	01/31/2024	103198	6,181.04
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	01/31/2024	103198	52.02
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OLD COUNTY ROAD	01/31/2024	103198	768.86
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	01/31/2024	39004	75.87
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	01/31/2024	39004	29.25
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	01/31/2024	39004	29.35
Utilities - Telephones	AT&T	DAIRY LANE ANALOG	01/31/2024	39004	29.39

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - DAVEY GLEN REGULATOR STATION	01/31/2024	103200	123.45
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - HERSOM TANK	01/31/2024	103200	134.28
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - EXBOURNE TANK	01/31/2024	103200	138.41
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - HANNIBAL PUMP STATION	01/31/2024	103200	124.02
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - 3 DAIRY LANE - 1	01/31/2024	103200	337.19
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - WEST BELMONT TANK	01/31/2024	103200	153.83
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - HALLMARK	01/31/2024	103200	291.43
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - DEKOVEN TANK	01/31/2024	103200	129.33
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - FOLGER DRIVE - 1	01/31/2024	103200	128.03
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - WEST BELMONT PUMP STATION	01/31/2024	103200	124.04
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - FOLGER DRIVE - 2	01/31/2024	103200	126.47
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - BUCKLAND TANK	01/31/2024	103200	34.54
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - MEZES TANK	01/31/2024	103200	124.25
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - HALLMARK	01/31/2024	103200	387.05
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - HALLMARK	01/31/2024	103200	260.16
Utilities - Sewer - Npdes	SANDIE ARNOTT	SEWER/NPDES - 3 DAIRY LANE - 2	01/31/2024	103200	265.31
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES DEC 2023 - CONTRACTS	01/31/2024	103195	1,762.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES DEC 2023 - LITIGATION SUPPORT	01/31/2024	103195	259.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES DEC 2023 - EMPLOYEE BENEFITS	01/31/2024	103195	8,121.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES DEC 2023 - MONTHLY RETAINER	01/31/2024	103195	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES DEC 2023 - ADMINISTRATION	01/31/2024	103195	3,208.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES DEC 2023 - LABOR - GENERAL	01/31/2024	103195	316.00
Prof Serv - It	STEPFORD BUSINESS, INC.	IT SERVICES	01/31/2024	39010	1,312.50
Prof Serv - Recruiting	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	RECRUITING	01/31/2024	39008	197.00
Prof Serv - Miscellaneous	CAUSEY DEMGEN & MOORE	BIDDING AGENT SERVICES	01/31/2024	103192	750.00
Prof Serv - Miscellaneous	CAUSEY DEMGEN & MOORE	BIDDING AGENT SERVICES	01/31/2024	103192	850.00



AGENDA ITEM NO. 5.D.

DATE: February 25, 2024
TO: Board of Directors
FROM: Monique Madrid, Administrative Services Manager

**SUBJECT: APPROVE AMENDING THE ASSIGNED NUMBER OF RESOLUTION 2023-40
APPROVING PLAN INVESTMENT PORTFOLIO FOR 2024 TO RESOLUTION 2023-30
DUE TO AN ERROR IN THE INITIAL ASSIGNED NUMBER**

RECOMMENDATION

Approve Amending Resolution 2023-40 Approving Plan Investment Portfolio for 2024 to Resolution 2023-30.

FISCAL IMPACT

NONE

BACKGROUND

Resolution 2023-40 was approved by the Board in December 2023. This is a clerical correction to replace the Resolution 2023-40 number with Resolution 2023-30 due to the initial number assigned being out of order.

DISCUSSION

Staff recommends the board approve amending the assigned number of Resolution 2023-40, to 2023-30. No other changes are necessary. The Resolution will remain unchanged except for the resolution number.

Attachments: Resolution 2023-40 changing the number to 2023-30 (page one only)

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

UNANIMOUS _____ ZUCCA _____ JORDAN _____ SCHMIDT _____ WHEELER _____ VELLA _____

RESOLUTION NO. 2023-~~40~~ 30

**APPROVING THE 2024 INVESTMENT PORTFOLIO
FOR THE MPWD PARS 115 TRUST PLAN – OPEB AND PRSP**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, the Mid-Peninsula Water District (MPWD) initiated an OPEB (Other Post Employment Benefits) IRS Section 115 Trust with PARS (Public Agency Retirement Services) in August of 2011; and

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

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

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

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

WHEREAS, on December 20, 2018, after review and consideration of the MPWD's



AGENDA ITEM NO. 7.A.

DATE: February 22, 2024
TO: Board of Directors
FROM: James W Ramsey, District Treasurer

SUBJECT: RECEIVE SEMI-ANNUAL REPORTS ON 2016 COP FINANCING THROUGH DECEMBER 31, 2023:
1. FINANCIAL RECONCILIATION REPORT; AND
2. CAPITAL PROJECT FUND REPORT, PRESENTED BY DAN BERGMANN OF IGSERVICE

RECOMMENDATION

Receive semi-annual reports.

FISCAL IMPACT

MPWD 2016 COP CIP - RECONCILIATION @ 12/31/2023		
Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	\$ 19,143,020
3/20/2017	Transfer to Project Funds	42,875
12/31/2023	Project Costs	(18,009,576)
12/31/2023	Total Dividends Earned	1,053,887
12/31/2023	Balance	2,230,253

DISCUSSION

Staff's 2016 COP Reconciliation Report is attached. Trustee bank statements were reconciled and the project fund balance at December 31, 2023, was \$2,230,253.

Attachments: 2016 COP Semi-Annual Reconciliation Report through December 31, 2023
2016 COP Semi-Annual Project Fund Report through December 31, 2023

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

UNANIMOUS:_____ VELLA _____ ZUCCA _____ WHEELER _____ JORDAN_____ SCHMIDT_____

MPWD 2016 COP CIP - RECONCILIATION @ 12/31/2023

Date	Activity	COP Funds
12/21/2016	Net Proceeds as of 12/21/16 to COP CIP	19,143,021
3/20/2017	Transfer to Project Funds	42,921
12/31/2023	Project Costs	(18,009,576)
12/31/2023	Total Dividends Earned	1,053,887
12/31/2023	Balance	2,230,253

COST OF ISSUANCE

Date	Activity	Closing Costs
12/21/2016	Deposit from Net Proceeds	251,000
12/21/2016	Total Issuance Costs	(208,079)
3/20/2017	Transfer to Project Funds	(42,921)
	Total	-

COP Project Costs

Project Completed Date	Activity	Project Costs
2018-2022	Completed projects total	13,447,817
	Old County Road Improvements	918,054
	Harbor Blvd WMR	1,970,900
	Dekoven/Lincoln/Oak Knoll	418,983
	Transmission Line Assessment	20,685
	Hastings Service Replacements	786,071
	1325 Old County Road Reimbursemen	340,591
	Silicon Valley Clean Water	92,700
	Belmont Canyon/Hastings Drive Main Replacement	4,381
	Vine Street Improvement	6,278
	Adjustments to Reconcile	3,116
	Total	18,009,576

Dividends Earned

Date	Activity	Interest Earned
03/17-06/23	Total Dividends Earned	932,698
12/31/2023	Dividends Earned (July, 2023-December, 2023)	121,189
	Total	1,053,887

Updated: 12/31/2023

February 13, 2024

Mr. Rene A. Ramirez
Operations Manager
Mid-Peninsula Water District

Email: rramirez@midpeninsulawater.org

Re: 2016 Certificate of Participation (COP) Reporting through December 31, 2023

Dear Mr. Ramirez:

The following are highlights from tracking of Series 2016 COP spending, updated for July through December 31, 2023.

Total COP funds spent are \$17,989,248. This is 89.0 percent of the beginning funds amount plus accumulated dividends, which total \$20,219,502. The balance remaining is \$2,230,254. (Table 1)

June through December COP spending was \$2,854,696. This is for Requisitions #100 through #107, as identified in Table 2. Of the total, engineering payments were \$1,328,982, and construction payments were \$1,525,714. Construction payments were for service replacements along Hastings Drive and the Harbor Boulevard water main replacement. These values reconcile exactly to the project detail and to the Bank of New York monthly statements. (Tables 1, 2, and 3)

Completion of COP Funds. January 2024 requisitions total \$1,408,626, not detailed in this report. Including January, the remaining COP balance is less than \$1 million.

Bar Chart Showing Completion Plan. This bar chart shows actual COP spending through January 31, 2024, with the remaining funds being expended by July 1, 2024.

Sincerely,



Dan Bergmann, P.E.
Principal

Table 1: Bank of New York MPWD Account 361685				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Subtotals	
Beginning Balance				\$19,143,020.82
To project fund	\$42,920.96	-		\$19,185,941.78
Mar-17	12,640.32	-		19,198,582.10
Jun-17	26,224.03	(268,386.44)	(268,386.44)	18,956,419.69
Jul-17	11,186.97	(37,411.30)		18,930,195.36
Aug-17	13,178.04	(76,232.49)		18,867,140.91
Sep-17	13,889.47	(30,529.45)	(144,173.24)	18,850,500.93
Oct-17	13,740.78	(31,325.20)		18,832,916.51
Nov-17	14,584.55	(269,821.99)		18,577,679.07
Dec-17	14,615.74	(370,309.75)	(671,456.94)	18,221,985.06
Jan-18	16,315.52	(315,748.56)		17,922,552.02
Feb-18	17,717.32	(221,300.77)		17,718,968.57
Mar-18	17,140.20	(280,719.75)	(817,769.08)	17,455,389.02
Apr-18	20,666.32	(437,470.39)		17,038,584.95
May-18	21,315.01	(418,903.86)		16,640,996.10
Jun-18	22,792.33	(122,821.81)	(979,196.06)	16,540,966.62
Jul-18	22,571.92	(346,653.05)		16,216,885.49
Aug-18	24,003.89	(56,018.89)		16,184,870.49
Sep-18	24,700.72	(181,427.83)	(584,099.77)	16,028,143.38
Oct-18	24,735.82	(640,048.84)		15,412,830.36
Nov-18	26,088.52	(77,634.29)		15,361,284.59
Dec-18	25,995.52	0.00	(717,683.13)	15,387,280.11
Jan-19	28,006.89	(90,278.13)		15,325,008.87
Feb-19	29,282.07	(283,598.44)		15,070,692.50
Mar-19	26,381.68	(290,062.32)	(663,938.89)	14,807,011.86
Apr-19	29,011.69	(76,189.41)		14,759,834.14
May-19	27,609.00	(267,710.56)		14,519,732.58
Jun-19	28,222.64	(88,275.53)	(432,175.50)	14,459,679.69
Jul-19	25,948.47	(260,660.87)		14,224,967.29
Aug-19	25,075.09	(137,358.30)		14,112,684.08
Sep-19	23,675.11	(856,154.20)	(1,254,173.37)	13,280,204.99
Oct-19	21,534.12	(331,796.45)		12,969,942.66
Nov-19	19,095.37	(421,420.49)		12,567,617.54
Dec-19	16,526.88	(329,071.81)	(1,082,288.75)	12,255,072.61
Jan-20	15,499.99	(33,461.59)		12,237,111.01
Feb-20	14,944.36	(160,435.23)		12,091,620.14
Mar-20	13,831.38	(52,010.70)		12,053,440.82
Apr-20	9,373.59	(32,062.18)		12,030,752.23
May-20	2,760.68	(42,606.13)		11,990,906.78
Jun-20	1,137.00	(289,170.76)	(609,746.59)	11,702,873.02

Table 1: Bank of New York MPWD Account 361685 (Con't)				
Quarter Ending	Dividends	Expenditures		Ending Project Fund Balance
		Monthly	Subtotals	
Jul-20	779.79	(182,693.35)		11,520,959.46
Aug-20	642.22	(49,556.95)		11,472,044.73
Sep-20	282.34	(69,287.83)		11,403,039.24
Oct-20	93.90	(68,563.31)		11,334,569.83
Nov-20	96.56	20,221.70		11,354,888.09
Dec-20	93.30	(72,212.49)	(422,092.23)	11,282,768.90
Jan-21	95.98	(318,910.23)		10,963,954.65
Feb-21	94.84	(76,679.32)		10,887,370.17
Mar-21	83.93	(27,618.33)		10,859,835.77
Apr-21	98.48	(109,368.19)		10,750,566.06
May-21	88.98	(43,831.53)		10,706,823.51
Jun-21	58.88	(97,234.53)	(673,642.13)	10,609,647.86
Jul-21	37.99	(402,906.93)		10,206,778.92
Aug-21	88.98	(422,291.06)		9,784,576.84
Sep-21	85.22	0.00		9,784,662.06
Oct-21	80.40	(745,241.96)		9,039,500.50
Nov-21	79.02	(320,029.13)		8,719,550.39
Dec-21	72.48	(185,959.94)	(2,076,429.02)	8,533,662.93
Jan-22	73.48	0.00		8,533,736.41
Feb-22	72.50	(49,379.76)		8,484,429.15
Mar-22	70.77	(43,225.51)		8,441,274.41
Apr-22	494.42	(90,951.69)		8,350,817.14
May-22	1,475.56	(424,113.45)		7,928,179.25
Jun-22	3,511.75	(742,050.33)	(1,349,720.74)	7,189,640.67
Jul-22	5,155.79	0.00		7,194,796.46
Aug-22	7,399.55	(547,386.92)		6,654,809.09
Sep-22	9,929.08	(306,993.63)		6,357,744.54
Oct-22	12,124.83	(359,948.98)		6,009,920.39
Nov-22	14,547.59	(113,795.69)		5,910,672.29
Dec-22	16,828.16	(117,280.86)	(1,445,406.08)	5,810,219.59
Jan-23	18,806.15	(358,181.47)		5,470,844.27
Feb-23	19,069.58	(107,755.21)		5,382,158.64
Mar-23	18,213.10	(28,564.82)		5,371,806.92
Apr-23	20,371.23	(123,750.16)		5,268,427.99
May-23	19,557.99	(24,714.45)		5,263,271.53
Jun-23	20,024.12	(299,207.65)	(942,173.76)	4,984,088.00
Jul-23	20,494.00	(871,733.00)		4,132,849.00
Aug-23	19,336.00	(113,266.00)		4,038,919.00
Sep-23	18,181.00	(888,070.00)		3,169,030.00
Oct-23	16,901.00	(207,491.00)		2,978,440.00
Nov-23	13,701.00	(214,703.00)		2,777,438.00
Dec-23	12,249.00	(559,433.00)	(2,854,696.00)	2,230,254.00
Totals	\$1,076,480.90	(17,989,247.72)	(\$17,989,247.72)	\$2,230,254.00
Beginning Funds plus Total Dividends		\$20,219,501.72		
Percent Spent		89.0%		

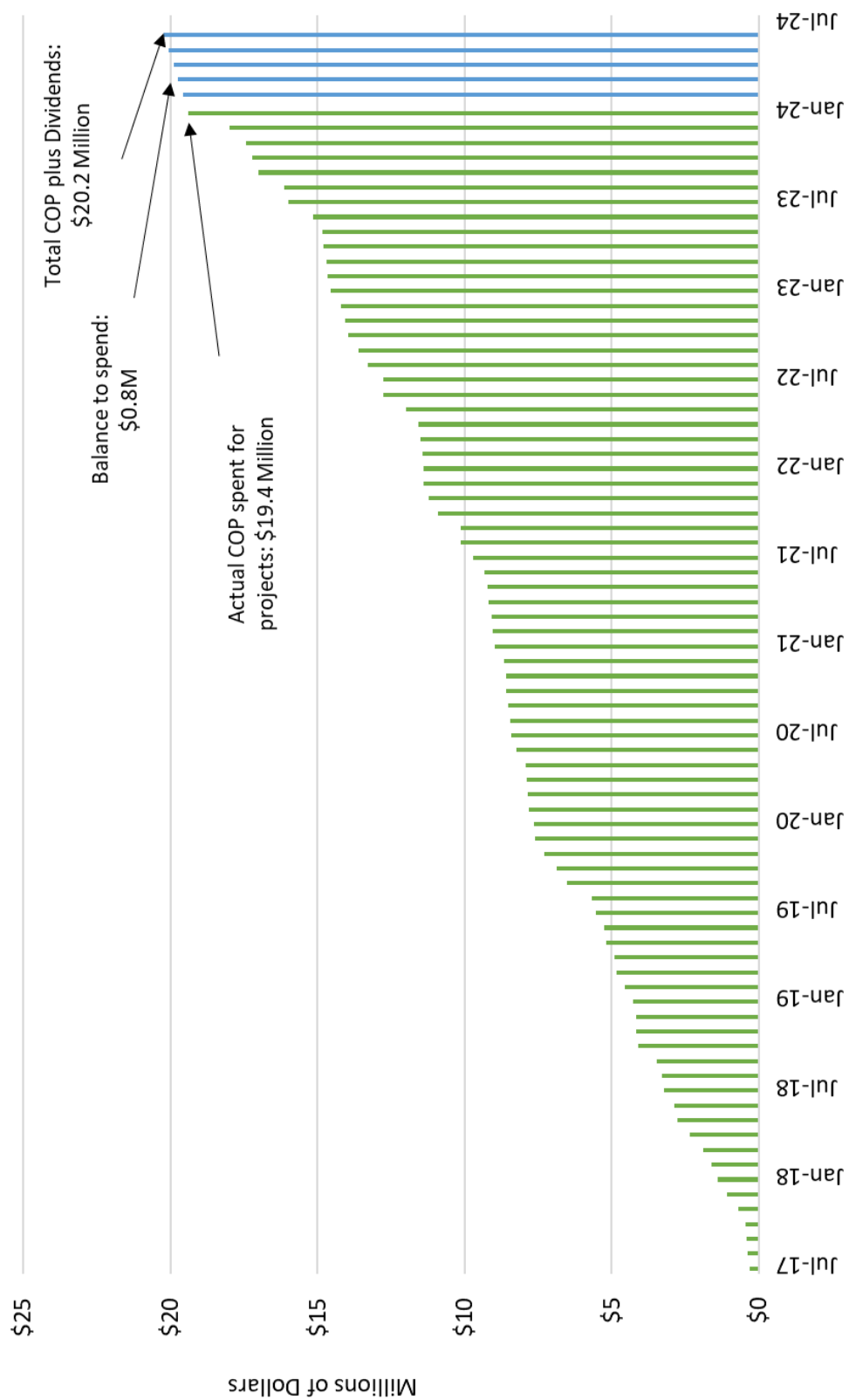
Table 2													
MPWD Projects: Through December 31, 2023													
Project	#	100	101	102	103	104	105	106	107	Subtotals	Construction	Engineering	
El Camino Real Improvements	15-76									-		-	
Dekoven Tank	15-89	968.63	1,241.63	1,128.75	338.63					3,677.64		3,677.64	
Old County Road Improvements	15-75	115,402.06	11,998.88	36,849.41	6,348.56					170,598.91		170,598.91	
SR 101 Crossing at PAMF Hospital	15-72									0.00		-	
Vine Street (Zone 5) Improvements	15-88	2,031.75	5,022.94		3,604.70					10,659.39		10,659.39	
Belmont Canyon Road Improvements	15-29									0.00		-	
Newlands & Oak Knoll WMR	15-19	8,108.63	9,502.50	68,416.77	819.00					86,846.90		86,846.90	
Civic Lane WMR	15-78									0.00		-	
Hastings Service Connections Replacement	20-01	324,290.96	123,648.20							447,939.16	440,354.16	7,585.00	
Transmission Line Assessment	20-05								38,924.31	38,924.31		38,924.31	
Harbor Blvd WMR	20-07	14,176.86	228,218.18	6,871.73	876,959.18	24,844.55	4,738.13	182,020.39	493,150.49	1,830,979.51	1,085,359.70	745,619.81	
Dekoven Tank/Lincoln/Newlands/Oak WMR	21-01		27,121.50				43,492.63	8,635.61	5,151.19	84,400.93		84,400.93	
05-1621-CP Old County Road WMR							134,415.51	20,434.68	21,981.31	176,831.50		176,831.50	
08-1621-CP Dekoven Tank								3,612.00	225.75	3,837.75		3,837.75	
MONTH		July		August	September	October	November	December		2,854,696.00	1,525,713.86	1,328,982.14	
		\$464,978.89	\$406,753.83	\$113,266.66	\$888,070.07	24,844.55	182,646.27	214,702.68	559,433.05	2,854,696.00		2,854,696.00	
Totals, grouped to reconcile with BNY statements		\$871,732.72		\$113,266.66	\$888,070.07	\$207,490.82	\$214,702.68	\$59,433.05		2,854,696.00			

Table 3									
MPWD Projects: Through December 31, 2023				Cost Projections			Actual Spending		
Project	#	Original ¹	Updated	Status	COP Spent	Pay-Go	Total	Completion	
Karen Road Improvements	15-73	\$425,000	\$555,232	Final	(\$522,165)	(\$33,067)	(\$555,232)		Sep-18
Folger Drive Improvements	15-65	420,000	\$605,765	Final	(575,395)	(30,370)	(605,765)		Sep-18
Mezes Avenue Improvements	15-14	175,000	\$291,421	Final	(272,671)	(18,750)	(291,421)		Sep-18
South Road Abandonment	15-44	415,000	\$465,856	Final	(426,864)	(38,992)	(465,856)		Sep-18
Arthur Avenue Improvements	15-22	475,000	\$696,905	Final	(667,098)	(29,807)	(696,905)		Sep-18
Francis, Academy, Davey (15-51 15-53 w/Belmont)	15-43	680,000	\$1,878,236	Final	(1,006,228)	(872,008)	(1,878,236)		Mar-19
Hillcrest Pressure Regulating Station	15-87	345,000	\$853,322	Final	(852,056)	(1,266)	(853,322)		Dec-19
Notre Dame Avenue Loop Closure	15-10	*	\$1,231,347	Final	(1,229,751)	(1,596)	(1,231,347)		May-20
Zone 5 Hydrants	15-06	150,000	\$39,975	Final	(39,205)	(770)	(39,975)		May-20
Notre Dame Abandonment	15-49	910,000	\$341,931	Final	(313,306)	(28,625)	(341,931)		May-20
Tahoe Drive Area Improvements	15-28	510,000	\$867,732	Final	(851,021)	(16,711)	(867,732)		May-20
Cliffside Court Improvements	15-38	220,000	\$153,392	Final	(150,438)	(2,954)	(153,392)		May-20
Malcolm Ave (Assoc. w/El Camino 15-76)	15-74	*	\$195,027	Final	(195,027)	0	(195,027)		Jun-20
SR101 Crossing at PAMF Hosp. Dsgn. & Ph1 Const.	15-72	1,670,000	\$846,002	Final	(844,910)	(1,092)	(846,002)		Jun-21
Dekoven Tanks Replacement DESIGN ONLY	15-89	4,535,000	\$514,176	Final	(473,386)	(40,790)	(514,176)		Jun-22
Civic Lane Improvements (PARTIAL COMPLETION)	15-78	800,000	77,111	Final	(77,111)	0	(77,111)		Mar-22
El Camino Real Improvements	15-76	2,100,000	\$3,100,000	Final	(3,398,944)	(54)	(3,398,998)		Nov-22
Belmont Canyon Road Improvements	15-29	420,000	\$608,405	Final	(602,551)	(56,949)	(659,500)		Oct-22
Hastings Drive Improvements	15-40	*	\$19,388	Final	(11,630)	(43,390)	(55,020)		Oct-22
Vine Street (Zone 5) Improvements	15-88	*	\$877,833	Final	(952,395)	(81,356)	(1,033,751)		Oct-22
Old County Road Impr. Dsgn. & Ph1 Const.	15-75	3,400,000	\$5,488,000	Const	(735,051)	(12,028)	(747,079)		Sep-24
Original COP Projects Postponed									
North Road Improvements	15-42	220,000							
Williams Ave, Ridge Rd, Hillman Ave Impr.	15-16	1,100,000							
Monte Cresta Dr / Alhambra Drive Impr.	15-17	1,075,000							
Hastings Service Replacements	20-01	*	299,208	Final	(831,548)				Jun-23
Transmission Line Assessment	20-05	*	59,609	Final	(59,609)				Jun-23
Harbor Blvd WMR	20-07	*	3,100,000	Const	(1,959,651)				Dec-23
Dekoven / Newlands / Lincoln / Oak Knoll (DNLO) WMF 15-09	15-19	*	2,500,000	Engr	(324,158)				12/1/2023 (Design)
1325 Old County Road Reimbursement		*			(340,591)				
Silicon Valley Clean Water (Resolution 2022-24)		*			(92,700)				
05-1621-CP Old County Road WMR					(176,832)				
08-1621-CP Dekoven Tank					(3,838)				
To reconcile					(3,116)				
TOTALS		\$20,045,000	\$25,665,874		(\$17,989,248)	(\$1,310,575)	(\$15,507,780)		

Notes:

1) Resolution No. 2016-06, May 26, 2016. * Not included.

Series 2016 COP Actual Spending and Completion Plan As of January 31, 2024





AGENDA ITEM NO. 7.B.

DATE: February 22, 2024

TO: Board of Directors

FROM: Kat Wuelfing, General Manager
Rene A. Ramirez, Operations Manager

SUBJECT: CONSIDER RESOLUTION 2024-02 ACCEPTING AS COMPLETE THE HARBOR BOULEVARD WATER MAIN IMPROVEMENTS PROJECT, AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION FOR THE PROJECT

RECOMMENDATION

Approve Resolution 2024-02 accepting as complete the Harbor Boulevard Water Main Improvements Project (Capital Improvement Program Project #20-07) and authorizing the recordation of a Notice of Completion for the project.

FISCAL IMPACT

Approved C2R Contract (Resolution 2022-31):	\$ 1,937,287.00
Approved Change Orders	\$ 142,027.18
Total Value of Work Completed:	\$ 2,079,314.18

DISCUSSION

The final status report and accounting on this project is provided as an attachment. The construction work was deemed substantially and all punch list items were completed on January 10, 2024. The project contractor (C2R) provided a letter stating all vendors/subcontractors were paid in full and confirmed no project claims.

Once accepted by the Board, the attached Notice of Completion for the project will be signed and recorded at San Mateo County. This will start a 25-day period to verify that the contractor has paid its vendors and subcontractors. If the contractor is all clear with vendors and subcontractors, then MPWD staff will process a release of retention in the amount of \$ 103,965.71.

Attachments: Resolution 2024-02
Notice of Completion
Memo – Final Progress Payment No. 8, Harbor Blvd WMI

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

UNANIMOUS____ ZUCCA____ JORDAN____ SCHMIDT____ WHEELER____ VELLA____

RESOLUTION NO. 2024-02

**ACCEPTING AS COMPLETE THE HARBOR BLVD WATER MAIN IMPROVEMENTS
AND AUTHORIZING THE RECORDATION OF A NOTICE OF COMPLETION
WITH SAN MATEO COUNTY**

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, on January 25, 2023, the Mid-Peninsula Water District (“District”) entered into a construction contract with C2R Engineering, Inc. in the amount of \$1,937,287.00 for the Harbor Blvd Water Main Improvements Project (“Project”); and

WHEREAS, six change orders were issued during the course of the Project, increasing the contract price by \$142,027.18 for a total contract amount of \$2,079,314.18; and

WHEREAS, the District Engineer has determined that the work required under this contract has been completed in accordance with the contract plans and specifications; and

WHEREAS, staff recommends that the Board of Directors of the District accept the Project as complete and authorize the recordation of a Notice of Completion with the San Mateo County Recorder.

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

1. Accepts the Harbor Blvd Water Main Improvements Project as complete; and
2. Authorizes and directs the General Manager to record a Notice of Completion with the County of San Mateo evidencing acceptance and completion of this Project.

REGULARLY passed and adopted this 22 day of February 2024.

AYES ():

NOES ():

ABSENT ():

ATTEST:

ATTEST:

PRESIDENT

SECRETARY OF THE BOARD

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

Name Mid-Peninsula Water District

Street Address 3 Dairy Lane
City & State Belmont, CA 94002

SPACE ABOVE THIS LINE FOR RECORDER'S USE

RECORD WITHOUT FEE Govt. Code § 6103 & 27383

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is an authorized agent of the owner of the hereinafter described property.
2. The full name of the undersigned owner is:

NAME

ADDRESS

CITY AND STATE

Mid-Peninsula Water District

3 Dairy Lane

Belmont, CA 94002

3. On February 22, 2024, there was completed on the hereinafter described real property located in the unincorporated area of City of Belmont, County of San Mateo, California, construction referred to as the Harbor Blvd Water Main Improvements (Project). The project consisted of water main replacement along Harbor Blvd, between Karen Road and Old County Road, inclusive of approximately 2,150 LF of new 12" PVC pipe, air combination valves, fire hydrants, service connections, water main abandonment; surface restoration including slurry seal and striping, among other appurtenance work.
4. The name of the prime contractor for the work is:

NAME

ADDRESS

CITY AND STATE

C2R Engineering, Inc.

100 Mountain View Ave

Los Altos, CA 94024

5. The real property herein referred to is located in the unincorporated area of City of Belmont, County of San Mateo, California.

VERIFICATION

I, Monique Madrid, declare that I am the Secretary of the Mid-Peninsula Water District and am authorized to make this verification for that reason. I have read said Notice of Completion and know the contents thereof to be true and correct to my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2024, at _____, California
(date) (place where signed)

By: _____
Monique Madrid, Secretary of the District



Memo

To: MPWD Board of Directors

Date: 02/22/24

Project Name: Harbor Blvd Water Main Improvements

Project No.: 10012.28

Reference: Progress Payment No. 8 - Final

From: Joubin Pakpour, P.E. – District Engineer



Construction Status

On January 10, 2024, C2R Engineering (C2R) successfully completed all punch list items except Item # 122, which was agreed by the District to be removed from the punch list and added to the project warranty items instead.

On December 1, 2023, the District received the final cathodic protection test report from our consultant V&A. Per the report, anode test station #2, located at the intersection of Old County Road and Harbor Blvd, had faulty bonding connections and did not pass the continuity test. Per V&A recommendation, the anode connections to the fittings had to be repaired. On December 13, 2023, The District met with C2R. C2R requested that the anode connections be restored while they tie-in the new Old County Road water main to the Harbor Blvd water main as part of the Old County Project. This repair will be part of the project warranty at no additional cost to the District. The District agreed, and removed the task from the punch list, and added it to the project warranty items.

Change Order No.2

Change order No.2 in the amount of \$103,299.00 and 6 additional working days includes the two items as described below:

Item No. 1 – 12" Water Main Additional Depth

On August 7, 2023, the District received Change Order Request #2 in the amount of \$279,333.62 from C2R for installing the water main deeper than what was shown on the project plans. On August 22, 2023, the District acknowledged receipt of the extra work request. Subsequent correspondence with C2R informed them the change order request will be reviewed once all the trenching for the project is complete. On December 13, 2023, District project manager Feraydoon Jahanian-Farsi, and inspector Victor Fung met with C2R president Trevor Connolly to resolve the change order. The meeting was unsuccessful. On December 19, 2023, Operations Manager Rene Ramirez met with Mr. Connolly and successfully resolved the matter in the sum

of \$103,299.00. A time extension of 5 working days is added to the contract for a revised total of 154 working days.

Item No. 2 – Contract Working Days

Due to adverse weather conditions, C2R was unable to perform contract work on January 3, 2024. A time extension of 1 working day is added to the contract for a revised total of 155 working days. There is no cost associated with this item.

County of San Mateo Traffic Signal Lines

As it was reported in the previous board meeting, the District received an estimate of \$75,000 for repairing the County’s traffic signal lines for an unmarked traffic signal line that was damaged during pipe installation at the intersection of Harbor Blvd and Industrial Road. This was elevated to the District’s legal counsel to determine who the responsible party is for the cost of these repairs.

This item item does not preclude the District from accepting the project, as the matter is between the District and the County and does not involve C2R.

Change Order Summary

The project change orders total \$142,027.18, as broken down below. The industry standard for non-owner-initiated change orders for underground construction is approximately 10%. The total for this project is \$142,027.18 or 7.3%, below industry standards.

Change Order Description	Total Amount	% Increase/Decrease over Original Contract	% of Total Change Order
Owner Requested (MPWD):	\$ 7,963.66	0.41%	5.61%
Unforeseen Conditions:	\$ 193,687.32	10.00%	136.37%
Plans/Specifications:	\$ 0.00	0.00%	0.00%
Balancing Change Order:	(\$59,623.80)	-3.07%	-41.98%
TOTAL:	\$ 142,027.18	7.34%	100.00%

Project Schedule and Request for Progress Payment No. 8

As of January 10, 2024, C2R completed 100% of the contractual work **(\$2,079,314.18)**.

Enclosed, please find Progress Payment No. 8 - Final for **\$98,134.05** (value of work minus 5 percent retention). The work performed to date has been satisfactory, and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 1,937,287.00	
Approved Change Orders	\$ 103,299.00	\$ 142,027.18	7.3%
Final Contract Amount		\$ 2,079,314.18	
Previously Paid		\$ 1,877,214.42	
Current Request (<i>Less Retention</i>)	\$ 98,134.05	\$ 98,134.05	
Retention	\$ 5,164.95	\$ 103,965.71	
Total Value of Work Completed	\$ 103,299.00	\$ 2,079,314.18	100%
Total Remaining on Contract		\$ 0.00	0%

Project Acceptance and Retention

We recommend project acceptance and filing the Notice of Completion with the County of San Mateo. C2R provided their final invoice, and a letter dated February 12, 2024, stating all vendors/subcontractors were paid in full and confirmed no project claims and lien releases.

J:\Projects\MPWD - 10012.00\28 - Harbor Blvd Water Main Improvements\Correspondence\Board Updates\28-MPWD-Board-24.02.22-PP No. 8-Final.docx



Harbor Blvd
Water Main Improvements
Progress Payment No. 08-Final
January 1, 2024 to January 31, 2024



Item	Description	Original Contract Amount				Change Order			Revised Contract Amount			Earned This Period			Prior Billing			Total to Date		
	Original Contract	Unit	Unit Price	Qty	Total Price	Qty.	Unit Price	Total Price	Qty.	Unit Price	Total Price	Qty.	Amount Earned	%	Qty.	Amount Earned	%	Qty.	Amount Earned	%
1	4" C900 Water Main	LF	\$ 210.00	140	\$ 29,400.00	(48)	\$ 210.00	\$ (10,080.00)	92	\$ 210.00	\$ 19,320.00	0	\$ -	0%	92	\$ 19,320.00	100%	92	\$ 19,320.00	100%
2	6" C900 Water Main	LF	\$ 230.00	180	\$ 41,400.00	(19)	\$ 230.00	\$ (4,370.00)	161	\$ 230.00	\$ 37,030.00	0	\$ -	0%	161	\$ 37,030.00	100%	161	\$ 37,030.00	100%
3	8" C900 Water Main	LF	\$ 250.00	480	\$ 120,000.00	(56)	\$ 250.00	\$ (14,000.00)	424	\$ 250.00	\$ 106,000.00	0	\$ -	0%	424	\$ 106,000.00	100%	424	\$ 106,000.00	100%
4	12" C900 Water Main	LF	\$ 277.00	2,150	\$ 595,550.00	29	\$ 277.00	\$ 8,033.00	2179	\$ 277.00	\$ 603,583.00	0	\$ -	0%	2179	\$ 603,583.00	100%	2179	\$ 603,583.00	100%
5	4" Gate Valve	EA	\$ 2,000.00	1	\$ 2,000.00	0	\$ 2,000.00	\$ -	1	\$ 2,000.00	\$ 2,000.00	0	\$ -	0%	1	\$ 2,000.00	100%	1	\$ 2,000.00	100%
6	6" Gate Valve	EA	\$ 2,800.00	4	\$ 11,200.00	0	\$ 2,800.00	\$ -	4	\$ 2,800.00	\$ 11,200.00	0	\$ -	0%	4	\$ 11,200.00	100%	4	\$ 11,200.00	100%
7	8" Gate Valve	EA	\$ 3,200.00	13	\$ 41,600.00	0	\$ 3,200.00	\$ -	13	\$ 3,200.00	\$ 41,600.00	0	\$ -	0%	13	\$ 41,600.00	100%	13	\$ 41,600.00	100%
8	12" Gate Valve	EA	\$ 3,800.00	12	\$ 45,600.00	0	\$ 3,800.00	\$ -	12	\$ 3,800.00	\$ 45,600.00	0	\$ -	0%	12	\$ 45,600.00	100%	12	\$ 45,600.00	100%
9	Gate Valve Extension	EA	\$ 600.00	9	\$ 5,400.00	12	\$ 600.00	\$ 7,200.00	21	\$ 600.00	\$ 12,600.00	0	\$ -	0%	21	\$ 12,600.00	100%	21	\$ 12,600.00	100%
10	2" Combination Air Valve	EA	\$ 10,000.00	2	\$ 20,000.00	0	\$ 10,000.00	\$ -	2	\$ 10,000.00	\$ 20,000.00	0	\$ -	0%	2	\$ 20,000.00	100%	2	\$ 20,000.00	100%
11	6" Fire Hydrant	EA	\$ 15,000.00	8	\$ 120,000.00	0	\$ 15,000.00	\$ -	8	\$ 15,000.00	\$ 120,000.00	0	\$ -	0%	8	\$ 120,000.00	100%	8	\$ 120,000.00	100%
12	Bollard	EA	\$ 500.00	13	\$ 6,500.00	(4)	\$ 500.00	\$ (2,000.00)	9	\$ 500.00	\$ 4,500.00	0	\$ -	0%	9	\$ 4,500.00	100%	9	\$ 4,500.00	100%
13	5/8" or 1" Service Connection	EA	\$ 4,000.00	24	\$ 96,000.00	(1)	\$ 4,000.00	\$ (4,000.00)	23	\$ 4,000.00	\$ 92,000.00	0	\$ -	0%	23	\$ 92,000.00	100%	23	\$ 92,000.00	100%
14	1.5" or 2" Service Connection w/Bypass	EA	\$ 5,000.00	7	\$ 35,000.00	1	\$ 5,000.00	\$ 5,000.00	8	\$ 5,000.00	\$ 40,000.00	0	\$ -	0%	8	\$ 40,000.00	100%	8	\$ 40,000.00	100%
15	2" Service Reconnection	EA	\$ 5,000.00	2	\$ 10,000.00	0	\$ 5,000.00	\$ -	2	\$ 5,000.00	\$ 10,000.00	0	\$ -	0%	2	\$ 10,000.00	100%	2	\$ 10,000.00	100%
16	Fire Service Retaining Wall	LS	\$ 4,000.00	1	\$ 4,000.00	0	\$ 4,000.00	\$ -	1	\$ 4,000.00	\$ 4,000.00	0	\$ -	0%	1	\$ 4,000.00	100%	1	\$ 4,000.00	100%
17	Abandonment of Existing Water Main Facilities	LS	\$ 12,000.00	1	\$ 12,000.00	0	\$ 12,000.00	\$ -	1	\$ 12,000.00	\$ 12,000.00	0	\$ -	0%	1	\$ 12,000.00	100%	1	\$ 12,000.00	100%
18	CP Test Station/ 32lb Anode	EA	\$ 2,800.00	3	\$ 8,400.00	(1)	\$ 2,800.00	\$ (2,800.00)	2	\$ 2,800.00	\$ 5,600.00	0	\$ -	0%	2	\$ 5,600.00	100%	2	\$ 5,600.00	100%
19	CP Test Station/ 48lb Anode	EA	\$ 2,900.00	14	\$ 40,600.00	4	\$ 2,900.00	\$ 11,600.00	18	\$ 2,900.00	\$ 52,200.00	0	\$ -	0%	18	\$ 52,200.00	100%	18	\$ 52,200.00	100%
20	CP Test Station/ 60lb Anode	EA	\$ 3,000.00	18	\$ 54,000.00	(1)	\$ 3,000.00	\$ (3,000.00)	17	\$ 3,000.00	\$ 51,000.00	0	\$ -	0%	17	\$ 51,000.00	100%	17	\$ 51,000.00	100%
21	Type A Traffic Detector Loop	EA	\$ 800.00	22	\$ 26,400.00	(33)	\$ 800.00	\$ (26,400.00)	0	\$ 800.00	\$ -	0	\$ -	0%	0	\$ -	100%	0	\$ -	100%
22	Type D Traffic Detector Loop	EA	\$ 800.00	11	\$ 8,800.00	(11)	\$ 800.00	\$ (8,800.00)	0	\$ 800.00	\$ -	0	\$ -	0%	0	\$ -	100%	0	\$ -	100%
23	CA MUTCD Detail 8 Traffic Stripe	LF	\$ 8.00	50	\$ 400.00	8	\$ 8.00	\$ 64.00	58	\$ 8.00	\$ 464.00	0	\$ -	0%	58	\$ 464.00	100%	58	\$ 464.00	100%
24	CA MUTCD Detail 12 Traffic Stripe	LF	\$ 3.00	3,600	\$ 10,800.00	23	\$ 3.00	\$ 69.00	3623	\$ 3.00	\$ 10,869.00	0	\$ -	0%	3623	\$ 10,869.00	100%	3623	\$ 10,869.00	100%
25	CA MUTCD Detail 22 Traffic Stripe	LF	\$ 4.00	1,175	\$ 4,700.00	5	\$ 4.00	\$ 20.00	1180	\$ 4.00	\$ 4,720.00	0	\$ -	0%	1180	\$ 4,720.00	100%	1180	\$ 4,720.00	100%
26	CA MUTCD Detail 24 Traffic Stripe	LF	\$ 5.00	340	\$ 1,700.00	40	\$ 5.00	\$ 200.00	380	\$ 5.00	\$ 1,900.00	0	\$ -	0%	380	\$ 1,900.00	100%	380	\$ 1,900.00	100%
27	CA MUTCD Detail 29 Traffic Stripe	LF	\$ 8.00	1,330	\$ 10,640.00	(5)	\$ 8.00	\$ (40.00)	1325	\$ 8.00	\$ 10,600.00	0	\$ -	0%	1325	\$ 10,600.00	100%	1325	\$ 10,600.00	100%
28	CA MUTCD Detail 39 Traffic Stripe	LF	\$ 3.00	1,475	\$ 4,425.00	10	\$ 3.00	\$ 30.00	1485	\$ 3.00	\$ 4,455.00	0	\$ -	0%	1485	\$ 4,455.00	100%	1485	\$ 4,455.00	100%
29	CA MUTCD Detail 40 Traffic Stripe	LF	\$ 5.00	100	\$ 500.00	(9)	\$ 5.00	\$ (45.00)	91	\$ 5.00	\$ 455.00	0	\$ -	0%	91	\$ 455.00	100%	91	\$ 455.00	100%
30	12" Limit Line (Stop Bar)	LF	\$ 12.00	50	\$ 600.00	0	\$ 12.00	\$ -	50	\$ 12.00	\$ 600.00	0	\$ -	0%	50	\$ 600.00	100%	50	\$ 600.00	100%
31	Yield Line Traffic Stripe	LF	\$ 15.00	60	\$ 900.00	0	\$ 15.00	\$ -	60	\$ 15.00	\$ 900.00	0	\$ -	0%	60	\$ 900.00	100%	60	\$ 900.00	100%
32	Crosswalk (Ladder)	LF	\$ 15.00	270	\$ 4,050.00	0	\$ 15.00	\$ -	270	\$ 15.00	\$ 4,050.00	0	\$ -	0%	270	\$ 4,050.00	100%	270	\$ 4,050.00	100%
33	Parking T Bar	EA	\$ 80.00	12	\$ 960.00	0	\$ 80.00	\$ -	12	\$ 80.00	\$ 960.00	0	\$ -	0%	12	\$ 960.00	100%	12	\$ 960.00	100%
34	Traffic Markings	SF	\$ 12.00	989	\$ 11,868.00	6	\$ 12.00	\$ 72.00	995	\$ 12.00	\$ 11,940.00	0	\$ -	0%	995	\$ 11,940.00	100%	995	\$ 11,940.00	100%
35	Concrete Driveway Approach and Sidewalk	SF	\$ 32.00	1,902	\$ 60,864.00	370	\$ 32.00	\$ 11,840.00	2272	\$ 32.00	\$ 72,704.00	0	\$ -	0%	2272	\$ 72,704.00	100%	2272	\$ 72,704.00	100%
36	Concrete Curb and Gutter	LF	\$ 110.00	190	\$ 20,900.00	14	\$ 110.00	\$ 1,540.00	204	\$ 110.00	\$ 22,440.00	0	\$ -	0%	204	\$ 22,440.00	100%	204	\$ 22,440.00	100%
37	Asphalt Concrete	TON	\$ 260.00	836	\$ 217,360.00	(33)	\$ 260.00	\$ (8,580.00)	803	\$ 260.00	\$ 208,780.00	0	\$ -	0%	803	\$ 208,780.00	100%	803	\$ 208,780.00	100%
38	Type II Slurry Seal	SF	\$ 0.52	151,000	\$ 78,520.00	(1,090)	\$ 0.52	\$ (566.80)	149910	\$ 0.52	\$ 77,953.20	0	\$ -	0%	149910	\$ 77,953.20	100%	149910	\$ 77,953.20	100%
39	Pothole (District Requested)	EA	\$ 180.00	25	\$ 4,500.00	(22)	\$ 180.00	\$ (3,960.00)	3	\$ 180.00	\$ 540.00	0	\$ -	0%	3	\$ 540.00	100%	3	\$ 540.00	100%
40	Traffic Control	LS	\$ 11																	

**Mid-Peninsula Water District
Harbor Blvd Water Main Improvements
Project No. 10012.28**

**Change Order No. 2
C2R Engineering
February 12, 2024**

Item No. 1 – 12” Water Main Additional Depth

On August 7, 2023, the District received Change Order Request #2 in the amount of \$279,333.62 from C2R for installing the water main deeper than what was shown on the project plans. On August 22, 2023, the District acknowledged receipt of the extra work request. Subsequent correspondence with C2R informed them the change order request will be reviewed once all the trenching for the project is complete. On December 13, 2023, District project manager, Feraydoon Jahanian-Farsi, and inspector Victor Fung met with C2R president Trevor Connolley to resolve the change order. The meeting was unsuccessful. On December 19, 2023, Operations Manager Rene Ramirez met with Mr. Connolly and successfully resolved the matter in the sum of \$103,299.00. A time extension of 5 working days is added to the contract for a revised total of 154 working days.

Total Cost of Item No. 1 -	\$ 103,299.00
Total Increase of Working Days for Item No. 1 -	5 Days

Item No. 2 – Contract Working Days

Due to adverse weather conditions, C2R was unable to perform contract work on 1/03/24. A time extension of 1 working day is added to the contract for a revised total of 155 working days. There is no cost associated with this item.

Total Cost of Item No. 2 -	\$ 0.00
Total Increase of Working Days for Item No. 2 -	1 Days

Total Cost of Change Order No. 2 -	\$ 103,299.00
Overall Increase of Working Days for Change Order No. 2 -	6 Days

Other Terms Remain in Effect

This **Change Order No. 2** fully resolves all cost and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by **C2R Engineering**. This Change Order does not modify or supersede any provision of the contract unless and only to the extent explicitly stated in this Change Order.

Prepared by: _____
Feraidoon Jahanian-Farsi
Project Manager
Pakpour Consulting Group

Reviewed and Approved by: _____
Victor Fung
District Inspector
Mid-Peninsula Water District

Reviewed and Approved by: _____
Joubin Pakpour, P.E.
District Engineer
Pakpour Consulting Group

Reviewed and Approved by: _____
Kat Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed and Approved by: _____
Trevor Connolly
Owner
C2R Engineering

**Mid-Peninsula Water District Water District
Harbor Blvd Water Main Improvements
PCG Project No. 10012.28**

**Balancing Change Order
C2R Engineering, Inc.
February 22, 2024**

Balancing Change Order

Bid Item No. 1 – 4” C900 Water Main

A deduction of 48 LF of 4” C900 Water Main was not installed.

The original contract amount for Bid Item No. 1 was decreased by: <\$10,080.00>

Bid Item No. 2 – 6” C900 Water Main

A deduction of 19 LF of 6” C900 Water Main was not installed.

The original contract amount for Bid Item No. 2 was decreased by: <\$4,370.00>

Bid Item No. 3 – 8” C900 Water Main

A deduction of 56 LF of 8” C900 Water Main was not installed.

The original contract amount for Bid Item No. 3 was decreased by: <\$14,000.00>

Bid Item No. 4 – 12” C900 Water Main

An additional 29 LF of 12” C900 Water Main was installed.

The original contract amount for Bid Item No. 4 was increased by: \$8,033.00

Bid Item No. 9 – Gate Valve Extension

An additional 12 Gate Valve Extensions were installed.

The original contract amount for Bid Item No. 9 was increased by: \$7,200.00

Bid Item No. 12 – Bollard

A deduction of 4 Bollards which were not installed.

The original contract amount for Bid Item No. 12 was decreased by: <\$2,000.00>

Bid Item No. 13 – 5/8” or 1” Service Connection

A deduction of one (1) 5/8” or 1” Service Connection was not installed.

The original contract amount for Bid Item No. 13 was decreased by: <\$4,000.00>

Bid Item No. 14 – 1.5” or 2” Service Connection w/Bypass

An additional one (1) 1.5” or 2” Service Connection w/Bypass was installed.

The original contract amount for Bid Item No. 14 was increased by: \$5,000.00

Bid Item No. 18 – CP Test Station / 32lb Anode

A deduction of one (1) CP Test Station / 32lb Anode was not installed.

The original contract amount for Bid Item No. 18 was decreased by: <\$2,800.00>

Bid Item No. 19 – CP Test Station / 48lb Anode

An additional 4 CP Test Station / 48lb Anodes were installed.

The original contract amount for Bid Item No. 19 were increased by: \$11,600.00**Bid Item No. 20 – CP Test Station / 60lb Anode**

A deduction of one (1) CP Test Station / 60lb Anode was not installed.

The original contract amount for Bid Item No. 20 was decreased by: <\$3,000.00>**Bid Item No. 21 – Type A Traffic Detector Loop**

A deduction of 33 Type A Traffic Detector Loops were not installed.

The original contract amount for Bid Item No. 21 was decreased by: <\$26,400.00>**Bid Item No. 22 – Type D Traffic Detector Loop**

A deduction of 11 Type D Traffic Detector Loops were not installed.

The original contract amount for Bid Item No. 22 was decreased by: <\$8,800.00>**Bid Item No. 23 – CA MUTCD Detail 8 Traffic Striping**

An additional 8 LF of CA MUTCD Detail 8 Traffic Striping was installed.

The original contract amount for Bid Item No. 23 was increased by: \$64.00**Bid Item No. 24 – CA MUTCD Detail 12 Traffic Striping**

An additional 23 LF of CA MUTCD Detail 12 Traffic Striping was installed.

The original contract amount for Bid Item No. 24 was increased by: \$69.00**Bid Item No. 25 – CA MUTCD Detail 22 Traffic Striping**

An additional 5 LF of CA MUTCD Detail 22 Traffic Striping was installed.

The original contract amount for Bid Item No. 25 was increased by: \$20.00**Bid Item No. 26 – CA MUTCD Detail 24 Traffic Striping**

An additional 40 LF of CA MUTCD Detail 24 Traffic Striping was installed.

The original contract amount for Bid Item No. 26 was increased by: \$200.00**Bid Item No. 27 – CA MUTCD Detail 29 Traffic Striping**

A deduction of 5 LF of CA MUTCD Detail 29 Traffic Striping was not installed.

The original contract amount for Bid Item No. 27 was decreased by: <\$40.00>**Bid Item No. 28 – CA MUTCD Detail 39 Traffic Striping**

An additional 10 LF of CA MUTCD Detail 39 Traffic Striping was installed.

The original contract amount for Bid Item No. 28 was increased by: \$30.00**Bid Item No. 29 – CA MUTCD Detail 40 Traffic Striping**

A deduction of 9 LF of CA MUTCD Detail 40 Traffic Striping was not installed.

The original contract amount for Bid Item No. 29 was decreased by: <\$45.00>

Bid Item No. 34 – Traffic Markings

An additional 6 SF of Traffic Marking was installed.

The original contract amount for Bid Item No. 34 was increased by: \$72.00

Bid Item No. 35 – Concrete Driveway Approach and Sidewalk

An additional 370 SF of Concrete Driveway Approach and Sidewalk was installed.

The original contract amount for Bid Item No. 35 was increased by: \$11,840.00

Bid Item No. 36 – Concrete Curb and Gutter

An additional 110 LF of Concrete Curb and Gutter was installed.

The original contract amount for Bid Item No. 36 was increased by: \$1,540.00

Bid Item No. 37 – Asphalt Concrete

A deduction of 33 TONS of Asphalt Concrete was not placed.

The original contract amount for Bid Item No. 37 was decreased by: <\$8,580.00>

Bid Item No. 38 – Type II Slurry Seal

A deduction of 1090 SF of Type II Slurry Seal was not placed.

The original contract amount for Bid Item No. 38 was decreased by: <\$566.80>

Bid Item No. 39 – Potholing (District Requested)

A deduction of 22 Potholing (District Requested) was not performed.

The original contract amount for Bid Item No. 39 was decreased by: <\$3,960.00>

Bid Item No. 43 – Street Sweeping

A deduction of 37 Street Sweeping was not performed.

The original contract amount for Bid Item No. 43 was decreased by: <\$16,650.00>

Balancing Change Order Total Amount: <\$59,623.80>*

*Total Contract amount was decreased by <\$59,623.80> primarily because of the reduction in LF of water main, bollards, asphalt concrete and traffic detector loops that were not installed, in addition to other minor bid item adjustments as listed above.

Prepared by:

Feraydoon Jahanian-Farsi.
Associate Engineer
Pakpour Consulting Group

Reviewed and approved by:

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

Reviewed and approved by:

Victor Fung
District Inspector
Mid-Peninsula Water District

Reviewed and approved by:

Kat Wuelfing
General Manager
Mid-Peninsula Water District



Mid-Peninsula Water District
Harbor Blvd Water Main Improvements
Change Order Summary



Project Manager: Feraydoon Jahanian-Farsi
Job Number: 10012.28

Change Order No.	Date	Items	Description	Total Approved Change Order Cost			
				Owner Requested	Unforeseen Site Conditions	PS&E Change Orders	Balancing Change Order
1	08/14/23	1	Contract Working days	-	-	-	-
		2	Rock Encounter - Sta 13+40 to Sta 18+95	-	\$ 56,436.00	-	-
		3	Rock Encounter - Service Lateral at Sta 16+27	-	\$ 9,293.40	-	-
2	02/02/24	1	12" Water Main Additional Depth	-	\$ 103,299.00	-	-
		2	Contract Working Days	-	-	-	-
3	10/26/23	1	Downtime/Repair for Street Signal Line	-	\$ 6,235.72	-	-
		2	Rock Encounter - Service/Fire Lateral	-	\$ 12,418.59	-	-
		3	Remove Abandoned FH Bury	\$ 614.83	-	-	-
4	12/14/2023	1	Traffic Rater Meter Box and Cover	\$ 4,718.71	-	-	-
		2	Modified 1.5" and 2" Bypass Assembly	\$ 2,630.12	-	-	-
5	1/25/2024	1	Contract Working Days	-	-	-	-
		2	Vine Mobilization Work for Installation of Traffic Detector Loops	-	\$ 6,004.61	-	-
BC0 1	01/25/24	1	Balancing Change Order	-	-	-	\$ (59,623.80)
Change Orders Summary:				\$ 7,963.66	\$ 193,687.32	\$ -	\$ (59,623.80)

Change Order Total			Change Order Descriptions	Total Amount	%Increase/Decrease over Original Contract	% of Total Change Order
Change Order 1	\$	65,729.40	Total Owner Requested Change Orders (MPWD):	\$ 7,963.66	0.41%	5.61%
Change Order 2	\$	103,299.00	Total Unforeseen Conditions Change Orders:	\$ 193,687.32	10.00%	136.37%
Change Order 3	\$	19,269.14	Total PS&E Change Orders:	\$ -	0.00%	0.00%
Change Order 4	\$	7,348.83	Balancing Change Order:	\$ (59,623.80)	-3.07%	-41.98%
Change Order 5	\$	6,004.61	TOTAL PROJECT CHANGE ORDERS (a):	\$ 142,027.18	7.34%	100.00%
Balancing Change Order	\$	(59,623.80)				
(a) Total	\$	142,027.18				
TOTAL ORIGINAL CONTRACT AMOUNT (b):				\$1,937,287.00		
TOTAL REVISED CONTRACT AMOUNT (c) = (a) + (b):				\$2,079,314.18		



C2R ENGINEERING, INC
P.O. Box 1017
Mountain View, CA 94042

Invoice

Date	Invoice #
2/12/2024	C6015

Bill To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

Ship To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

P.O. Number	Terms	Via	Project		
			Job 359 - Harbor Blvd Watermain Improveme		
Quantity	Item Code	Description		Price Each	Amount
1	Sales	PP # 008		98,134.05	98,134.05

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

DocuSign Envelope ID: 82F52543-68C4-4C57-B6AC-ACFB848F4CD2
PROJECT NAME: Harbor Blvd Water Main Improvements
PROJECT NUMBER: 359
PROGRESS PAYMENT: 008
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE: N/A



CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: January 31, 2024
DATE: February 12, 2024

No.	DESCRIPTION	CONTRACT				THIS PAYMENT - PP8			PROJECT TO DATE		
		Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	\$	% COMPLETED	QTY TO DATE	\$
1	4" C900 PVC Water Main	LF	140	\$ 210.00	\$ 29,400.00				66%	92	\$19,320.00
2	6" C900 PVC Water Main	LF	180	\$ 230.00	\$ 41,400.00				89%	161	\$37,030.00
3	8" C900 PVC Water Main	LF	480	\$ 250.00	\$ 120,000.00				88%	424	\$106,000.00
4	12" C900 PVC Water Main	LF	2,150	\$ 277.00	\$ 595,550.00				101%	2179	\$603,583.00
5	4" Gate Valve	EA	1	\$ 2,000.00	\$ 2,000.00				100%	1	\$2,000.00
6	6" Gate Valve	EA	4	\$ 2,800.00	\$ 11,200.00				100%	4	\$11,200.00
7	8" Gate Valve	EA	13	\$ 3,200.00	\$ 41,600.00				100%	13	\$41,600.00
8	12" Gate Valve	EA	12	\$ 3,800.00	\$ 45,600.00				100%	12	\$45,600.00
9	Gate Valve Extension	EA	9	\$ 600.00	\$ 5,400.00				233%	21	\$12,600.00
10	2" Combination Air Valve	EA	2	\$ 10,000.00	\$ 20,000.00				100%	2	\$20,000.00
11	6" Fire Hydrant	EA	8	\$ 15,000.00	\$ 120,000.00				100%	8	\$120,000.00
12	Bollard	EA	13	\$ 500.00	\$ 6,500.00				69%	9	\$4,500.00
13	5/8" or 1" Service Connection	EA	24	\$ 4,000.00	\$ 96,000.00				96%	23	\$92,000.00
14	1" or 2" Service Connection	EA	7	\$ 5,000.00	\$ 35,000.00				114%	8	\$40,000.00
15	2" Service Connection (Reconnection)	EA	2	\$ 5,000.00	\$ 10,000.00				100%	2	\$10,000.00
16	Fire Service Retaining Wall	LS	1	\$ 4,000.00	\$ 4,000.00				100%	1	\$4,000.00
17	Abandonment of Existing Water Main and	LS	1	\$ 12,000.00	\$ 12,000.00				100%	0	\$12,000.00
18	CP Test Station w/ 32lb Anode	EA	3	\$ 2,800.00	\$ 8,400.00				67%	2	\$5,600.00
19	CP Test Station w/48lb Anode	EA	14	\$ 2,900.00	\$ 40,600.00				129%	18	\$52,200.00
20	CP Test Station w/60lb Anode	EA	18	\$ 3,000.00	\$ 54,000.00				94%	17	\$51,000.00
21	Type A Traffic Detector Loop	EA	33	\$ 800.00	\$ 26,400.00				0%	0	\$0.00
22	Type D Traffic Detector Loop	EA	11	\$ 800.00	\$ 8,800.00				0%	0	\$0.00
23	CA MUTCD Detail 8 Traffic Stripe	LF	50	\$ 8.00	\$ 400.00				116%	58	\$464.00
24	CA MUTCD Detail 12 Traffic Stripe	LF	3,600	\$ 3.00	\$ 10,800.00				101%	3623	\$10,869.00
25	CA MUTCD Detail 22 Traffic Stripe	LF	1,175	\$ 4.00	\$ 4,700.00				100%	1180	\$4,720.00
26	CA MUTCD Detail 24 Traffic Stripe	LF	340	\$ 5.00	\$ 1,700.00				112%	380	\$1,900.00
27	CA MUTCD Detail 29 Traffic Stripe	LF	1,330	\$ 8.00	\$ 10,640.00				100%	1325	\$10,600.00
28	CA MUTCD Detail 39 Traffic Stripe	LF	1,475	\$ 3.00	\$ 4,425.00				101%	1485	\$4,455.00
29	CA MUTCD Detail 40 Traffic Stripe	LF	100	\$ 5.00	\$ 500.00				91%	91	\$455.00
30	12" Limit Line (Stop Bar)	LF	50	\$ 12.00	\$ 600.00				100%	50	\$600.00
31	Yield Line Traffic Stripe	LF	60	\$ 15.00	\$ 900.00				100%	60	\$900.00
32	Crosswalk (Ladder)	LF	270	\$ 15.00	\$ 4,050.00				100%	270	\$4,050.00
33	Parking T Bar	EA	12	\$ 80.00	\$ 960.00				100%	12	\$960.00
34	Traffic Markings	SF	989	\$ 12.00	\$ 11,868.00				101%	995	\$11,940.00
35	Concrete Driveway Approach and Sidewalk	SF	1,902	\$ 32.00	\$ 60,864.00				119%	2272	\$72,704.00
36	Concrete Curb and Gutter	LF	190	\$ 110.00	\$ 20,900.00				107%	204	\$22,440.00
37	Asphalt Concrete	TON	836	\$ 260.00	\$ 217,360.00				96%	803	\$208,780.00
38	Type II Slurry Seal	SF	151000	\$ 0.52	\$ 78,520.00				99%	149910	\$77,953.20
39	Pothole (District Requested)	EA	25	\$ 180.00	\$ 4,500.00				12%	3	\$540.00
40	Traffic Control	LS	1	\$ 110,000.00	\$ 110,000.00				100%	0	\$110,000.00
41	Storm Water Pollution Control (BMPs)	LS	1	\$ 11,000.00	\$ 11,000.00				100%	0	\$11,000.00
42	Trench Shoring	LS	1	\$ 15,000.00	\$ 15,000.00				100%	0	\$15,000.00
43	Street Sweeping	EA	75	\$ 450.00	\$ 33,750.00				51%	38	\$17,100.00
Change Orders											
001	Change Order # 001	LS	1	\$65,729.40	\$ 65,729.40				100%	0	\$65,729.40
002	Change Order # 003	LS	1	\$19,269.14	\$ 19,269.14				100%	0	\$19,269.14
003	Change Order # 004	LS	1	\$ 7,348.83	\$ 7,348.83				100%	0	\$7,348.83
005	Change Order # 005	LS	1	\$ 6,004.61	\$ 6,004.61				100%	0	\$6,004.61
004	Change Order # 002	LS	1	\$103,299.00	\$ 103,299.00	100%		\$103,299	100%	0	\$103,299.00
TOTAL					\$ 2,035,638.98	TOTAL PP8		\$ 103,299.00	PROJECT TO DATE		\$ 2,079,314.18

Retention (5%) \$ (5,164.95) Retention (5%) \$ (103,965.71)

TOTAL PP8	\$ 98,134.05	PROJECT TO DATE	\$ 1,975,348.47
-----------	--------------	-----------------	-----------------



February 12, 2024

Feraydoon Jahanian-Farsi
Associate Engineer
Pakpour Consulting Group, Inc.
6601 Owens Drive, Suite 230
Pleasanton, CA 94588

Correspondence # 001

Subject: Statement of No Claims
Harbor Blvd. Water Main Improvements Mid-Peninsula Water District

Dear Feraydoon –

As requested, C2R Engineering, Inc. (C2R) would like to state that there are no claims regarding the above referenced project.

C2R has paid all its subcontractors and have no project claims and liens releases at this point.

We appreciate if the retention held is released.

Please do not hesitate to contact me in case of questions.

Regards,

A handwritten signature in dark ink that reads "Ravenna Bravo".

Ravenna Bravo, Corporate Secretary
C2R Engineering, Inc.



AGENDA ITEM NO. 8.A.

DATE: February 22, 2024
TO: Board of Directors
FROM: Kat Wuelfing, General Manager

SUBJECT: CONSIDER PRELIMINARY REVENUE REQUIREMENTS FOR FY 2024/2025 OPERATIONS, INCLUDING PROJECTED SFPUC WHOLESAL WATER RATE ADJUSTMENT EFFECTIVE JULY 1, 2024 AND APPROVE SCHEDULING OF PROPOSITION 218 PUBLIC HEARING ON MAY 23, 2024, FOR PROPOSED PASS-THROUGH PROVISION FOR MPWD WATER RATE INCREASES

RECOMMENDATION

Receive report on anticipated SFPUC wholesale water rate range for Fiscal Year (FY) 2024/2025 and approve scheduling of Proposition 218 public hearing on May 23, 2024, for the proposed pass-through provision for MPWD water rate increase effective July 1, 2024.

FISCAL IMPACT AND DISCUSSION

The San Francisco Public Utilities Commission (SFPUC) provided a letter on January 17, 2024 stating that as a result of the SFPUC budget projections, it estimates that the wholesale water rate will increase from 4.2% to 13.1% over the current water rate, effective July 1, 2024. On the high end, that equates to \$0.68 per unit of water. Pursuant to Government Code section 53756, MPWD is proposing to adjust its water rates to pass-through future increases or decreases in SFPUC wholesale water rates by the same amount as any variation between the future SFPUC wholesale rates and the baseline SFPUC wholesale rates on which current MPWD rates are based.

SFPUC held its annual wholesale customer meeting on February 15, 2024. At this meeting, SFPUC indicated that it plans on raising rates by 6.5%, or \$0.34/ccf. SFPUC noted that this is still subject to change, that it has not yet gone through the mayoral or supervisor processes, and that labor negotiations could also have an impact on it.

Based on the upper end of the proposed rate increase, the cost of water is estimated to increase expenses by \$815,000 for FY 2024/2025. Therefore a corresponding revenue increase is necessary to balance that expense for next year.

Staff intends to contain projected operating budget expenses at FY 2023/2024 levels as best possible. However, certain costs will increase beyond the MPWD's control (e.g., personnel costs, utilities, fuel, materials and supplies, etc.). Further, the MPWD has had several staff vacancies in recent years, and with the recent successes in recruiting, we anticipate having little to no staff vacancies in FY 2024/2025, and a slight increase in staff to support the transition and retirement of Administrative

Services Manager Madrid. Therefore, without a pass-through for the increased wholesale water cost, a budget shortfall would be anticipated for FY 2024/2025.

A Proposition 218 process is required for the proposed pass-through because the MPWD is outside of an approved rate plan. A rate notice has been drafted and will be shared with the Finance Committee on February 20, 2024, and with the full Board during the regular meeting. The notice must be mailed prior to April 6, 2024, which is more than 45 days in advance of the public hearing scheduled for May 23, 2024. Staff will also share a draft rate schedule during the meeting, which will be proposed to take effect July 1, 2024.

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ ZUCCA____ JORDAN____ SCHMIDT____ WHEELER____ VELLA____



AGENDA ITEM NO. 8.B.

DATE: February 22, 2024
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

SUBJECT: RECEIVE REPORT ON DISTRICT AMI SYSTEM

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

None.

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

UNANIMOUS___ WHEELER___ VELLA___ ZUCCA___ JORDAN___ SCHMIDT___



ADVANCED METERING INFRASTRUCTURE (AMI)

AN OVERVIEW OF THE MPWD SYSTEM

Rene A. Ramirez, Operations/Capital Manager

February 22, 2024

What is AMI?

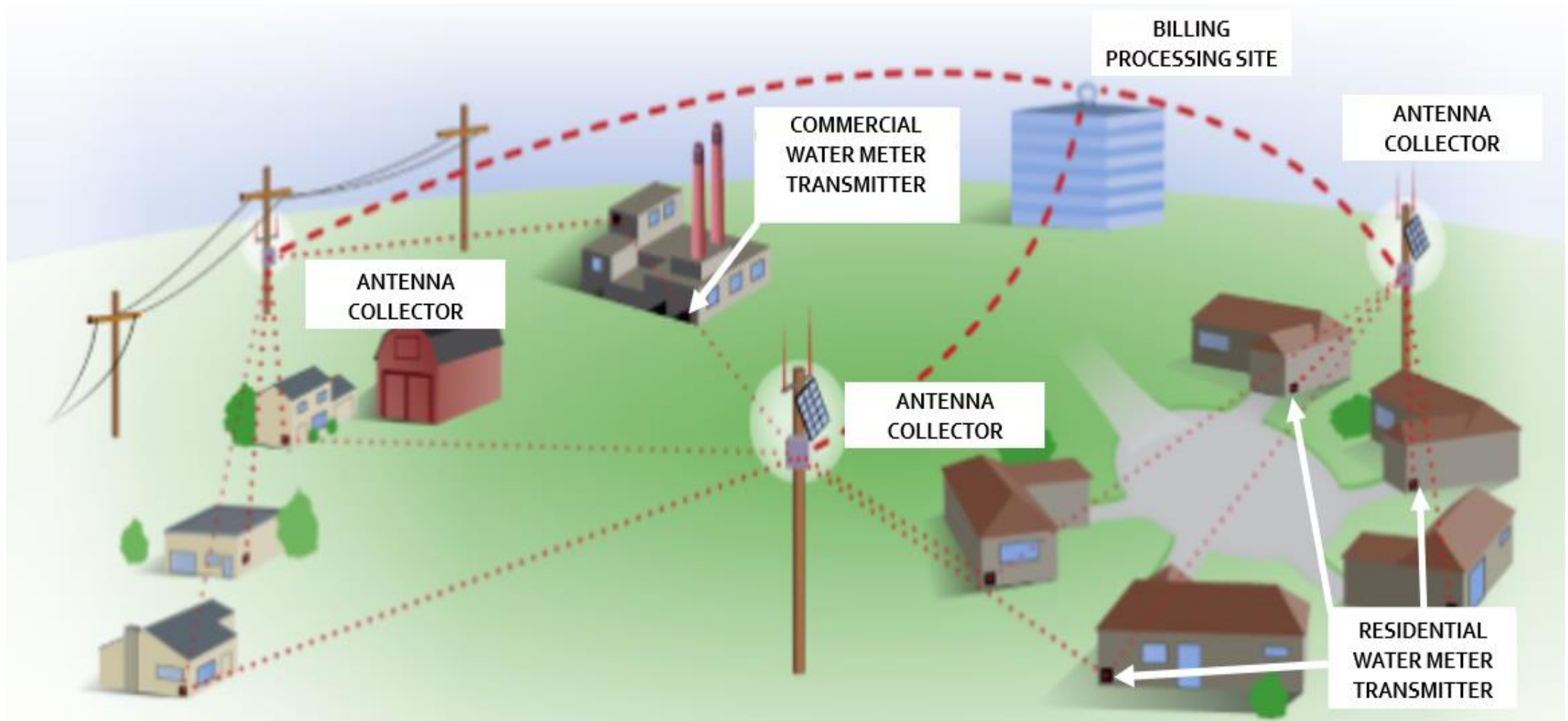
AMI is a new kind of water meter technology designed to:

- Collect information remotely without direct personnel contact
- Provide information to staff & customers within 24 hours instead of a month later
- Can detect leaks early - leading to quicker repairs and less water waste
- Reduces billings errors due to mis-reads in the field
- Provides an opportunity for a customer to manage & optimize their water use

How Old is the MPWD AMI System?

- MPWD installed its first AMI meters in 2012
- MPWD completed transition to AMI in 2019
- A Customer Portal known as “Water Watch” has been available to any MPWD customer since 2020.
- There currently 1280 customers signed up for the portal

How Does an AMI System Work?



MPWD - AMI Regional Collector Locations

Radio Frequency Collector Sites:

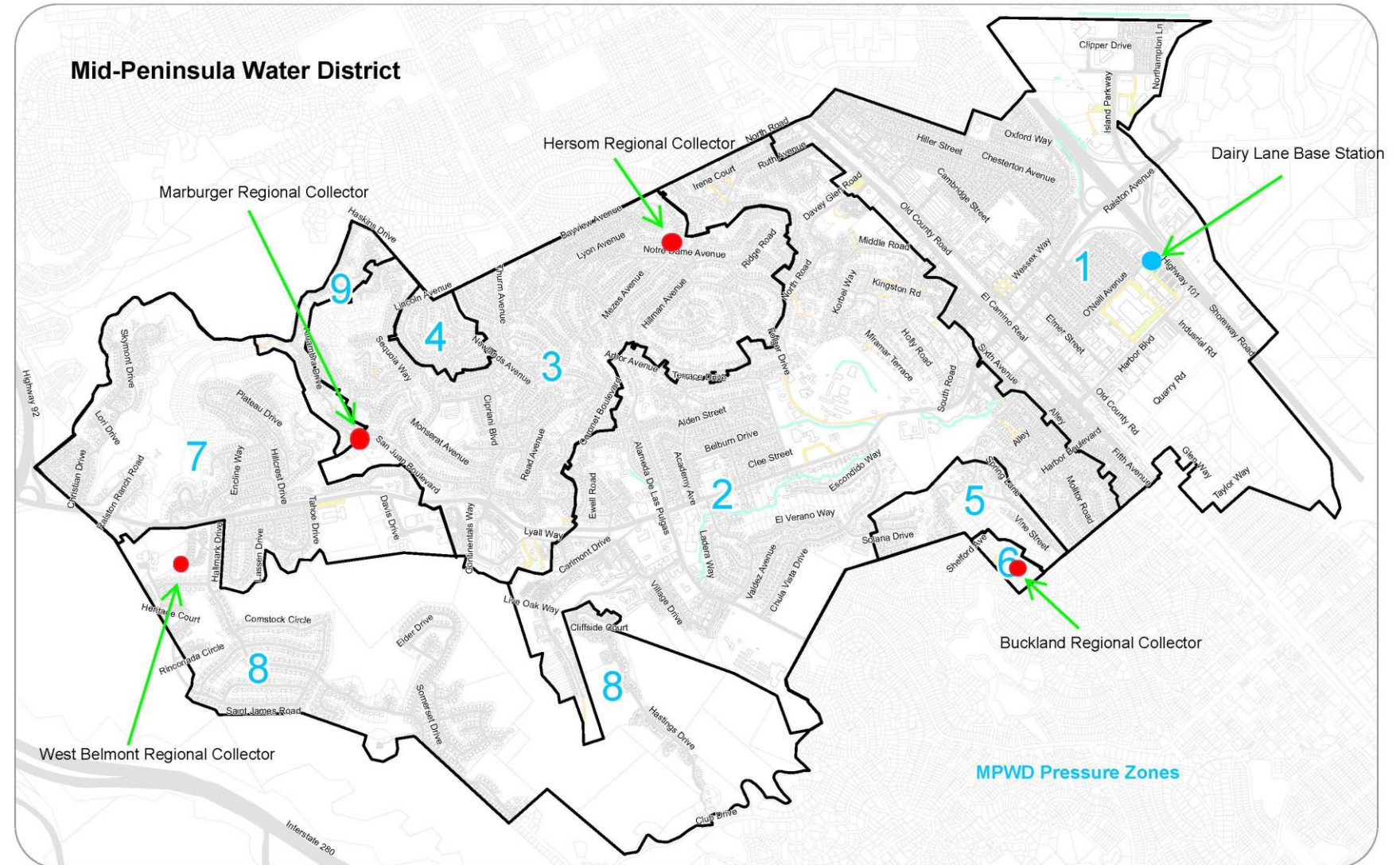
- West Belmont PS
- Hersom PS
- Buckland PS

Cellular Collector Site:

- Marburger/San Juan

Base Station RNI Site:

- Dairy Lane Center



Typical Residential AMI Setup



- 5/8" Sensus SR II meter with brass body
- Register houses battery used to send water use data via cord to transceiver
- Battery life up to 20 yrs
- Residential meters cost <\$300 per meter

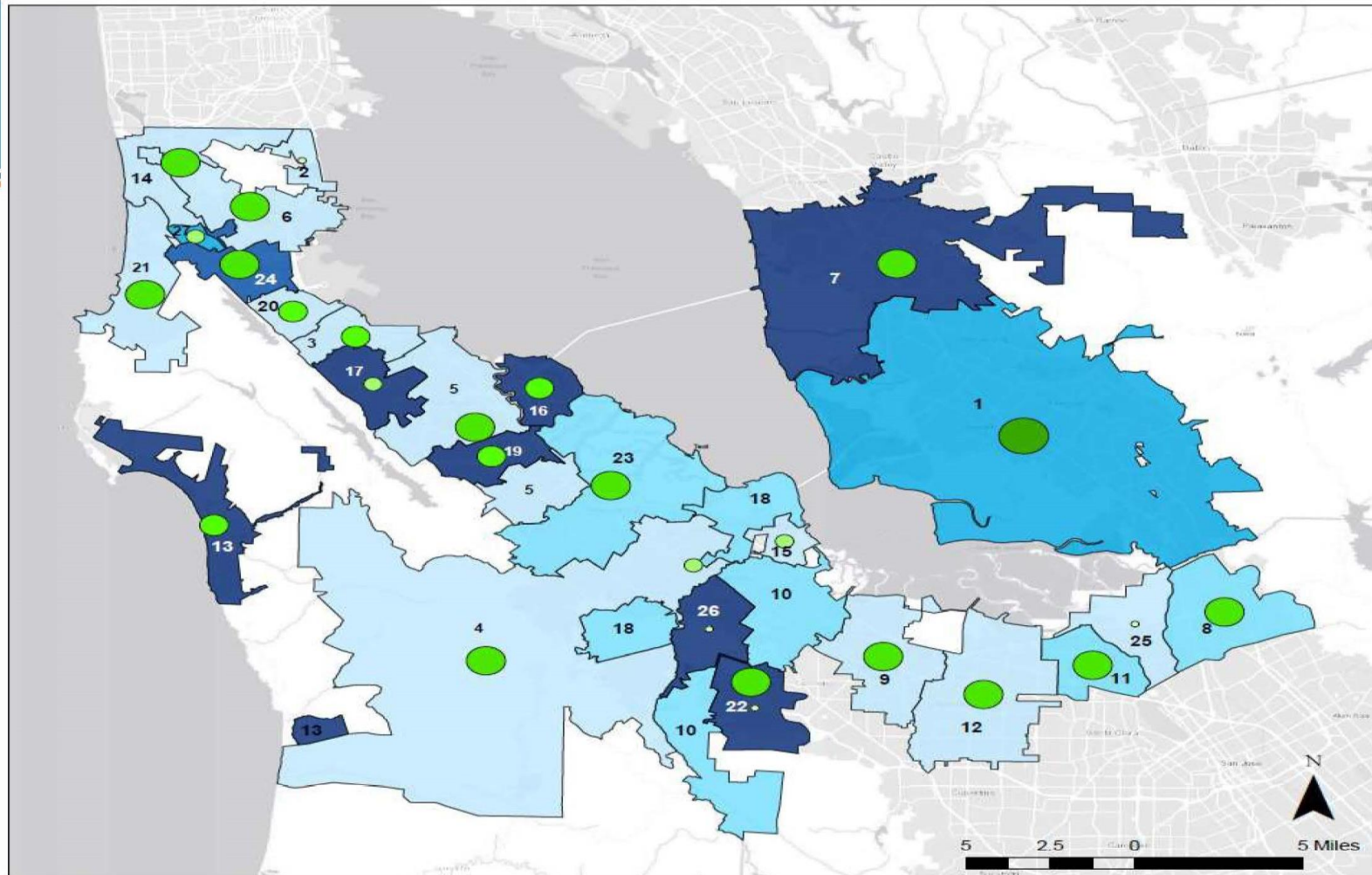


- Sensus Flex Net Transceiver model 520M Pit Set Module connects to each meter
- Same transceiver used by all meter sizes
- Battery good for 20 yrs
- Cost ~\$170

Typical Large Meter Set



AMI Implementation within the Regional Water System (2023)



Legend

AMI Implementation % Complete

- 0%
- 1-10%
- 11-49%
- 50-99%
- 100%

Number of Customer Accounts in 2023

- 0 - 2500
- 2501 - 5000
- 5001 - 10000
- 10001 - 50000
- 50001 - 100000

- 1 Alameda County Water District
- 2 City of Brisbane/GVMID
- 3 City of Burlingame
- 4 CWS - Bear Gulch
- 5 CWS - Mid-Peninsula
- 6 CWS - South San Francisco
- 7 City of Hayward
- 8 City of Milpitas
- 9 City of Mountain View
- 10 City of Palo Alto
- 11 City of Santa Clara
- 12 City of Sunnyvale
- 13 Coastside County Water District
- 14 City of Daly City
- 15 East Palo Alto Municipal Water District
- 16 Estero Municipal Water District
- 17 Town of Hillsborough
- 18 City of Menlo Park
- 19 Mid-Peninsula Water District
- 20 City of Millbrae
- 21 North Coast County Water District
- 22 Purissima Hills Water District
- 23 City of Redwood City
- 24 City of San Bruno
- 25 San Jose Municipal Water System
- 26 Stanford University
- 27 Westborough Water District

2023 Advanced Metering Infrastructure (AMI) Implementation Status



AGENDA ITEM NO. 8.C.

DATE: February 22, 2024
TO: Board of Directors
FROM: Rene A. Ramirez, Operations Manager

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

RECOMMENDATION

Receive verbal report.

FISCAL IMPACT

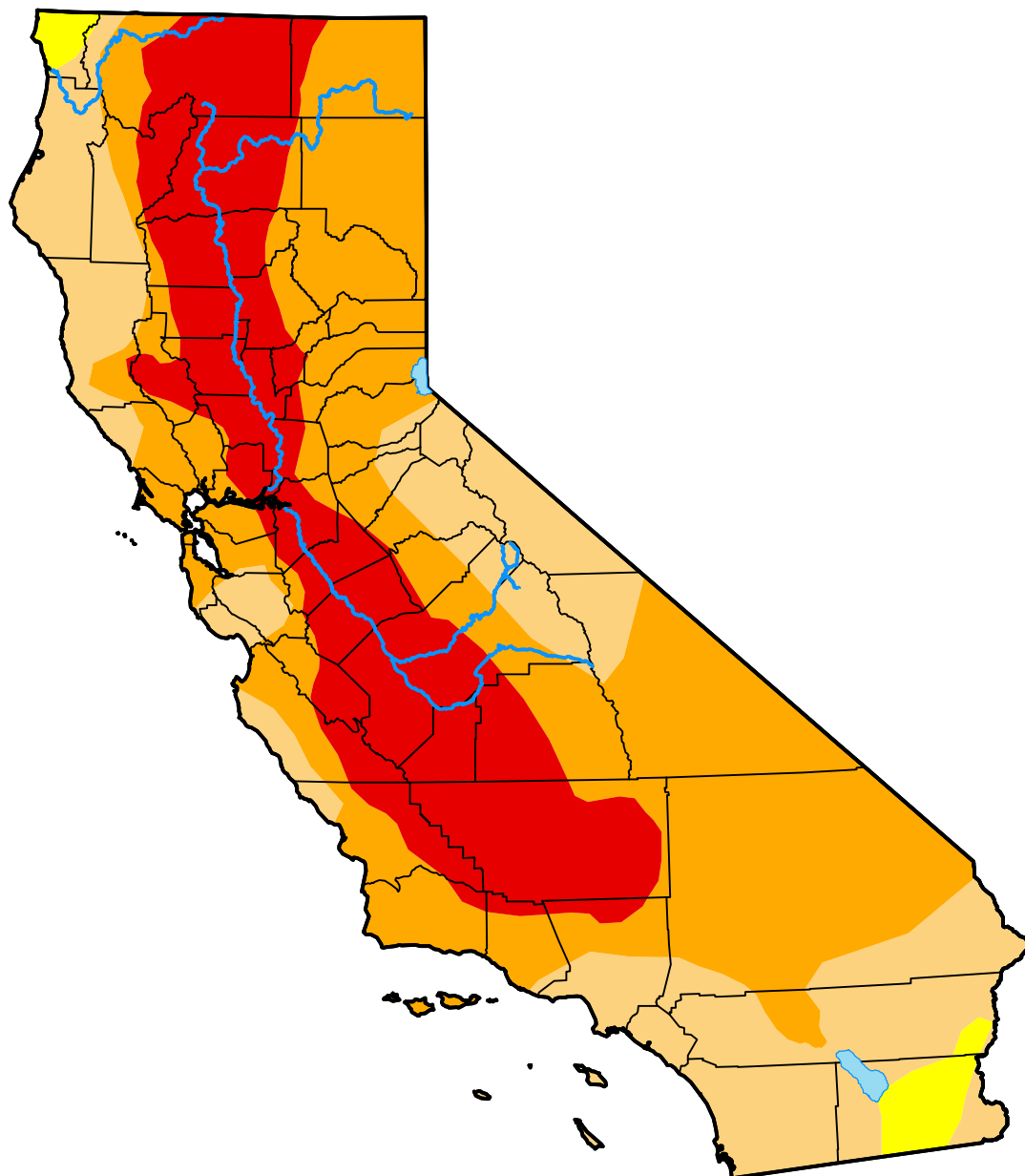
None.

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

UNANIMOUS____ WHEELER____ VELLA____ ZUCCA____ JORDAN____ SCHMIDT ____

U.S. Drought Monitor California

January 3, 2023
(Released Thursday, Jan. 5, 2023)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.00	100.00	97.93	71.14	27.10	0.00
Last Week <i>12-27-2022</i>	0.00	100.00	97.94	80.56	35.50	7.16
3 Months Ago <i>10-04-2022</i>	0.00	100.00	99.77	94.02	40.91	16.57
Start of Calendar Year <i>01-03-2023</i>	0.00	100.00	97.93	71.14	27.10	0.00
Start of Water Year <i>09-27-2022</i>	0.00	100.00	99.76	94.01	40.91	16.57
One Year Ago <i>01-04-2022</i>	0.00	100.00	99.30	67.62	16.60	0.84

Intensity:

None	D2 Severe Drought
D0 Abnormally Dry	D3 Extreme Drought
D1 Moderate Drought	D4 Exceptional Drought

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

Author:

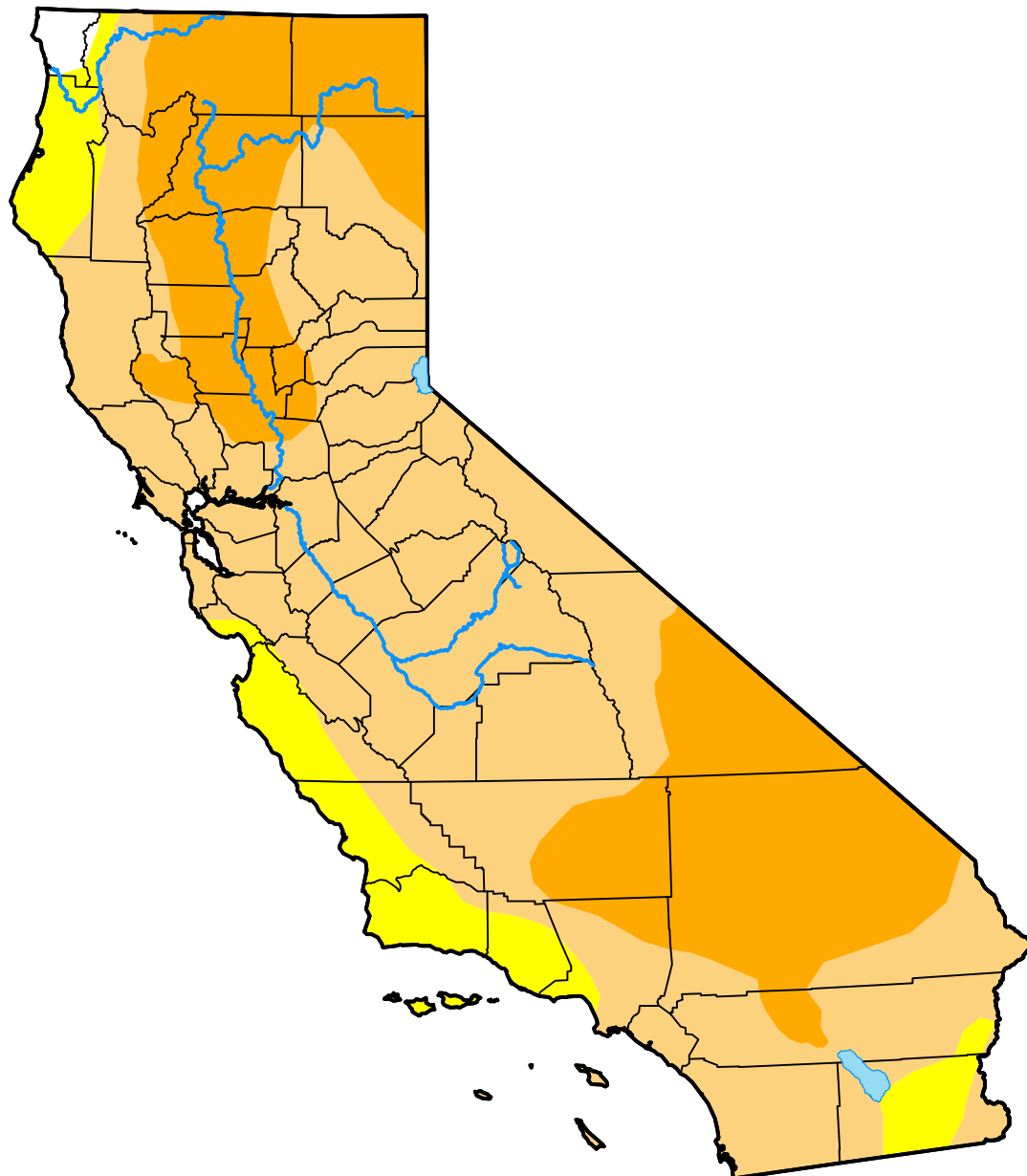
Brad Pugh
CPC/NOAA



droughtmonitor.unl.edu

U.S. Drought Monitor California

January 31, 2023
(Released Thursday, Feb. 2, 2023)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	0.64	99.36	89.56	32.57	0.00	0.00
Last Week <i>01-24-2023</i>	0.64	99.36	89.56	32.57	0.00	0.00
3 Months Ago <i>11-01-2022</i>	0.00	100.00	99.77	91.83	43.06	16.57
Start of Calendar Year <i>01-03-2023</i>	0.00	100.00	97.93	71.14	27.10	0.00
Start of Water Year <i>09-27-2022</i>	0.00	100.00	99.76	94.01	40.91	16.57
One Year Ago <i>02-01-2022</i>	0.00	100.00	99.25	66.39	1.39	0.00

Intensity:

None	D2 Severe Drought
D0 Abnormally Dry	D3 Extreme Drought
D1 Moderate Drought	D4 Exceptional Drought

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

Author:

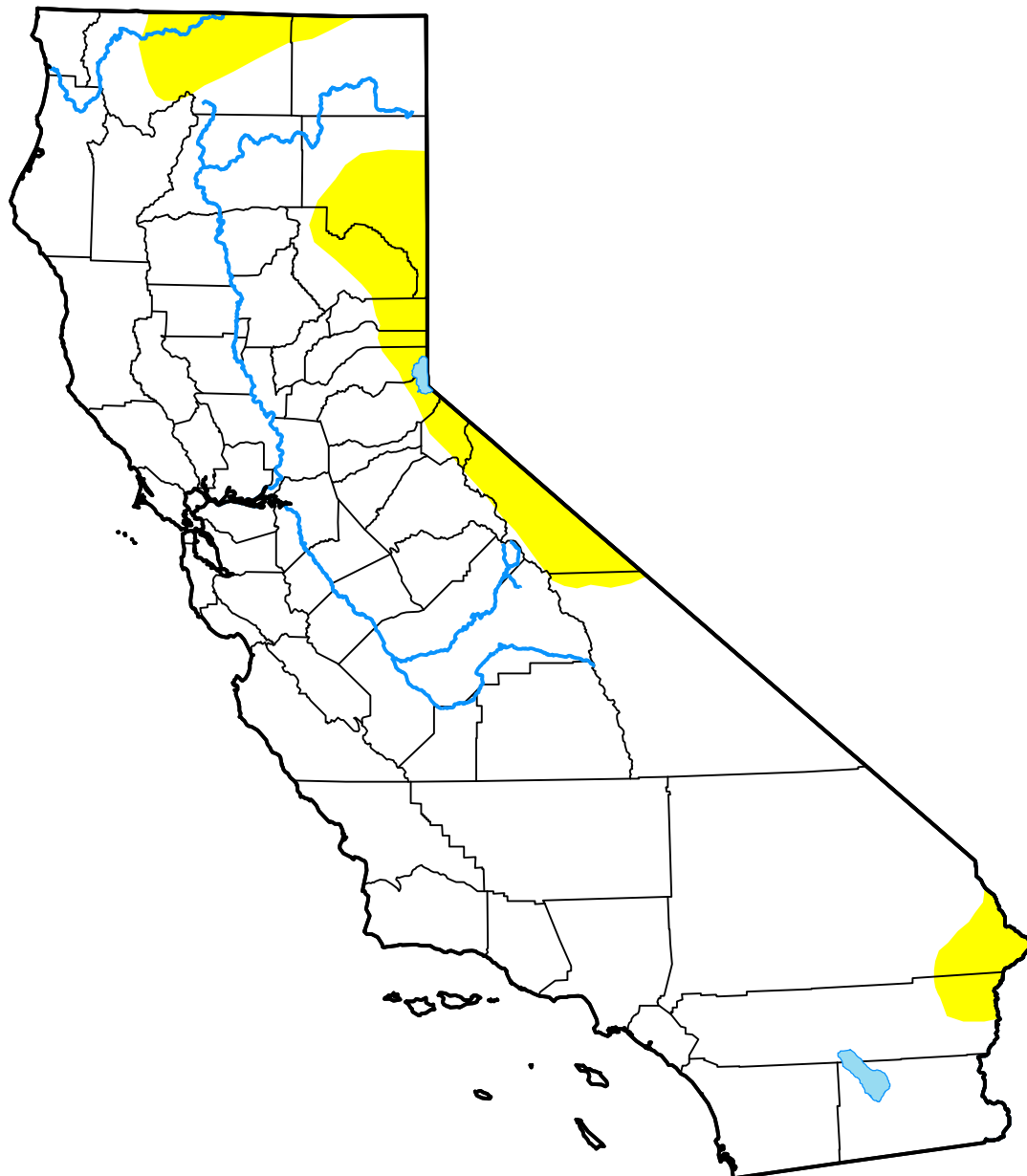
Rocky Bilotta
NCEI/NOAA



droughtmonitor.unl.edu

U.S. Drought Monitor California

January 30, 2024
(Released Thursday, Feb. 1, 2024)
Valid 7 a.m. EST



Drought Conditions (Percent Area)

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
Current	90.53	9.47	0.00	0.00	0.00	0.00
Last Week <i>01-23-2024</i>	96.55	3.45	0.00	0.00	0.00	0.00
3 Months Ago <i>10-31-2023</i>	94.34	5.66	0.00	0.00	0.00	0.00
Start of Calendar Year <i>01-02-2024</i>	96.65	3.35	0.00	0.00	0.00	0.00
Start of Water Year <i>09-26-2023</i>	94.01	5.99	0.07	0.00	0.00	0.00
One Year Ago <i>01-31-2023</i>	0.64	99.36	89.56	32.57	0.00	0.00

Intensity:

None	D2 Severe Drought
D0 Abnormally Dry	D3 Extreme Drought
D1 Moderate Drought	D4 Exceptional Drought

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

Author:

Brian Fuchs
National Drought Mitigation Center



droughtmonitor.unl.edu

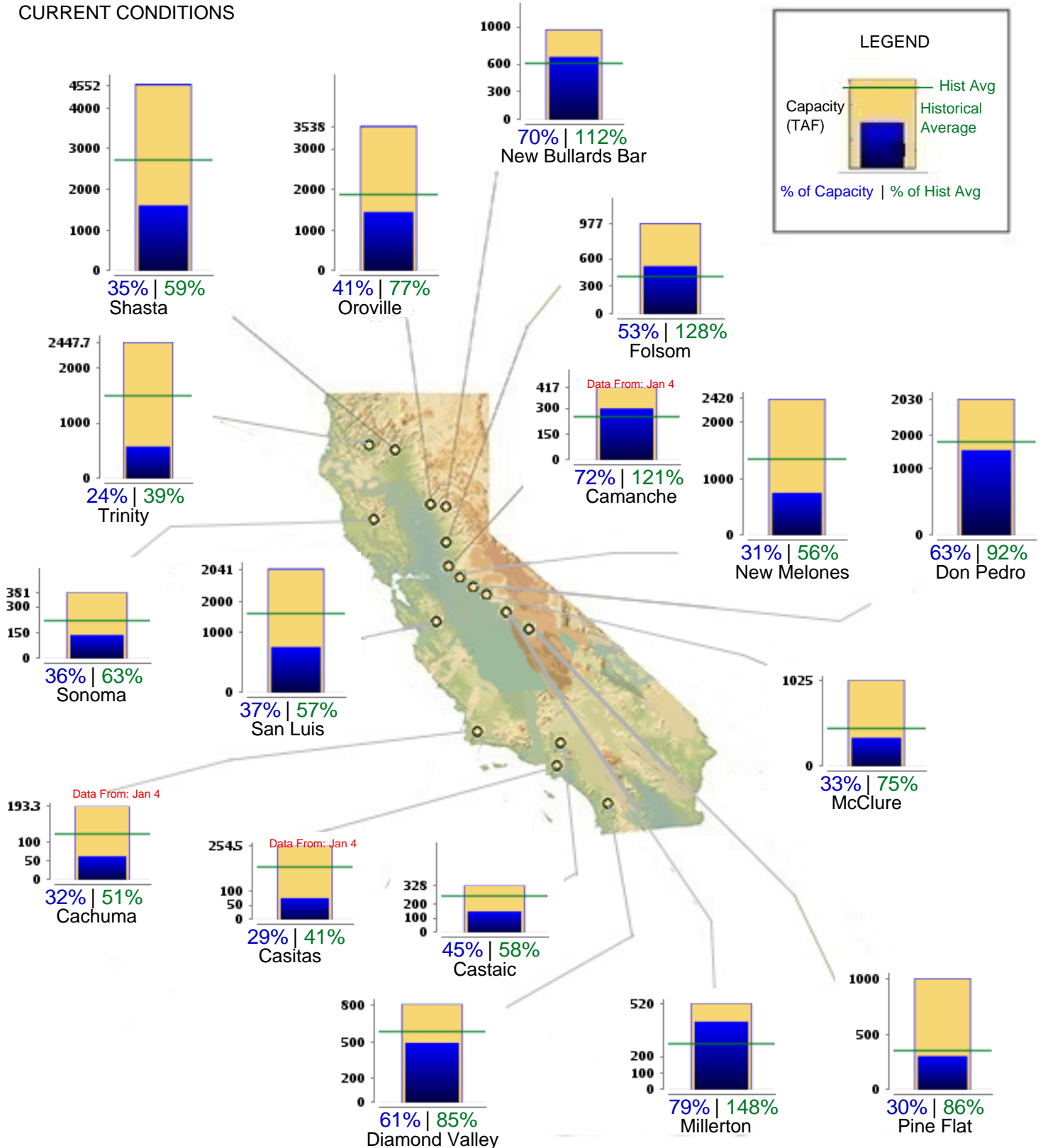


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - January 5, 2023

CURRENT CONDITIONS



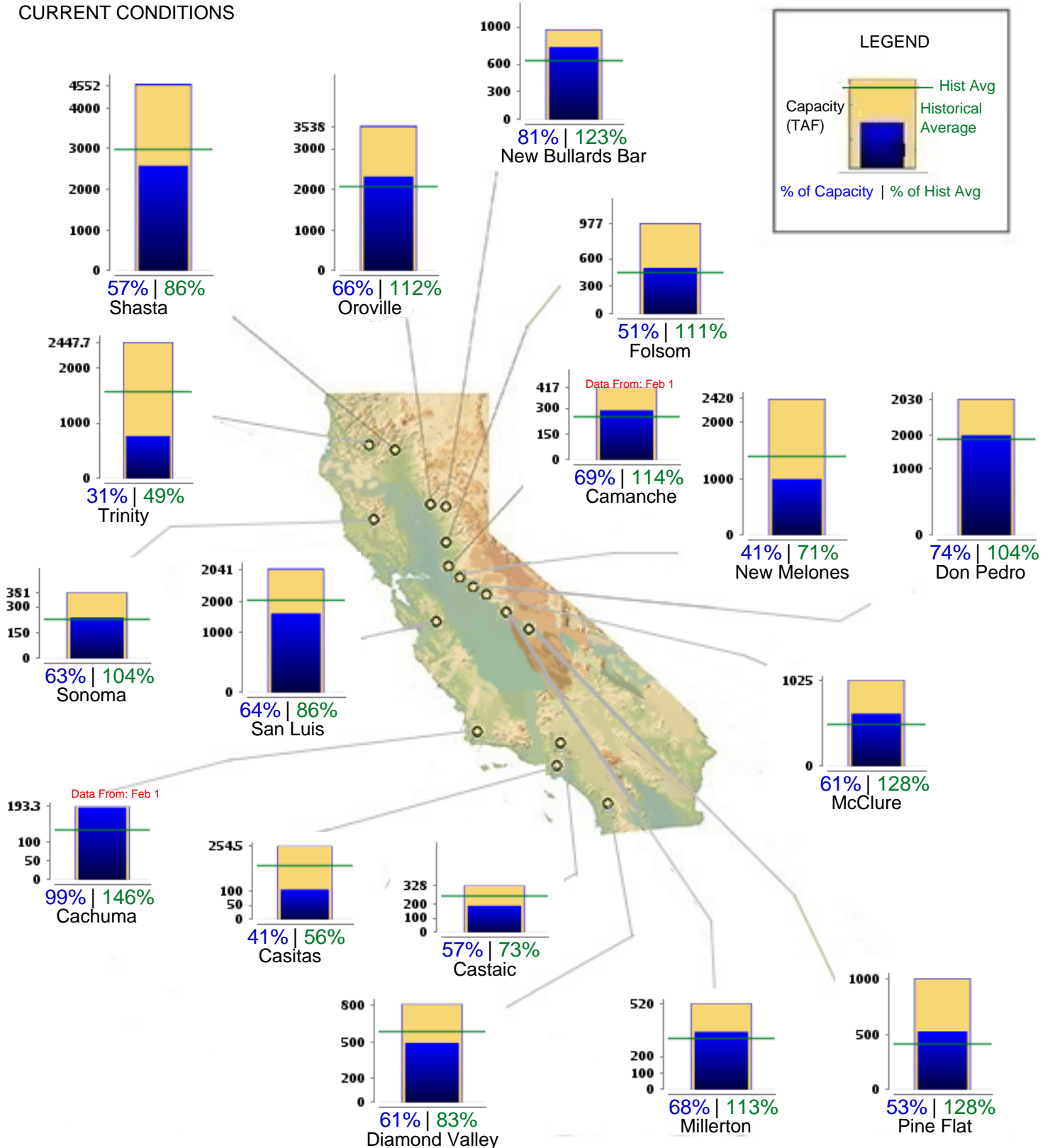


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - February 2, 2023

CURRENT CONDITIONS



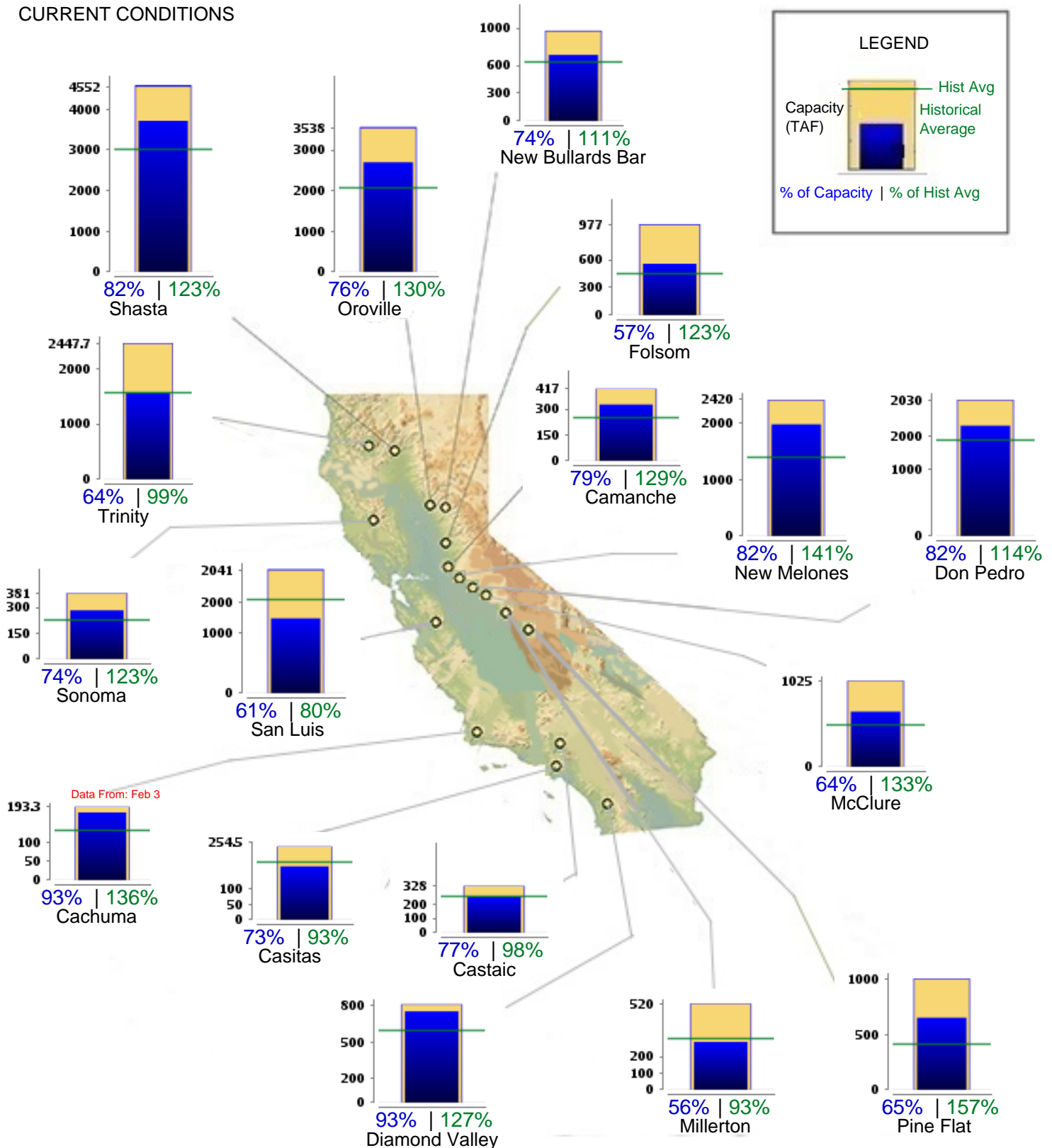


CURRENT RESERVOIR CONDITIONS

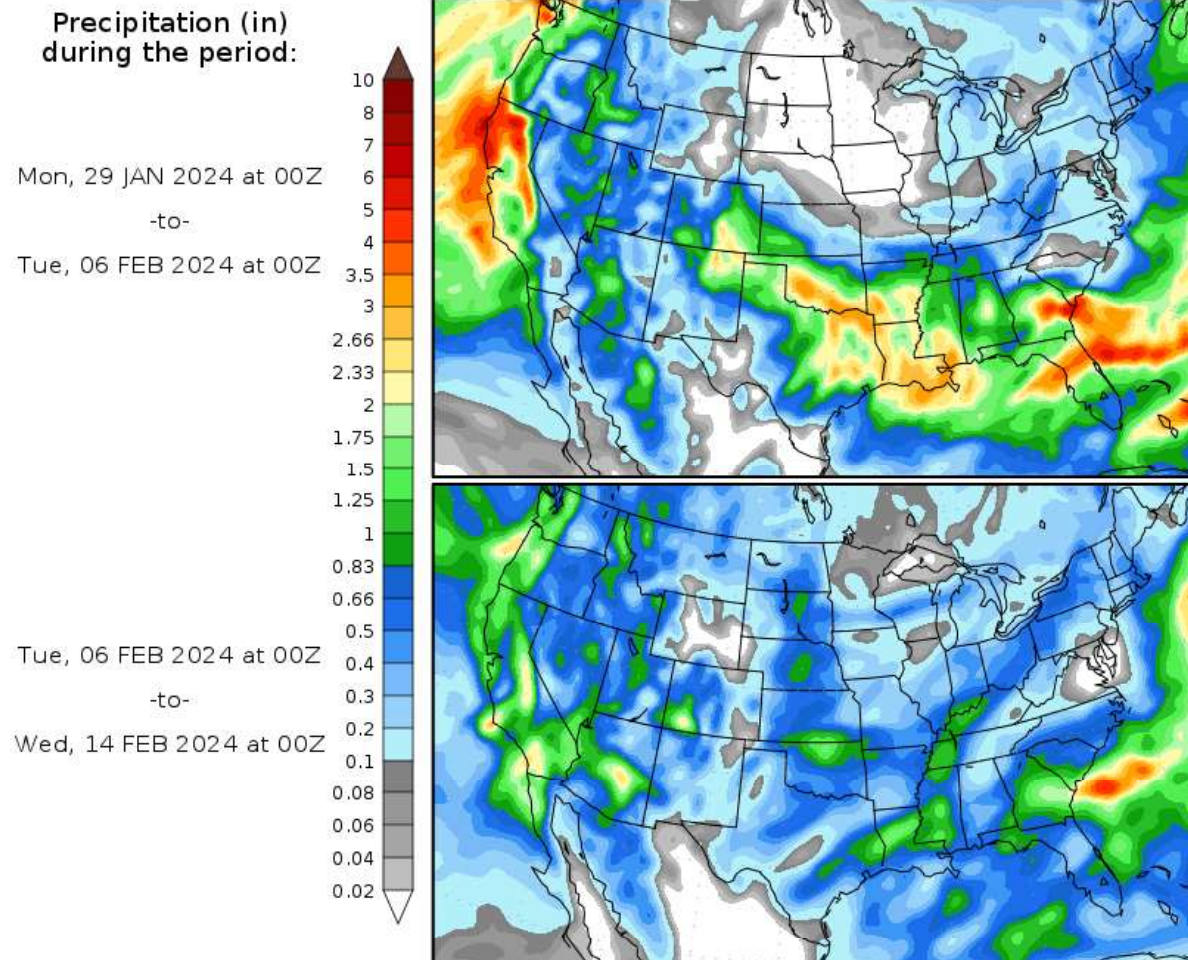
CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - February 4, 2024

CURRENT CONDITIONS



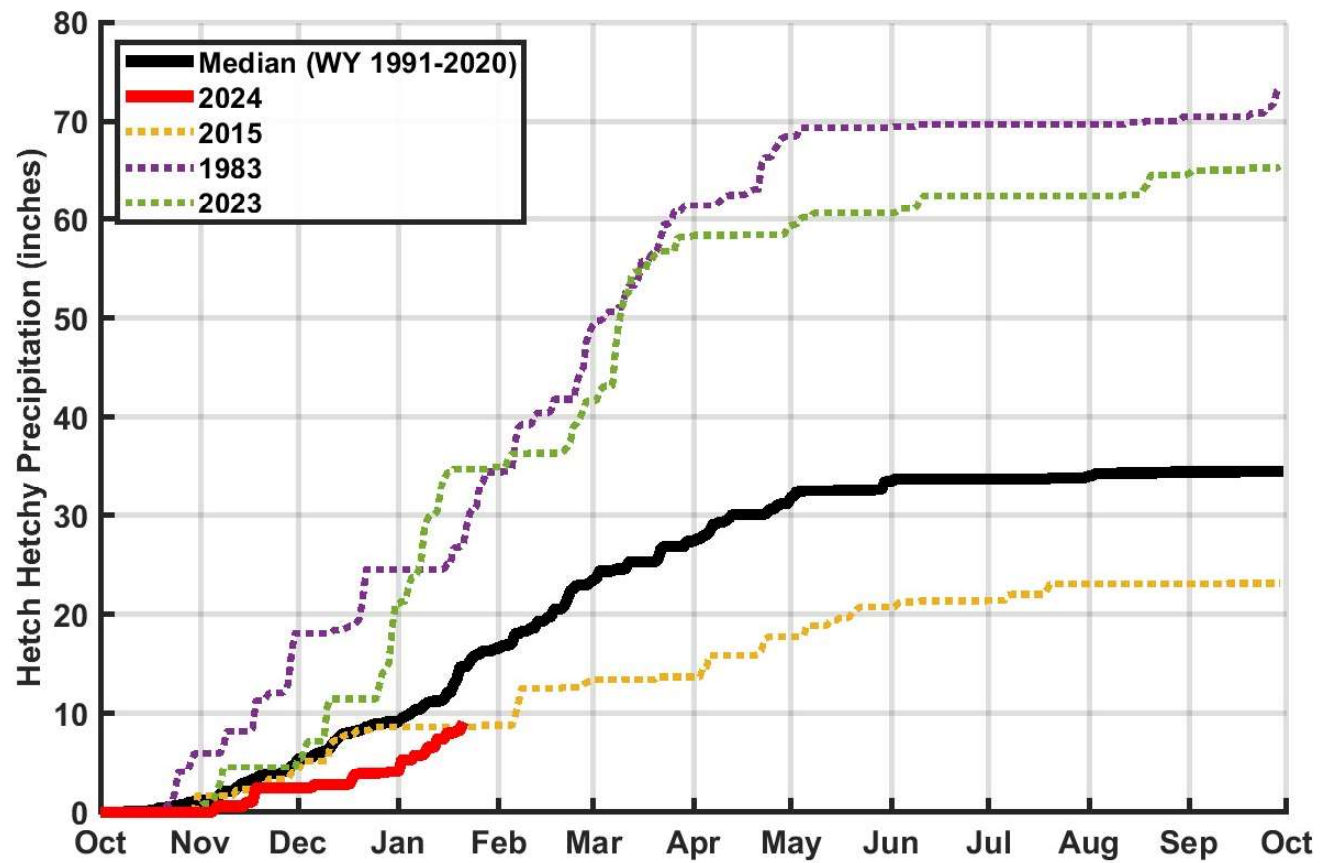
National Precipitation Forecast



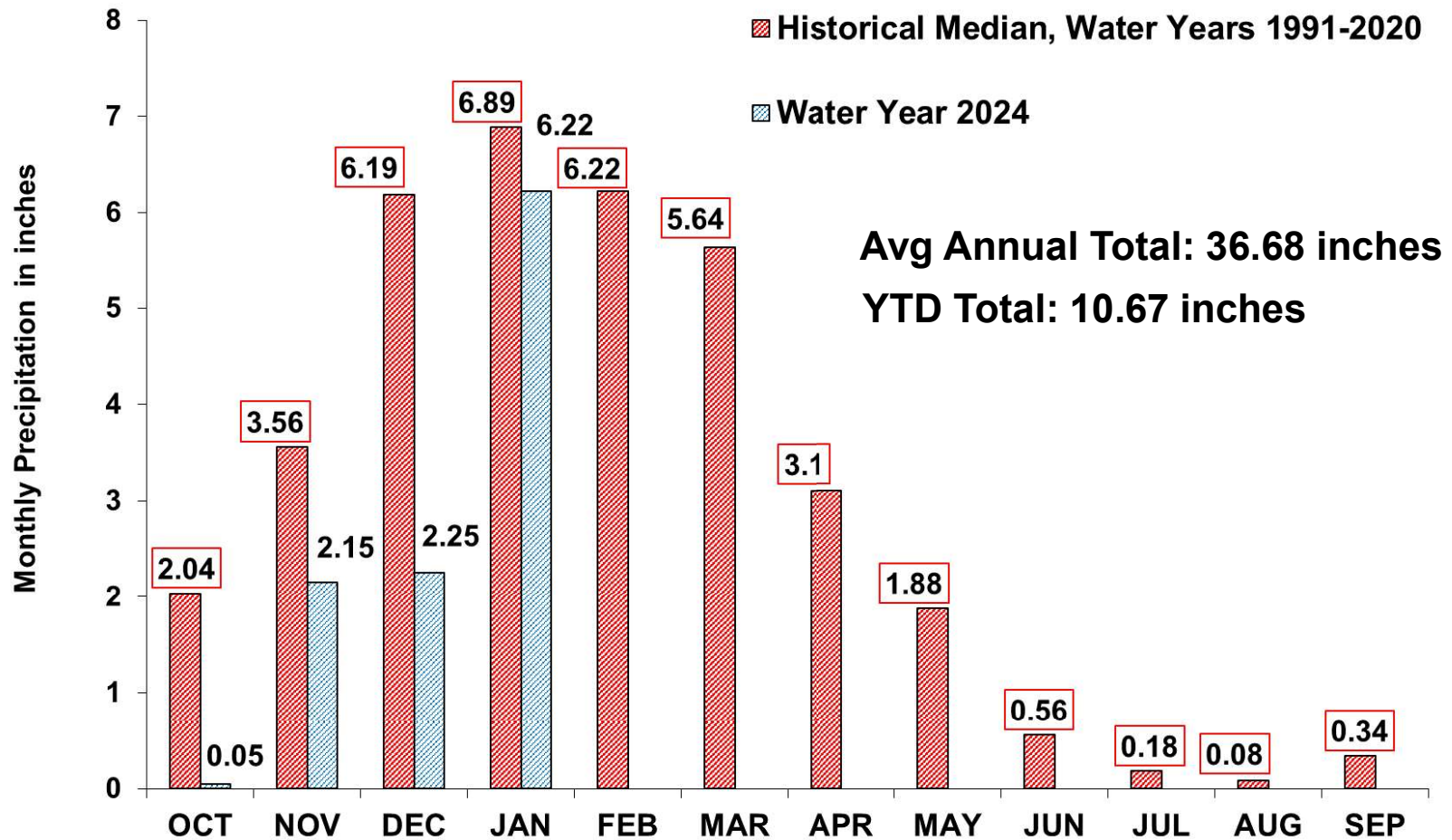
Precip Data Ending 4pm on	July 1, 2023 to Feb 3, 2024					Last Year on Feb 1, 2023		
City	To Date			Full Season		Rainfall to (inches)	Rainfall Normal (inches)	% Normal
	Rainfall July 1 to Feb 3 (inches)	Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal			
San Francisco Downtown	14.66	13.34	110%	22.89	64%	22.82	12.72	175%
SFO Airport	10.99	11.38	97%	19.64	56%	20.84	10.85	192%
Oakland	8.68	10.64	82%	18.68	46%	21.55	10.19	211%
San Jose	8.81	7.34	120%	15.18	47%	9.14	6.97	131%
Sacramento - CSUS	9.53	10.62	90%	19.04	50%	18.71	10.12	185%
Modesto	9.82	6.71	146%	12.27	80%	13.46	6.39	211%
Fresno	3.82	5.66	67%	10.99	35%	9.20	5.39	171%
Bakersfield	4.50	3.25	138%	6.36	71%	4.32	3.09	140%
Santa Barbara	11.83	9.23	128%	17.25	69%	15.02	8.74	172%
LAX Airport	10.77	6.83	158%	12.23	88%	11.60	6.46	180%
Los Angeles Downtown	9.81	7.60	129%	14.25	69%	13.99	7.18	195%
San Diego Montgomery Field	7.9	5.84	135%	11.02	72%	8.86	5.55	160%
Palm Springs	5.25	2.97	177%	4.61	114%	2.41	2.84	85%

Data from NOAA

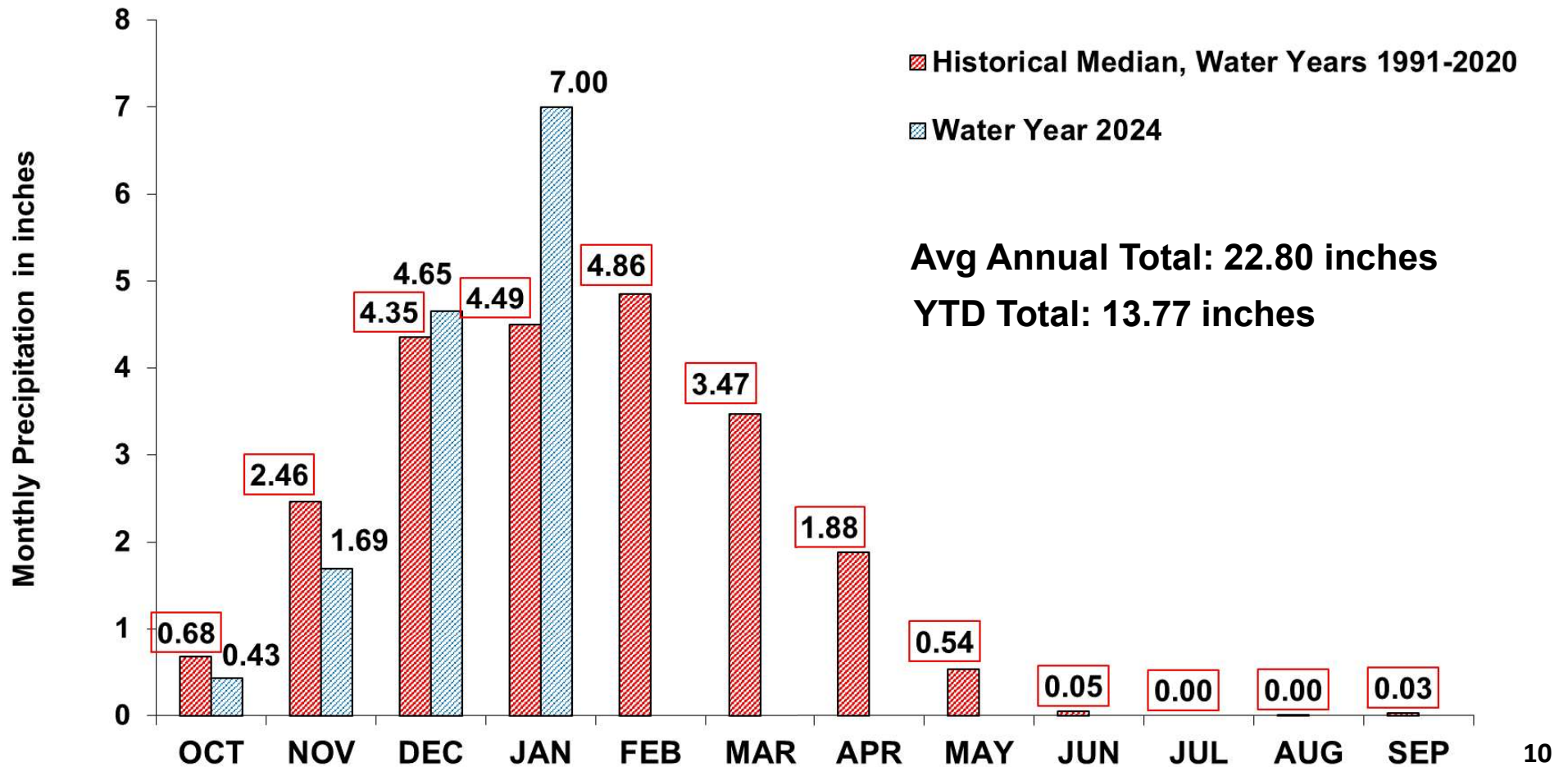
Hetch Hetchy Precipitation



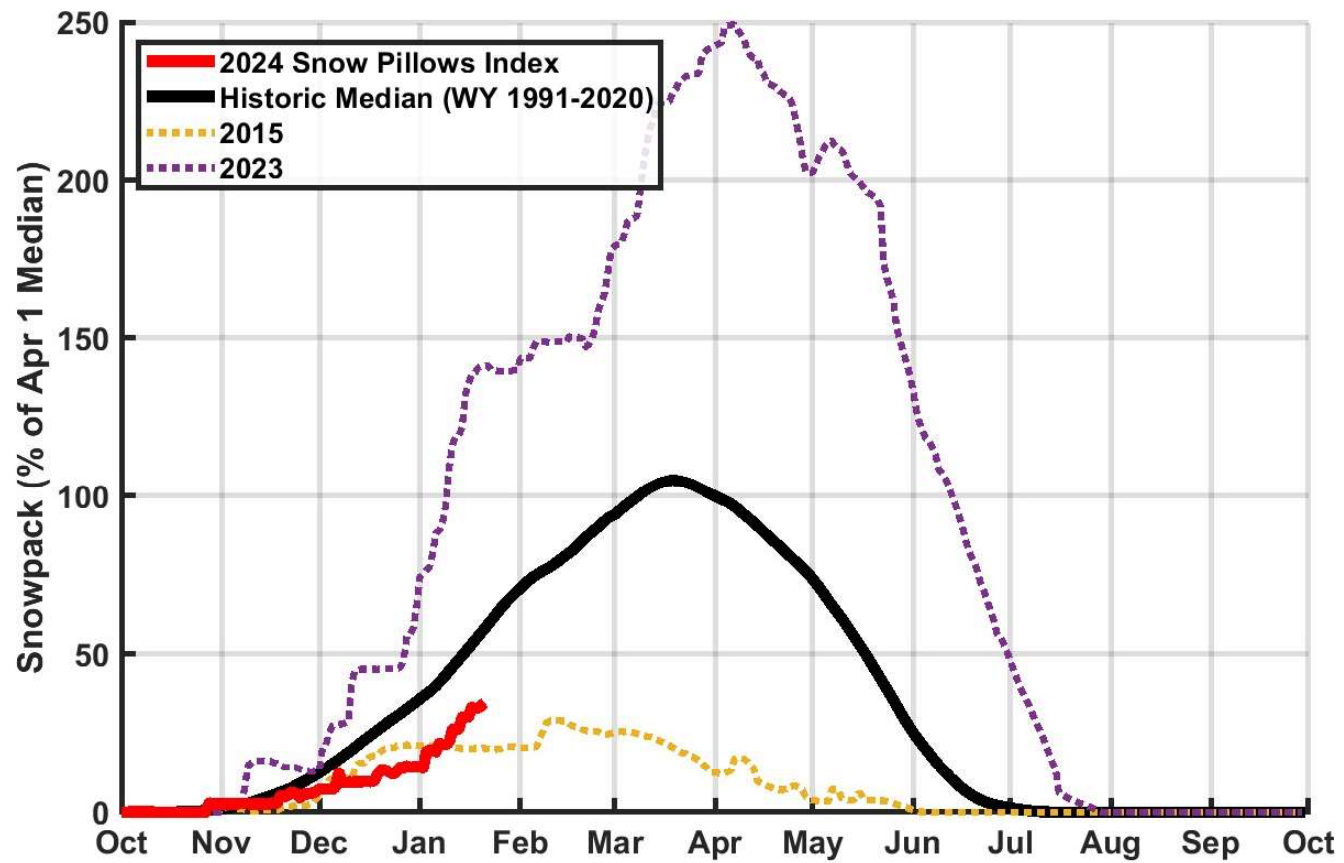
Upcountry 6-station Precipitation Index as of January 28, 2024

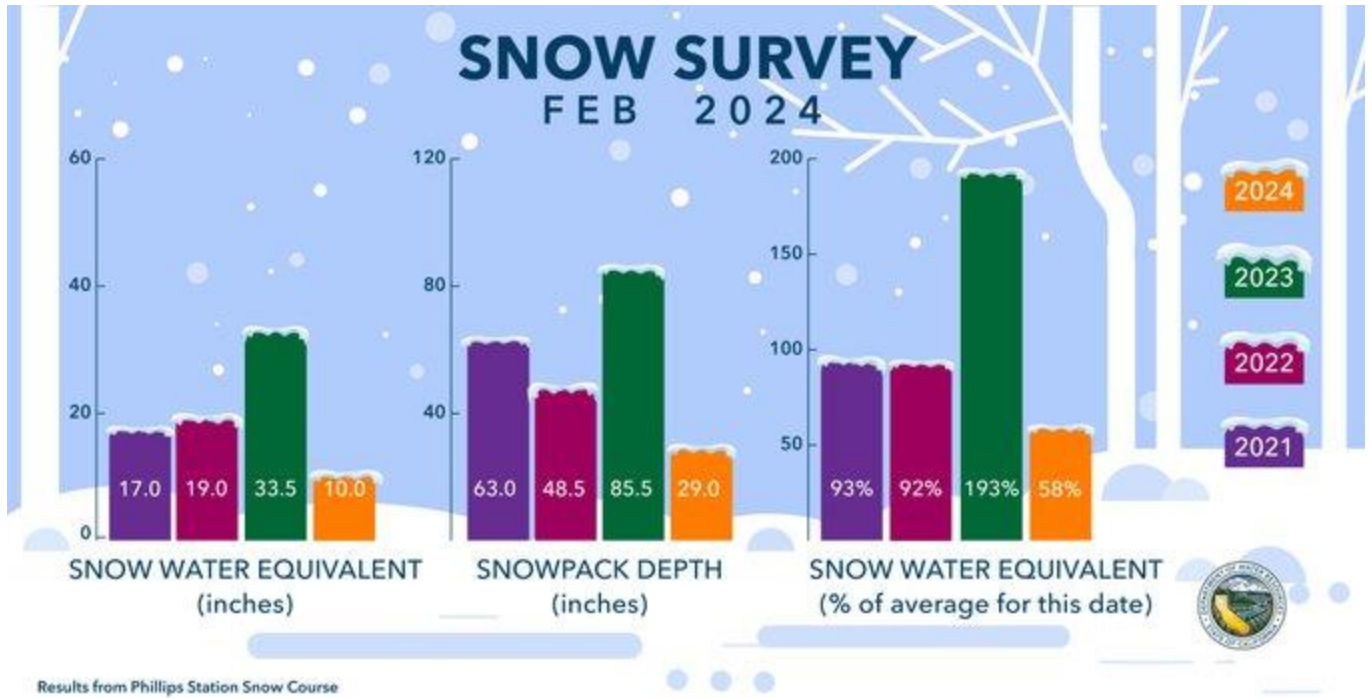


Bay Area 7-station Precipitation Index as of January 28, 2024



Upcountry Snowpack





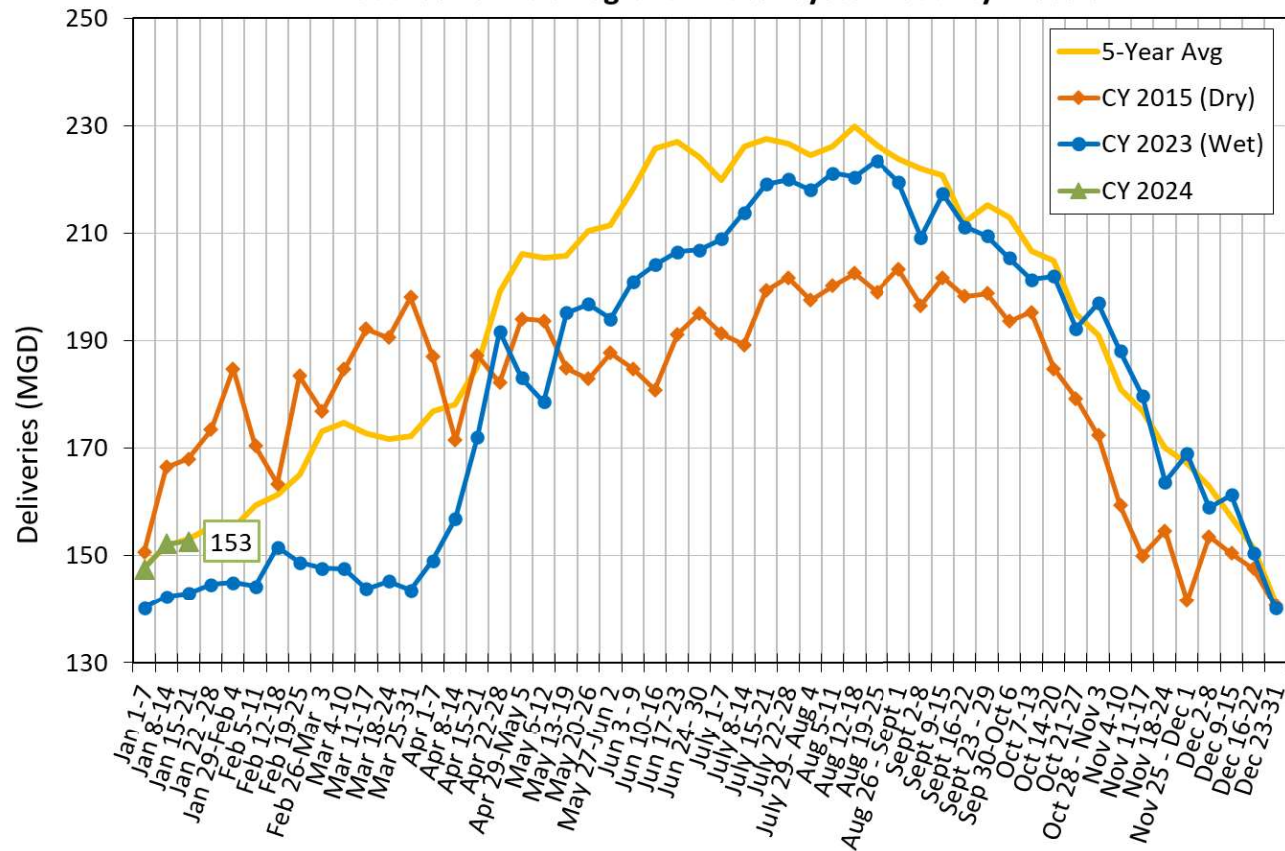


RWS - Storage Conditions Comparison

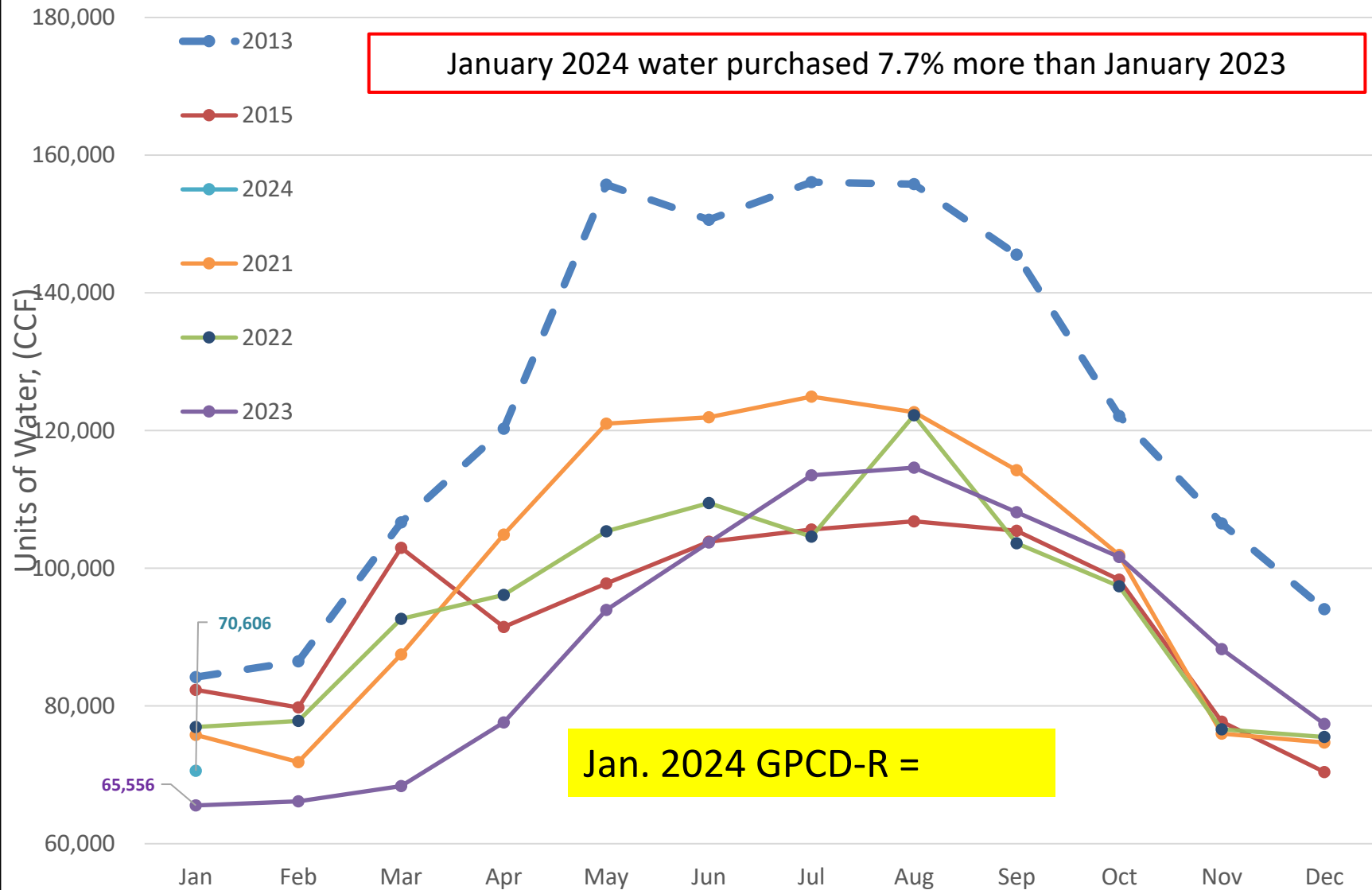
	Maximum Storage Acre-Feet	1/29/2024		Maximum Storage Acre-Feet	1/30/2023		Comparing This Year to Last Year	2/1/2022		
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage	
Tuolumne System										
Hetch Hetchy Rsvr	360,360	310,400	86.1%	360,360	298,800	82.9%	3.9%	294,400	81.7%	
Cherry Rsvr	273,345	250,600	91.7%	273,345	224,100	82.0%	11.8%	240,100	89.3%	
Lake Eleanor	27,100	23,840	88.0%	27,100	19,260	71.1%	23.8%	21,520	100.1%	
Water Bank	570,000	561,350	98.5%	570,000	565,470	99.2%	-0.7%	337,700	59.2%	
Total Tuoloumne Storage	1,230,805	1,146,190	93.1%	1,230,805	1,107,630	90.0%	3.5%	893,720	73.2%	
Local Bay Area Storage										
Calaveras Rsvr	96,670	82,233	85.1%	96,670	95,185	98.5%	-13.6%	67,236	69.6%	
San Antonio Rsvr	53,266	46,302	86.9%	53,266	53,088	99.7%	-12.8%	46,554	87.4%	
Crystal Springs Rsvr	68,953	43,108	62.5%	68,953	61,930	89.8%	-30.4%	51,247	87.9%	
San Andreas Rsvr	18,572	15,563	83.8%	19,027	16,699	87.8%	-6.8%	16,094	84.6%	
Pilarcitos Rsvr	3,125	2,576	82.4%	3,030	2,547	84.1%	1.1%	3,070	101.3%	
Total Local Storage	240,586	189,782	78.9%	240,946	229,449	95.2%	-17.3%	184,201	80.0%	
Total RWS Storage	1,471,391	1,335,972	90.8%	1,471,751	1,337,079	90.8%	-0.1%	1,089,594	74.3%	
Total RWS Storage on 1/2/2024		1,327,699		Total RWS Storage on 1/3/2023		1,159,225		Total RWS Storage on 1/3/2022		1,089,594
Inc/Dec over the month		8,273				177,854				0

Total Deliveries

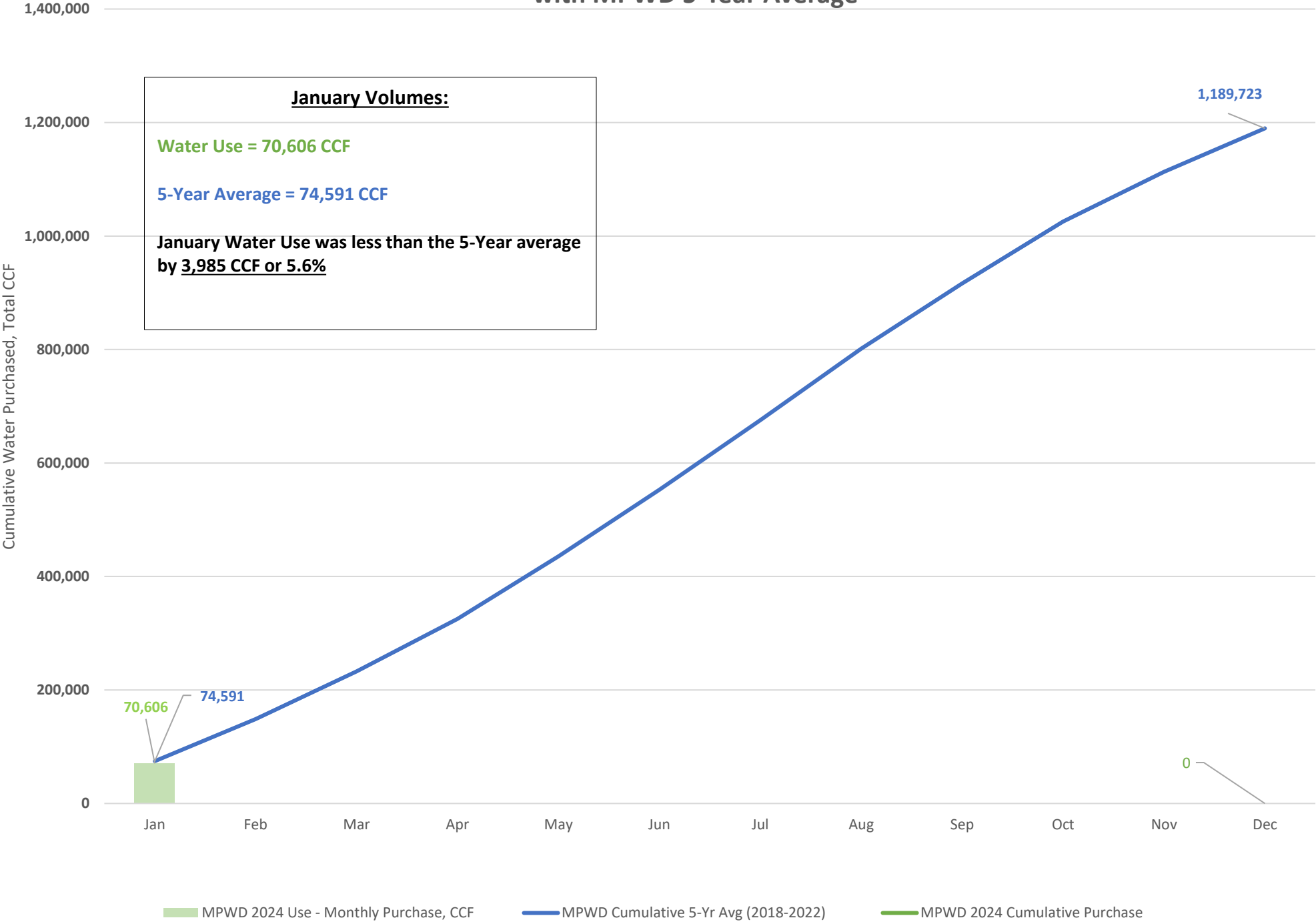
Regional Water System Total Deliveries
Source: SFPUC Regional Water System County Meters



MPWD Annual Water Use



Comparing 2024 Monthly Cumulative Water Use with MPWD 5-Year Average





AGENDA ITEM NO. 9.A.1.

TO: Board of Directors
FROM: Kathryn Wuelfing, General Manager
DATE: February 22, 2024

GENERAL MANAGER'S REPORT

Key Activities Since January Meeting

- **MPWD's 95th Anniversary** – I worked with John Davidson to develop a logo (and variations on the logo) to use to celebrate the District's 95th Anniversary! We will be ordering some items with these logos for staff and directors, as well as to use for community events, and you'll see this logo start showing up in our various public communications.
- **Michael Anderson's 25th Anniversary celebration** – We held a celebration lunch for Operations Supervisor Michael Anderson to celebrate his 25 years with the district. We enjoyed great food and an enthusiastic game of Michael-centric MPWD Family Feud. Directors Wheeler and Jordan joined us.
- **Mid-Year Budget** – We are working on preparing the mid-year budget adjustment. A draft will be presented to the Finance Committee on February 20, 2024 and an updated version will be presented to the full board at the March meeting.

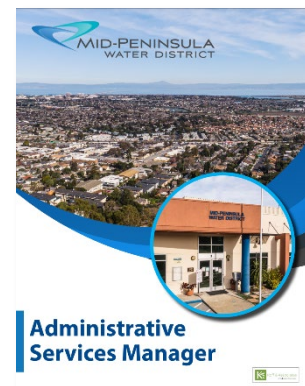


- **US Treasury Purchases** – We had a successful bid, with the highest bids submitted by First Horizon Bank. We added the following US Treasury investments to our ladder portfolio:
 - \$1 million – Three-month UST due April, 30, 2024: 5.35%
 - \$1.75 million – Six-month UST due July 25, 2024: 5.24%
 - \$1.75 million – Twelve-month UST due January 31, 2025: 4.83%

Payment Date	Payment Amount
Apr. 30, 2024	2,644,473
Jun. 30, 2024	1,602,685
Jul. 25/31, 2024	4,444,676
Oct. 31, 2024	2,159,073
Jan. 31, 2025	1,797,321
	12,648,226

In total, these investments will generate gross earnings of \$138,737.26 for the District. The payment schedule for our whole US Treasury portfolio is shown at the right.

- **Dairy Lane Rehab** – Updates on this project will be presented to the Board at the Special Meeting scheduled for 2/28/2024. Working with staff and Noll & Tam, we’ve developed a conceptual plan and costs to remodel Folger Drive into an Emergency Operations Center to supplement operations at Dairy Lane. The plan includes remodeling the interior of the existing building to create additional office space, relocating the trailer office space to Folger Drive, and constructing a pre-fabricated metal shop building on the site. It also includes seismic and stormwater management upgrades and electric vehicle charging capabilities. Rough cost numbers have been estimated. This, as well as consideration of other alternatives to the Dairy Lane site will be presented at the Special Meeting.
- **Invite from Diane Papan’s office** – I received an invitation from Assemblymember Papan’s office to attend a breakfast to connect with women in leadership within Assembly District 21, and am excited to attend. I’m also working with staff in the Assemblymember’s office on developing the official appropriations request.
- **Form 700s** – Be on the lookout for an email from Netfile. Form 700s are due April 1st.
- **ASM Position Recruitment** – The recruitment brochure for the ASM position has been developed and the position is currently being advertised. It can be viewed on our website (<https://www.midpeninsulawater.org/article-details.php?id=107>) as well as the Koff & Associates website (<https://koffassociates.com/midpenwd-admin-services-mgr/>). It’s being distributed to the following recruitment job boards: California Society of Municipal Finance Officers; Association of Government Accountants (AGA); Government Finance Officers Association (GFOA); GovernmentJobs; Careers in Government; LinkedIn; California City News; Municipal Managers of Northern California; CSAC; and California Special Districts Association (CSDA).



- **PCG Rate Update** – PCG requested and the GM approved an update to their hourly rates, effective March 1, 2024. The last update was made March 1, 2023. The update this year is an average increase of 3.5%.
- **PCG Management Support** – PCG is currently supporting us with the following management-related projects: (1) coordinating communication with water system operator and maintenance technician candidates, (2) developing draft Financial Management Plan, including coordinating input from Wulff-Hansen and other advisors, (3) preparing a draft update to the Personnel Manual, including incorporating previously discussed changes and soliciting review by ACWA JPIA and District Counsel, and (4) available for conversations and support for other topics as-needed.
- **San Francisco Peninsula Regional Purewater (SPRP) Project** – the draft Basis of Design report has been completed. The group has begun engaging on branding. We have general agreement to rebrand the project as “PureWater Peninsula” and are working selecting a tagline and logo as a group, with the help of Data Instincts. A survey was sent to all parties to provide their preferences on a ‘short list’ of tag lines and logos. Once the official logo and taglines are decided we’ll share with the Board. The Basis of Design report will not be finalized until the logo is decided, and will be published as “PureWater Peninsula.”
- **Attended California Society of Municipal Finance Officers Conference** – This was a great conference, with a lot of very relevant talks, and over 2,100 attendees. Talks I attended included: Water Infrastructure Capital Charge; How WIFIA Financing Works Magic for California’s Water Utilities; Fees! You got em. How do they Work Today?; what Finance Officers Need to Know About Claims Handling; 5 Ways to Success in Your New Executive Role; Unlocking the Magic of Special District Compliance; and Facing Down the Fear of Back-Office Transformation.
- **Financial Audit** – The audit is being wrapped up. We haven’t yet received a draft report from the auditor. Right now, we are hoping to be able to bring the audit to both the Finance Committee and Board in March.
- **Conferences & Training** – Scheduled to attend:
 - CalGovHR Conference – March 13- 15 in Sonoma
 - Chamber San Mateo Progress Seminar – April 19-21 in Sonoma
 - ACWA & ACWA JPIA Spring Conferences – May 6-9 in Sacramento
 - CSDA General Manager Summit – June 23-25 in Anaheim

Key Meetings w/External Partners and Conferences Attended

- SFPUC Annual Wholesale Customer Meeting – 2/15/2024

- PCG Lunch with WWD, PHWD and MPWD – 2/15/2024
- BAWSCA Tier 2 Negotiations Meeting – 2/12/2024
- California Municipal Finance Officers Annual Conference – 1/31/24 – 2/2/2024
- San Mateo County Operational Area Weather Briefing with NOAA/NWS – 1/29/2024
- CIP Working Meeting w/ PCG – 1/25/2024
- Hanson Bridgett 2024 Labor & Employment Seminar – 1/24/2024
- SPRP / PureWater Peninsula Branding Meeting – 1/23/2024
- City of Belmont Public Works/MPWD Quarterly Coordination Meeting – 1/23/2024
- Website/PR/Public Outreach Services Coordination meeting w/John Davidson and PCG – 1/23/2024
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG

3-MONTH “LOOK AHEAD” FOR BOARD MEETINGS

FEBRUARY 28, 2024 SPECIAL MEETING

- Consideration of alternatives to the Dairy Lane site
- Remodel plan for Dairy Lane Operations Center
- Remodel Plan for Folger Drive Emergency Operations Center

MARCH 28, 2024 (FOURTH THURSDAY)

- Receive mid-year review of current fiscal year Operating and Capital Budgets and consider/approve the Amended Budgets.
- Receive and accept the Financial Audit Report
- Consider Revenue Requirement for FY 2024/2025 Operating Budget and Likelihood of SFPUC Pass-Thru Water Rate Increase, effective July 1, 2024
- Receive Report from Wulff-Hansen on the U.S. Treasuries Investment to Date
- Preliminary Operating & Capital Budgets Review
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions
- *Form 700s due by April 1st to San Mateo County*

APRIL 25, 2024 (FOURTH THURSDAY)

- Receive 2023 First Quarter Water Conservation Staff Report
- Receive Summary Report on Preliminary Draft Operating and Capital Budgets
- Receive report on statewide and regional water system conditions

MAY 23, 2024 (FOURTH THURSDAY)

- Prop 218 Hearing for SFPUC Pass-Thru Water Rate Increase, effective July 1, 2024
- Review and Approve Operating and Capital Budgets for FY 2024/2025
- Receive BAWSCA Update
- Receive report on statewide and regional water system conditions



TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: February 22, 2024

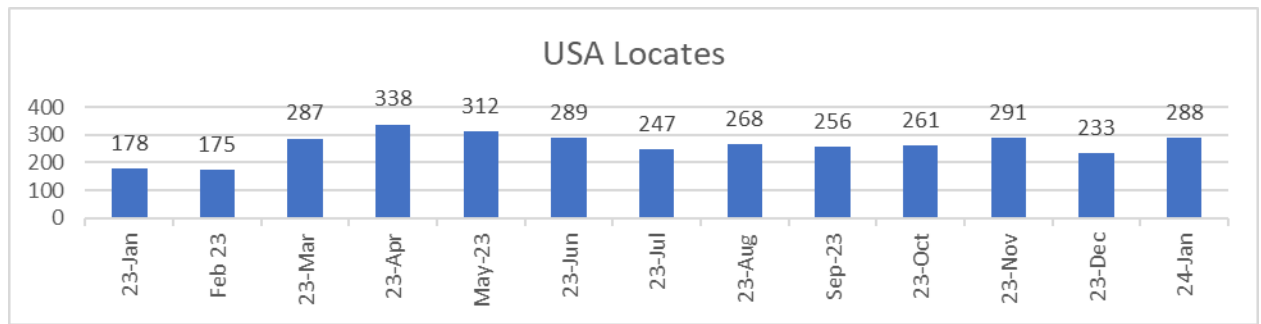
OPERATIONS REPORT – January

Projects:

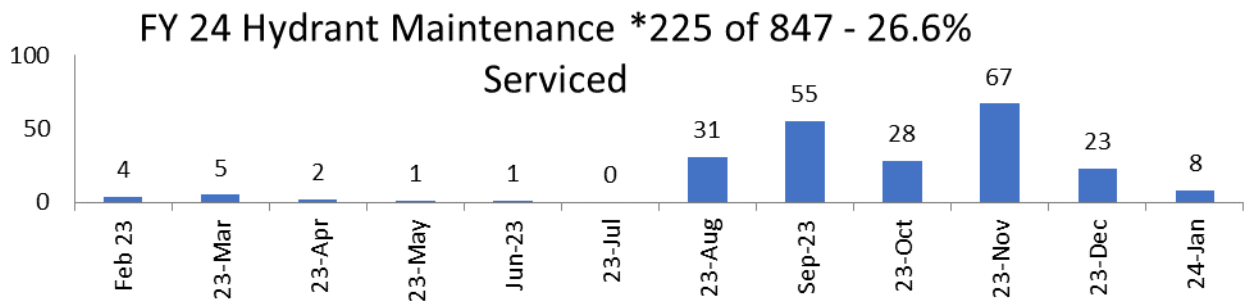
- Weekly progress meetings for the Old County Road capital project continue. Contractor nearly finished with work in the Belmont phase and has started on the south end of the project near the F street undercrossing of CalTrain;
- Participated in meeting with District Engineer's office to discuss work and updates to the District's update to the capital improvement plan;
- Completed two (2) 1-inch service upgrades at: 2708 Hallmark and 1700 Mills;
- Efforts to plan for rebuilding the Dairy Lane Operations Center and the Folger Drive facility with Noll and Tam continue;
- Harbor project close out underway, and staff anticipates bringing a Notice of Completion for Board approval at February meeting. Staff still working through an issue with the County and some damaged traffic signal conduits/conductors; and
- Continue to participate in virtual meetings with the alternative water supply group. The focus has been on project branding.

Maintenance:

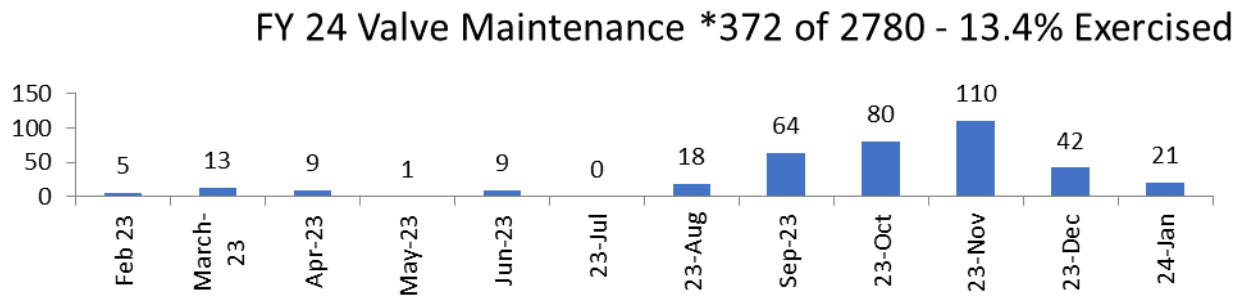
- Repaired a 1-inch service leak for 1811 and 1813 Mezes;
- Replaced 4 - meters that stopped working;
- Replaced 5 - meter registers with either a mechanical issue or weak batteries;
- Replaced 1 - meter transceiver due to weak battery;
- Responded to and completed 288 USA (underground service alerts) location requests in January. Running 12-month location requests totals 3,245, an average of 270 per month;



- Hydrant maintenance visits: 8 in January;



- 21 valves exercised in January by hand. The valve turning machine remains out of service;



- Collected the requisite 55 water samples during the month from 11 sample station sites. None of the samples tested positive for total coliform; and
- Staff continue to closely monitor the water system's condition as part of normal operations. During January staff flushed 2 dead ends in the system.

System Repairs:

Date	Location	Event	Material	Installation Date	Estimated Water Loss (Gals.)
1/4/24	1301 Shoreway	2" Service Repair	PVC	1967	~1,000
1/8/24	1811/1813 Mezes	1" Service Repair	Copper	1977	~500
1/29/24	OCR/Harbor	4" Main Leak	CIP	1946	~2,000

Development:

Staff continues to work with developers and monitor 74 development projects:

Mixed Use Commercial/Multi-Family Residential: 14

- 1300 El Camino Real; a 66-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor covering 0.72 acres; in construction;
- 1300 El Camino Real; construction of 15 townhomes; in construction;
- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; currently reviewing plans;
- 1325 Old County Road; a 250-unit multi-family residential project covering 2.09 acres; nearing completion;
- 425-501 Old County Road; a 94-unit multi-family residential project (area not provided on our water system improvement plans); developer's engineer has contacted staff for water system information;
- 500-530 Harbor – information provided to developer;
- 580 Masonic – information provided to developer;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans;
- 800 Belmont Avenue; information provided to developer;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); reviewing plans;
- 815 Old County Road; a 177-unit multi-family residential project (area not provided); nearing completion;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2nd floor with commercial lease space on 1st floor (area not provided); currently reviewing plans;
- 642 Quarry Road – preliminary, information provided to developer; and
- 1421 Old County Road – preliminary, information provided to developer.

Commercial: 16

- Reviewing Plans – 12
- Approvals Received – 2

- In Construction - 2

Residential: 44

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

Administration:

- Introduced Kamstrup representatives to Operations staff following meeting with Danish government representatives. Kamstrup sells water industry products including a residential water that can listen for nearby system leaks;
- Attended Board Strategic Plan meeting;
- Attended field meeting at Dairy Lane with a representative from State Rep. Papan's office;
- Participated in an in-person meeting with Belmont Public Works staff at City Hall;
- Part of a District interview team for open Water System Operator positions;
- Met with Sonitrol at Dairy Lane to discuss enhanced security following break-ins at Belmont PW Yard;
- Engaged surveying firm through Pakpour Consulting Group to stake the Tunnels pipeline to the Hallmark Tank site using GPS coordinates obtained during the Water Main Assessment capital project;
- Attended in-person meeting with City Public Works staff at City Hall;
- Participated in a Zoom meeting with Operations Technical Services (OTS) to discuss need for temporary staff in operations;
- Received our quarterly safety inspection from Got Safety;
- Attended staff meeting for management and supervisors;
- Attended BAWSCA Water Manager's monthly meeting in person;
- Participated in weekly call with District Engineer, Assistant GM and Operations Supervisor on District matters; and
- Continue to actively manage power use for pumping operations via SCADA.

AGENDA ITEM NO. 9.A.3

TO: Board of Directors

FROM: Monique Madrid, Administrative Services Manager

DATE: February 22, 2024

ADMINISTRATIVE SERVICES MANAGER'S REPORT

February:

Dairy Lane Claim for 12/31/2022 property loss:

On Friday, February 16, 2024, we received payment in the amount of \$539,705.88 for the claim for loss of the Dairy Lane property. The listing of damages included in the payment is attached for your review. Once the property is renovated, we will receive the remaining balance for depreciation of \$67,259.29. Staff will continue to work with the claims representative until the funds are received.

- Received UMPQUA credit card rebate of \$753.73.
- Attended 25-year employee anniversary luncheon.
- Planning 20-year employee anniversary celebration
- Attending administration staff meetings
- Beginning the process to receive demonstrations for a new payroll system/vendor
- Review and send 1099's
- Weekly check-in meetings with District Treasurer/CFO James Ramsey
- Various ongoing meetings with General Manager and Operations Manager
- Participate in semi-monthly safety meetings.
- Working on hiring process for two new Water System Operators
- Working with Pakpour Consultant, Tammy Rudock on the following items.

Operations Recruitment:

Total applications received (for three [3] vacancies): 48

How applicants learned about MPWD's employment opportunity:

- CalOpps - 21
- Gov't Jobs – 6
- Website – 4
- Indeed – 5
- LinkedIn – 1
- Internal Candidate – 1
- Online Job Posting – 2
- "Referred by Employee" – 1
- "Referred by Friend" – 1
- "Old Co-Worker" – 1
- "Word of Mouth, San Mateo County Employee" – 1
- No Response – 4

Two certified (2) Water System Operator candidates accepted conditional offers of employment and are completing the MPWD's pre-employment requirements. Anticipated start dates are February and March.

Interviews are scheduled on February 22nd for the remaining open position: One (1) certified Water System Operator and three (3) Maintenance Technician candidates.

Financial Management Policy (FMP):

DRAFT FMP is ready for review with MPWD Municipal Advisor team on February 20th. Next steps: Internal review with Management, Eide Bailly, and District Counsel. Anticipated presentation of final DRAFT policy to Board Finance Committee in late March/early April.

Records Retention Policy (RRP):

Project kick-off meeting is scheduled for February 20th. Following that meeting, the DRAFT RRP will be updated and reviewed with the Management team and District Counsel.

Utility Billing:

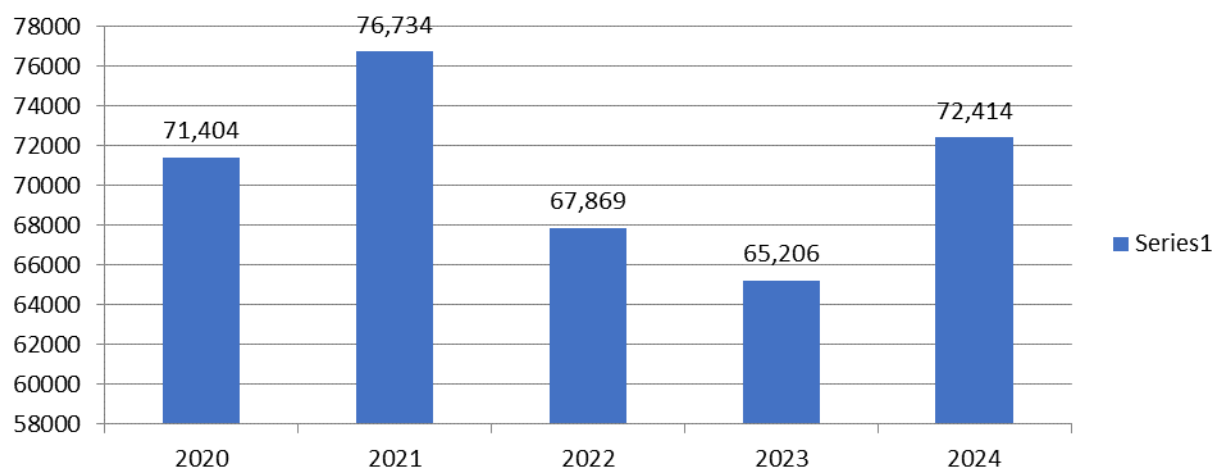
The number of accounts billed varies due to closed account and new account activity.

	Commercial Accounts	Residential Accounts	Multi-Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
May	413	7287	204	85	65	47	15		8116
June	412	7278	204	85	65	48	17		8109
July	413	7278	205	86	65	48	18		8113
August	412	7278	204	85	65	48	17		8109
Sept.	413	7279	205	86	65	48	15		8111
October	416	7291	205	86	65	48	14	12	8137
November	416	7291	205	86	65	48	14	13	8138
December	417	7289	205	87	65	48	13	12	8136
January	416	7290	205	88	65	48	11	14	8137

Number and type of utility accounts:

Utility Billing Statistics:

2023	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)
July	274	40	0	0	2	0	0
August	345	49	0	0	1	0	2
September	378	45	0	6		0	1
October	323	38	0	0	4	2	2
November	315	34	0	0	2	1	2
December	389	46	0	0	0	0	2
January	367	50	0	0	7	0	5

Historical Water Usage for January

PUBLIC SERVICE ETHICS EDUCATION (AB 1234)

Everyone is current with their Ethics training. The due dates (in alphabetical order) for certification renewal of Public Service Ethics education, required every two (2) years by AB 1234:

• Cathy M. Jordan	December 12, 2024
• Monique Madrid	March 2, 2025
• Joubin Pakpour	December 9, 2024
• Rene Ramirez	December 7, 2024
• James Ramsey	October 19, 2025
• Tammy Rudock	August 24, 2024
• Brian Schmidt	March 30, 2025
• Julie Sherman	March 9, 2025
• Louis Vella	December 05, 2024
• Kirk Wheeler	January 30, 2025
• Kat Wuelfing	March 22, 2025
• Matt Zucca	April 10, 2025

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

Here is the link to the FPPC free online ethics training:
<http://localethics.fppc.ca.gov/login.aspx>

SEXUAL HARASSMENT PREVENTION EDUCATION (AB 1825 FOR MANAGERS, SB 1343 FOR EMPLOYEES, AB 1661 FOR ELECTED OFFICIALS)

Everyone is current with Harassment Prevention training (required every two years). Due dates (in alphabetical order) for certification renewal of Sexual Harassment Prevention Education:

• Cathy M. Jordan	October 28, 2024
• Alleyne LaBossiere	April 30, 2025
• Monique Madrid	December 28, 2024
• Joubin Pakpour	April 6, 2025
• Rene Ramirez	December 14, 2025
• James Ramsey	October 19, 2025
• Tammy Rudock	August 24, 2024
• Brian Schmidt	December 19, 2025
• Julie Sherman	January 31, 2026
• Louis Vella	October 25, 2025
• Kirk Wheeler	December 10, 2025
• Kat Wuelfing	November 29, 2024
• Matt Zucca	March 23, 2025

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

Here is the link to the DFEH free online Sexual Harassment Prevention training:
<https://www.dfeh.ca.gov/shpt/>

On the DFEH website, review the information on the webpage, click CONTINUE at the bottom of the page, select ENGLISH as the language, and select SUPERVISORY (2-hour course). You will be able to print, save, or screenshot your training certificate at the end of the training.

Once you have completed the training and obtained your certificate, please transmit it to Monique Madrid at moniquem@midpeninsulawater.org.

Attachment: ACWA JPIA Claim Disbursement



YOUR BEST PROTECTION

February 13, 2024

ACWA JPIA

P. O. Box 619082
Roseville, CA
95661-9082

phone
916.786.5742
800.231.5742

www.acwajpia.com

Core Values

- People
- Service
- Integrity
- Innovation

Monique Madrid
Mid-Peninsula Water District
PO Box 129
Belmont, CA 94002

Re: Member - Mid-Peninsula Water District
Type of Loss - Property
D/Loss - 12/31/2022
Claim No. - 23-0417

Dear Monique:

Enclosed is a check for \$539,705.88 payable to the District. This check represents payment for the following:

Employee Emergency Labor	\$ 15,042.26
Emergency Supplies	\$ 9,615.21
Country Inn	\$ 241.04
ACV of Repair	\$286,726.18
Mountain Move	\$ 3,778.00
Stepford – Emergency IT	\$ 11,742.50
Stepford – IT move	\$ 4,637.50
FastSigns	\$ 1,739.93
Tenant Improvements	\$ 33,348.97
Sonitrol	\$ 3,200.00
Hocker – Fire Sprinkler	\$ 4,480.00
Temp Offices	\$130,988.00
Internet Expenses	\$ 1,891.72
Various expenses	\$ 29,012.69
Better Source – Furniture	\$ 1,192.62
Better Source – Furniture	\$ 2,058.15
Better Source - - Furniture	\$ 5,011.12
Sub-Total	\$544,705.88
District Deductible	<\$ 5,000.00>
PAID	\$539,705.88

Monique Madrid
Mid-Peninsula Water District
Claim # 23-0417
February 13, 2024

Please continue working with Gordon Hicinbothem of Sedgwick to bring your claim to a conclusion. Once the repairs have been completed, please let us know as we will then issue payment of the \$67,259.29 depreciation.

If you have any questions, please call me at 800.535.7899 ext. 3134.

Sincerely,

A handwritten signature in black ink, appearing to read "Cece Wuchter". The signature is fluid and cursive, with the first name "Cece" written in a larger, more prominent script than the last name "Wuchter".

Cece Wuchter
Lead Sr. Claims Adjuster
cwuchter@acwaipia.com

Enclosure



AGENDA ITEM NO. 9A-4

DATE: February 22, 2024
TO: Board of Directors
FROM: Joubin Pakpour, PE – District Engineer

SUBJECT: Capital Project Update

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

The State division of drinking water had further comments on the project, which have now been answered, we are waiting for the final permit. Plans are holding at 95% until we hear back.

Capital Improvement Program (CIP)

Work is underway to update the capital improvement program. In person meetings are being held every two weeks with the hope of completing the update by the end of February.

BOARD ACTION: APPROVED:____ DENIED:____ POSTPONED:____ STAFF DIRECTION:____
UNANIMOUS____ ZUCCA ____ JORDAN____ SCHMIDT ____ WHEELER ____ VELLA ____



MEMO

Date : February 14, 2023

To: Mid-Peninsula Water District

Attn: Kathryn Wuelfing, Rene Ramirez, Joubin Pakpour

Project Name: Old County Road Improvements Phase 1 CIP 15-75 and Ralston Avenue CIP 15-82

Reference: Progress Payment No. 03

From: Gopi Chandran, Construction Manager, 4LEAF Inc.

Construction Status

Contractor completed pipe installation within City of Belmont along Old County Road (OCR) to O'Neill intersection. The 8-inch line was put into service and remaining service laterals were connected. Previously completed trenches were paved from Elmer/Ralston to OCR/O'Neill in mid-January. Contractor elected to work daytime within City of San Carlos and started installation of the 20-inch pipe in a northerly direction from OCR/Bragato.

Outreach-contractor and MPWD staff have continuously identified resident and businesses affected by temporary shutdown's and provided notices. Field inspector and contractor have engaged business and try to alleviate any driveway access issues.

Change Orders

Contractor submitted eight (8) extra work requests, and these were evaluated, scope was negotiated, and costs reduced. Cost changes were due to finding the point of connection on O'Neill that was further than shown in plans, leaking shut off valves, unexpected concrete cap on trench, and additional potholing as required by PG&E at 50-foot interval due to the proximity of the 24-inch gas main. The extra work requests were processed with Change Order #03 for an amount of \$38,899.93. Copy is attached.

**Project Schedule and Request for Payment No. 03**

As of January 31, 2023, Contractor has progressed work ahead of the baseline schedule with approximately 268 feet of new 20-inch pipe installed. Contractor has 166 of 220 Working Days remaining.

Enclosed, please find Progress Payment No. 03 for **\$679,221.43** (value of work minus 5% retention). The work performed to date has been satisfactory and payment is recommended.

	Current Month	Total	
Original Contract Amount		\$ 4,417,300.00	
Approved Change Orders	\$ 38,899.93	\$ 110,093.53	2.5%
Final Contract Amount		\$ 4,527,393.53	
Previously Paid (less retention)	\$ 541,562.16	\$ 1,115,215.56	
Current Request (less retention)	\$ 679,221.43	\$ 679,221.43	
Retention	\$ 35,748.50	\$ 94,444.05	
Total Value of Work Completed	\$ 714,969.93	\$ 1,888,881.04	41.7%
Total Remaining on Contract		\$ 2,638,512.49	58.3%

Sincerely,

Gopi Chandran
Construction Manager
4LEAF Inc.





Installing precast vault and valve, January 26, 2024, Old County Road



Flange install on 20-inch line, January 22, 2024, Old County Road



Installing 20-inch pipe, January 26, 2024, Old County Road





1/31/2024

Gopi Chandran
Construction Manager
4LEAF, Inc.
2126 Rheem Drive
Pleasanton, CA 94588

Attention: Gopi Chandran

Contract: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023

Subject: Progress Payment 03 – Progress Narrative

Summary of Progress Payment #003

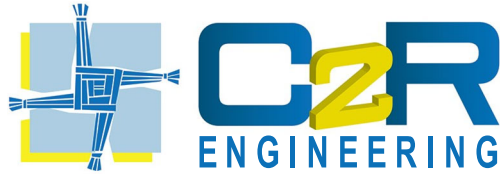
C2R submits herein Payment Request #003 for work performed through January 31, 2024 on the above referenced contract.

Summary of Progress Payment # 003	
Previous Total Estimate:	\$1,173,911.11
Estimate This Period (See Attached Breakdown):	\$ 714,969.93
Total Estimate to Date:	
Less: 5% Retention	\$ 94,444.05
Less: Amount of Previous Payments	\$1,115,215.55
Balance Due This Payment:	\$ 679,221.43

High Level Summary of Work Performed for this Progress Payment:

- Overall Project Management;
- Development of submittals and RFIs;
- Field investigation and development of project plans for overall project success;
- Installation of 30 LF of 8" PVC water pipe along OCR and surroundings;
- Installation of 268 LF of 20" PVC water pipe as well as removal of existing pipe along OCR;
- Installation of 20" gate valves;
- Installation of fire hydrants;

P.O.Box: 1017 Mountain View, CA 94042 License# 994397



- Concrete driveway and sidewalk replacement as well as valley gutter replacement
- Asphalt installation on Ralston and OCR.

Notes on Overall Project Schedule:

As of January 31, 2024, C2R Engineering (C2R) has utilized a total of 58 working days out of 220 contract days. The work is on schedule and no delays are expected currently (besides rainy days that were already accounted for in the weekly statement of working days).

All material to date as well as immediate materials to be utilized does not have any delays in fulfillment at this time.

C2R has had issues with unmarked utilities and additional valley gutter which were captured in Time and Material Basis and CO and included in this Progress Payment.

If you have any questions regarding the above, please feel free to contact me at (415) 559 28 41.

Sincerely,

Trevor Connolly

Trevor Connolly
C2R Engineering, Inc.



C2R
ENGINEERING

C2R ENGINEERING, INC

P.O. Box 1017

Mountain View, CA 94042

Invoice

Date	Invoice #
1/31/2024	C6013

Bill To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

Ship To

3 Dairy Lane
Post Office Box 129
Belmont, CA 94002

P.O. Number	Terms	Via	Project		
			Job 365 - Old County Rd		
Quantity	Item Code	Description		Price Each	Amount
1	Sales Retention	PP # 003 Retention 5%		714,969.93 -35,748.50	714,969.93 -35,748.50

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

PROJECT NAME: Old County Rd. Improvements - Phase I CIP 15-75 & Ralston Ave. Improvements CIP 15-82, dated March 2023
PROJECT NUMBER: 365
PROGRESS PAYMENT: 003
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE: N/A



CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: January 31, 2024
DATE: February 1, 2024

No.	DESCRIPTION	CONTRACT				THIS PAYMENT - PP3			PROJECT TO DATE		
		Unit	Quantity	Unit Price	Total	% COMPLETED	QTY THIS ESTIMATE	\$	% COMPLETED	QTY TO DATE	\$
1.	Mobilization and Demobilization	LS	1	\$ 210,000.00	\$ 210,000.00	5%		\$10,500	80%	0	\$168,000.00
2.	Allowance for Encountering Groundwater in	LS	1	\$ 100,000.00	\$ 100,000.00				0%	0	\$0.00
3.	Utility Location and Documentation	LS	1	\$27,000.00	\$ 27,000.00	30%		\$8,100	80%	0	\$21,600.00
4.	Vehicular and Pedestrian Traffic Control	LS	1	\$ 175,000.00	\$ 175,000.00	20%		\$35,000	50%	0	\$87,500.00
5.	Traffic Loops and Traffic Light Coordination	EA	8	\$ 2,000.00	\$ 16,000.00	150%	12	\$24,000	150%	12	\$24,000.00
6.	Storm Water Pollution Prevention	LS	1	\$26,000.00	\$ 26,000.00	20%		\$16,000	50%	0	\$13,000.00
7.	Shoring of Open Excavations	LS	1	\$80,000.00	\$ 80,000.00	20%		\$16,000	50%	0	\$40,000.00
8.	Abandonment of Existing Water Facilities	LS	1	\$20,000.00	\$ 20,000.00	15%		\$3,000	30%	0	\$6,000.00
9.	Temporary Water Main and Services	LS	1	\$60,000.00	\$ 60,000.00	50%		\$30,000	100%	1	\$60,000.00
10.	Cathodic Protection System	LS	1	\$95,000.00	\$ 95,000.00	20%		\$19,000	50%	0	\$47,500.00
11.	8-inch PVC Water Pipe	LF	835	\$ 410.00	\$ 342,350.00				100%	835	\$342,350.00
12.	8-inch PVC Water Pipe + Removal of Existing	LF	430	\$ 420.00	\$ 180,600.00	7%	30	\$12,600	85%	366	\$153,720.00
13.	12-inch PVC Water Pipe	LF	135	\$ 450.00	\$ 60,750.00				18%	24	\$10,800.00
14.	20-inch PVC Water Pipe + Removal of Existing	LF	1775	\$ 730.00	\$ 1,295,750.00	15%	268	\$195,640	15%	268	\$195,640.00
15.	16-inch PVC Water Pipe Creek Crossing	LS	1	\$ 100,000.00	\$ 100,000.00				0%	0	\$0.00
16.	8-inch Gate Valves	EA	10	\$ 5,000.00	\$ 50,000.00				0%	0	\$45,000.00
17.	N.I.C.	EA	1	\$ -	\$ -				0%	0	\$0.00
18.	20-inch Butterfly Valves	EA	9	\$15,000.00	\$ 135,000.00	22%	2	\$30,000	22%	2	\$30,000.00
19.	1-inch Water Service (8-inch Main)	EA	22	\$ 8,000.00	\$ 176,000.00	23%	5	\$40,000	91%	20	\$160,000.00
20.	Fire Hydrant Assembly (8-inch Main)	EA	1	\$18,000.00	\$ 18,000.00				100%	1	\$18,000.00
21.	Fire Hydrant Assembly (12-inch Main)	EA	1	\$20,000.00	\$ 20,000.00				100%	1	\$20,000.00
22.	Fire Service Connection (8-inch Main)	EA	2	\$15,000.00	\$ 30,000.00				100%	2	\$30,000.00
23.	1-inch and 2-inch Combination Air- Release Valve	EA	4	\$12,500.00	\$ 50,000.00				25%	1	\$12,500.00
24.	1-inch Water Service (20-inch Main)	EA	17	\$ 9,500.00	\$ 161,500.00				0%	0	\$0.00
25.	1.5-inch & 2-inch Water Service (20-inch Main)	EA	3	\$10,500.00	\$ 31,500.00				0%	0	\$0.00
26.	Fire Hydrant Assembly (20-inch Main)	EA	4	\$22,500.00	\$ 90,000.00				0%	0	\$0.00
27.	Fire Service Connection (20-inch Main)	EA	6	\$15,000.00	\$ 90,000.00				0%	0	\$0.00
28.	6-inch Blowoff Assembly	EA	1	\$15,500.00	\$ 15,500.00				0%	0	\$0.00
29.	20-inch CCP Water Main Connection	LS	1	\$35,000.00	\$ 35,000.00	100%	1	\$35,000	100%	1	\$35,000.00
30.	Emergency Bypass Lateral Assembly	EA	1	\$30,000.00	\$ 30,000.00	80%	1	\$24,000	80%	1	\$24,000.00
31.	Pipe Access Vault (20-inch Main)	EA	1	\$55,000.00	\$ 55,000.00	100%	1	\$55,000	100%	1	\$55,000.00
32.	Concrete Driveway and Sidewalk	SF	1375	\$ 30.00	\$ 41,250.00	13%	174	\$5,220	48%	664	\$19,920.00
33.	Concrete Curb and Gutter Replacement	LF	350	\$ 110.00	\$ 38,500.00	2%	26	\$2,860	33%	116	\$12,760.00
34.	AC Pavement Replacement	SF	16660	\$ 15.00	\$ 249,900.00	45%	7520	\$112,800	46%	7607	\$114,097.50
35.	Slurry Seal	SF	110000	\$ 0.87	\$ 95,700.00				0%	0	\$0.00
36.	Traffic Striping and Markers	LS	1	\$ 135,000.00	\$ 135,000.00				0%	0	\$0.00
37.	Site Restoration	LS	1	\$81,000.00	\$ 81,000.00	15%		\$12,150	40%	0	\$32,400.00
Change Orders											
001	Change Order # 001	LS	1	\$41,665.68	\$ 41,665.68				100%	0	\$41,665.68
002	Change Order # 002	LS	1	\$29,527.93	\$ 29,527.93				100%	0	\$29,527.93
003	Change Order # 003	LS	1	\$38,899.93	\$ 38,899.93	100%		\$38,899.93	100%	0	\$38,899.93
TOTAL					\$ 4,527,393.54	TOTAL PP3		\$ 714,969.93	PROJECT TO DATE		\$ 1,888,881.04

Notes PP 3:
- Bid Item 14: STA 35+78 thru STA 33+00 = 278 -10 (later tie-in after testing)

Retention (5%) \$ (35,748.50) Retention (5%) \$ (94,444.05)

TOTAL PP3	\$ 679,221.43	PROJECT TO DATE	\$ 1,794,436.99
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ID	Task Name	Duration	Start	Finish	% Complete	Predecessors	Successors
1	Mid-Peninsula Water District - Old County Road Improvements CIP 15-75 and Ralston Avenue Improvements CIP 15-82	232 days?	Mon 10/30/23	Tue 9/24/24	40%		
2	Install Message Board & Install Project Funding Signs (provided by District)	1 day	Mon 9/25/23	Mon 9/25/23	100%		
3	7- Day Neighborhood Notice (Public Outreach)	1 day	Mon 10/23/23	Mon 10/23/23	100%		
4	USA area and Layout	6 days	Mon 10/23/23	Mon 10/30/23	100%		
5	Notify Caltrans (Double Permit in Progress)	1 day	Mon 10/23/23	Mon 10/23/23	100%		
6	NTP	1 day	Mon 11/6/23	Mon 11/6/23	100%		
7	Mobilize	1 day	Mon 11/6/23	Mon 11/6/23	100%		
8	Pothole Areas/ Sawcutting	8 days	Mon 11/6/23	Thu 11/16/23	100%		9
9	Notify Mid-Peninsula for potholes	1 day	Mon 11/6/23	Mon 11/6/23	100%	8	
10	Phase I	60 days?	Mon 10/30/23	Tue 1/23/24	96%		
11	Phase IA - Ralston (All Proposed Night Work)	14 days	Tue 11/7/23	Wed 11/29/23	96%		
12	Installation of 8" water from STA 0+20 to STA 4+27	6 days	Tue 11/7/23	Wed 11/15/23	80%		
13	Install laterals at STA 0+77	1 day	Tue 11/14/23	Tue 11/14/23	100%		15
14	Install lateral at STA 3+37	1 day	Tue 11/14/23	Tue 11/14/23	100%		16, 17
15	Drill Lateral at STA 3+94	1 day	Wed 11/15/23	Wed 11/15/23	100%	13	
16	Drill Lateral at STA 3+44	1 day	Wed 11/15/23	Wed 11/15/23	100%	14	
17	Drill Lateral at STA 2+92	1 day	Wed 11/15/23	Wed 11/15/23	100%	14	19
18	Install lateral at STA 2+38	0 days	Fri 11/10/23	Fri 11/10/23	100%		
19	Pressure test Line	1 day	Thu 11/16/23	Thu 11/16/23	100%	17	
20	Flush and Chlorinate Line	1 day	Mon 11/20/23	Mon 11/20/23	100%		21
21	Perform BAC-T Testing	3 days	Tue 11/21/23	Sun 11/26/23	100%	20	23
22	Install Fire Hydrant at STA 1+59	2 days	Mon 11/13/23	Tue 11/14/23	100%		
23	Cut-in 12X8" tee at STA 1+13	1 day	Mon 11/27/23	Mon 11/27/23	100%	21	24, 26, 27, 31, 32
24	Connect service at STA 4+34	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	25
25	Connect service at STA 0+00	1 day	Wed 11/29/23	Wed 11/29/23	100%	24	
26	Connect service at STA 3+94	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
27	Connect service at STA 3+44	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
28	Connect service at STA 2+92	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
29	Connect service at STA 3+37	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
30	Connect service at STA 2+38	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
31	Connect service at STA 0+77	1 day	Tue 11/28/23	Tue 11/28/23	100%	23	
32	Phase IB - Old County Rd.	60 days?	Mon 10/30/23	Tue 1/23/24	96%		
33	Sawcutting and Potholing on OCR	1 day	Wed 11/15/23	Wed 11/15/23	100%		
34	Start excavation at STA 2+75 to STA 3+25	1 day	Sun 11/19/23	Sun 11/19/23	100%		35
35	Start excavation at STA 3+25 to STA 3+75	1 day?	Mon 11/20/23	Mon 11/20/23	100%	34	
36	Start excavation at STA 3+75 to STA 5+55	1 day?	Mon 10/30/23	Mon 10/30/23	100%		
37	Pressure test line from STA 2+90 to STA 5+55	1 day?	Tue 11/28/23	Tue 11/28/23	100%	23	38, 39
38	Flush and Chlorinate Line from STA 2+90 to STA 5+55	1 day?	Wed 11/29/23	Wed 11/29/23	100%	37	41
39	Excavate and expose tie-in connection on Elmer St at STA 4+30	1 day?	Wed 11/29/23	Wed 11/29/23	100%	37	40
40	Perform tie in connections at STA 4+30	1 day?	Thu 11/30/23	Thu 11/30/23	100%	39	
41	Flush and Sample water main from STA 2+90 to STA 5+55	1 day?	Thu 11/30/23	Thu 11/30/23	100%	38	
42	Excavate and install 8" line from STA 2+57 to STA 2+90 and cap existing 6" line	1 day?	Sun 12/3/23	Sun 12/3/23	100%		
43	Reconnect laterals at STA 3+07, STA 3+64, STA 3+67	1 day?	Tue 12/5/23	Tue 12/5/23	100%		45, 46
44	Reconnect laterals at STA 4+27	1 day?	Tue 12/5/23	Tue 12/5/23	100%		
45	Install fire hydrant at STA 4+32	1 day?	Wed 12/6/23	Wed 12/6/23	100%	43	
46	Reconnect fire service at STA 4+26	1 day?	Wed 12/6/23	Wed 12/6/23	100%	43	47
47	Install 8" water line at STA 5+55 to STA 6+30	1 day?	Thu 12/7/23	Thu 12/7/23	100%	46	
48	Reconnect laterals at STA 6+10 and STA 6+25	1 day?	Sun 12/10/23	Sun 12/10/23	100%		
49	Install temporary water main at STA 6+30 to STA 8+90	3 days	Sun 12/10/23	Tue 12/12/23	100%		
50	Temporary connect services at STA 7+14, 7+39, 7+41, 7+57, 8+24, 8+89	3 days	Sun 12/10/23	Tue 12/12/23	100%		54, 55
51	Cap existing 6" water at STA 6+35	1 day	Sun 12/10/23	Sun 12/10/23	100%		
52	Cap existing 8" water line on Wal Termire St. and return temporary water service to existing 8" water line	1 day	Sun 12/10/23	Sun 12/10/23	100%		
53	Install water service STA 6+10 and STA 6+25	1 day	Tue 12/12/23	Tue 12/12/23	100%		
54	Cap existing 8" water line at STA 9+45	1 day	Wed 12/13/23	Wed 12/13/23	100%	50	
55	Connect 6 water services to temporary water main	1 day?	Wed 12/13/23	Wed 12/13/23	100%	50	56
56	Install new 8" water line from STA 6+30 to STA 7+00	2 days	Thu 12/14/23	Fri 12/15/23	100%	55	
57	Cap existing 6" water line, install connection to existing 12" water line and activate new 8" water line	1 day	Fri 12/15/23	Fri 12/15/23	100%	58	
58	Install new 8" water line from STA 7+00 to STA 9+45	4 days	Wed 12/20/23	Tue 12/26/23	100%		57, 59
59	Install water services at STA 7+14, STA 7+39, STA 7+41 and STA 7+47	1 day	Wed 12/27/23	Wed 12/27/23	100%	58	60
60	Install water services at STA 8+24 and STA 8+89	1 day	Thu 12/28/23	Thu 12/28/23	100%	59	61
61	Pressure test	1 day	Tue 1/2/24	Tue 1/2/24	100%	60	62
62	Flush and Bac-T test	2 days	Wed 1/3/24	Thu 1/4/24	100%	61	
63	2nd Sample	1 day	Mon 1/8/24	Mon 1/8/24	100%		
64	Potholing from Bragato to Harbor	1 day	Mon 1/8/24	Mon 1/8/24	100%		65
65	Tie-in at STA 9+45	1 day	Tue 1/9/24	Tue 1/9/24	100%	64	66
66	Reconnect laterals at STA 7+14, STA 7+39, STA 7+41, STA 7+47, STA 8+24 and STA 8+89 and remove temporary water line	2 days	Wed 1/10/24	Thu 1/11/24	100%	65	
67	Tie-in at Waltermire St.	1 day	Thu 1/11/24	Thu 1/11/24	100%		
68	Grind and Pave on Ralston Ave. & OCR Phase I	2 days	Tue 1/16/24	Wed 1/17/24	100%		69
69	Install Traffic Loops	1 day	Thu 1/18/24	Thu 1/18/24	100%	68	
70	Isolate existing 12" water line at valve; FH to remain active	3 days	Mon 1/15/24	Wed 1/17/24	100%		
71	Disconnect inter-tie between existing 20" and existing 8" water line, cap 8" water line, keeping 4" and 8" water line after inter-tie disconnect	1 day	Wed 1/17/24	Wed 1/17/24	100%		
72	Install temporary connection between existing 4" water line and 8" water line	1 day	Wed 1/17/24	Wed 1/17/24	100%		





**Mid-Peninsula Water District
Old County Road Water Main Improvements Phase 1**

**Change Order No. 03
C2R Engineering Inc.
February 13, 2024**

Item No. 1 – Potholing of existing utilities to locate POC of 8-inch main water line on OCR. (DIFFERING SITE CONDITION)

On 1/3/24, contractor potholed at approximately STA 09+55 to determine limits of existing 6-inch to 8-inch PVC main water line. Plans called for POC of 8-inch to be at STA 09+45. Previously a 6-inch pipe was located at STA 9+36 from previous work instead at 9+45 (see RFI #08).

Contractor backup document: DEWR #17, 1/3/24

Total Cost of Item:	\$1,985.32
Total increase of Working Days:	0 days

Item No. 2 – excavating and exposing POC of 8-inch main on OCR. (DIFFERING SITE CONDITION)

On 1/8/24, contractor trenched from STA 09+45 to STA 09+60 to expose existing 6-inch and 8-inch water line (previous potholed per line item 1 above). . Contractor found that 8-inch main reduced to 6-inch at STA 09+55, instead of plan location at 9+45.

Contractor backup document: DEWR #18, 1/8/24

Total Cost of Item:	\$3,253.28
Total increase of Working Days:	0 days

Item No. 3 – Installing POC of 8-inch water main at STA 09+55 (instead of STA 9+45) on OCR.(ADDITIONAL WORK)

On 1/9/24, contractor demoed and removed existing 6-inch pipe and fittings from STA 09+45 to STA 09+55 and replaced with additional 8-inch C900 pipe and fittings.

Contractor backup document: DEWR #19, 1/9/24

Total Cost of Item:	\$3,682.55
Total increase of Working Days:	0 days

Item No. 4 – POC for 20-inch water main on OCR at STA 35+75 on OCR.(DIFFERING SITE CONDITION)

On 1/21/24, contractor had welder on site to weld on 20-inch MJ flange to existing 20-inch water main. Existing leaking water shut off valves caused more time to secure water flow. Contractor installed a rented flow through water plug and dewatering so weld on the 20-inch flange was completed.

Contractor backup document: DEWR #20, 1/21/24

Total Cost of Item No:	\$5,561.02
Total increase of Working Days:	0 days



Item No. 5 – Demo of unknown concrete cap over existing 20-inch water main on OCR.(DIFFERING SITE CONDITION)

On 1/22/24, contractor, while trenching around STA 35+80 to STA 35+20 exposed an unknown and unmarked concrete cap over the existing 20-inch water main. Contractor demolished and removed approximately 60 linear feet of concrete cap.

Contractor backup document: DEWR #21, 1/22/23

Total Cost of Item No:	\$2,346.24
Total increase of Working Days:	0 days

Item No. 6 – Leaking 10-inch GV on branch line (F St.) off of 20-inch main line caused delays to installation of new 20-inch C900 water main on OCR. (DIFFERING SITE CONDITION)

On 1/23/24, contractor, while excavating between STA 35+40 and STA 35+30 on existing 10-inch gate valve off of 20-inch main; could not be completely shut off. Water flowing thru into trench delayed contractor to install new 20-inch C900 water pipe. No pipe installed on this day while dealing with this issue.

Contractor backup document: DEWR #22, 1/23/24

Total Cost of Item No:	\$8,140.92
Total increase of Working Days:	0 days

Item No. 7 – Potholing existing gas main in 50-foot intervals.(ADDITIONAL WORK)

On 1/25/24, contractor was required by PG&E standby to pothole in 50-foot intervals from STA 33+50 to STA 28+50. Gas main is within 5-feet of water main. MPWD was notified previous of this added requirement by PG&E. In addition to using BESS for potholing, contractor crew supported traffic control, asphalt core removal, backfill and asphalt capping. 11 potholes were completed with PG&E standby presence.

Contractor backup document: DEWR #23, 1/25/24

Total Cost of Item No:	\$11,850.21
Total increase of Working Days:	0 days

Item No. 8 – Excavating/exposing unmarked utilities while installing removing and installing new 20-inch C900 water pipe.(DIFFERING SITE CONDITION)

On 1/30/24, contractor, while excavating had to expose unmarked 2-inch conduit pipes at STA 33+35 causing additional time to install new 20-inch water main.

Contractor backup document: DEWR #24, 1/30/24

Total Cost of Item No:	\$2,080.40
Total increase of Working Days:	0 days



Total Cost of Change Order #3: **\$38,899.93**

Overall Increase of Working Days for Change Order: **0**


Original Contract Amount	\$4,417,300.00
Previous Change Orders (#01)	\$41,665.68
Previous Change Orders (#02)	\$29,527.92
Current Change Order (#03)	\$38,899.93
Revised Contract Amount (including this Change Order)	\$4,527,393.53

Other Terms in Effect

This Change Order fully resolves all costs and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Contractor. This Change Order does not modify, waive, or supersede any provision of the contract and only to the extent explicitly stated in this Change Order.

Prepared by:

DocuSigned by:




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2/14/2024

Gopi Chandran
Construction Manager
4LEAF Inc.

Reviewed/Approved by:

DocuSigned by:



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2/14/2024

Rene Ramirez
Operations Manager
Mid-Peninsula Water District



Reviewed/Approved by:

6A52E332D449452
Joubin Pakpour
DocuSigned By: Joubin Pakpour

2/14/2024

Joubin Pakpour, P.E.
District Engineer
Mid-Peninsula Water District

Reviewed/Approved by:

DocuSigned by:
Kathryn Wuelfing
DD02E82C381A406...

2/14/2024

Kathryn Wuelfing
General Manager
Mid-Peninsula Water District

Reviewed/Approved by:

DocuSigned by:
Trevor Connolly
D0973B2A5EE44B0...

2/14/2024

Trevor Connolly
Owner
C2R Engineering Inc.

C2R Engineering, Inc.**CO # 003****PROJECT:** Old County Road Improvements and Ralston

DEWR # or PCO #	Date	Description	Total
017	1/3/2024	Potholing of existing utilities at approx STA 9+55 to determine limits of existing 6" PVC mainline	\$ 1,985.32
018	1/8/2024	Excavation and exposing existing 8" PVC line at approx STA 9+60 for tie-in connection	\$ 3,253.28
019	1/9/2024	The project drawings detail a straight 8" tie-in connection STA 9+60. However it was discovered that	\$ 3,682.55
020	1/21/2024	Existing leaking valves on the 20" transmission water mainline caused delays while performing flange	\$ 5,561.02
021	1/22/2024	Demo and removal of concrete cap over existing 20" transmission water mainline from approx STA 35+78	\$ 2,346.24
022	1/23/2024	Existing leaking valve on the 10" water mainline caused delays while performing pipe installation at STA 35+35. Additional dewatering, flow through plug and restrained blowoff had to be installed in order to complete the work	\$ 8,140.92
023	1/25/2024	Excavating and exposing existing gas transmission mainline at 50' intervals per RFI#9	\$ 11,850.21
024	1/30/2024	Excavating and exposing unidentified conduit at approx STA 33+35, installing new 20" water line	\$ 2,080.40
TOTAL			\$ 38,899.93



PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 1/3/2024
CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 017
Page No.: 1 OF 1

DESCRIPTION: Potholing of existing utilities at approx STA 9+55 to determine limits of existing 6" PVC mainline

A. CONTRACT WORK PERFORMED					

B. EQUIPMENT					
No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
2	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	3	3	\$ 28.65	\$ 171.90
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	3	3	\$ 79.07	\$ 237.21
1	Jumping jack whacker (113 Code 250 Page 4)	3	3	\$ 9.89	\$ 29.67
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	3	3	\$ 88.38	\$ 265.14
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	3	3	\$ 36.47	\$ 109.41
1	CAT 450E Backhoe (page 18) with breaker (addition Attachment Air Tools Code 60)			\$ 83.88	\$ -
1	Bomag roller			\$ 27.00	\$ -
1	Trench plate			\$ 85.00	\$ -
1	Multi Blade Saw (Code 20-33)			\$ 15.24	\$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			\$ 46.72	\$ -
COST OF EQUIPMENT - B					\$ 813.33

C. MATERIALS					
No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Cut back	1.00	ls	\$ 80.00	\$ 80.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
COST OF MATERIAL & WORK - C					\$ 80.00

D. SUBCONTRACTORS (WORK done by Specialists)					
No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					\$ -
COST OF SUBCONTRACTORS & WORK - D					\$ -

TOTAL COST & 15% MARK-UP B (Equipment)				\$ 935.33
TOTAL COST & 15% MARK-UP C (Material)				\$ 92.00
TOTAL COST & 15% MARK-UP D (Subcontractor)				\$ -
TOTAL COST A & B & C (Incl. Markup)				\$ 1,027.33

E. DIARY AND REMARKS				
New and Unforseen Work <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes, Describe:				

F. LABOR				
P.R.	Employee Type	HOURS		EXT. AMOUNT
1	Foreman	O.T		\$ 120.25
	Declan Sheedy	Reg		\$ -
		Reg Night		\$ 94.14
2	Laborer	O.T		\$ 88.19
		Reg		\$ -
		Reg Night	3	\$ 71.31
1	Operator			\$ -
	Juan Gonzalez	O.T		\$ 119.50
		Reg		\$ -
		Reg Night	3	\$ 93.64
SUBTOTAL				\$ 708.78
9% Labor Surcharge				\$ 63.79
TOTAL COST OF LABOR - F				\$ 772.57
24% MarkUp Labor				\$ 185.42
TOTAL COST OF LABOR (After Mark-Up)- F				\$ 957.99

	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F) \$ 1,985.32

TOTAL THIS REPORT \$ 1,985.32

CERTIFIED CORRECT
Trevor Connolly

See attached Sheet)

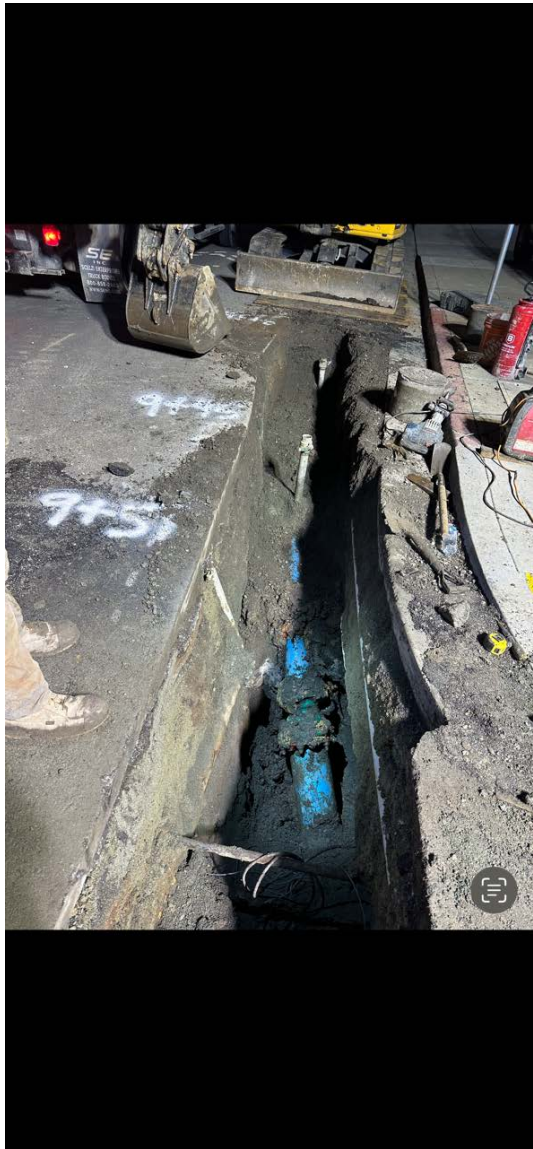
DATE: 1/7/24

See attached Sheet)

DATE

DESCRIPTION: Excavation and exposing existing 8" PVC line at approx STA 9+60 for tie-in connection

110



DEWR # 019
Page No.: 1 OF 1

A. CONTRACT WORK PERFORMED

E. DIARY AND REMARKS

New and Unforeseen Work	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Yes, Describe:
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B. EQUIPMENT

No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	3	3	\$ 28.65	\$ 171.90
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	3	3	\$ 79.07	\$ 237.21
1	Jumping jack whacker (113 Code 250 Page 4)	3	3	\$ 9.89	\$ 29.67
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	3	3	\$ 88.38	\$ 265.14
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A	3	3	\$ 36.47	\$ 109.41
1	CAT 450E Backhoe (page 18) with breaker (addition Attachment Air Tools Code 60)			\$ 83.88	\$ -
1	Bomag roller			\$ 27.00	\$ -
1	Trench plate			\$ 85.00	\$ -
1	Multi Blade Saw (Code 20-33)			\$ 15.24	\$ -
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			\$ 46.72	\$ -
COST OF EQUIPMENT - B					\$ 813.33

COST OF EQUIPMENT - B	\$ 813.33
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C. MATERIALS

[illegible]

COST OF MATERIAL & WORK - C	\$ 1,223.93
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D. SUBCONTRACTORS (WORK done by Specialists)

No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					\$ -

COST OF SUBCONTRACTORS & WORK - D	\$	-
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TOTAL COST & 15% MARK-UP B (Equipment)	\$ 935.33
TOTAL COST & 15% MARK-UP C (Material)	\$ 1,407.52
TOTAL COST & 15% MARK-UP D (Subcontractor)	\$ -
TOTAL COST A & B & C (Incl. Markup)	\$ 2,342.85

F. LABOR

P.R.	Employee Type	HOURS		RATE	EXT. AMOUNT
1	Foreman	O.T		\$ 120.25	\$ -
	<i>Declan Sheedy</i>	Reg			\$ -
		Reg Night	3	\$ 94.14	\$ 282.42
2	Laborer	O.T		\$ 88.19	\$ -
		Reg			\$ -
		Reg Night	3	\$ 71.31	\$ 427.86
1	Operator	O.T		\$ 119.50	\$ -
	<i>Juan Gonzalez</i>	Reg			\$ -
		Reg Night	3	\$ 93.64	\$ 280.92
				SUBTOTAL	\$ 991.20

9% Labor Surcharge	\$	89.21
--------------------	----	-------

TOTAL COST OF LABOR - F	\$	1,080.41
-------------------------	----	----------

24% MarkUp Labor	\$	259.30
------------------	----	--------

TOTAL COST OF LABOR (After Mark-Up)- F	\$	1,339.71
--	----	----------

SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F)	\$	3,682.55
---	----	----------

TOTAL THIS REPORT	\$ 3,682.55
--------------------------	--------------------

CERTIFIED CORRECT

(See attached Sheet)

DATE: 11/16/23

(See attached Sheet)

DATE _____

	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94

Quote#	1879869
Quote Date	1/10/23
Page#	1

C2R ENG / OLD COUNTY RD & RALSTON 42732-01
 ** PH 1, PROJECT #15-75 & 15-82 **
 PO BOX 1017
 MOUNTAIN VIEW CA 94042

Ship To:

[illegible]113

DESCRIPTION: Existing leaking valves on the 20" transmission water mainline caused delays while performing flange welding and adapter installation at STA 35+78. Additional dewatering and flow through plug had to be installed in order to complete the work

A. CONTRACT WORK PERFORMED					

	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94







JOB INVOICE

2345

TO C2R ENGINEERING
P.O. Box 1017
Mountain View, CA 94042

PHONE 415-559-2841	DATE OF ORDER 01/24/2024
ORDER TAKEN BY Victor Nicole	CUSTOMER'S ORDER NUMBER Trevor
<input checked="" type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME/NUMBER	
JOB LOCATION 251 Old County Rd San Carlos, CA.	
JOB PHONE	STARTING DATE

[illegible]

Signature _____

I hereby acknowledge the satisfactory completion of the above described work.

Thank You

TAX

TOTAL	640.00
-------	--------



BRANCH 712
4125 BREAKWATER AVE
HAYWARD CA 94545-3600
510-786-9506

RENTAL RETURN
INVOICE

229396043-001

Job Site

SAN CARLOS JOB
SAN CARLOS AVE
SAN CARLOS CA 94070

Office: 415-559-2841 Job: 415-559-2841

Customer # : 1385085
Invoice Date : 01/22/24
Rental Out : 01/22/24 08:35 AM
Rental In : 01/22/24 03:46 PM
UR Job Loc : SAN CARLOS AVE, SAN
UR Job # : 61
Customer Job ID:
P.O. # : 354
Ordered By : TREVOR CONNOLLY
Reserved By : KAYLA NITZSCHE
Salesperson : ARMANDO CARDONA JR.

C 2 R ENGINEERING
PO BOX 1017
MOUNTAIN VIEW CA 94042-1017

Invoice Amount: \$480.10

Terms: Due Upon Receipt
Payment options: Contact our credit office 212-333-6600 Ext. 84986
REMIT TO: UNITED RENTALS (NORTH AMERICA),INC.
P.O. BOX 051122
LOS ANGELES CA 90074-1122

RENTAL ITEMS:							
Qty	Equipment	Description	Minimum	Day	Week	4 Week	Amount
1	11639709	12"-24" PLUG W/4" BYPASS W/RV & SLEEVE Make: PLUG TECH Model: 274-1224MGMS Serial: 56885 WITH CAMLOCK TO REDUCE TO 3"	615.67	307.84	615.67	2,462.68	615.67
1	500/1685	PLUG HOSE ROPE 20' WITH GAUGE	35.01	35.01	89.12	194.14	35.01
						Rental Subtotal:	650.68
SALES/MISCELLANEOUS ITEMS:							
Qty	Item		Price		Unit of Measure		Extended Amt.
1	CA PERSONAL PROP TAX REIMB CHARGE	[DRSURCA/MCI]	3.268		EACH		3.27
						Sales/Misc Subtotal:	3.27
						Agreement Subtotal:	653.95
						Tax:	61.30
						Total:	715.26

COMMENTS/NOTES:

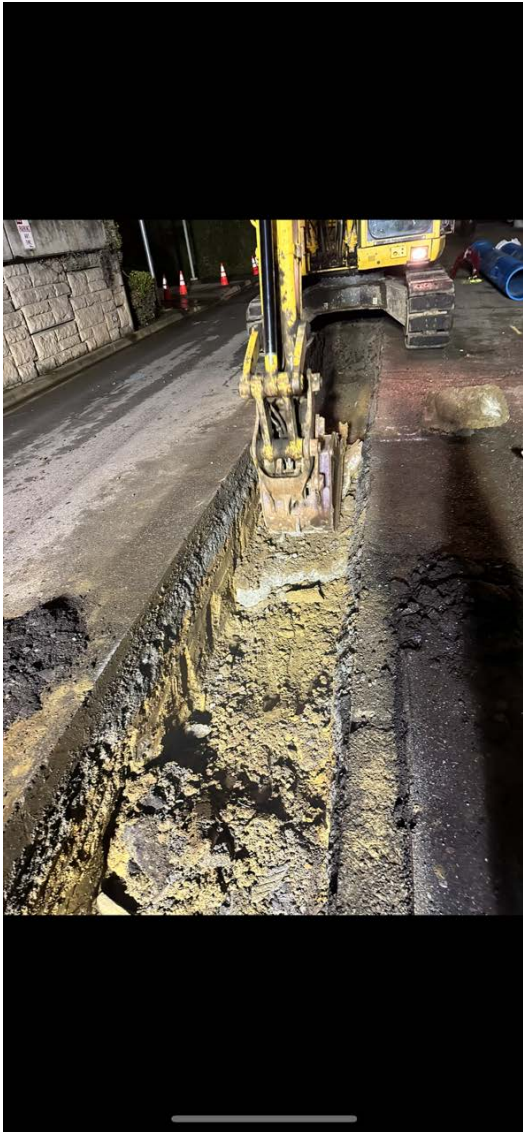
CONTACT: TREVOR CONNOLLY
WILL CALL

Effective February 1, 2024 and where permitted by law, United Rentals may impose a surcharge of 2.0% for credit card payments on charge accounts. This surcharge is not greater than our merchant discount rate for credit card transactions and is subject to sales tax.

NOTICE: This invoice is subject to the terms and conditions of the Rental and Service Agreement, which are available at <https://www.unitedrentals.com/legal/rental-service-terms-US> and which are incorporated herein by reference. A COPY OF THE RENTAL AND SERVICE AGREEMENT TERMS ARE AVAILABLE IN PAPER FORM UPON REQUEST.

DESCRIPTION: Demo and removal of concrete cap over existing 20" transmission water mainline from approx STA 35+78 to STA 35+25

	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94





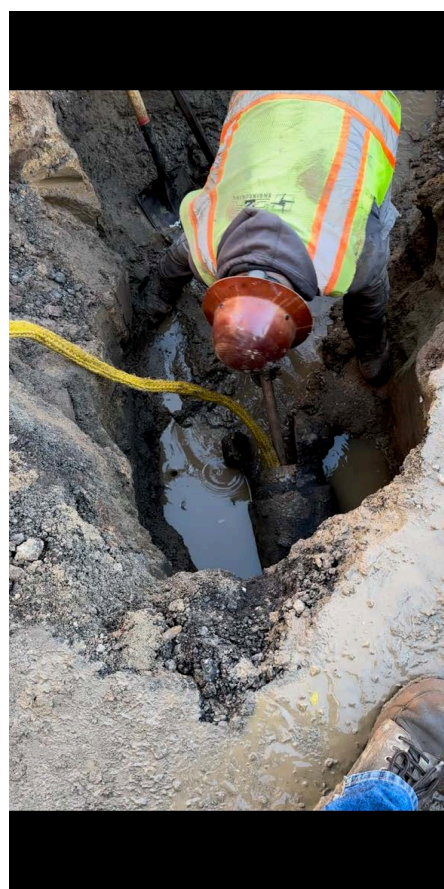
PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 1/23/2024
CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 022
Page No.: 1 OF 1

DESCRIPTION: Existing leaking valve on the 10" water mainline caused delays while performing pipe installation at STA 35+35. Additional dewatering, flow through plug and restrained blowoff had to be installed in order to complete the work

A. CONTRACT WORK PERFORMED					
Day work					





PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 1/25/2024
CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 023
Page No.: 1 OF 1

DESCRIPTION: Excavating and exposing existing gas transmission mainline at 50' intervals per RFI#9

A. CONTRACT WORK PERFORMED					
Night work					
B. EQUIPMENT					
No.	DESCRIPTION	ACTUAL	PAY	RATE	AMOUNT
2	Crew Truck - GMC 3500 (3175 (7000) to 5443 (12000) Code 00-06) - Page 34 Caltrans	8	8	\$ 28.65	\$ 458.40
1	JD 60 Excavator (Based on Caltrans, closer description is PC 150-3 page 10)	8	8	\$ 79.07	\$ 632.56
1	Jumping jack whacker (113 Code 250 Page 4)	8	8	\$ 9.89	\$ 79.12
1	Bobtail dump truck - Over 65.3T (Code 18-22 Page 34)	8	8	\$ 88.38	\$ 707.04
1	Skid steer Bobcat 853 (Page 32)- W Loader Code A			\$ 36.47	\$ -
	CAT 450E Backhoe (page 18) with breaker (addition				
1	Attachment Air Tools Code 60)			\$ 83.88	\$ -
1	Bomag roller			\$ 27.00	\$ -
1	PC138 Komatsu Excavator Code 05-23 Page 10)			\$ 83.05	\$ -
2	Arrow board (Code 24-13)	8	8	\$ 21.75	\$ 348.00
1	JD 35 Excavator (Based on Caltrans, closer description is JD 350C page 27)			\$ 46.72	\$ -
COST OF EQUIPMENT - B					\$ 2,225.12
C. MATERIALS					
No.	DESCRIPTION PER PLANS	Unit No.	Unit	UNIT COST	AMOUNT
1	Bess Testlab Inc	1.00	Ls	\$ 5,221.00	\$ 5,221.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
COST OF MATERIAL & WORK - C					\$ 5,221.00
D. SUBCONTRACTORS (WORK done by Specialists)					
No.	DESCRIPTION	Unit No.	Unit	UNIT COST	AMOUNT
					\$ -
COST OF SUBCONTRACTORS & WORK - D					\$ -
TOTAL COST & 15% MARK-UP B (Equipment)				\$	2,558.89
TOTAL COST & 15% MARK-UP C (Material)				\$	6,004.15
TOTAL COST & 15% MARK-UP D (Subcontractor)				\$	-
TOTAL COST A & B & C (Incl. Markup)				\$	8,563.04

E. DIARY AND REMARKS				
New and Unforseen Work <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes, Describe:				
F. LABOR				
P.R.	Employee Type	HOURS		EXT. AMOUNT
1	Foreman	O.T		\$ 120.25 \$ -
	Declan Sheedy	Reg		\$ 91.14 \$ -
		Reg Night		\$ 94.14 \$ -
3	Laborer	O.T		\$ 86.40 \$ -
		Reg		\$ 67.12 \$ -
		Reg Night	8	\$ 70.12 \$ 1,682.94
1	Operator			\$ -
	Juan Gonzalez	O.T		\$ 119.50 \$ -
		Reg		\$ 90.64 \$ -
		Reg Night	8	\$ 93.64 \$ 749.12
SUBTOTAL				\$ 2,432.06
9% Labor Surcharge				\$ 218.89
TOTAL COST OF LABOR - F				\$ 2,650.95
24% MarkUp Labor				\$ 636.23
TOTAL COST OF LABOR (After Mark-Up)- F				\$ 3,287.17
SUBTOTAL (TOTAL COST OF: B+C+ D+ E + F)				\$ 11,850.21
TOTAL THIS REPORT				\$ 11,850.21
CERTIFIED CORRECT				
be attached Sheet) DATE: 11/16/23				
be attached Sheet) DATE				

	Reg	Reg Night	OT
FERNANDO ROMO	\$ 69.81	\$ 72.81	\$ 90.44
EDGAR GONZALEZ	\$ 66.81	\$ 69.81	\$ 85.94
ARTEMIO ROMO	\$ 66.81	\$ 69.81	\$ 85.94
SAL GONZALEZ	\$ 65.06	\$ 68.06	\$ 83.31

BESS TESTLAB, INC.

Invoice

2463 TRIPALDI WAY

2463 TRIPALDI WAY,
HAYWARD, CA 94545

Date	Invoice #
1/30/2024	48139

Bill To

C2R ENGINEERING
100 MOUNATIN VIEW AVE,
LOS ALTOS, CA 94024

Make checks payable to:
BESS TESTLAB, INC.
2463 Tripaldi Way,
Hayward, CA 94545

P.O. No.	Terms	Due Date
	NET 30	2/28/2024

Item	Description	Qty	Unit Price	Amount
	Jobsite: 601 Ralston Ave. Belmont Services performed on: 1/28/24 Ordered by: Trevor Connolly BTL Technicians: Tafia, Pablo, Jaime Sr. & John Rodriguez BTL Job #: P44-3-2072			
P-107	Potholing Hydro- 1 Man_@ Night Rate Services performed on: 1/28/24 BTL Technician: Anthony Saldivar	1	3,708.90	3,708.90
P-107	Potholing Hydro- 1 Man_OT	2	412.10	412.10
P-117	Soil Disposal Fee	1	1,100.00	1,100.00
			Total	\$ 5,221.00
			Payments/Credits	\$0.00
			Balance Due	\$ 5,221.00

Past due invoices are subject to 1.5% per month of late charges.



PROJECT: Old County Road Improvements and Ralston Avenue Improvements
OWNER: Mid-Peninsula Water District
COMPLETION DATE: 1/30/2024
CONTRACTOR: C2R Engineering, Inc.

DEWR

DEWR # 024
Page No.: 1 OF 1

DESCRIPTION: Excavating and exposing unidentified conduit at approx STA 33+35, installing new 20" water line underneath conduit, backfilling and compacting.

A. CONTRACT WORK PERFORMED						E. DIARY AND REMARKS				
Day work						New and Unforeseen Work <input type="checkbox"/> None <input checked="" type="checkbox"/> Yes, Describe:				



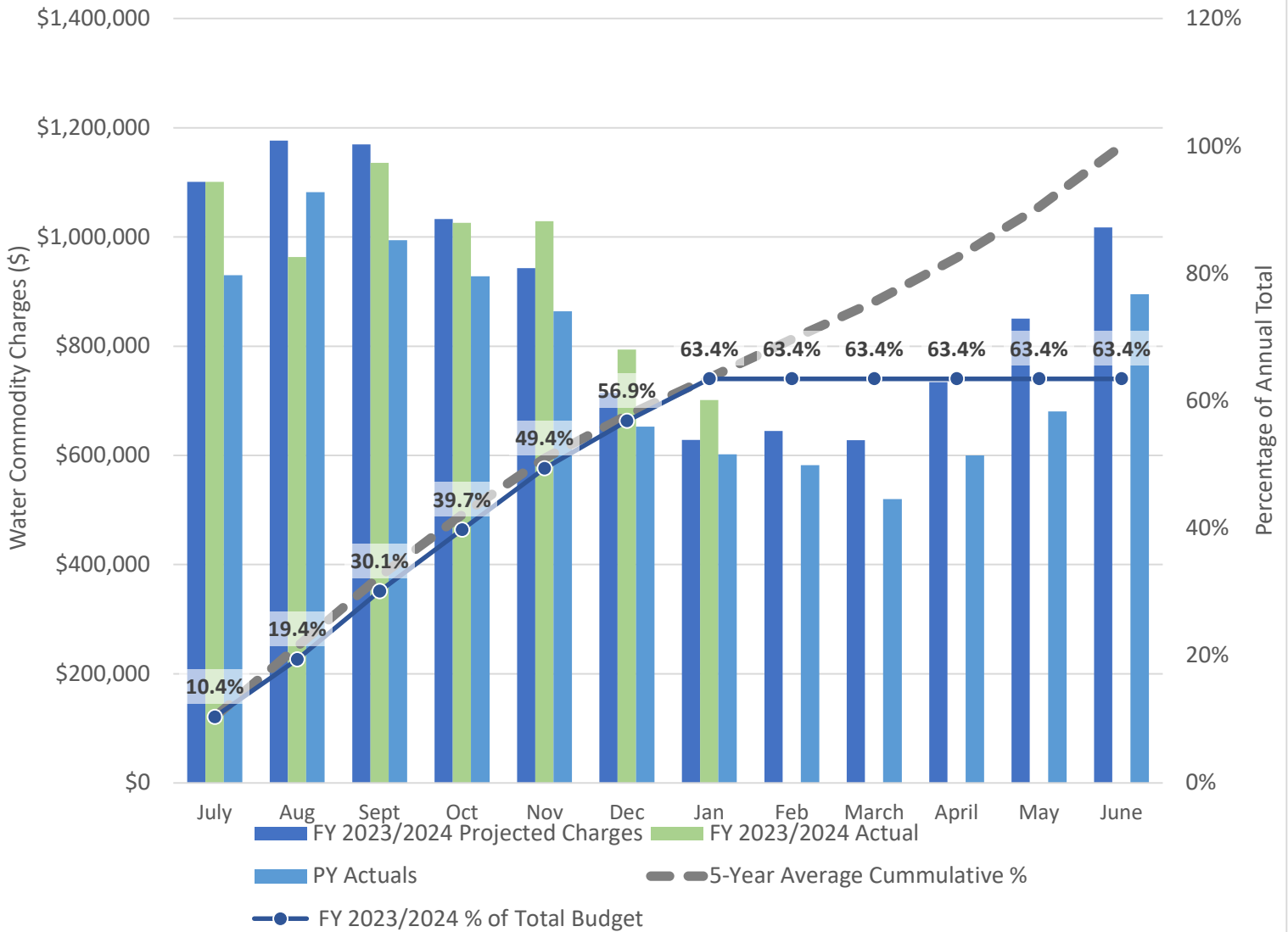
TO: Board of Directors
FROM: James W Ramsey, CPA, District Treasurer
DATE: February 22, 2024

Budget Performance and Financial Position Report
January, 2024

Please find the enclosed fiscal year 2023/2024 (FY 23/24) unaudited monthly budget report for the period of July 1-January 31, 2024 and Statement of Financial Position as of January 31, 2024. The following highlights significant activity through and as of January 31, 2024:

- The net surplus from operations is \$2,104,679, a decrease of \$1,116,969 as compared to the same period last year. The primary changes stem from a decrease of water system capacity charges collected as of January 31, 2023 of \$1,494,657, offset by an increase of \$698,435 in water commodity charges as compared to last year. The most significant changes in expenditures for the same period are from primary from purchased water increased by \$374,367 as compared to the prior year. Remaining changes are spread among other categories.
- Water Commodity Charges totaled \$6,750,548. While this is 63.4% of budget and appears to exceed the Target percentage of 58.3%, it is approximately \$698,435 more than last year at this point in time.
- Fixed System Charges were \$1,864,521, which is 58.7% of budget.
- The Total Interest Revenue from all sources is \$415,153, which is 114.1% of budget. This is primarily due to unrealized gains on investments of \$145,592 as of January 31, 2024. When adjusted for that, total interest revenue is 74.1% of budget.
- Total Operating Revenue is \$8,741,140, which is 62.4% of budget. Total Non-Operating Revenue is \$984,991, which is 83.7% of budget. Total Revenue is \$9,726,131, which is 64.0% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$1,701,732, which is 46.0% of budget.
- Purchased Water is \$3,860,275 which is 63.8% of budget. Purchased Water cost for the year ended June 30, 2023 was \$5,470,727.
- Total Operating Expenditures were \$7,621,451, which is 53.6% of budget.
- Unrestricted Cash & Cash Equivalents is \$17,896,199, which is an increase of \$1,346,442 from November, 2022.
- Unrestricted Net Position was \$15,624,361 with Total Net Position of \$40,405,203.

Analysis of Water Commodity Charges



	5-Year Average Cummulative %	Expected Monthly Percentage	PY Actuals	FY 2023/2024 Projected Charges	FY 2023/2024 Actual	FY 2023/2024 % of Total Budget
July	10.3%	10.3%	930,097	1,100,593	1,101,244	10.4%
August	21.4%	11.1%	1,081,784	1,176,612	963,283	19.4%
September	32.4%	11.0%	994,336	1,169,744	1,136,105	30.1%
October	42.1%	9.7%	927,981	1,033,065	1,025,860	39.7%
November	51.0%	8.9%	863,636	943,154	1,028,758	49.4%
December	57.7%	6.7%	652,337	714,378	793,729	56.9%
January	63.6%	5.9%	601,942	628,095	701,568	63.4%
February	69.6%	6.1%	582,169	644,568	-	63.4%
March	75.5%	5.9%	520,072	627,683	-	63.4%
April	82.4%	6.9%	599,820	734,076	-	63.4%
May	90.4%	8.0%	680,227	850,508	-	63.4%
June	100.0%	9.6%	894,965	1,017,524	-	63.4%
TOTAL		100.0%	9,329,366	10,640,000	6,750,548	

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-OPERATIONS
FOR THE 7 MONTHS ENDED JANUARY 31, 2024
SUMMARY**

Target 58.3%

DESCRIPTION	APPROVED FY 2023-24 BUDGET	ACTUALS 7/1/2023- 1/31/2024	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
OPERATING REVENUE				
WATER COMMODITY CHARGES	10,640,000	6,750,548	3,889,452	63.4%
FIXED SYSTEM CHARGES	3,175,000	1,864,521	1,310,479	58.7%
FIRE SERVICE CHARGES	17,000	10,219	6,781	60.1%
MISC CUSTOMER ACCOUNT FEES	101,000	55,902	45,098	55.3%
SERVICE LINE & INSTALLATION CHARGES	60,000	33,697	26,303	56.2%
MISCELLANEOUS OPERATING	20,000	26,254	(6,254)	131.3%
TOTAL OPERATING REVENUE (SOURCES)	14,013,000	8,741,140	5,271,860	62.4%
WATER SYSTEM CAPACITY CHARGES	60,000	-	60,000	N/A
WATER DEMAND OFFSET CHARGES	15,000	-	15,000	N/A
PROPERTY TAX REVENUE	545,000	402,245	142,755	73.8%
LEASE OF PHYSICAL PROPERTY	180,000	114,926	65,074	63.8%
MISCELLANEOUS NON-OPERATING	12,000	50,267	(38,267)	418.9%
INTEREST REVENUE - LAIF	200,000	119,270	80,730	59.6%
INTEREST REVENUE - COP	64,000	121,189	(57,189)	189.4%
INTEREST REVENUE - ZIONS	100,000	174,693	(74,693)	174.7%
LANDSCAPE PERMIT REVENUE	1,000	2,400	(1,400)	240.0%
TOTAL NON-OPERATING REVENUE (SOURCES)	1,177,000	984,991	192,009	83.7%
TOTAL REVENUE (SOURCES)	15,190,000	9,726,131	5,463,869	64.0%
OPERATING EXPENDITURES (USES)				
SALARIES & WAGES	2,677,000	991,391	1,685,609	37.0%
PAYROLL TAXES & BENEFITS	1,019,000	710,341	308,659	69.7%
PURCHASED WATER	6,048,000	3,860,275	2,187,725	63.8%
OUTREACH & EDUCATION	163,000	11,591	151,409	7.1%
M&R - OPS SYSTEM	490,000	226,116	263,884	46.1%
M&R - FACILITIES & EQUIPMENT	230,000	139,349	90,651	60.6%
SYSTEM SURVEYS	50,000	-	50,000	N/A
ADMINISTRATION & EQUIPMENT	613,000	262,558	350,442	42.8%
MEMBERSHIP & GOV FEES	330,000	234,050	95,950	70.9%
BAD DEBT & CLAIMS	10,000	-	10,000	N/A
UTILITIES	471,000	245,775	225,225	52.2%
PROFESSIONAL SERVICES	1,035,000	324,893	710,107	31.4%
TRAINING/TRAVEL & RECRUITMENT	41,000	15,012	25,988	36.6%
DEBT SERVICE	1,040,000	600,100	439,900	57.7%
TOTAL OPERATING EXPENDITURES (USES)	14,217,000	7,621,451	6,595,549	53.6%
NET SOURCES OVER/(UNDER) USES	973,000	2,104,679		
TOTAL OPERATING EXPENDITURES	14,217,000	7,621,451	6,595,549	53.6%
DEPRECIATION EXPENSE	1,100,000	641,630	458,370	58.3%
TOTAL EXPENSES	15,317,000	8,263,081	7,053,919	53.9%
NET SURPLUS/LOSS	(127,000)	1,463,049	(458,370)	-1152.0%
TRANSFER (TO)/FROM WORKING CAPITAL RESERVES	127,000	(1,463,049)	458,370	-1152.0%
NET TRANSFERS TO CAPITAL	-	-	-	
DEBT SERVICE COVERAGE	1.50	3.73		

**MID-PENINSULA WATER DISTRICT
STATEMENT OF NET POSITION
AS OF JANUARY 31, 2024 AND 2023**

	AS OF 1/31/2024	AS OF 1/31/2023
<u>ASSETS</u>		
Current Assets		
Cash and cash equivalents	\$ 8,306,480	\$ 7,838,106
Investments	9,377,917	9,080,015
Accounts receivable	1,120,510	938,627
Prepaid expenses and other assets	335,488	228,803
Total Current Assets	19,140,395	18,085,551
Restricted cash with fiscal agent	1,778,474	6,297,724
Lease receivable	1,077,624	1,202,182
Construction in progress	11,737,185	8,389,442
Capital assets, net	24,810,793	23,152,416
Net pension asset	-	-
Net OPEB asset	135,246	169,365
TOTAL ASSETS	<u>\$ 58,679,717</u>	<u>\$ 57,296,680</u>
Deferred Outflows of Resources		
Pension related deferred outflows	\$ 1,171,501	\$ 1,917,307
OPEB related deferred outflows	291,399	-
Total Deferred Outflows	<u>\$ 1,462,900</u>	<u>\$ 1,917,307</u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts payable	\$ 30,354	\$ 508,631
Accrued expenses	-	11,240
COP Interest Payable	-	109,233
Customer Deposits	-	24,000
Current portion of long-term debt	564,419	420,000
Total Current Liabilities	594,773	1,073,104
Noncurrent Liabilities		
Compensated absences	273,803	321,254
Lease liability	84,816	-
SBITA Liability	4,854	-
Long-term portion of Certificates of Participation	16,697,510	16,710,544
Net pension liability	271,173	(1,356,634)
Total Noncurrent Liabilities	17,332,156	15,675,164
TOTAL LIABILITIES	<u>17,926,929</u>	<u>16,748,268</u>
Deferred Inflows of Resources		
Pension related deferred inflows	860,416	2,888,758
Lease receivable related deferred inflows	950,069	-
OPEB related deferred inflows	-	-
Total Deferred Inflows	<u>1,810,485</u>	<u>2,888,758</u>
<u>NET POSITION</u>		
Net investment in capital assets	\$ 24,780,842	\$ 29,509,054
Unrestricted	15,624,361	10,067,907
TOTAL NET POSITION	<u>\$ 40,405,203</u>	<u>\$ 39,576,961</u>

**MID-PENINSULA WATER DISTRICT
INVESTMENT & RESERVES REPORT
AS OF JANUARY 2024**

	BALANCE @ 1/31/2024	FY 23/24 INTEREST EARNED	FY 23/24 UNREALIZED GAIN/(LOSS)	FY 23/24 AVERAGE RATE OF RETURN	Jan., 2024 RATE OF RETURN
Local Agency Investment Fund (LAIF)					
Capital Reserves	\$ 1,500,000				
Working Capital Reserves (Operating)	1,500,000				
Unrestricted Cash Reserves	511,734	\$ 119,270			
TOTAL LAIF	3,511,734	119,270		3.675% a	4.012% a
Bank Of New York (BNY) Mellon					
Sweep Account	469,629	20,328 a			
Fiscal Agent Project Funding Account	805,641	100,861 a			
TOTAL BNY	1,275,271	121,189		5.240% a	5.250% a
Zions Bank					
Cash Equivalents	12,849			5.004%	5.000%
Fixed Income	9,365,069		145,592	1.748%	2.170%
TOTAL ZIONS BANK	9,377,918	29,101 #	145,592 &		
Wells Fargo Bank					
Checking	4,795,939	-			
TOTAL WELLS FARGO	4,795,939	-		N/A	N/A
Petty Cash Funds	600	-		N/A	N/A
TOTAL ALL ACCOUNTS	\$ 18,961,461	\$ 269,561	\$ 145,592		
	Minimum	6/30/2023	FY 2023/2024	FY 2023/2024	1/31/2024
	Target	Balance	Additions	Interest	Ending
			(Reductions)		Balance
Reserve Funds					
Capital Reserves	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Working Capital Reserves (Operating)	1,500,000	1,500,000	-	-	1,500,000
Restricted Cash Reserves	-	5,681,089	(4,527,008)	121,189	1,275,271
Unrestricted Cash Reserves	-	13,312,863	(13,095,092)	293,963	511,734
TOTAL	\$ 3,000,000	\$ 21,993,952	\$ (17,622,100)	\$ 415,153	\$ 15,523,930
	January 31, 2024	January 31, 2023	June 30, 2023		
Quick Ratio*	31.62	16.64	7.22	Does not include investment in Zions Bank	
Current Ratio*	32.18	16.85	15.30		

a - November investment information was not available at the time of board packet preparation

*Cash with Fiscal Agent was not included in the Quick and Current Ratio calculations. The quick ratio includes only the most liquid liquid assets, whereas the current ratio includes all current asests other than Investment in Zions Bank.

#Zions Bank statements only report total interest.

&Reported as Zion Interest Revenue on Budget reports.

Per California Government Code Section 53600et. Seq., specifically Se. 53646 and Sec. 53607, this investment report summarizes all investment related activity in the current period. Mid-Peninsula Water District's (MPWD) funds are currently invested with Zions Bank and LAIF and their individual investment transactions are not reportable under the Government code. The MPWD's investment policy has taken a prudent investment course, in compliance with the "Prudent Inestor's Policy" to protect public funds.

**MID-PENINSULA WATER DISTRICT
MONTHLY BUDGET REPORT-CAPITAL
FOR THE 7 MONTHS ENDED JANUARY 31, 2024**

		APPROVED FY 2023/24 BUDGET	ACTUALS 7/1/23- 1/31/2024	REMAINING BALANCE (OVER BUDGET)	Y-T-D % OF BUDGET
FUNDING SOURCES					
COP FUNDS*		\$ 4,500,000	\$ 3,814,329	\$ 685,671	84.8%
TRANSFER FROM OPERATING SURPLUS		973,000	-	973,000	0.0%
CAPITAL RESERVES		1,500,000	-	1,500,000	0.0%
GENERAL RESERVES		1,503,946	-	1,503,946	0.0%
TOTAL FUNDING SOURCES		8,476,946	3,814,329	4,662,617	45.0%
EXPENDITURES					
CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS					
PROJECT NUMBER	PROJECT DESCRIPTION				
15-75A	Old County Road Improvements	\$ 5,641,946	\$ 1,455,340	\$ 4,186,606	25.8%
20-07	Harbor Boulevard Water Main Replacement	2,280,000	1,983,871	296,129	87.0%
21-01	Dekoven Tank Utilization Project (Lincoln, Newlands and Oak Knoll WMRs	210,000	168,691	41,309	80.3%
20-01	Hastings Drive Service Connection Replacements	-	197,799	(197,799)	0.0%
15-88	Vine Street (Zone 5) Improvements	-	5,082	(5,082)	0.0%
15-29	Belmont Canyon Road Water Main	-	3,477	(3,477)	0.0%
15-40	Hastings Drive Water Main Replacement	-	69	(69)	0.0%
20-09	Dairy Lane Operations Center Rehabilitation – Phase 1	150,000	-	150,000	0.0%
TOTAL CIP EXPENDITURES		8,281,946	3,814,329	4,467,617	46.1%
CAPITAL OUTLAY					
	Payroll Module - Springbrook	75,000		75,000	0.0%
	Trucks	50,000		50,000	0.0%
	Surveillance Equipment for Tanks	40,000		40,000	0.0%
	Miscellaneous Equipment	30,000	-	30,000	0.0%
TOTAL CAPITAL OUTLAY EXPENDITURES		195,000	-	195,000	
TOTAL EXPENDITURES		8,476,946	3,814,329	4,662,617	45.0%
NET FUNDING SOURCES LESS EXPENDITURES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	