

BOARD OF DIRECTORS  
THURSDAY, MARCH 27, 2025 - 6:30 PM

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**AGENDA**

Public comments may be submitted via email to  
Administrative Services Manager, Alison Bell, at [abell@midpeninsulawater.org](mailto:abell@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](http://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 - None**

**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 Regular Board Meeting on February 27, 2025
- B. Approve Expenditures from February 1, 2025, through February 28, 2025

**6. HEARING AND APPEALS - none**

**7. CAPITAL IMPROVEMENT PROGRAM**

- A. Receive Folger Drive Project Update

**8. REGULAR BUSINESS AGENDA**

- A. Receive Report on Certificates of Participation Sale
- B. Consider Ordinance No. 130 An Ordinance Rescinding Level 1 and Authorizing Level 0 Water Shortage of the MPWD Water Shortage Contingency Plan
- C. Receive Report and Provide Preliminary Direction on Fiscal Year 2025/2026 Water Rate Adjustment
- D. Receive Report on the California and San Francisco Regional Water System Conditions

**9. MANAGEMENT AND BOARD REPORTS**

- A. Management Reports
  - 1. District Treasurer and Financial Reports for the Month Ending February 28, 2025
  - 2. District Engineer
  - 3. Administrative Services Manager
  - 4. Operations Manager
  - 5. General Manager
- B. Director Reports

**10. COMMUNICATIONS**

**11. 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](http://www.midpeninsulawater.org).

**ACCESSIBLE PUBLIC MEETINGS**

*Upon request, the Mid-Peninsula Water District will provide written agenda materials in appropriate alternative formats, or disability related modification or accommodation (including auxiliary aids or services), to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be sent to the Administrative Services Manager at (650) 591-8941 or [abell@midpeninsulawater.org](mailto:abell@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, APRIL 24, 2025 AT 6:30PM***

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# MEETING MINUTES

## BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, February 27, 2025  
Belmont, California

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### 1. OPENING

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#### A. Call to Order

16 The regular meeting of the Mid-Peninsula Water District was called to order by  
17 President Wheeler at 6:33 PM.

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#### B. Establishment of a Quorum

20 Present: President Wheeler, Vice President Vella, Director Zucca, Director Schmidt,  
21 Director Covington

22  
23 Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene  
24 Ramirez, Administrative Services Manager (ASM) Alison Bell, Water Resource  
25 Coordinator Drew Bost, District Counsel Catherine Groves, District Treasurer James  
26 Ramsey, District Engineer Brandon Laurie, Brian Quint of Stradling Yocca Carlson &  
27 Rauth LLP, Rob Pankratz and Bud Levine of Wulff Hansen & Co.

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29 Guests: Chuck Cotten

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#### C. Pledge of Allegiance

32 Director Schmidt led the Pledge of Allegiance.

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#### D. Board Member Oath of Office

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##### Division 4: JoAnn Covington

37 ASM Bell swore Director Covington into Office.

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### 2. PUBLIC COMMENT

41 President Wheeler asked for public comment.

42 There were none.

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

45 President Wheeler asked if there were any additions, deletion, or items to be pulled from  
46 consent.

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48 Director Schmidt asked that item 8H be moved to the end of the meeting.



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**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

**A. Approve Minutes for the Regular Board Meeting on January 23, 2025**

**B. Approve Expenditures from January 1, 2025, through January 31, 2025**

Director Schmidt moved to approve the Consent Agenda.

Vice President Vella seconded the motion.

Roll call vote: 5-0-0  
Vice President Vella – Aye  
Director Schmidt – Aye  
Director Zucca – Aye  
Director Covington – Aye  
President Wheeler - Aye

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM**

**A. Consider Resolution 2025-06 Authorizing Task Order 25-09 With Pakpour Consulting Group, Inc., for Construction Management and Inspection Services for the Dekoven Avenue, Lincoln Avenue, Newlands Avenue and Oak Knoll Drive Water Main Improvement Projects (15-09/15-19) in the Amount of \$502,155**

District Engineer Brandon Laurie with Pakpour Consulting Group, Inc., presented to the Board.

Director Zucca motioned to approve Resolution 2025-06 Authorizing Task Order 25-09.

Director Schmidt seconded the motion.

Roll call vote: 5-0-0  
Director Zucca – Aye  
Director Schmidt – Aye  
Vice President Vella – Aye  
Director Covington – Aye  
President Wheeler - Aye

**8. REGULAR BUSINESS AGENDA**

93 **A. Consider Resolutions 2025-04 and 2025-05 Approving Two Water Supply**  
94 **Assessments Required Under CEQA and State Senate Bill 610:**  
95 **1. Resolution 2025-04: Approving a Water Supply Assessment for the City of**  
96 **Belmont's Harbor Industrial Area Specific Plan**  
97 **2. Resolution 2025-05: Approving a Water Supply Assessment for the City of San**  
98 **Carlos' Northeast Area Specific Plan**  
99

100  
101 Water Resources Coordinator Drew Bost shared with the Board the updated language,  
102 added at the Board's request at the January board meeting.  
103

104 Vice President Vella motioned to approve Resolution 2025-04 and Resolution 2025-05.  
105

106 Director Covington seconded the motion.  
107

108 Roll call vote: 5-0-0

109 Vice President Vella – Aye

110 Director Covington – Aye

111 Director Schmidt – Aye

112 Director Zucca – Aye

113 President Wheeler - Aye  
114

115 **B. Consider Resolution 2025-07 Approving the Form and Authorizing and Directing**  
116 **Execution of Certain Installment Sale Financing Documents to Finance the**  
117 **Acquisition and Construction of Certain Improvements and Facilities to the**  
118 **District's Water System and the Offering and Sale of Certificates of Participation**  
119 **Relating Thereto, and Directing Certain Actions with Respect Thereto**  
120

121 Wulff Hansen presented to the Board the background, timeline and process of the  
122 financing of the issuance of the Certificates of Participation. Brian Quint of Stradling  
123 Yocca Carlson & Rauth LLP provided additional information and responded to Board  
124 questions.  
125

126 Director Covington asked for a modification to the language in section 7 of the resolution.  
127

128 Director Zucca motioned to approve Resolution 2025-07 with modification to the  
129 language as shown in the final Resolution.  
130

131 Director Schmidt seconded the motion with the modification to the language.  
132

133 Roll call vote: 5-0-0

134 Director Zucca – Aye

135 Director Schmidt – Aye

136 Vice President Vella – Aye

137 Director Covington – Aye

138 President Wheeler - Aye  
139

140 **C. Discuss Frequency of IGService Accountability Reports**  
141

GM Wuelfing and OM Ramirez provided background on receiving financial reports from IGService and if there was a need to increase the number of reports the Board receives during the year.

The Board decided to remain with the current reporting of twice per year.

**D. Receive Report on Accounting Internal Controls**

District Treasurer James Ramsey presented to the Board the Accounting Internal Controls plan that was initiated by the San Mateo County Civil Grand Jury. This agenda item was informational.

**E. Consider Appointment of a Director to the Boards of the Bay Area Water Supply & Conservation Agency and the Bay Area Regional Water System Financing Authority**

GM Wuelfing informed the Board that President Wheeler received the letter from BAWSCA that Vice President Vella's term will be expired in June. The Board is being asked to appoint a representative.

Director Zucca motioned to have Vice President Vella serve a four-year term on the BAWSCA Board.

Director Covington seconded the motion.

The motion carried unanimously.

**F. Receive Mid-Year Review of FY 2024/2025 Operating and Capital Budgets and Consider Resolution 2025-08 Approving the Amended Budgets**

Director Zucca motioned to approve Resolution 2025-08 with the addition of increase of \$250,000 debt issuance.

Vice President Vella seconded the motion to approve Resolution 2025-08 with the addition of increase of \$250,000 debt issuance.

Roll call vote: 5-0-0

Director Zucca – Aye

Vice President Vella – Aye

Director Schmidt – Aye

Director Covington – Aye

President Wheeler - Aye

**G. Consider Approving Resolution 2025-09 Updating the MPWD Compensation Plan to Add a Superintendent Job Description and Updating the Salary Schedule**

189 ASM Bell presented to the Board Resolution 2025-09, which amended the  
190 compensation plan with the addition of the Superintendent salary schedule as well as the  
191 addition of the Superintendent job description.

192  
193 Vice President Vella motioned to approve Resolution 2025-09.

194  
195 Director Schmidt seconded the motion.

196  
197 Roll call vote: 5-0-0

198 Vice President Vella – Aye

199 Director Schmidt – Aye

200 Director Zucca – Aye

201 Director Covington – Aye

202 President Wheeler - Aye

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204  
205 **H. Consider Resolution 2025-10 Appointing Chuck Cotten to the Board of Directors**  
206 **to Fill the Term of the Vacant Division 5 Position through November 3, 2026**

207  
208 Agenda item was moved to the end of the meeting, after the Management and Board  
209 Reports. Prior to the agenda item, Director Schmidt submitted his letter of resignation.

210  
211 GM Wuelfing presented to the Board Resolution 2025-10.

212  
213 Vice President Vella motioned to approved Resolution 2025-10.

214  
215 Director Zucca seconded the motion.

216 Roll call vote: 4-0-0

217 Vice President Vella – Aye

218 Director Zucca – Aya

219 Director Covington – Aye

220 President Wheeler - Aye

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222 **I. Receive BAWSCA Update**

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224 GM Wuelfing and Vice President Vella gave updates to BAWSCA.

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226 **J. Receive Report on the California and San Francisco Regional Water System**  
227 **Conditions**

228  
229 The Board received information from OM Ramirez regarding California and San  
230 Francisco Regional Water and Drought Conditions.

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232 **10. MANAGEMENT AND BOARD REPORTS**

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234 **A. Management Reports**

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236 **1. District Treasurer and Financial Reports for the Month Ending January 31,**

237                   **2025**

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239                   District Treasurer James Ramsey gave a report.

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241                   **2.    District Engineer**

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243                   District Engineer Brandon Laurie gave a report.

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245                   **3.    Administrative Services Manager**

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247                   ASM Bell gave a report.

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249                   **4.    Operations Manager**

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251                   OM Ramirez gave a report.

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253                   **5.    General Manager**

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255                   GM Wuelfing gave a report.

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257                   **B.    Director Reports**

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259                   **11.   COMMUNICATIONS**

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261                   **A.    Communication from San Bernadino Valley Water Conservation District**  
262                   **Requesting a Resolution Nominating Melody McDonald for ACWA JPIA**  
263                   **Executive Committee**

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265                   **B.    Email Communication from Cucamonga Valley Water District: Request for**  
266                   **Support: Nomination of Randall Reed for ACWA/JPIA Executive Committee**  
267                   **Re-**  
268                   **Election**

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270                   GM Wuelfing presented to the Board two letters that were received asking for  
271                   Resolutions to be written on behalf of two candidates for nominations for ACWA  
272                   JPIA Executive Committee.

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274                   The Board decided not to write resolutions for the candidates.

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276                   **12.   ADJOURNMENT**

277                   Meeting adjourned at 10:12 PM  
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DISTRICT SECRETARY

APPROVED:

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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, MARCH 27, 2025 AT 6:30PM

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Construction in Progress	4 LEAF, INC.	05-1621-CP - OCR WMI - JAN 2025	02/27/2025	103998	330.00
Construction in Progress	NOLL & TAM ARCHITECTS	24-07 FOLDER PROPERTY EOC - WORK DONE JAN 2025	02/27/2025	39466	3,265.00
Construction in Progress	NOLL & TAM ARCHITECTS	20-09 DAIRY LANE REHAB - JAN 2025 & OCT 2024 CORRECTION	02/27/2025	39466	20,581.53
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	05-1621-CP OCR WMI PROJECT	02/13/2025	103984	3,780.00
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	20-07 HARBOR BLVD WMI	02/13/2025	103984	8,010.19
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	24-08/24-10 W BELMONT & EXBOURNE TANK COAT	02/13/2025	103984	8,874.56
Construction in Progress	PAKPOUR CONSULTING GROUP, INC	21-01 DEKOVEN, LINCOLN, NEWLANDS, OAK KNOLL WMI	02/13/2025	103984	8,211.00
Accounts Payable	CASCADE REMEDIATION SERVICES	HYDRANT METER REFUND (CK 39448 REPLACEMENT)	02/27/2025	39464	2,490.00
Accounts Payable	YUCHEN WANG	Refund Check 013664-000, 1705 CHULA VISTA DR	01/29/2025	39455	32.43
Accounts Payable	CASCADE REMEDIATION SERVICES	Refund Check 014481-000, HYDRANT METER #15080378	01/29/2025	39442	2,405.82
Accounts Payable	GIBSON PORTFOLIO MANAGEMENT	Refund Check 014466-000, 2416 CORONET BLVD	01/29/2025	39446	90.16
Accounts Payable	GETTLER-RYAN INC.	Refund Check 014468-000, HYDRANT METER #15080372	01/29/2025	39445	1,861.81
Accounts Payable	DAVID WOLKENHAUER	Refund Check 014210-000, HYDRANT METER #67195164	01/29/2025	39456	1,457.50
Accounts Payable	MP NEXLEVEL, LLC	Refund Check 004960-000, HYDRANT METER #210827770	01/29/2025	39451	2,242.23
Misc - Non Operating Revenue	OREILLY AUTO PARTS, INC.	ALTERNATOR - ALBERTO'S CAR - REIMBURSED CK 1194	02/13/2025	103983	167.45
Misc - Non Operating Revenue	OREILLY AUTO PARTS, INC.	CORE RETURN - ALBERTO'S CAR - REIMBURSED CK 1194	02/13/2025	103983	-43.75
Misc - Non Operating Revenue	UMPQUA BANK	INADVERTENT USE WILL BE REIMBURSED BY A. BELL	02/13/2025	103988	84.30
Acwa Health Care	ACWA JPIA	MARCH 2025 - MEDICAL	02/13/2025	103975	26,823.28
Acwa Health Care	ACWA JPIA	MARCH 2025 - EAP	02/13/2025	103975	52.08
Awca Dental	ACWA JPIA	MARCH 2025 - DENTAL	02/13/2025	103975	2,229.30
Acwa Vision	ACWA JPIA	MARCH 2025 - VISION	02/13/2025	103975	405.08
Acwa Life/Ad&D	ACWA JPIA	MARCH 2025 - LIFE	02/13/2025	103975	658.33
Standard Ldl/Sdl Disability	STANDARD INSURANCE COMPANY	MARCH 2025 PREMIUM	02/27/2025	104004	1,808.24
Retirees' Acwa Health Care	ACWA JPIA	MARCH 2025 - RETIREES	02/13/2025	103975	10,362.01
Directors' Acwa Health Care	ACWA JPIA	MARCH 2025 - DIRECTORS	02/13/2025	103975	5,872.14
Employee Service Recognition	UMPQUA BANK	EMPLOYEE JACKETS & SWEATSHIRTS	02/13/2025	103988	6,922.43
Employee Service Recognition	UMPQUA BANK	EMPLOYEE JACKETS & SWEATSHIRTS	02/13/2025	103988	1,494.37
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 1-28-2025	02/06/2025	103965	197.71
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 02-04-2025	02/13/2025	103990	207.76
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 02/11/2025 WITH 5% SHORT PAY	02/27/2025	104006	197.37
Uniforms	UNIFIRST	WEEKLY UNIFORM RENTAL THRU 02/18/2025	02/27/2025	104006	184.36
Water Conservation Program	BAY AREA WATER SUPPLY & CONSERVATION AGEN	BAWSCA LARGE LANDSCAPE CONSERVATION PROGRAM	02/27/2025	39463	609.00
Water Quality	UNDERGROUND REPUBLIC WATER WORKS	DECHLOR TABLETS	02/27/2025	104005	3,763.71
Storage Tanks	HOME DEPOT	FOR EXBOURN TANKS	02/06/2025	103957	209.32
Mains/Distribution	BFI of CALIFORNIA INC. - OX MTN. LANDFILL - 4227	DUMP FEES	02/06/2025	39441	8,188.72
Mains/Distribution	GRANITE ROCK COMPANY	5 GALLONS ASPHALT OIL	02/06/2025	103956	989.97
Mains/Distribution	GRANITE ROCK COMPANY	1/2 ASPHALT	02/13/2025	103977	433.38
Mains/Distribution	GRANITE ROCK COMPANY	1/2 ASPHALT	02/13/2025	103977	1,960.88
Mains/Distribution	HOME DEPOT	1 PALLET OF CUT BACK	02/06/2025	103957	1,013.40
Mains/Distribution	HOME DEPOT	PALLET RETURN	02/06/2025	103957	-27.35
Mains/Distribution	HOME DEPOT	PEBBLES FOR ARV	02/13/2025	103980	36.60
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	MARKING PAINT	02/06/2025	39447	265.78
Mains/Distribution	INTERSTATE TRAFFIC CONTROL INC	MARKING PAINT	02/06/2025	39447	177.19
Mains/Distribution	LYNGSO GARDEN MATERIAL INC	MINI MULCH	02/06/2025	39449	295.15
Mains/Distribution	CORE & MAIN LP	VALVE BOXES, SADDLES, NIPPLES, CHECK VALVES	02/06/2025	103953	4,967.30
Mains/Distribution	CORE & MAIN LP	SPRAY AND BRUSH ON ANTI SEIZE	02/06/2025	103953	132.84
Mains/Distribution	STEVENS CREEK QUARRY, INC.	QUARRY FINES	02/06/2025	39453	252.79
Mains/Distribution	UMPQUA BANK	EXTEND ENCROACHMENT PERMIT W/SMC - HARBOR BLVD	02/13/2025	103988	309.00
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	6" FLANGE GASKETS	02/13/2025	103989	687.38
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	COUPLINGS	02/13/2025	103989	2,808.28
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	ARV'S, NIPPLES, CHECK VALVES, BUSHINGS	02/13/2025	103989	2,222.08

Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	TRAFFIC VALVES, BOXES & LIDS	02/13/2025	103989	2,173.91
Mains/Distribution	UNDERGROUND REPUBLIC WATER WORKS	REPAIR CLAMPS	02/27/2025	104005	632.37
Meters & Service	AQUA-METRIC SALES CO.	REGISTERS	02/06/2025	103951	1,880.23
Meters & Service	PACE SUPPLY CORP	COPPER PIPE, BRASS CLOSE NIPPLES	02/06/2025	103960	638.89
Meters & Service	CORE & MAIN LP	BRASS COUPLINGS, NIPPLES	02/06/2025	103953	191.69
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	METER BOXES, CORP STOPS ADAPTER, SADDLES	02/06/2025	103964	5,379.66
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	1.25 METER PARTS BRASS	02/06/2025	103964	1,813.93
Meters & Service	UNDERGROUND REPUBLIC WATER WORKS	ANGLE STOP	02/27/2025	104005	2,400.52
Fire Hydrants	UNDERGROUND REPUBLIC WATER WORKS	HYDRANTS & CHECK VALVES	02/27/2025	104005	53,476.63
Employee Safety	GOTSAFETY	QUARTERLY INSPECTION	02/06/2025	103955	690.00
Employee Safety	GOTSAFETY	SAFETY SUPPORT	02/06/2025	103955	105.00
Employee Safety	INTERSTATE TRAFFIC CONTROL INC	TRAFFIC CONES, TRAFFIC SIGN & BRACE	02/06/2025	39447	1,035.78
Employee Safety	INTERSTATE TRAFFIC CONTROL INC	SIGN & BRACE	02/06/2025	39447	80.94
Scada Maintenance	XIO, INC.	UPS FOR EXBOURNE	02/13/2025	103992	4,105.90
Buildings & Grounds	AIRGAS, LLC	CYLINDER RENTALS	02/27/2025	103999	309.01
Buildings & Grounds	BAY POINTE LANDSCAPE	MONTHLY MAINTENANCE - DAIRY LANE	02/06/2025	103952	1,425.00
Buildings & Grounds	RECOLOGY SAN MATEO COUNTY	TRASH COLLECTION - DAIRY LANE	02/06/2025	103963	905.72
Buildings & Grounds	UMPQUA BANK	TREE REMOVAL/REPLACEMENT PERMIT FEE - 3 SITES	02/13/2025	103988	264.00
Buildings & Grounds	WEST COAST ARBORISTS	TREE REPLACEMENTS	02/13/2025	103991	11,625.00
Vehicle & Large Equip	EAST BAY TIRE CO.	RUBBER TRACKING EXCAVATOR	02/27/2025	39465	2,853.66
Vehicle & Large Equip	O'REILLY AUTO PARTS, INC.	MOTOR OIL	02/06/2025	103959	90.32
Vehicle & Large Equip	PRIORITY 1 PUBLIC SAFETY EQUIPMENT	LIGHT BAR HOOK KIT & KEY PAD INSTALLED	02/06/2025	39452	1,714.22
Fuel	VALLEY OIL COMPANY	FUEL	02/27/2025	104007	948.67
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	02/13/2025	103982	55.23
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	02/27/2025	104001	13.06
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	02/27/2025	104001	58.87
Office Supplies	OFFICE DEPOT, INC.	OFFICE SUPPLIES	02/27/2025	104001	32.06
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	02/13/2025	103988	52.45
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES FOR SHOP	02/13/2025	103988	82.36
Office Supplies	UMPQUA BANK	OFFICE SUPPLIES	02/13/2025	103988	111.96
Printing/Printing Supplies	RAY MORGAN COMPANY	WASTE TONER FOR CANON	02/06/2025	103962	185.15
Equipment Services/Maintenance	KBA DOCUMENT SOLUTIONS, LLC	KYOCERA MAINTENANCE AGREEMENT	02/06/2025	103958	48.87
Computer Supplies & Upgrades	UMPQUA BANK	COMPUTER & ADAPTER+TRANSACTION FEE	02/13/2025	103988	969.75
Website Hosting Services	LIFTOFF DIGITAL	WEBSITE MAINTENANCE & HOSTING	02/13/2025	103981	652.50
Customer Credit Card Svs Fees	SPRINGBROOK HOLDING COMPANY LLC	CIVIC PAY/MUNICIPAL PYMTS - JAN 2025	02/13/2025	103985	4,790.75
PROPERTY LEASE	SWEDCOM CORPORATION	OCR RENT - MARCH 2025	02/13/2025	103987	12,238.00
Dues & Publications	UMPQUA BANK	ICLOUD STORAGE SUBSCRIPTION	02/13/2025	103988	0.99
Dues & Publications	UMPQUA BANK	ZOOM SUBSCRIPTION	02/13/2025	103988	110.00
Gov'T Fees & Licenses	UMPQUA BANK	1099 PROCESSING FEES	02/13/2025	103988	14.50
Software Licenses	PARCELQUEST	ANNUAL SUBSCRIPTION	02/13/2025	39461	2,999.00
Software Licenses	STEPFORD BUSINESS, INC.	SECURITY SOFTWARE - DESKTOP & SERVER - 24 MONTHS	02/13/2025	103986	3,542.46
Software Licenses	STEPFORD BUSINESS, INC.	FIREWALL SOFTWARE - 16 MONTHS	02/13/2025	103986	5,119.82
Utilities - Internet/Cable	ACC BUSINESS	INTERNET - 1075 OLD COUNTY ROAD, STE A	02/13/2025	39458	187.83
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/06/2025	39440	31.53
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/06/2025	39440	31.53
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/13/2025	39459	81.68
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/13/2025	39459	31.75
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG LINE	02/13/2025	39459	62.54
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG PHONE LINE	02/27/2025	39462	31.78
Utilities - Internet/Cable	AT&T	DAIRY LANE ANALOG PHONE LINE	02/27/2025	39462	31.87
Utilities - Internet/Cable	AT&T	SCADA ANALOG PHONE LINE	02/27/2025	39462	804.91



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Utilities - Internet/Cable	T-MOBILE	AMI REPEATER CELLULAR	02/06/2025	39454	31.40
Utilities - Cell Telephone	VERIZON WIRELESS	CELL PHONES & DEVICES - JAN 16 thru FEB 15, 2025	02/27/2025	39467	1,116.46
Utilities - Electric - Pumping	PG&E	W. BELMONT PUMP STATION	02/27/2025	104002	587.75
Utilities - Electric - Pumping	PG&E	BUCKLAND PUMP STATION	02/27/2025	104002	703.03
Utilities - Electric - Pumping	PG&E	DEKOVEN PUMP STATION	02/27/2025	104002	546.44
Utilities - Electric - Pumping	PG&E	HANNIBAL PUMP STATION	02/27/2025	104002	3,967.16
Utilities - Electric - Pumping	PG&E	TUNNELS PUMP STATION	02/27/2025	104002	19,408.49
Utilities - Electric - Pumping	PG&E	HALLMARK PUMP STATION	02/27/2025	104002	354.47
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE AND VARIOUS TANK SITES	02/06/2025	103961	4,897.31
Utilities - Electric-Bldgs&Grnd	PG&E	DAIRY LANE GAS	02/06/2025	103961	279.17
Utilities - Electric-Bldgs&Grnd	PG&E	FOLGER	02/27/2025	104002	65.79
Utilities - Electric-Bldgs&Grnd	PG&E	1075 OCR, STE A	02/27/2025	104002	1,037.78
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - FINANCIAL MATTERS	02/13/2025	103978	121.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - MONTHLY RETAINER	02/13/2025	103978	1,300.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - REAL PROPERTY	02/13/2025	103978	1,000.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - CONTRACTS	02/13/2025	103978	3,142.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - ADMINISTRATION	02/13/2025	103978	4,172.50
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - EMPLOYEE BENEFITS	02/13/2025	103978	594.00
Prof Serv - District Counsel	HANSON, BRIDGETT	LEGAL SERVICES - LABOR - GENERAL	02/13/2025	103978	1,296.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.08 - UPDATE STD PLANS & SPECS	02/13/2025	103984	5,381.25
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.07 - CAPITAL IMPROVEMENT PROGRAM	02/13/2025	103984	136.50
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.05 - RETAINER	02/13/2025	103984	1,000.00
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.09 - DISTRIBUTION SYSTEM ANALYSIS	02/13/2025	103984	2,439.94
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.04 - MISC PROJECTS	02/13/2025	103984	1,989.75
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.11 - DEVELOPMENT REVIEW	02/13/2025	103984	1,719.38
Prof Serv - District Engineer	PAKPOUR CONSULTING GROUP, INC	10012.31 - TWIN PINES PARK WMR	02/13/2025	103984	136.50
Prof Serv - It	STEPFORD BUSINESS, INC.	IT HELP DESK	02/13/2025	103986	1,575.00
Prof Serv - Annual Financeaudit	C.J. BROWN & COMPANY	AUDITOR - STATE CONTROLLERS REPORT	02/13/2025	103976	780.00
Prof Serv - Customer Billing	DOCUMENT FULFILLMENT SERVICES	POSTAGE FOR JAN 2025 WATER BILLS	02/27/2025	104000	3,024.69
Prof Serv - Customer Billing	RAY MORGAN COMPANY	DEC 2024 WATER BILLS	02/27/2025	104003	1,944.98
Prof Serv - Customer Billing	RAY MORGAN COMPANY	JAN 2025 WATER BILLS	02/27/2025	104003	1,942.49
Prof Serv - Miscellaneous	HF & H CONSULTANTS, LLC	RATE STUDY - JULY 2024	02/13/2025	103979	5,249.32
Prof Serv - Miscellaneous	IPARAMETRICS, LLC	GRANT SUPPORT - DEC 2024	02/13/2025	39460	1,340.00
Prof Serv - Miscellaneous	IPARAMETRICS, LLC	GRANT SUPPORT - NOV 2024	02/13/2025	39460	876.50
Prof Serv - Miscellaneous	UMPQUA BANK	TAX 1099 ANNUAL REPORTING	02/13/2025	103988	37.70
Director Expenses	UMPQUA BANK	SERVICE PLAQUE FOR MATT ZUCCA	02/13/2025	103988	237.09
Employee Travel/Training	VICTOR LEOPOLDO FUNG	EXPENSES FOR AWWA SEMINAR	02/06/2025	39444	266.57
Employee Travel/Training	KAT WUELFING	EXPENSES FOR BAWSCA EVENT 01 2025	02/06/2025	39457	100.00
Employee Travel/Training	VICTOR MONGE	EXPENSES FOR AWWA SEMINAR 01 2025	02/06/2025	39450	40.30
Employee Travel/Training	UMPQUA BANK	AWWA CONFERENCE REGISTRATION	02/13/2025	103988	575.00
Employee Travel/Training	UMPQUA BANK	ROOM - TRAINING VICTOR M.	02/13/2025	103988	0.01
Employee Travel/Training	UMPQUA BANK	PARKING FOR HANSON BRIDGETT SEMINAR	02/13/2025	103988	33.00
Employee Travel/Training	UMPQUA BANK	ROOM HOLD AWWA CONFERENCE	02/13/2025	103988	362.70
Employee Travel/Training	UMPQUA BANK	FLIGHT - TRAINING FOR VICTOR F.	02/13/2025	103988	196.60
Employee Travel/Training	UMPQUA BANK	CAR RENTAL - TRAINING FOR VICTOR	02/13/2025	103988	18.00
Employee Travel/Training	UMPQUA BANK	FLIGHT AWWA CONFERENCE - MORRIS	02/13/2025	103988	25.00
Employee Travel/Training	UMPQUA BANK	FLIGHT - TRAINING FOR VICTOR M.	02/13/2025	103988	196.60
Employee Travel/Training	UMPQUA BANK	AWWA CONFERENCE TRAVEL - A. BELL	02/13/2025	103988	366.96
Employee Travel/Training	UMPQUA BANK	FLIGHT - TRAINING FOR VICTOR M.	02/13/2025	103988	8.00
Employee Travel/Training	UMPQUA BANK	ROOM HOLD AWWA CONFERENCE	02/13/2025	103988	362.70
Employee Travel/Training	UMPQUA BANK	ROOM HOLD AWWA CONFERENCE	02/13/2025	103988	362.70



Account Name	Vendor Name	Description	Check Date	Check Number	Amount
Employee Travel/Training	UMPQUA BANK	AWWA CONFERENCE REGISTRATION - PEREZ, MORRIS, HEADLEY	02/13/2025	103988	1,950.00
Employee Travel/Training	UMPQUA BANK	FLIGHT AWWA CONFERENCE - HEADLEY	02/13/2025	103988	300.95
Employee Travel/Training	UMPQUA BANK	ROOM HOLD AWWA CONFERENCE	02/13/2025	103988	362.70
Employee Travel/Training	UMPQUA BANK	ROOM - TRAINING VICTOR F.	02/13/2025	103988	0.01
Employee Travel/Training	UMPQUA BANK	ROOM HOLD AWWA CONFERENCE	02/13/2025	103988	362.70
Employee Travel/Training	UMPQUA BANK	CAR RENTAL - TRAINING VICTOR F.	02/13/2025	103988	27.07
Employee Travel/Training	UMPQUA BANK	FLIGHT AWWA CONFERENCE - HEADLEY	02/13/2025	103988	25.00
Employee Travel/Training	UMPQUA BANK	AWWA REGISTRATION - KAT	02/13/2025	103988	949.00
Employee Travel/Training	UMPQUA BANK	APWA LUNCHEON & TRAINING FOR 4 PEOPLE	02/13/2025	103988	200.00
Employee Travel/Training	UMPQUA BANK	FLIGHT - TRAINING FOR VICTOR F.	02/13/2025	103988	8.00
Employee Travel/Training	UMPQUA BANK	ROOM - TRAINING FOR VICTOR M.	02/13/2025	103988	151.60
Employee Travel/Training	UMPQUA BANK	AWWA CONFERENCE TRAVEL - M. ANDERSON	02/13/2025	103988	366.96
Employee Travel/Training	UMPQUA BANK	ROOM HOLD AWWA CONFERENCE	02/13/2025	103988	362.70
Employee Travel/Training	UMPQUA BANK	ROOM - TRAINING FOR VICTOR F.	02/13/2025	103988	151.60
Employee Travel/Training	UMPQUA BANK	FLIGHT AWWA CONFERENCE - MORRIS	02/13/2025	103988	336.60
Meeting Expenses	UMPQUA BANK	REGULAR BOARD MEETING 01-23-2025	02/13/2025	103988	224.82



## ***AGENDA ITEM NO. 7.A.***

DATE: March 27, 2025  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager  
Rene A. Ramirez, Operations Manager

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**SUBJECT: RECEIVE FOLGER DRIVE PROJECT UPDATE**

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### **RECOMMENDATION**

Receive a presentation from Noll and Tam, the District's architect, for the Folger Drive project. The presentation will go over the improvements to be made, the permitting process with the city of Belmont, and the current cost estimate.

### **FISCAL IMPACT**

None.

### **BACKGROUND**

In January 2023, the District's Dairy Lane Operations Center was damaged by flooding. In March 2023, the Board approved a contract with Noll & Tam Architects to develop conceptual design alternatives for rehabilitation of the Dairy Lane site, consistent with Phase 1 of the District's Capital Improvement Program FY 2019-2022 Update (Capital Project 20-09 Dairy Lane Operations Center Rehabilitation – Phase 1).

On October 28, 2023, Noll & Tam Architects previously gave a presentation on the conceptual level design and cost estimates to rehabilitate the Dairy Lane Operations Center. Based on this presentation, the Board gave direction to staff to explore further alternatives and options, and to come back with a more comprehensive analysis and consideration for continuity of service given the potential for Dairy Lane to flood again, for flooding to impact the accessibility to Dairy Lane, and other potential hazards in our area.

Staff conducted analyses of alternatives, and presented findings to the Board for discussion at a February 28, 2024 special meeting. It was decided that we would move forward with converting our existing property at 1510 Folger Drive to an Emergency Operations Center and satellite corporation yard. At the March 28, 2024 meeting, the Board approved Resolution 2024-04, authorizing Noll & Tam to begin the architectural and engineering design for the project. This project was included in our FY2024/2025

Capital Improvement Program (CIP) update as CIP Project # 24-07, and included in our 5-year CIP budget that was included in both the 2024 Rate Study and identified as a key project in our 2025 Certificate of Participation issuance.

In November 2024, the District conducted outreach to the neighborhood to seek input on the project. This included mailing an informational brochure to the neighbors, and hosting two open house events for the public, and sharing project information on our website: <https://www.midpeninsulawater.org/articles/folger.php>.

### **DISCUSSION**

Noll & Tam will give a presentation.

Attachments      Presentation by Noll & Tam

# **MODERNIZATION OF 1510 FOLGER DRIVE AS AN EMERGENCY OPERATIONS CENTER (EOC)**

3/20/2025 Update

# Project Scope

## Existing office building:

- Interior Remodel (seismic/structural, electrical, mechanical improvements)
- Accessibility upgrades
- Seismic Upgrade

## New Storage Building:

- New 1,500 square foot metal storage building
- Include jib crane
- Pre-fab construction
- Have a residential look to it

## Site:

- New landscaping – native plants
- Update stormwater management
- Upgrade electrical infrastructure: new transformer. Gas service removed.
- Add emergency backup power generation



Office Building



Office Building – South Elevation



Schematic Planting Design



Proposed Storage Building



Proposed Storage Building – North Elevation

# Use as an Emergency Operations Center (EOC)

---

## **During Emergencies**

- Will support customer service and office needs when Dairy Lane is not accessible
- Include bunk-space so that key staff can stay within the District service area
- Shop space and storage will support field repairs
- Alternative EOC will be made available for other agencies, as needed

## **Non-Emergency Times**

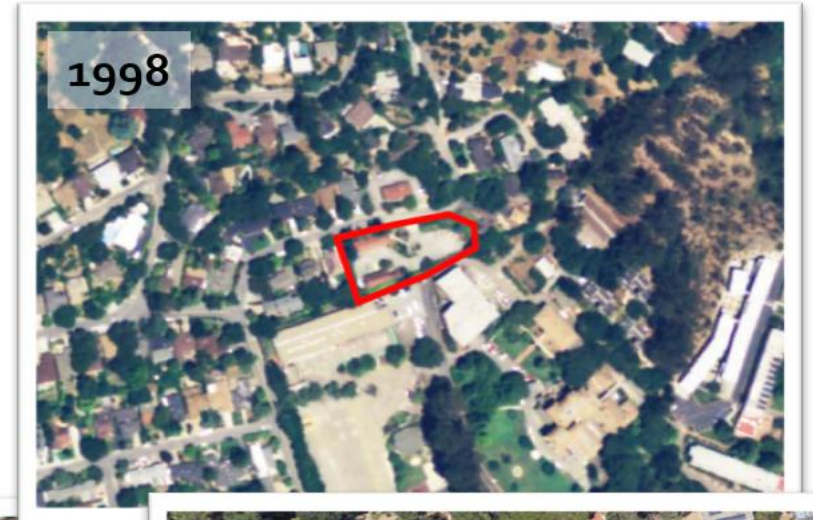
- File storage
- Equipment and tool storage
- Vehicle storage
- Satellite corporation yard
- Bunk space for on-call Emergency operator – optional, and expected to be used roughly one week per month





# 1510 Folger Drive Has Served the Community for 80+ years

- 1510 Folger Dr. has served the community as:
  - Tank site
  - Pump station
  - District headquarters
- Its use evolves as the community's needs evolve





## CURRENT SITE



Notre Dame de  
Namur Campus



# PROJECT SITE PLAN

PRELIMINARY SITE GRADING EARTHWORK QUANTITIES:

OUT 200 CY  
FILL 280 CY  
NET 60 CY EXPORT

EARTHWORK NOTES:

THE EARTHWORK QUANTITIES SHOWN ARE IN-PLACE QUANTITIES AND HAVE BEEN ESTIMATED BY THE ENGINEER BASED ON THE FOLLOWING:

- A. EARTHWORK QUANTITIES ACCOUNT FOR 3" SITE STRIPPING
- B. EARTHWORK QUANTITIES ACCOUNT FOR THE FOLLOWING PAVEMENT SECTIONS:
  - B.1. VEHICULAR ASPHALT CONCRETE (15" SECTION)
  - B.2. VEHICULAR CONCRETE (12" SECTION)
  - B.3. PEDESTRIAN CONCRETE (9" SECTION)
- C. EARTHWORK QUANTITIES ACCOUNT FOR ASSUMED 30" PROPOSED BIORETENTION AREA SECTION.
- F. EARTHWORK QUANTITIES ACCOUNT FOR 3" TOPSOIL/PLANTING MATERIALS.
- F. EARTHWORK QUANTITIES DO NOT ACCOUNT FOR FOOTINGS.
- G. EARTHWORK QUANTITIES DO NOT ACCOUNT FOR UTILITY TRENCHING AND SPOILS.
- H. EARTHWORK QUANTITIES DO NOT ACCOUNT FOR FILL SHRINKAGE/SWELLING FACTORS.
- I. EARTHWORK QUANTITIES DO NOT ACCOUNT FOR OVER-EXCAVATION OR SOIL STABILIZATION FACTORS.
- L. EARTHWORK QUANTITIES DO NOT ACCOUNT FOR LANDSCAPE TREE PLANTING.

ACTUAL QUANTITIES MAY VARY DUE TO FIELD CONDITIONS OR CONSTRUCTION TECHNIQUES. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL QUANTITIES BASED UPON APPROVED PLANS AND INDEPENDENT CALCULATIONS.



Administration = 3,290 sf



Storage/Shop = 1,226 sf



Modular Office = 300 sf ea.



Bioretention



Site Area Total = 26,327 sf



New Transformer

Transformer

Stormwater  
bioretention strip

EV

Relocate Office  
Trailers

New Shop Building

Stormwater  
bioretention strip

Generator

# LANDSCAPE PLAN

- Drought tolerant, native plantings
- New irrigation system and water meter

## PLANT SCHEDULE

CODE	BOTANICAL NAME	COMMON NAME	SIZE	WATER USE	QTY	
TREES						
QUA	QUERCUS AGRIFFOLIA	COAST LINE OAK	24"BOX	VL	1	
ULF	ULMUS PARVIFOLIA 'FRONTIER'	FRONTIER ELM	24"BOX	L	1	
CODE	BOTANICAL NAME	COMMON NAME	SIZE	WATER USE	SPACING	QTY
SHRUBS						
AT	ARCTOSTAPHYLOS X 'HOWARD MOHNN'	HOWARD MOHNN MANZANITA	5 GAL	L	84" o.c.	13
CA	CALLUNA CALIFORNICA	RED BAJA FARTY DUSTER	5 GAL	L	72" o.c.	4
CG	CELANOTHUS GRISEUS HORIZONTALIS 'DIAMOND HEIGHTS'	DIAMOND HEIGHTS CARMEL CREEPER	1GAL	L	72" o.c.	10
CT	CHONDROPETALUM TECTORUM	SMALL CAPE RUSH	1GAL	L	48" o.c.	31
ES	EPILOBUM CANUM 'SCHEFFELIN'S CHOICE'	SCHEFFELIN'S CHOICE CALIFORNIA FUCHSIA	1 GAL	L	36" o.c.	5
LC	LEYMUS CONDENSATUS 'CANYON PRINCE'	CANYON PRINCE GIANT WILD RYE	1GAL	L	48" o.c.	42
LS	LEUOSTRUM SINENSE 'SUNSHINE'	SUNSHINE CHINESE PRIVET	5 GAL	L	48" o.c.	25
MR	MULLENBERGIA PISCENS	DEER GRASS	1GAL	L	60" o.c.	61
NL	NANDINA DOMESTICA	HEAVENLY BAMBOO	5 GAL	L	48" o.c.	35
NC	NANDINA DOMESTICA 'COMPACTA'	DWARF HEAVENLY BAMBOO	5 GAL	L	36" o.c.	51
RC	RHAMNUS CALIFORNICA 'MOUND SAN BRUNO'	CALIFORNIA COFFEEBERRY	5 GAL	L	60" o.c.	9
RO	ROSMARINUS OFFICINALIS	ROSEMARY	1GAL	L	48" o.c.	27
SW	SALVIA CLEVELANDII 'WINNIFRED GILMAN'	WINNIFRED GILMAN CLEVELAND SAGE	1GAL	L	60" o.c.	23
SX	SALVIA X 'BEE'S BLISS'	BEE'S BLISS SAGE	1GAL	L	60" o.c.	8

## LEGEND

- Screening Shrubs
- Foundational Shrubs
- Groundcovers
- Bioretention Area
- Mulch
- Existing Planting
- Proposed Tree
- Existing Trees

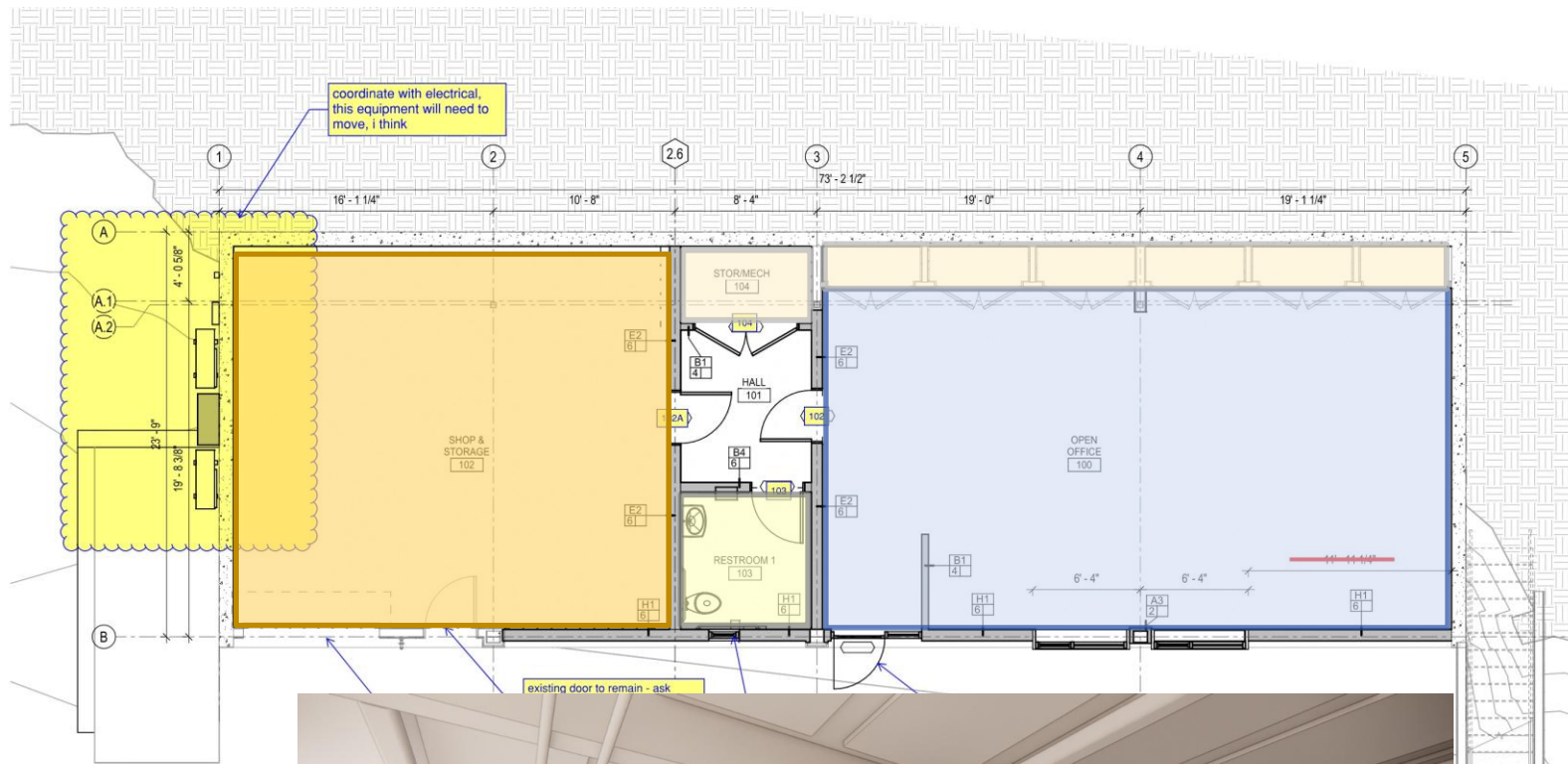


## UTILITIES

- Gas Service removed
- New storm drainage and bio-retention areas
- New sewer lateral



# ADMINISTRATION BUILDING First Level

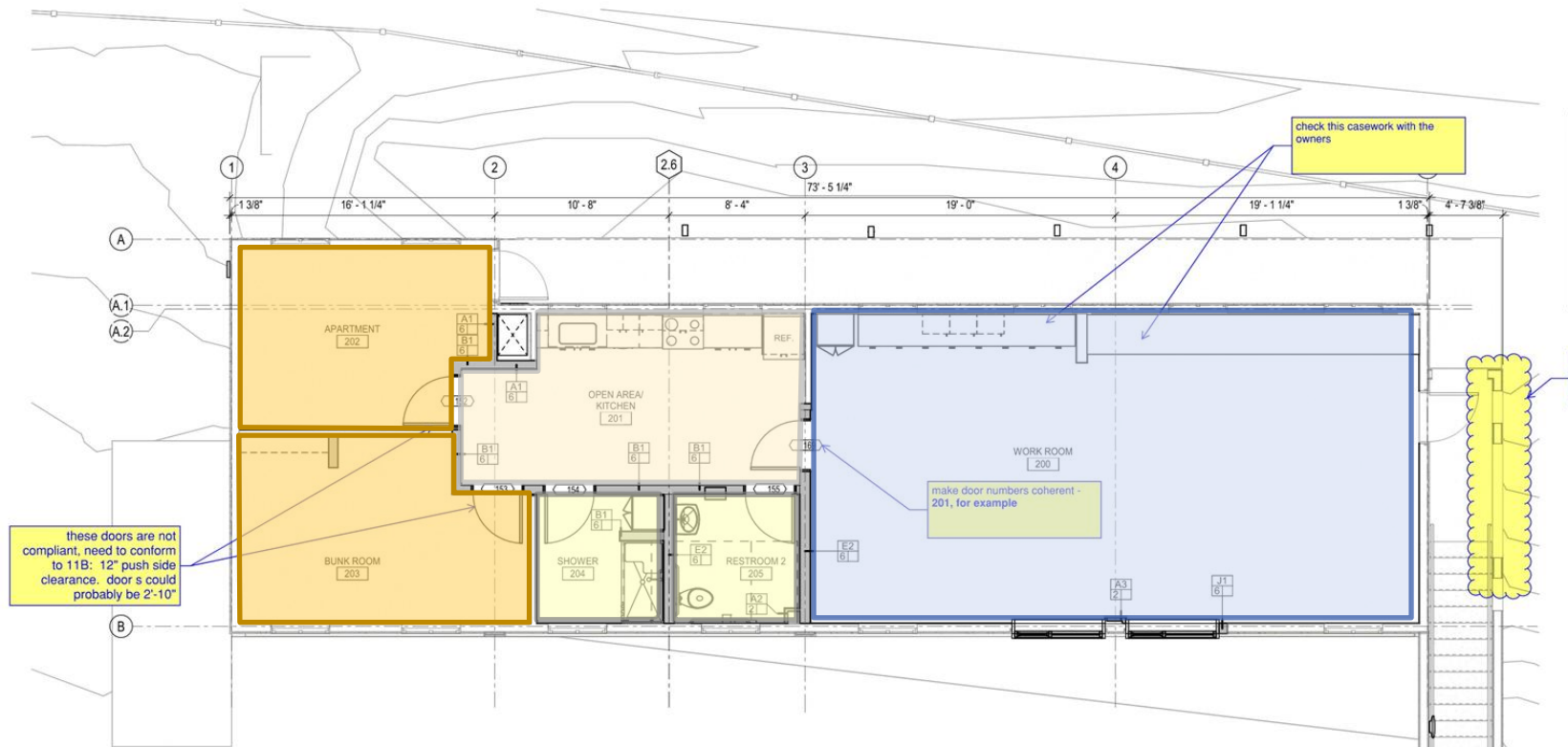


- Open Office
- Shop & Storage
- New Restroom
- Storage and Mechanical

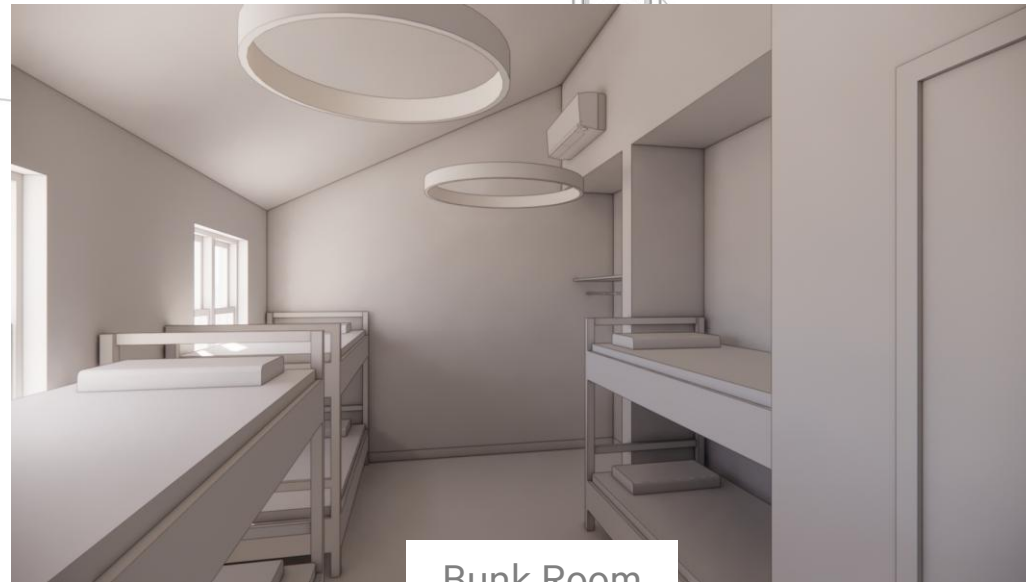


Open Office – First Floor

# ADMINISTRATION BUILDING Second Level



Kitchen



Bunk Room

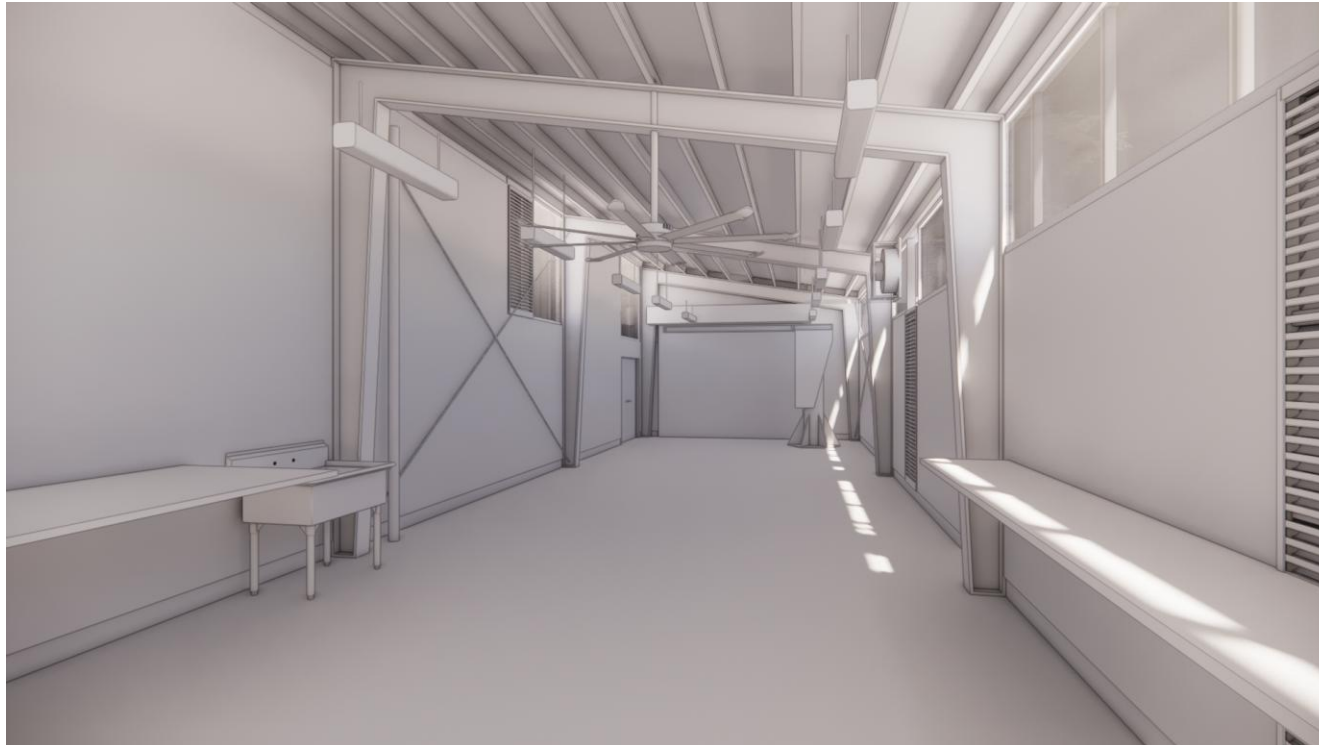
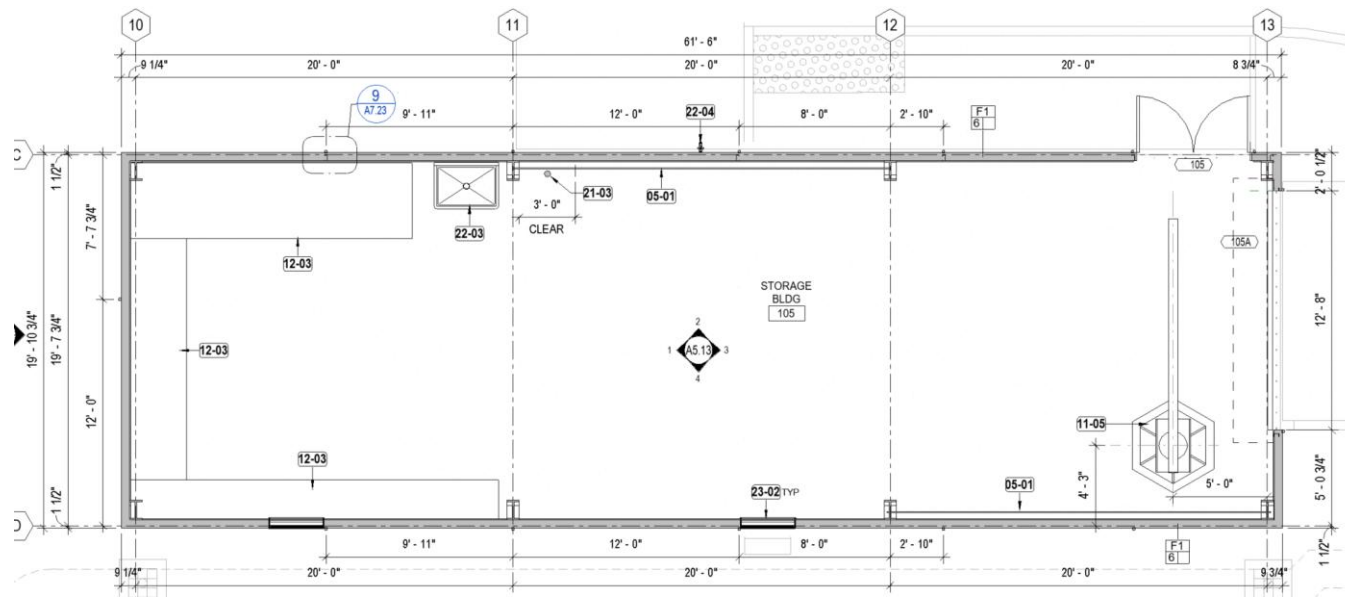
# ADMINISTRATION BUILDING Second Level

Open Office – Second Floor



# STORAGE BUILDING

- New, prefab metal building
- Jib Crane
- Work Surfaces
- Utility Sink
- Heaters and Fan
- Sprinkler and Fire Alarm
- Garage door vehicle access





# EXTERIOR MATERIALS

- Working with City to keep residential character to fit with the neighborhood



3 EXISTING - CLAY ROOF TILES  
01.33 3/4" x 1'-0"



5 EXISTING - PLASTER (TO BE PAINTED)  
01.33 3/4" x 1'-0"



8 EXISTING - MTL WINDOW CLAD  
01.33 3/4" x 1'-0"



2 VIEW 2 - WATER DISTRICT BLDG  
01.33



1 VIEW 1 - PROPOSED STORAGE BLDG  
01.33



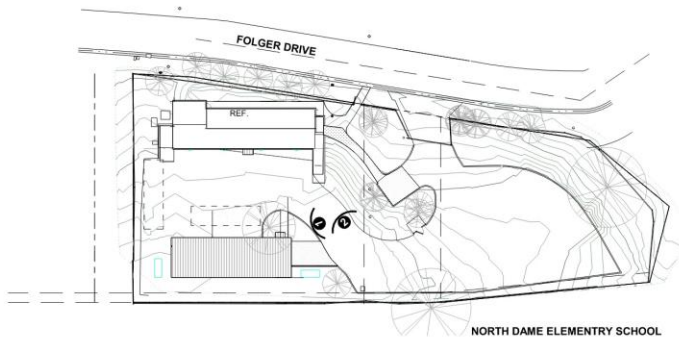
4 PROPOSED - 1" X 6" CHANNEL SIDING  
01.33 3/4" x 1'-0"



9 POLYCARBONATE GLAZING  
01.33 3/4" x 1'-0"



7 PROPOSED METAL SEAM ROOF  
01.33 3/4" x 1'-0"





# INTERIOR MATERIALS



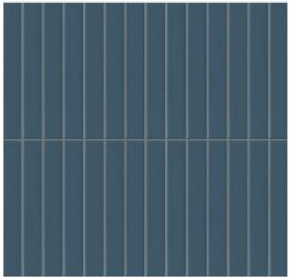
CARPET  
BENTLEY - REPOSE, ROUTINE



RESILIENT  
PATCRAFT - GUIDE, TRUFFLE



UPPER CABINETS  
WILSONART - CEDAR



BACKSPLASH  
GARDEN STATE TILE - STICK, OCEAN WAVE

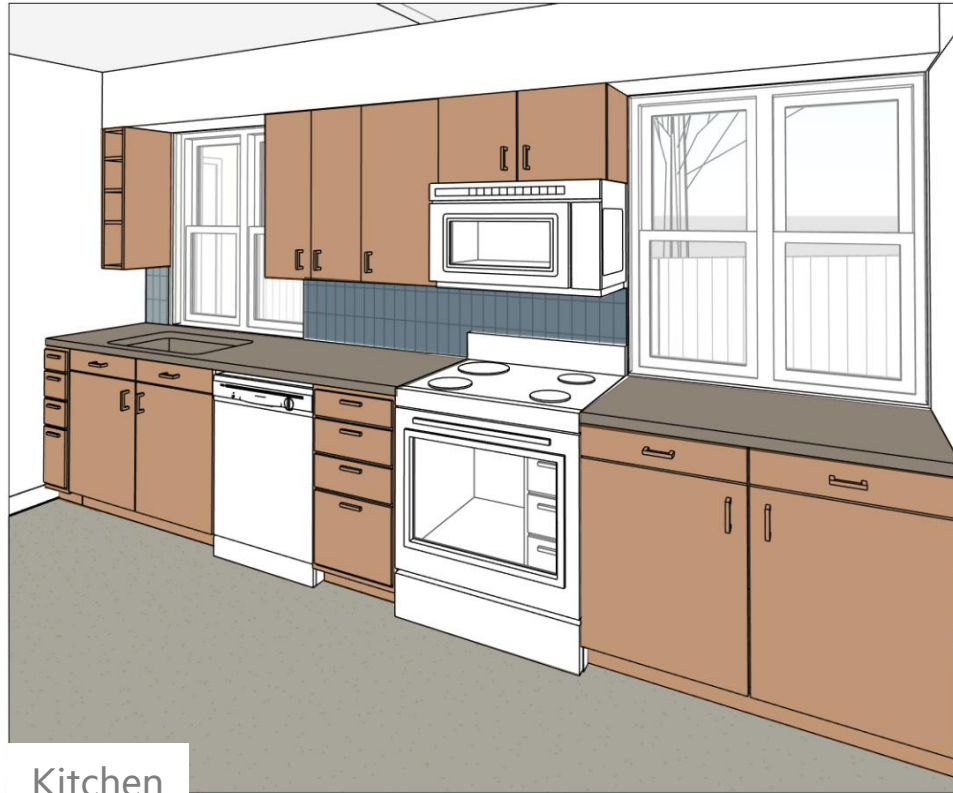


COUNTER  
SILESTONE - BRASS RELISH

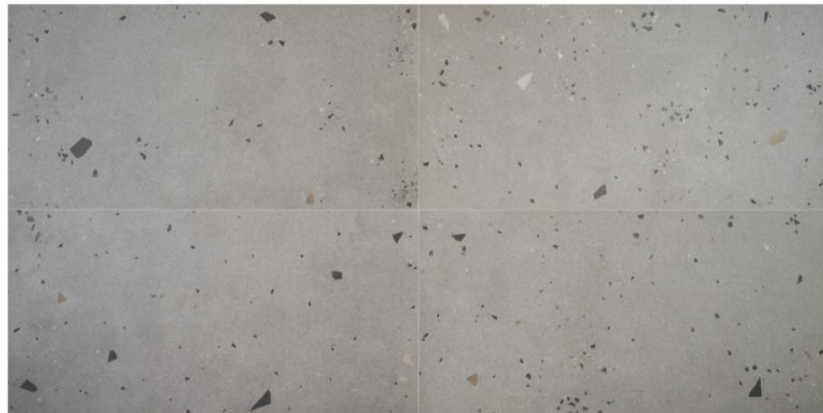
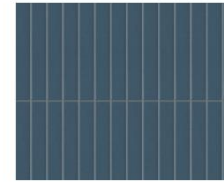


BASE CABINETS  
WILSONART - CEDAR

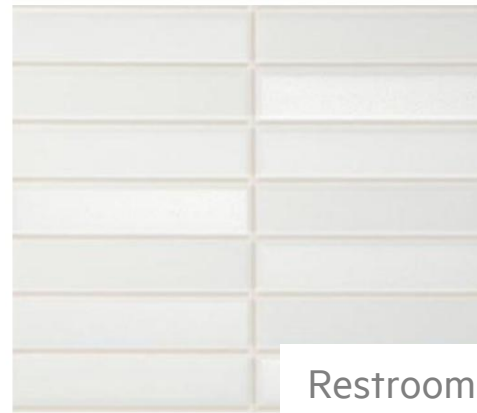
# INTERIOR MATERIALS



Kitchen



FLOOR TILE  
KOBE - CEMENT SMOKE, GRAY



Restrooms

WALL TILE  
3X12 WHITE STACK BOND SUBWAY

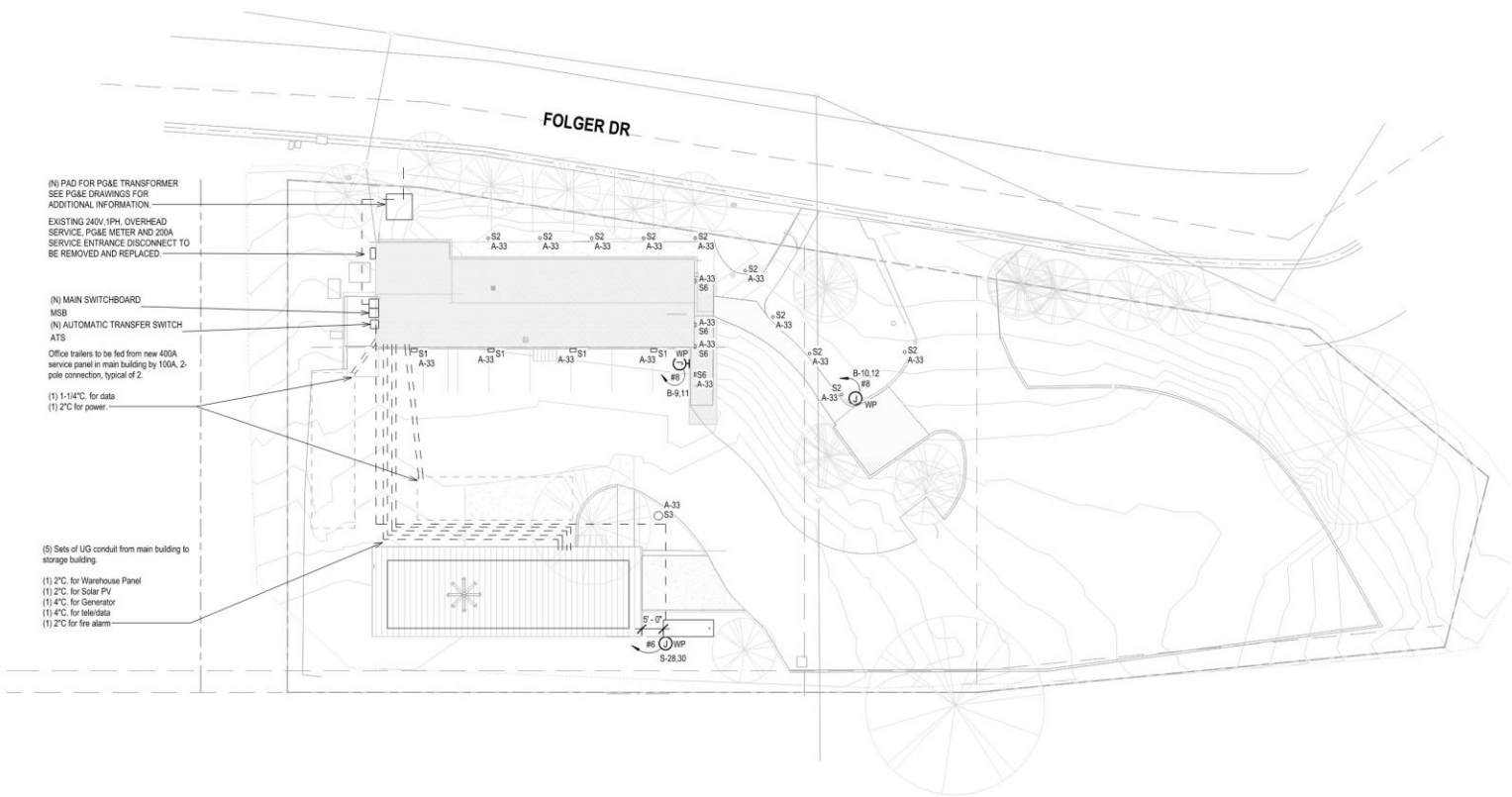
- Shear Wall
- New Concrete Footings





# ELECTRICAL UPGRADES

- New Transformer (PG&E)
- New service and service entry
- New Site distribution
- New Site Lighting
- New service for trailers
- Hook ups for portable generator
- New power outlets
- New LED lighting
- New Panels and sub-panels
- Upgraded fire alarm system



# MECHANICAL UPGRADES

- All electric equipment
- Heat Pump systems
- Air conditioning and heating

1 SITE PLAN  
1/16" = 1'-0"

# Cost Estimates

- Initial Cost Estimate: \$5.4 million
  - \$4.1 million construction cost
  - \$5.4 million total (including soft costs)
- Current cost estimate (provided March 18<sup>th</sup>):
  - \$4.4 million construction cost
  - \$5.6 million total (including soft costs)
- Cost estimates include contingencies, escalation, and soft costs
- Currently reviewing cost estimate in detail, and may pursue scope modifications, particularly for cost savings.

## Mid Pen Water District

Administration Building & Corporate Yard  
Belmont, Ca

**Based on review & analysis of:**

Pricing Documents

**Report Prepared for:**

Noll & Tam Architects

March 18, 2025

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# Immediate Next Steps

- Planning Commission Hearing - April 15, 2025
  - Cover both planning review and rezoning
  - Rezoning needed because City zoned property as residential in its last General Plan update
- City Council Meeting – May 13, 2025
  - Rezoning approval, expected to be on consent calendar
- Building Permit Process
  - Plan to submit to City in April, with review complete in June

# Schedule

SCHEDULE MILESTONES	Start	End
Building Permit Documents to City + Review	April 2025	June 2025
Planning Commission + Design Review Hearing	April 15, 2025	
City Council Hearing	Early May 2025	
Entitlements and Permits Issued		End of June 2025
Project Bid and Contract Award	July 2025	End of August 2025
Construction Duration	September 2025	September 2026
Project Closeout	August 2026	September 2026
Move in	October 2026	November 2026



## ***AGENDA ITEM NO. 8.A.***

DATE: March 27, 2025  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager

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**SUBJECT: Receive Report on Certificates of Participation Sale**

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### **RECOMMENDATION:**

Receive Report on Certificate of Participation Sale.

### **BACKGROUND**

In 2024, MPWD completed a Rate Study and implemented a new rate structure to support its Capital Improvement Program (CIP). As part of its financial strategy, MPWD initially planned to issue two series of Certificates of Participation (COPs): a 2025 COP of approximately \$20 million and a 2026 COP of approximately \$15 million.

Over the past several months, MPWD staff, the Finance Committee, and the District's Municipal Advisor (Wulff, Hansen & Co.), evaluated financing options through a series of meetings. Based on these discussions, it was determined that issuing a single financing series in 2025 for approximately \$33 million would be the most prudent approach. This decision was driven by several factors, including mitigating the risk of rising interest rates, potential legislative changes affecting the tax-exempt status of municipal bonds, and achieving administrative cost savings. Consolidating the financings into a single issuance was expected to result in an estimated cost avoidance of approximately \$500,000 over 30 years and reduce administrative burdens plus additional unknown savings due to the likely rising interest rates.

The Finance Committee recommended that the 2025 COP would be sold via competitive sale, consistent with the approach used for the District's 2016 COP issuance. At its February 18, 2025, meeting, the Finance Committee reviewed the draft financing documents and provided direction on the COP issuance process, building on discussions held at its January 14, 2025, meeting.

At the February 27th Board meeting, the Board approved Resolution 2025-07, which authorized the issuance of approximately \$33 million in COP debt financing for CIP projects. The approval included setting key financing parameters, such as a maximum par amount of \$35 million, an annual debt service cap of \$2.2 million, and a True Interest Cost (TIC) limit of 4.75%. Additionally, the Board approved the associated financing documents, which authorizes staff and the Municipal Advisor to direct the sale of the Certificates, and awards the winning bid based on the lowest TIC.

Wulff, Hansen & Co. presented an overview of the 2025 Financing Project, including the background on the District's financial planning, the Rate Study, and the data supporting the CIP. The agenda item also



included legal documents relating to the COP issuance, provided by Brian Quint of Stradling Law and reviewed by Hanson Bridgett, District Treasurer Ramsey, Wulff, Hansen, and District staff.

### **FISCAL IMPACT**

The sale of the COP will result in \$33,279,828.60 in funds for the District to use for its Capital Improvement Projects over the next five years, which will be available to the District as of April 1, 2025. Based on the TIC of 4.05%, the District will pay back the principal plus \$24,667,323.17 in interest over the next 30 years. The District does have the option to call the bonds after 10 years, which, depending on conditions, could reduce the amount of interest owed.

### **DISCUSSION**

On March 19, 2025, during an informational meeting, MPWD and , Municipal Advisors (Wulff, Hansen & Co.), were present as the bids were presented online. There were a total of 7 bids, ranging in TIC from 4.04% to 4.30%. Based on this, Morgan Stanley & Co. LLC was selected, and after resizing the resultant TIC is 4.05%.

Rob Pankratz and Bud Levine will give a more detailed presentation on these results and be available for questions from the Board.

# Mid-Peninsula Water District Certificates of Participation (2025 Financing Project)

## Final Results of Financing

March 27, 2025



# Background

- In 2024, MPWD completed a Rate Study and subsequently instituted a new rate structure to, among other things, support its Capital Improvement Program (“CIP”).
- In support of its CIP, the District determined that it would issue Certificates of Participation (“COPs”) to funds \$33 million in District projects.
- On February 27<sup>th</sup>, the MPWD Board of Directors approved moving forward with the financing, which was to take place via a competitive sale.
- As part of the approval, the Finance Committee and Board set not-to exceed parameters for the financing, including:
  - Maximum par amount of \$35 million;
  - Maximum True Interest Cost (TIC) of 4.75%;
  - Maximum annual debt service of \$2.2 million.
- On March 19<sup>th</sup>, the competitive sale was successfully completed with Morgan Stanley & Co. LLC selected as the winning bidder.

# Result of Competitive Sale -Bids

## Mid-Peninsula Wtr Dt \$33,535,000 Certificates of Participation (2025 Financing Project)

The following bids were submitted using *PARITY*® and displayed ranked by lowest TIC.  
Click on the name of each bidder to see the respective bids.

Bid Award*	Bidder Name	TIC
<input type="checkbox"/>	<a href="#">Morgan Stanley &amp; Co. LLC</a>	4.041982
<input type="checkbox"/>	<a href="#">HilltopSecurities</a>	4.085328
<input type="checkbox"/>	<a href="#">Jefferies LLC</a>	4.099854
<input type="checkbox"/>	<a href="#">UBS Financial Services Inc.</a>	4.167982
<input type="checkbox"/>	<a href="#">Mesirow Financial, Inc.</a>	4.170311
<input type="checkbox"/>	<a href="#">Fidelity Capital Markets</a>	4.275920
<input type="checkbox"/>	<a href="#">Robert W. Baird &amp; Co., Inc.</a>	4.309642

\*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.

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- The difference between the winning bid and the cover bid (Hilltop) is approx. \$195,000 in debt service (over 30-year term of COPs)
- The difference between the winning bid and the least favorable bid (Baird) is approx. \$1,025,000 in debt service (over 30-year term of COPs)



**WULFF, HANSEN & Co.**  
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# Tax-exempt Bond Market



30 Year AAA Municipal Index

10 Year AAA Municipal Index

Pricing Date



# Comparable Sales

Par Amount		\$	7,700,000.00	CA		\$	14,250,000.00	CA		\$	33,100,000.00	CA		\$	17,850,000.00	CA		\$	71,260,000.00	CA
Deal Name	Coastside County Water District				South Tahoe Public Utility District Water Revenue				Mid-Peninsula Water District				Marina Coast Water District				Moulton-Niguel Water District Public Facilities Corp			
Type	CERTIFICATE PARTICIPATION				CERTIFICATE PARTICIPATION				CERTIFICATE PARTICIPATION				REVENUE BONDS				CERTIFICATE PARTICIPATION			
Series																				
Deal Type	NEGOTIATED				NEGOTIATED				COMPETITIVE				COMPETITIVE				COMPETITIVE			
Rating	NR/AA-/NR				NR/AA-/NR				NR/AA-/NR				NR/AA-/NR				NR/AAA/AAA			
Underlying Rating	NR/AA-/NR				NR/NR/NR				NR/NR/NR				NR/NR/NR				NR/NR/AAA			
Tax Status/ UW	FED BQ/ST TAX-EXEMPT		DA DAVIDSON & CO		FED & ST TAX-EXEMPT		OPPENHEIMER & COMPANY INC		FED & ST TAX-EXEMPT		MORGAN STANLEY & CO LLC		FED & ST TAX-EXEMPT		HILLTOP SECURITIES INC		FED & ST TAX-EXEMPT		FIFTH THIRD SECURITIES	
Call Date	9/1/2034				8/1/2034				12/1/2035				6/1/2034				3/1/2035			
Pricing Date	BVAL	Cpn	Yield	Sprd	BVAL	Cpn	Yield	Sprd	BVAL	Cpn	Yield	Sprd	BVAL	Cpn	Yield	Sprd	BVAL	Cpn	Yield	Sprd
	1/16/2025				1/13/2025				3/19/2025				2/6/2025				2/25/2025			
2025	2.79	5.00	2.85	+6	--	--	--	--	2.55	4.00	2.59	+4	--	--	--	--	2.55	5.00	2.27	-28
2026	2.83	5.00	2.86	+3	--	--	--	--	2.60	4.00	2.51	-9	2.57	5.00	2.29	-28	2.58	5.00	2.27	-31
2027	2.88	5.00	2.90	+2	--	--	--	--	2.66	4.00	2.52	-14	2.63	5.00	2.31	-32	2.63	5.00	2.29	-34
2028	2.92	5.00	2.95	+3	--	--	--	--	2.71	4.00	2.58	-13	2.66	5.00	2.34	-32	2.67	5.00	2.30	-37
2029	2.96	5.00	3.00	+4	--	--	--	--	2.76	4.00	2.63	-13	2.69	5.00	2.37	-32	2.69	5.00	2.33	-36
2030	3.01	5.00	3.04	+3	3.05	5.00	3.08	+3	2.81	4.00	2.71	-10	2.73	5.00	2.40	-33	2.73	5.00	2.35	-38
2031	3.06	5.00	3.07	+1	3.10	5.00	3.12	+2	2.86	4.00	2.74	-12	2.77	5.00	2.41	-36	2.78	5.00	2.38	-40
2032	3.11	5.00	3.13	+2	3.15	5.00	3.17	+2	2.93	4.00	2.83	-10	2.82	5.00	2.43	-39	2.83	5.00	2.46	-37
2033	3.16	5.00	3.20	+4	3.21	5.00	3.24	+3	2.99	4.00	2.87	-12	2.87	5.00	2.48	-39	2.88	5.00	2.53	-35
2034	3.21	5.00	3.27	+6	3.26	5.00	3.31	+5	3.05	4.00	3.05	+0	2.92	5.00	2.56	-36	2.93	5.00	2.61	-32
2035	3.26	5.00	3.34	+8	3.30	5.00	3.38	+8	3.10	4.00	3.15	+5	2.96	5.00	2.59	-37	2.97	5.00	2.65	-32
2036	3.31	5.00	3.42	+11	3.35	5.00	3.46	+11	3.17	4.00	3.30	+13	3.01	5.00	2.63	-38	3.03	5.00	2.72	-31
2037	3.36	5.00	3.47	+11	3.41	5.00	3.51	+10	3.24	4.00	3.40	+16	3.07	4.00	2.89	-18	3.11	5.00	2.77	-34
2038	3.42	5.00	3.52	+10	3.46	5.00	3.57	+11	3.32	4.00	3.50	+18	--	--	--	--	3.18	5.00	2.81	-37
2039	3.48	5.00	3.59	+11	3.53	5.00	3.64	+11	3.40	4.00	3.60	+20	--	--	--	--	3.24	5.00	2.87	-37
2040	3.54	5.00	3.67	+13	--	--	--	--	3.49	4.00	3.75	+26	--	--	--	--	3.31	5.00	2.98	-33
2041	--	--	--	--	--	--	--	--	3.57	4.00	3.85	+28	--	--	--	--	3.37	5.00	3.09	-28
2042	--	--	--	--	--	--	--	--	3.65	4.00	3.90	+25	--	--	--	--	3.44	5.00	3.23	-21
2043	--	--	--	--	--	--	--	--	3.72	4.00	4.00	+28	--	--	--	--	3.52	5.00	3.37	-15
2044	3.77	4.00	4.16	+39	--	--	--	--	3.81	4.00	4.08	+27	--	--	--	--	3.59	5.00	3.47	-12
2045	--	--	--	--	3.87	5.00	4.17	+30	3.87	4.00	4.15	+28	--	--	--	--	3.66	5.00	3.56	-10
2046	--	--	--	--	--	--	--	--	3.92	4.00	4.20	+28	--	--	--	--	3.70	5.00	3.63	-7
2047	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	3.75	5.00	3.67	-8
2048	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	3.78	5.00	3.69	-9
2049	--	--	--	--	4.00	5.00	4.30	+30	--	--	--	--	--	--	--	--	--	--	--	--
2050	--	--	--	--	--	--	--	--	4.08	4.13	4.28	+20	--	--	--	--	--	--	--	--
2051	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	3.86	5.00	3.72	-14
2052	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
42 2053	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
2054	--	--	--	--	4.09	5.00	4.40	+31	4.15	4.25	4.34	+19	--	--	--	--	3.91	5.00	3.76	-15

# Final Results

## Sources and Uses of Funds

### Sources of Funds

Par Amount of Certificates	33,100,000
Net Premium	388,291
<b>Total Sources of Funds</b>	<b>33,488,291</b>

### Uses of Funds

Project Fund	33,000,000
Cost of Issuance	275,000
Underwriter's Discount	208,462
<b>Total Uses of Funds</b>	<b>33,483,462</b>

## Summary Statistics

Dated Date	April 1, 2025
First Par Call Date	December 1, 2035
Final Maturity	December 1, 2054

True Interest Cost (TIC)	4.06%
All-in True Interest Cost	4.13%
Arbitrage Yield	4.01%

# Projected on 2/27/25

## Estimated Sources and Uses of Funds

### Sources of Funds

Par Amount of Certificates	32,680,000
Net Premium	856,903
<b>Total Sources of Funds</b>	<b>33,536,903</b>

### Uses of Funds

Project Fund	33,000,000
Cost of Issuance	291,803
Underwriter's Discount	245,100
<b>Total Uses of Funds</b>	<b>33,536,903</b>

## Estimated Summary Statistics

Dated Date	April 1, 2025
First Par Call Date	December 1, 2035
Final Maturity	December 1, 2054

True Interest Cost (TIC)	4.07%
All-in True Interest Cost	4.14%
Arbitrage Yield	3.99%



**WULFF, HANSEN & Co.**  
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# Final Results

Bond Debt Service					
Period Ending	Principal	Coupon	Yield	Interest	Debt Service
6/30/2025	-			224,851	224,851
6/30/2026	580,000	4.000%	2.59%	1,337,506	1,917,506
6/30/2027	605,000	4.000%	2.51%	1,313,806	1,918,806
6/30/2028	630,000	4.000%	2.52%	1,289,106	1,919,106
6/30/2029	655,000	4.000%	2.58%	1,263,406	1,918,406
6/30/2030	680,000	4.000%	2.63%	1,236,706	1,916,706
6/30/2031	710,000	4.000%	2.71%	1,208,906	1,918,906
6/30/2032	740,000	4.000%	2.74%	1,179,906	1,919,906
6/30/2033	770,000	4.000%	2.83%	1,149,706	1,919,706
6/30/2034	800,000	4.000%	2.87%	1,118,306	1,918,306
6/30/2035	835,000	4.000%	3.05%	1,085,606	1,920,606
6/30/2036	865,000	4.000%	3.15%	1,051,606	1,916,606
6/30/2037	900,000	4.000%	3.30%	1,016,306	1,916,306
6/30/2038	940,000	4.000%	3.40%	979,506	1,919,506
6/30/2039	975,000	4.000%	3.50%	941,206	1,916,206
6/30/2040	1,015,000	4.000%	3.60%	901,406	1,916,406
6/30/2041	1,060,000	4.000%	3.75%	859,906	1,919,906
6/30/2042	1,100,000	4.000%	3.85%	816,706	1,916,706
6/30/2043	1,145,000	4.000%	3.90%	771,806	1,916,806
6/30/2044	1,195,000	4.000%	4.00%	725,006	1,920,006
6/30/2045	1,240,000	4.000%	4.08%	676,306	1,916,306
6/30/2046	1,290,000	4.000%	4.15%	625,706	1,915,706
6/30/2047	1,345,000	4.000%	4.20%	573,006	1,918,006
6/30/2048	1,400,000	4.125%	4.28%	517,231	1,917,231
6/30/2049	1,460,000	4.125%	4.28%	458,244	1,918,244
6/30/2050	1,520,000	4.125%	4.28%	396,781	1,916,781
6/30/2051	1,585,000	4.125%	4.28%	332,741	1,917,741
6/30/2052	1,655,000	4.250%	4.34%	264,881	1,919,881
6/30/2053	1,725,000	4.250%	4.34%	193,056	1,918,056
6/30/2054	1,800,000	4.250%	4.34%	118,150	1,918,150
6/30/2055	1,880,000	4.250%	4.34%	39,950	1,919,950
<b>Total</b>	<b>33,100,000</b>			<b>24,667,323</b>	<b>57,767,323</b>

# Projected on 2/27/25

Estimated Bond Debt Service					
Period Ending	Principal	Coupon	Yield	Interest	Debt Service
6/30/2025	-			238,008	238,008
6/30/2026	505,000	5.00%	2.85%	1,415,425	1,920,425
6/30/2027	530,000	5.00%	2.86%	1,389,550	1,919,550
6/30/2028	560,000	5.00%	2.90%	1,362,300	1,922,300
6/30/2029	590,000	5.00%	2.95%	1,333,550	1,923,550
6/30/2030	615,000	5.00%	3.00%	1,303,425	1,918,425
6/30/2031	650,000	5.00%	3.04%	1,271,800	1,921,800
6/30/2032	680,000	5.00%	3.07%	1,238,550	1,918,550
6/30/2033	715,000	5.00%	3.13%	1,203,675	1,918,675
6/30/2034	755,000	5.00%	3.20%	1,166,925	1,921,925
6/30/2035	795,000	5.00%	3.27%	1,128,175	1,923,175
6/30/2036	835,000	5.00%	3.34%	1,087,425	1,922,425
6/30/2037	875,000	5.00%	3.42%	1,044,675	1,919,675
6/30/2038	920,000	5.00%	3.47%	999,800	1,919,800
6/30/2039	970,000	5.00%	3.52%	952,550	1,922,550
6/30/2040	1,020,000	5.00%	3.59%	902,800	1,922,800
6/30/2041	1,070,000	5.00%	3.67%	850,550	1,920,550
6/30/2042	1,120,000	4.00%	4.16%	801,400	1,921,400
6/30/2043	1,165,000	4.00%	4.16%	755,700	1,920,700
6/30/2044	1,215,000	4.00%	4.16%	708,100	1,923,100
6/30/2045	1,260,000	4.00%	4.16%	658,600	1,918,600
6/30/2046	1,315,000	4.00%	4.16%	607,100	1,922,100
6/30/2047	1,365,000	4.00%	4.16%	553,500	1,918,500
6/30/2048	1,425,000	4.00%	4.16%	497,700	1,922,700
6/30/2049	1,480,000	4.00%	4.16%	439,600	1,919,600
6/30/2050	1,540,000	4.00%	4.16%	379,200	1,919,200
6/30/2051	1,605,000	4.00%	4.16%	316,300	1,921,300
6/30/2052	1,670,000	4.00%	4.16%	250,800	1,920,800
6/30/2053	1,740,000	4.00%	4.16%	182,600	1,922,600
6/30/2054	1,810,000	4.00%	4.16%	111,600	1,921,600
6/30/2055	1,885,000	4.00%	4.16%	37,700	1,922,700
<b>Total</b>	<b>32,680,000</b>			<b>25,189,083</b>	<b>57,869,083</b>





## ***AGENDA ITEM NO. 8.B***

DATE: March 27, 2025

TO: Board of Directors

FROM: Kathryn Wuelfing, General Manager  
Rene Ramirez, Operations Manager  
Drew Bost, Water Resources Coordinator

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**SUBJECT: CONSIDER ORDINANCE 130 AN ORDINANCE RESCINDING LEVEL 1 AND AUTHORIZING LEVEL 0 WATER SHORTAGE RESPONSE OF WATER SHORTAGE CONTINGENCY PLAN**

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**RECOMMENDATION:** Approve Ordinance 130 rescinding Level 1 and authorizing Level 0 water shortage response of MPWD's Water Shortage Contingency Plan (WSCP).

**FISCAL IMPACT:** None.

**BACKGROUND:**

Mid-Peninsula Water District's (District) Water Shortage Contingency Plan (WSCP), adopted by Resolution 2021-23 on September 23, 2021, and along with the District's Urban Water Management Plan, establishes criteria and guidelines for operations and water conservation during a water shortage. As required under state law, the WSCP is updated every 5 years with the next update due by July 2026.

On November 23, 2021, the SFPUC declared a local Water Shortage Emergency and called for a voluntary system-wide 10% reduction in water use compared to baseline water use during Fiscal Year 2019-2020. On May 24, 2022, SFPUC increased the system-wide water use reduction to 11%.

In 2021 and 2022, Governor Gavin Newsom took several drought-related actions, which included multiple drought emergency Proclamations and Executive Orders. On October 19, 2021, Governor Newsom proclaimed a Statewide Drought Emergency and urged Californians to step up their water conservation efforts and directed local water suppliers to execute their urban WSCP at a level appropriate to local conditions that consideration the possibility of a third consecutive dry year.

On March 28, 2022, Executive Order N-7-22 directed the State Water Resource Control Board (SWRCB) to consider adopting additional emergency regulations for urban water conservation, which were ultimately adopted on May 24, 2022, and went into effect on June 10, 2022 (SWRCB Resolution No. 22-0018). These urban water conservation regulations included a specific requirement that *all urban water suppliers* must implement all Level 2 demand reduction actions in their WSCP for a shortage level of 10-20%.

In response to the requirements from Executive Order N-7-22, the District's Board of Directors passed and adopted Ordinance No.124 on June 23, 2022. This ordinance authorized Level 2 of the District's WSCP, which seeks a demand reduction of up to 20% in response to the existing water supply conditions.

On March 24, 2023, Executive Order N-5-23 was issued by Governor Gavin Newsom. This Executive Order reversed drought emergency provisions due to the water conditions within the state. This legislation ended the voluntary 15% water conservation target that had been put in place and which promoted water conservation as a California Way of Life. The SWRCB maintained its requirement that all urban water suppliers adhere to the implementation of water shortage restrictions put in place by SWRCB Resolution 2022-0018 until June 10, 2023.

On April 11, 2023, our wholesaler, the San Francisco Public Utilities Commission (SFPUC), voted to end its own Local Drought Declaration due to system wide hydrologic conditions and current water levels within SFPUC's high water storage reservoirs system, and to rescind the voluntary system-wide water use reduction of 11% when SWRCB Resolution No. 22-0018 is no longer in effect.

On May 23, 2023, in response to Executive Order N-5-23 and the end of SFPUC's Local Drought Declaration, as well as several consecutive years of atmospheric rivers and large winter storms that brought record-breaking rainfall and snowfall to California, the District's Board of Directors approved Ordinance 126 rescinding Level 2 and authorizing Level 1 water shortage response of MPWD's WSCP.

## **DISCUSSION:**

Staff will provide a detailed presentation to the Board providing an overview of the District's WSCP, comparison of historic and current water demand trends and patterns, rationale for their recommendation to move the District into its' Level 0 water shortage response.

California has experienced three wet winters in a row, with the Sierra Nevada experiencing above average rainfall and snowfall in 2023 and 2024 and 90% of average snow levels by March of 2025. Due to this increased precipitation, there is a very low chance that the District, SFPUC, or the state will implement any water use reduction targets next summer.

While the District was able to achieve its reduction targets during the recent 2021 drought as well as the 2014-17 drought, demand reductions were less substantial during the 2021 drought. The District's average demand reduction was 21% during the 2014-17 drought compared to 11% during the 2021-23 drought. Staff is concerned about conservation messaging fatigue; if customers are constantly inundated with conservation messaging, they will be less motivated and engaged to reduce their water use during times of drought where demand reductions are vital.

The District's Level 0 water shortage response does not call for any specific reduction targets; rather, it promotes overall water stewardship by implementing water efficiency best management practices and local goals for supply reliability. These include various demand reduction actions such as irrigation time-of-day restrictions, shutoff nozzle requirements for hoses, and discourages the washing of hard surfaces with potable water.

Given this, Staff recommends that the Board consider rescinding Level 1 and authorizing Level 0 water shortage response of MPWD's WSCP, reflecting the importance of continued promotion of water efficiency and water education while removing the call for a specific water reduction target.

Attachments:   Draft Ordinance 130  
                  Excerpt from Table 3-3 Demand Reduction Actions, from the MPWD 2020 WSCP (Pages 31-36)  
                  Staff Powerpoint Presentation

## ORDINANCE NO. 130

### AN ORDINANCE RESCINDING LEVEL 1 AND AUTHORIZING LEVEL 0 WATER SHORTAGE RESPONSE OF WATER SHORTAGE CONTINGENCY PLAN

\* \* \*

#### MID-PENINSULA WATER DISTRICT

**WHEREAS**, on March 28, 2022, the Governor issued Executive Order N-7-22, which directed the State Water Resources Control Board (SWRCB) to adopt emergency regulations requiring each urban water supplier that has submitted a Water Shortage Contingency Plan (WSCP) to the California Department of Water Resources to implement, at a minimum, shortage response actions adopted under Section 10632 of the California Water Code for a shortage level of up to 20% (Shortage Level 2); and

**WHEREAS**, on May 24, 2022, the SWRCB adopted such regulations by SWRCB Resolution No. 2022-0018, Resolution to Adopt an Emergency Regulation to Reduce Demand and Improve Water Conservation, 23 Cal. Code of Regulations § 996 (SWRCB Regulations); and

**WHEREAS**, in response to the SWRCB Regulations, on June 23, 2022, the Mid-Peninsula Water District (District) adopted Ordinance No 124 implementing Level 2 of the District's WSCP; and

**WHEREAS**, on February 13, 2023, the Governor issued Executive Order N-3-23, which continued the statewide drought emergency and regulations in effect, but also directed state agencies to provide recommendations on whether any existing provisions in the Governor's drought proclamations and executive orders are no longer needed to mitigate drought conditions; and

**WHEREAS**, on March 24, 2023, the Governor issued Executive Order N-5-23, which among other actions terminated the portion of Executive Order N-7-22 that prompted the SWRCB to adopt Resolution SWRCB Resolution No. 22-0018, requiring urban water suppliers to implement, at minimum, the demand reduction actions in Level 2 of their WSCPs; and

**WHEREAS**, the aforementioned SWRCB Resolution No. 22-0018 expired on June 10, 2023; and

**WHEREAS**, on April 11, 2023, the San Francisco Public Utilities Commission (SFPUC) adopted Resolution 23-0073, rescinding SFPUC Resolution No. 21-0177 and thereby ending the local water

shortage emergency declaration (Cal. Water Code §§ 350-359) and rescinding implementation of SFPUC's WSCP Level 2 upon the termination, rescission, or amendment of SWRCB Resolution No. 22-0018; and

**WHEREAS**, on May 25, 2023, the District approved Ordinance Number 126 rescinding Level 2 of MPWD's WSCP and implemented Level 1 of the District's WSCP; and

**WHEREAS**, the region has experienced average or above average precipitation for the last three winters and does not expect any water shortage response actions or emergency drought declarations from the SWRCB or SFPUC in the foreseeable future.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Mid-Peninsula Water District as follows:

**Section 1:** Ordinance Number 126, which implements Level 1 of MPWD's WSCP, shall be rescinded.

**Section 2:** Concurrent with the rescission of Ordinance Number 126, implements Level 0 of the District's WSCP.

**Section 3 - Effective Date:** This Ordinance shall take effect and be in full force as of the date of its enactment.

**REGULARLY PASSED AND ADOPTED** at a meeting of the Board of Directors of the Mid-Peninsula Water District duly held on 27<sup>th</sup> day of March 2025 by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENCES:

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
District Secretary

The lengthy list of response actions presented in Table 3-3 is a toolbox from which MPWD can choose the most appropriate responses for specific shortage situations. MPWD's six Levels of reduction actions present estimated individual and cumulative reductions. In practice, due to many local variables impacting water use and typical combined implementation of drought response actions (multiple actions are typically employed at the same time, e.g., local various public outreach campaigns combined with regional requirements, drought water rates, etc.), actual and specific savings per response action are estimates. Water reductions that include reductions or elimination of landscape irrigation typically present the highest potential water savings.

**Table 3-3. Demand Reduction Actions (Submittal Table 8-2).**

Submittal Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions <b>Drop down list</b> <i>These are the only categories that will be accepted by the WUE data online submittal tool. Select those that apply.</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <b>For Retail Suppliers Only</b> <i>DropDown List</i>
<i>Add additional rows as needed</i>				
0	Other water feature or swimming pool restriction	Statewide Prohibition is Required	All decorative water features must recirculate water or users must secure a waiver from the MPWD.	No
0	Other	Statewide Prohibition is Required	Washing or hosing down vehicles is prohibited except by use of a handheld container, hose with an automatic shut off device, or at a commercial car wash.	No

0	Other - Prohibit use of potable water for washing hard surfaces	Statewide Prohibition is Required	Washing hard or paved surfaces is prohibited except to alleviate safety or sanitary hazards using a handheld container, hose with an automatic shut off device, or a low-volume high pressure cleaning machine that recycles used water.	No
0	Landscape - Restrict or prohibit runoff from landscape irrigation	Statewide Prohibition is Required	Watering vegetated areas in a manner that causes excessive water flow or runoff onto an adjoining sidewalk, driveway, street, alley, gutter, or ditch is prohibited.	No
0	Landscape - Other landscape restriction or prohibition	Statewide Prohibition is Required	Irrigating ornamental turf on public street medians is prohibited.	No
0	Landscape - Other landscape restriction or prohibition	Statewide Prohibition is Required	No landscape watering shall occur within 48 hours after measurable precipitation.	No
0	Landscape - Limit landscape irrigation to specific times	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Watering or irrigation with a device that is not continuously attended to is limited to fifteen (15) minutes per day per valve. Low flow drip type systems, water efficient stream rotor systems, and sensor/weather-controlled systems are exempt.	No
0	Landscape - Other landscape restriction or prohibition	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Any new planting should be performed with drought tolerant plants.	No
0	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Fix leaks or faulty sprinklers promptly/within 10 day(s).	No
0	CII - Other CII restriction or prohibition	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	No single pass cooling systems may be installed in new or remodeled buildings.	Yes
0	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	All new commercial car wash and laundry facilities must re-circulate the wash water or obtain a waiver from the MPWD.	Yes

0	CII - Commercial kitchens required to use pre-rinse spray valves	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Food preparation establishments must use water efficient kitchen spray valves.	Yes
0	Landscape - Limit landscape irrigation to specific times	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Watering or irrigation of vegetated areas is prohibited between 10am and 6 pm except by use of a handheld device, hose equipped with an automatic shutoff device, or for adjusting or repairing an irrigation system for short periods of time.	No
0	Other - Require automatic shut of hoses	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Use a shutoff nozzle on hoses.	No
0	Other	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Unauthorized use of hydrants is prohibited. Authorization for use must be obtained from water supplier.	Yes
1	Expand Public Information Campaign	0-1%	Community Outreach and Messaging (Expand Public Information Campaign)	No
1	Expand Public Information Campaign	0-1%	Encourage customers to wash only full loads when washing dishes or clothes.	No
1	Expand Public Information Campaign	0-1%	Encourage customers to use pool covers to minimize evaporation.	No
1	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Fix leaks or faulty sprinklers promptly/within 10 day(s).	No
1	CII - Restaurants may only serve water upon request	0-1%	CII - Restaurants may only serve water upon request	No



1	CII - Lodging establishment must offer opt out of linen service	0-1%	CII - Lodging establishment must offer opt out of linen service	No
1	Landscape - Other landscape restriction or prohibition	0-5%	New and existing residential automated irrigation systems must be equipped with rain sensors that shut off the system when it rains, or smart controllers or evapotranspiration sensors that use weather-based data to set efficient watering schedules.	No
1	Landscape - Limit landscape irrigation to specific times	0-5%	Watering or irrigation of vegetated areas is prohibited between 9 am and 6 pm except by use of a handheld device, hose equipped with an automatic shutoff device, or for adjusting or repairing an irrigation system for short periods of time.	No
1	CII - Other CII restriction or prohibition	0-1%	Commercial, industrial, institutional equipment must be properly maintained and in full working order.	No
1	Landscape - Prohibit certain types of landscape irrigation	0-1%	All non-essential water use for nurseries should cease.	No
1	Landscape - Prohibit certain types of landscape irrigation	0-1%	All non-essential water use for public entities should cease.	No
1	Landscape - Prohibit certain types of landscape irrigation	0-1%	All non-essential water use for commercial and industrial use should cease.	No
1	Other	5-10%	Other Prohibited Uses: MPWD may implement other prohibited water uses as determined by MPWD, after notice to customers.	No
1	Other	5-10%	MPWD may reduce water allocations in all categories to meet the available water supply.	No
1	Improve Customer Billing	0-3%	AMI Customer Leak Reports with Detection	No

1	Provide Rebates for Landscape Irrigation Efficiency	0-1%	Expanded/Enhanced Rebate Programs	No
1	Reduce System Water Loss	0-5%	Real Loss Reduction - Pressure Management and More Aggressive Leak Detection	No
1	Offer Water Use Surveys	0-1%	Offer Water Use Surveys	No
1	Provide Rebates on Plumbing Fixtures and Devices	0-1%	Provide Rebates on Plumbing Fixtures and Devices	No
1	Provide Rebates for Turf Replacement	0-1%	Provide Rebates for Turf Replacement	No
1	Increase Water Waste Patrols	0-1%	Increase Water Waste Patrols	No
2	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Fix leaks or faulty sprinklers within 5 day(s).	No
2	Landscape - Limit landscape irrigation to specific days	5-10%	Irrigation shall be limited to 3 days per week turf watering when using potable water. Plant containers, trees, shrubs and vegetable gardens may be watered additional days using only drip irrigation or hand watering.	Yes
2	Water Features - Restrict water use for decorative water features, such as fountains	0-1%	Filling or refilling ornamental lakes and ponds is prohibited. Ornamental lakes and ponds that sustain aquatic life of significant value and were actively managed prior to the storage declaration are exempt.	No
2	Implement or Modify Drought Rate Structure or Surcharge	0-5%	Drought Rates and Surcharges	Yes
2	Improve Customer Billing	0-1%	Improve customer billing reports to include more details on water use.	No
2	Decrease Line Flushing	0-1%	Decrease Line Flushing without impacting water quality.	No
2	Pools and Spas - Require covers for pools and spas	0-1%	Pools and Spas - Require covers for pools and spas.	No
2	Pools - Allow filling of swimming pools only when an appropriate cover is in place.	0-1%	Pools - Allow filling of swimming pools only when an appropriate cover is in place.	No

2	Other	5-10%	Other Prohibited Uses: MPWD may implement other prohibited water uses as determined by the MPWD, after notice to customers.	No
2	Other	5-10%	MPWD may reduce water allocations in all categories to meet the available water supply.	No
3	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Fix leaks or faulty sprinklers within 3 day(s).	Yes
3	Other water feature or swimming pool restriction	0-1%	Decorative water features that use potable water must be drained and kept dry.	Yes
3	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	0-1%	Car washing is only permitted using a commercial carwash that recirculates water or by high pressure/low volume wash systems.	Yes
3	Other - Prohibit use of potable water for construction and dust control	0-1%	Require a construction water use plan be submitted to the water supplier that addresses how impacts to existing water users will be mitigated (such as dust control).	Yes
3	Landscape - Other landscape restriction or prohibition	0-1%	Except for landscapes watered with non-potable water, limit the installation of new landscaping to drought tolerant trees, shrubs and groundcover. Prohibit installation of new turf or hydroseed. Customers may apply for a waiver to irrigate during an establishment period for the installation of new turf or hydroseed.	Yes
3	Landscape - Limit landscape irrigation to specific days	10-25%	Irrigation shall be limited to 2 days per week turf watering when using potable water. Plant containers, trees, shrubs, and vegetable gardens may be watered additional days using only drip irrigation or hand watering.	Yes
3	Landscape - Prohibit certain types of landscape irrigation	0-1%	Plant containers, trees, shrubs, and vegetable gardens shall be watered only by drip irrigation or hand watering.	No
4	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Fix leaks or faulty sprinklers within 2 day(s).	Yes

4	Other water feature or swimming pool restriction	0-1%	Existing pools shall not be emptied and refilled using potable water unless required for public health and safety purposes.	Yes
4	Other water feature or swimming pool restriction	0-1%	No new permits for pools will be issued.	No
4	Landscape - Other landscape restriction or prohibition	0-1%	No new landscape installations or renovations will be permitted.	No
4	Landscape - Prohibit all landscape irrigation	0-1%	Previous waivers for watering during an establishment period will be revoked.	No
4	Landscape - Limit landscape irrigation to specific days	5-20%	Irrigation shall be limited to 1 day per week turf watering when using potable water. Plant containers, trees, shrubs and vegetable gardens may be watered additional days using only drip irrigation or hand watering.	Yes
4	Other	5-10%	Other Prohibited Uses: MPWD may implement other prohibited water uses as determined by MPWD, after notice to customers.	No
4	Other	5-10%	MPWD may reduce water allocations in some or all categories to meet the available water supply.	No
5	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Fix leaks or faulty sprinklers within 1 day.	Yes
5	Other	0-1%	Potable water for agricultural or commercial nursery purposes, is prohibited.	Yes
5	Landscape - Prohibit all landscape irrigation	5-25%	All irrigation is prohibited.	Yes
5	Landscape - Prohibit certain types of landscape irrigation	0-5%	Watering of parks, school grounds, and recreation fields is prohibited, except for rare plant or animal species	Yes
5	Net Zero Demand Increase on New Connections	0-2%	Net Zero Demand Increase on New Connections	Yes
5	Other	0-25%	Water use for public health and safety purposes only.	Yes

6	Other	0-1%	MPWD may discontinue service to consumers who willfully violate any water conservation provisions	Yes
6	Other	0-1%	Water for new cooling towers is prohibited, except for health and safety	Yes
6	Landscape - Other landscape restriction or prohibition	0-5%	Require all decorative turf to be removed permanently and replaced with drought-tolerant planting upon sale of property	Yes
	Landscape - Other landscape restriction or prohibition	0-5%	Prohibit decorative turf on all new construction	Yes
6	Landscape - Prohibit all landscape irrigation	0-25%	MPWD may shut off all non-essential water services. All irrigation is prohibited.	Yes
6	Expand Public Information Campaign	0-5%	An expanded public information campaign may include increased frequency and intensity of messages about water shortage conditions. For example, frequency may increase to several days a week and messaging may include direct messages from community leaders.	No
6	CII - Other CII restriction or prohibition	0-10%	Water for commercial, manufacturing, or processing purposes shall be reduced in volume by up to 50% or higher, if necessary, for public health and safety purposes.	Yes
6	Other	0-50%	Water use for public health and safety purposes only. Customer rationing may be implemented.	Yes
NOTES: This table identifies a menu of possible demand reduction measures that MPWD could employ to reduce its water in each of the six Levels. Each level includes an estimated percent range for water reduction in MPWD's service area. These actions are options and MPWD will determine which are most applicable for a given situation as it arises. Additional actions, technologies, or augmentation measures may be employed by MPWD, as necessary.				

In addition to efficiency measures included in Table 3-3, MPWD's response to water shortages may require adoption of additional mandatory water restrictions such as water budgets, consumption limits on a gallon per capita basis for residential customers, and a percentage reduction from a normal base year level of use for nonresidential customers. Additionally, since MPWD has invested in AMI technology, it has almost real-time consumption data that can be used for managing water demand and close monitoring of its water use sectors. AMI can also be used for MPWD's pressure zone management. The MPWD's program could also include increased limitations on specific water uses. During the 2012 through 2016 drought, through continuous outreach to its service area, MPWD sustained more than 25% reductions. MPWD invoked multiple water reduction measures, including continued public notifications, rebates for water-efficient fixtures, indoor and outdoor water use restrictions, and drought water rates. Clearly outdoor water use restrictions contributed significantly to water use reductions. However, staff could not identify specific savings from specific measures.

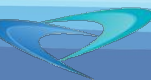




# Water Shortage Contingency Plan Overview

Drew Bost, Water Resources Coordinator

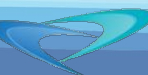
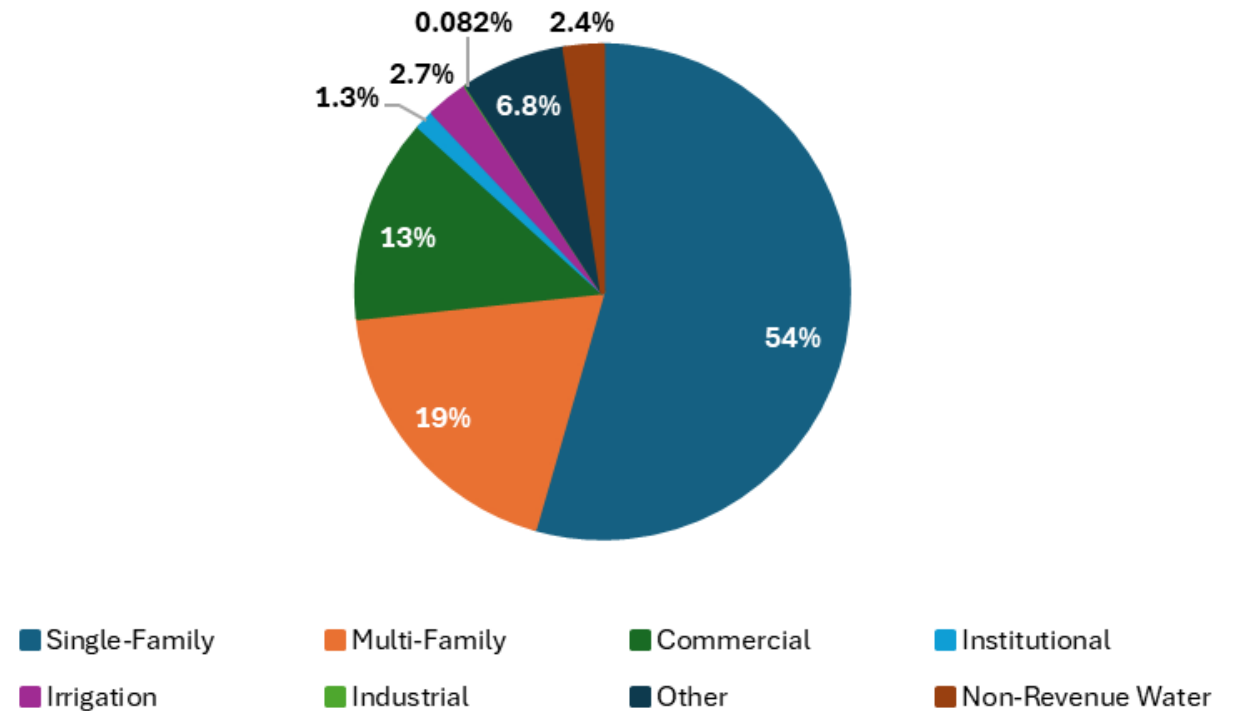
March 27, 2025



# Water Use by Sector

- Most District consumption within residential sectors (73%)
- ~15% commercial, industrial, and institutional (CII) use
- Purely irrigation accounts represent almost 3% of total water use
  - Used on CII and large MFR accounts
- Low water loss/non-revenue water
- Proportion of residential use has increased 8% since 2016

MPWD 2024 Water Use by Sector

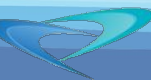


# Per-Account Water Use by Sector

- Per-account water use has generally declined since 2016, indicating increased efficiency
- 2020 saw a large increase in residential sector use and decrease in non-residential sector use, presumably due to COVID-19 shelter-in-place orders
- Steady decrease in per-account use since 2020, followed by slight rebound in 2024

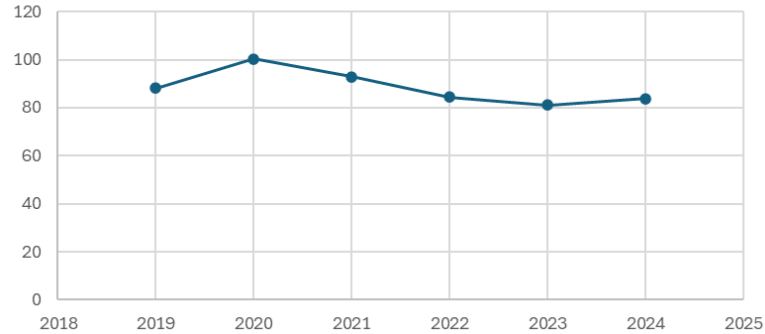
Per-Account Water Use (ccf/account)								
Year	Single-Family	Multi-Family*	Commercial	Institutional	Industrial	CII	Irrigation	Other
2016	83	934	347	1,591	22	1,959	397	14,710
2017	88	976	399	645	154	1,197	434	8,152
2018	88	961	378	893	90	1,361	448	7,947
2019	88	991	385	764	14	1,162	449	9,261
2020	100	1,090	305	582	34	922	379	8,241
2021	93	965	307	606	24	937	357	4,982
2022	84	968	310	799	33	1,142	443	4,467
2023	81	990	313	431	20	764	351	4,383
2024	84	1,035	359	222	19	601	346	5,702
Change in Water Use Since 2020	-16.6%	-5.1%	17.7%	-61.8%	-44.1%	-34.8%	-8.5%	-30.8%

\* multi-family accounts include 2-200 dwelling units per account

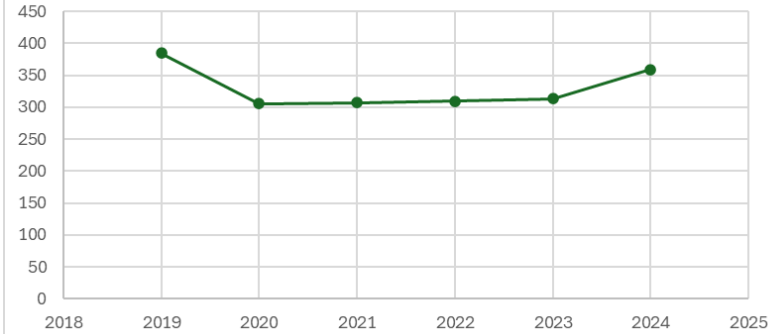


# Per-Account Water Use by Sector

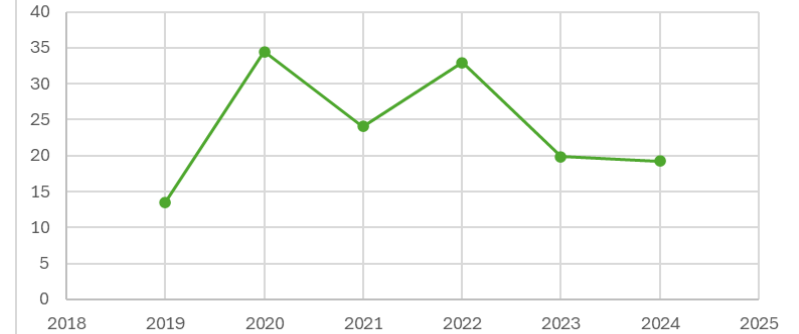
Single-Family ccf/account



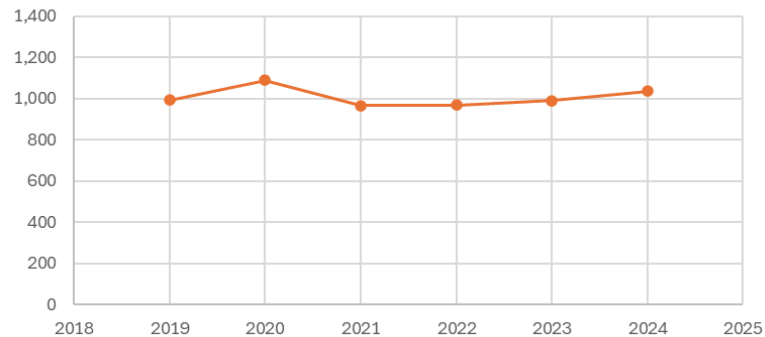
Commercial ccf/account



Industrial ccf/account

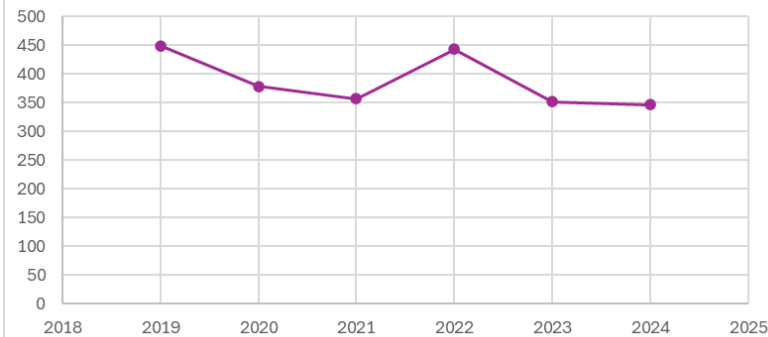


Multi-Family ccf/account\*

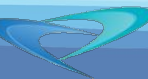
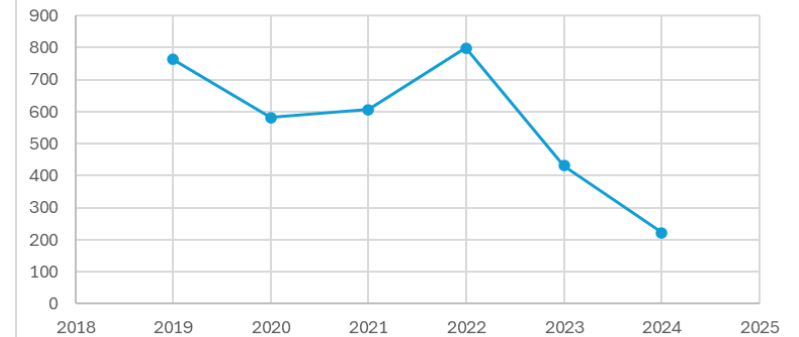


\* multi-family accounts include 2-200 dwelling units per account

Irrigation ccf/account

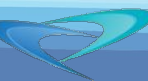
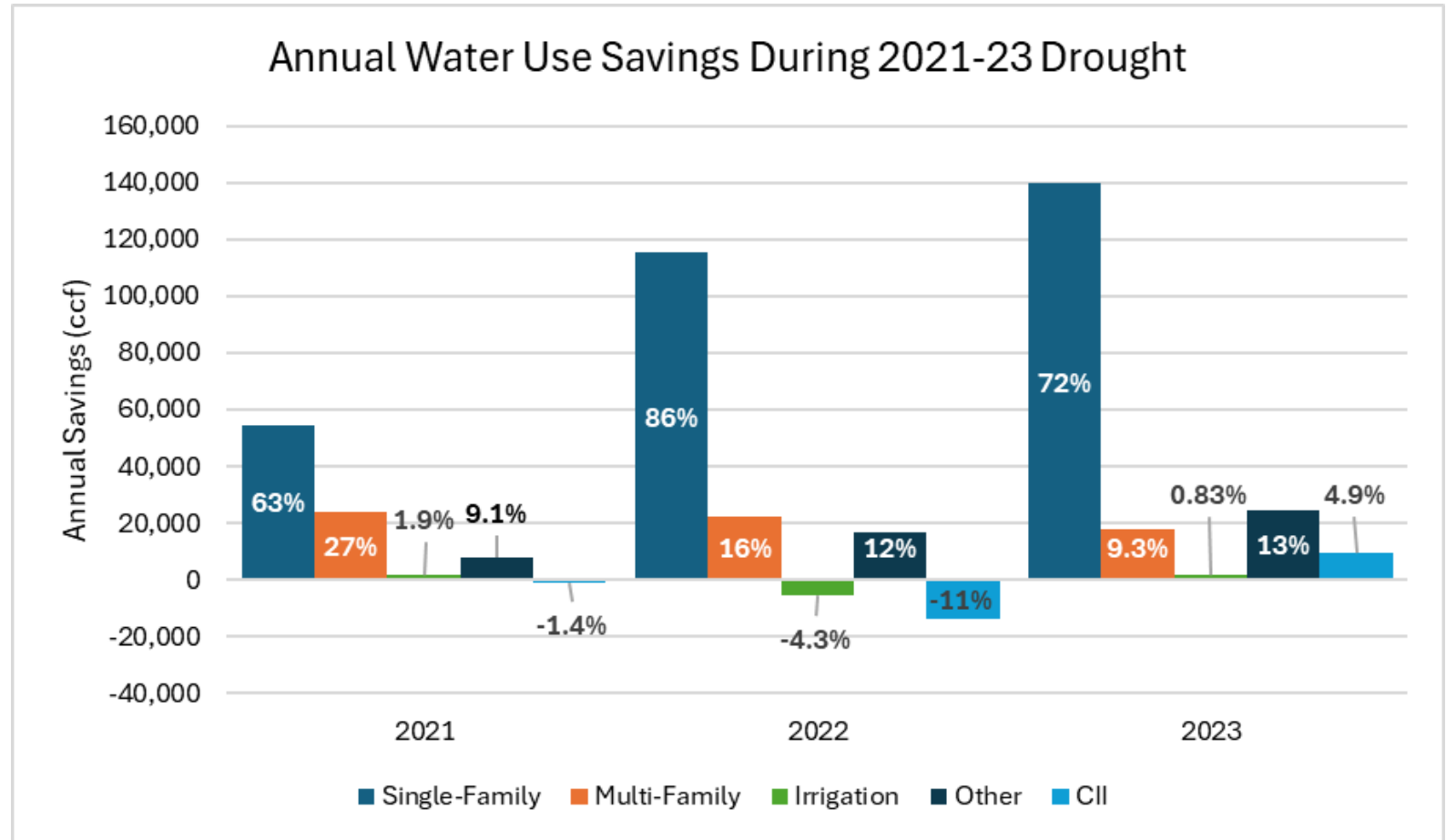


Institutional ccf/account



# Total and Per-Capita Demand

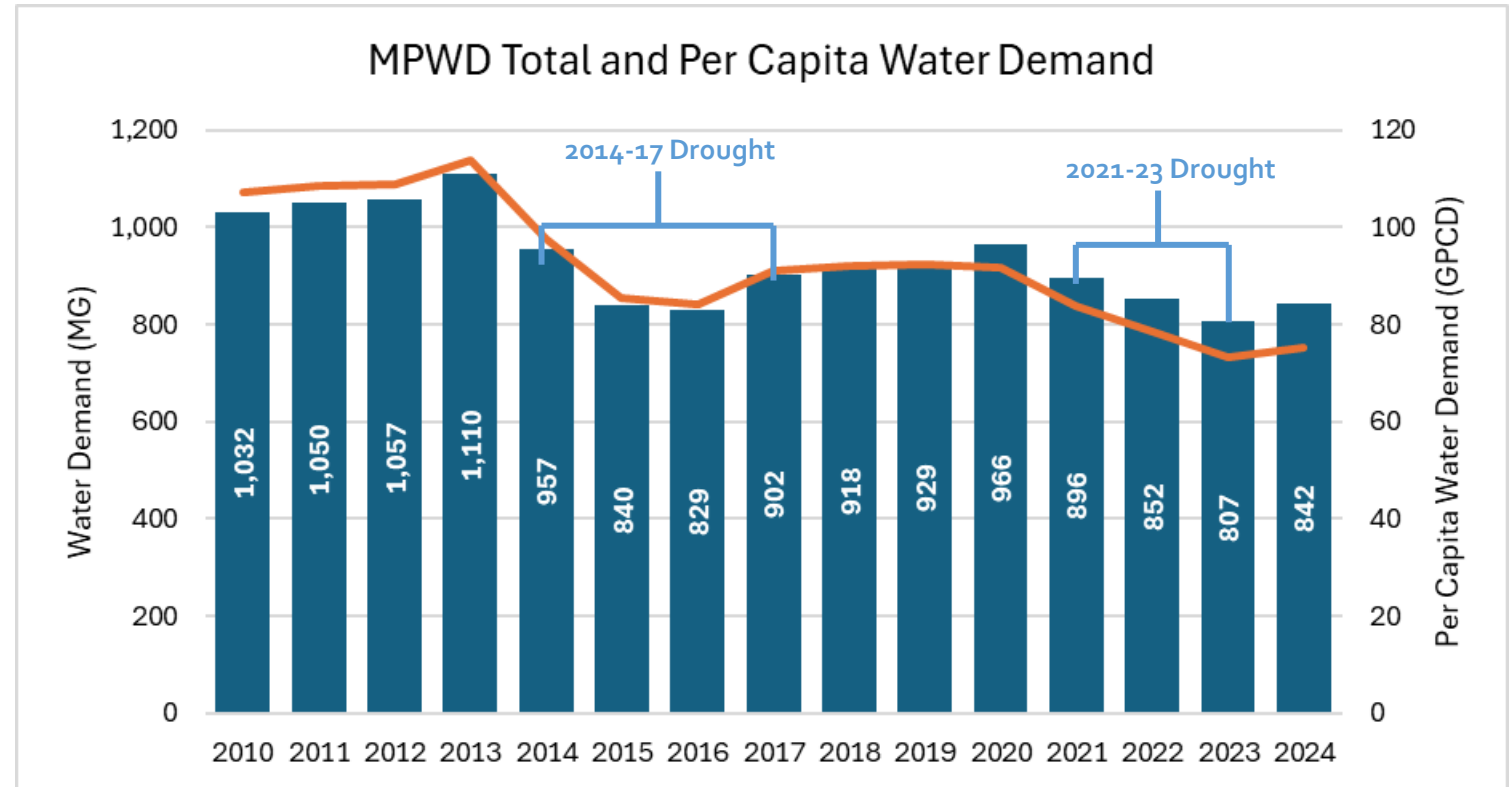
- Single family residential had greatest impact on drought water use reduction
- Small per-account impact, big overall impact
- CII fluctuated – from 4.9% decrease to 11% increase
- Includes effects of COVID-19 lockdown orders and subsequent rebound



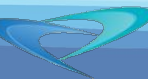


# Total and Per-Capita Demand

- Reduction in demand during 2014 and 2021 droughts, followed by several years of rebound
- Has not risen above 2013 demand
- Per-capita demand follows similar pattern\*

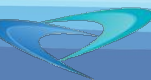
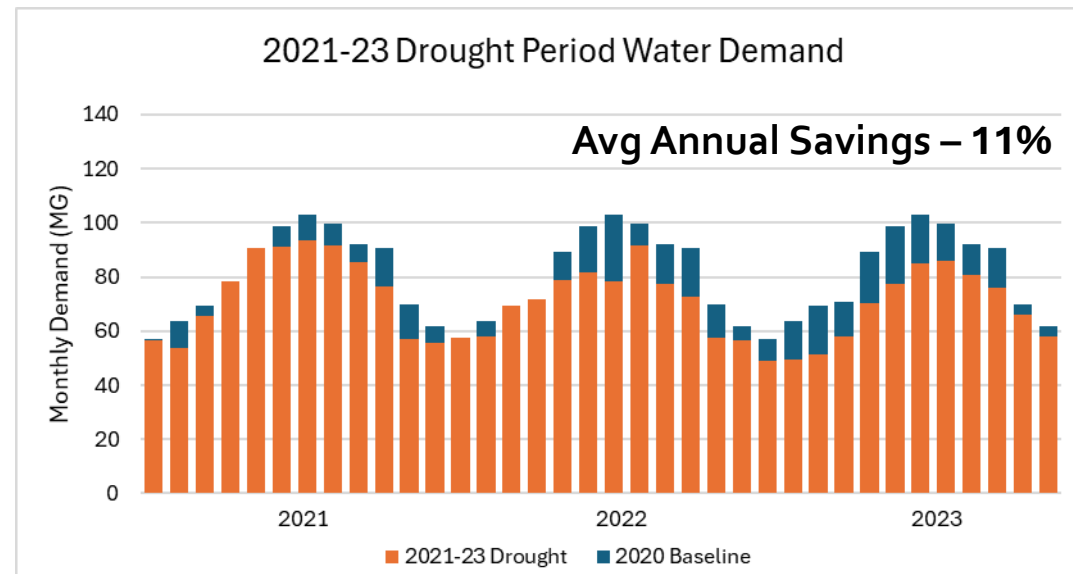
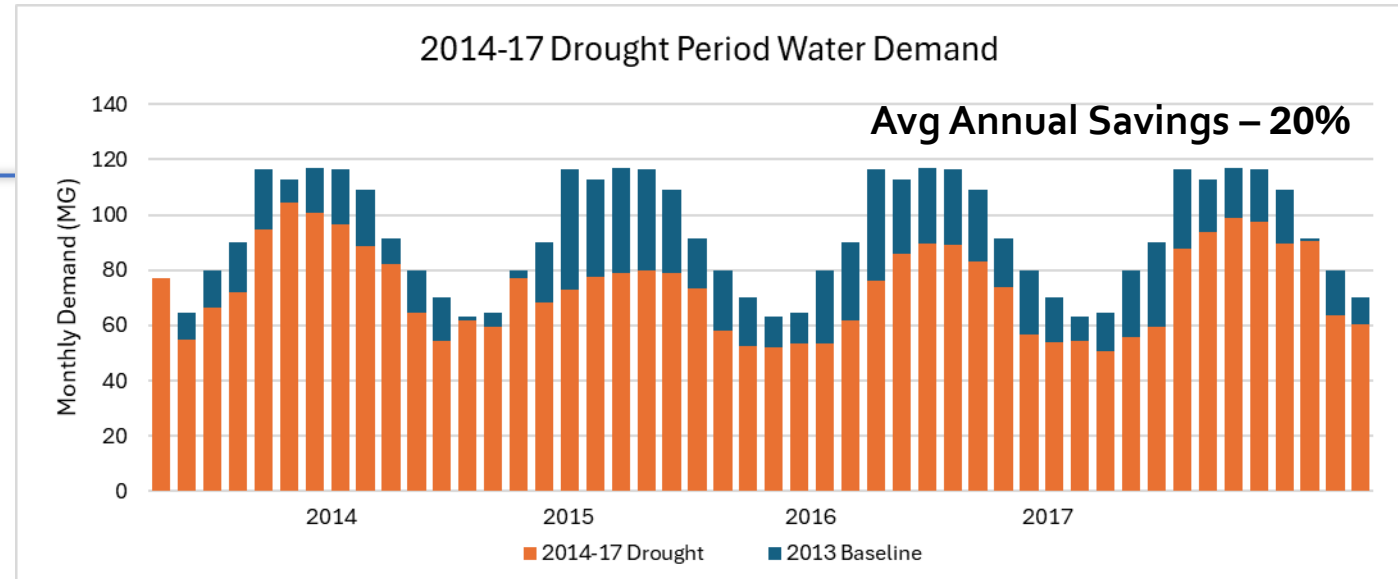


\*Reduction in GPCD beginning in 2020 is due to the District revising its population estimation methodology



# Drought Period Demand

- District saw water use reductions during both recent droughts relative to baseline water use
- Most significant decreases were during summer months due to irrigation restrictions
- Demand reductions were less substantial during 2021-23 drought than 2014-17 drought

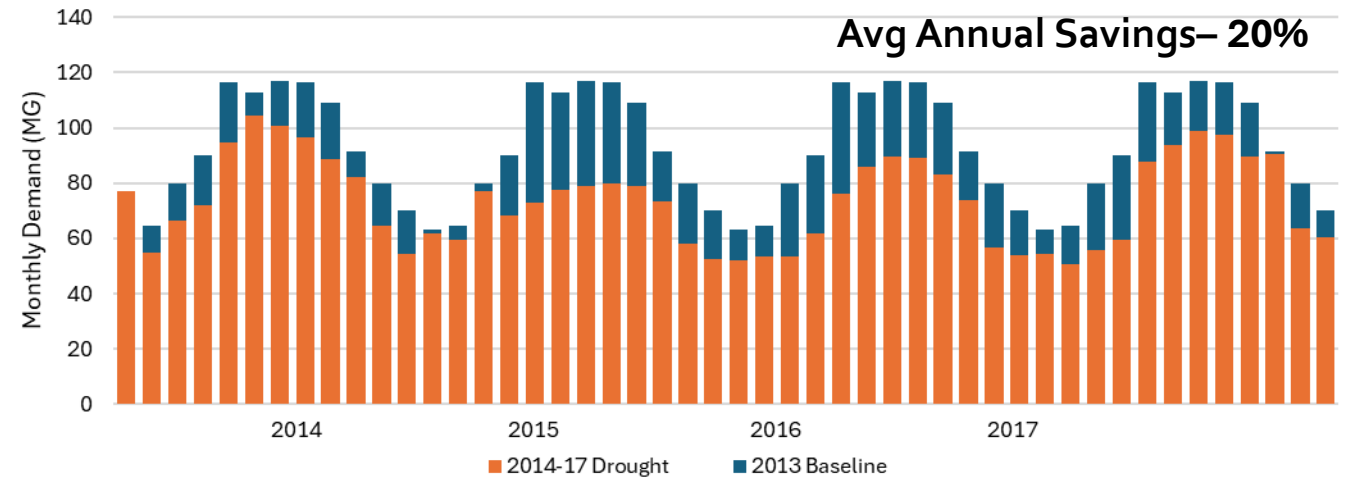


# Drought Period Demand

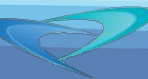
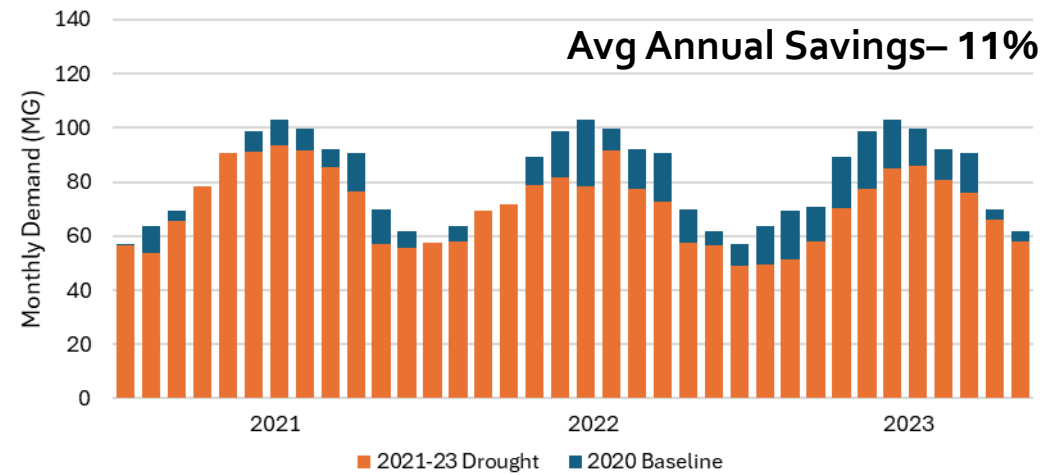
## Savings Targets vs Achieved Savings

Time Period	Savings Target	Achieved Savings
<b>2014-17 Drought</b>		
Jan 2014 - Apr 2015	20%	13%
Apr 2015 - Apr 2017	25%	27%
<b>2021-23 Drought</b>		
Nov 2021 - Jun 2022	10%	8.6%
Jun 2022 - May 2023	10-20%	18%

2014-17 Drought Period Water Demand

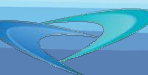
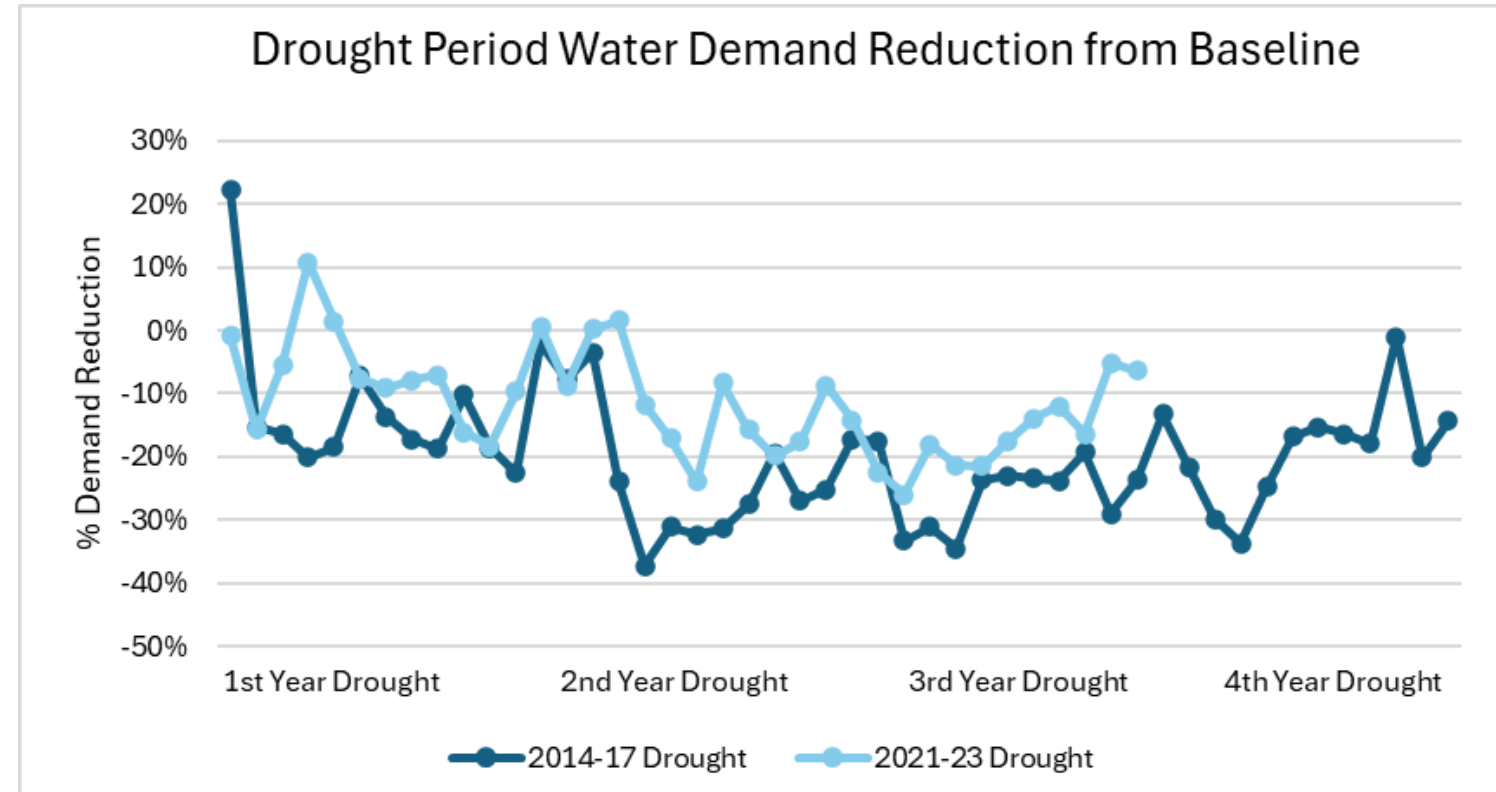


2021-23 Drought Period Water Demand



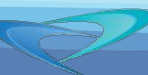
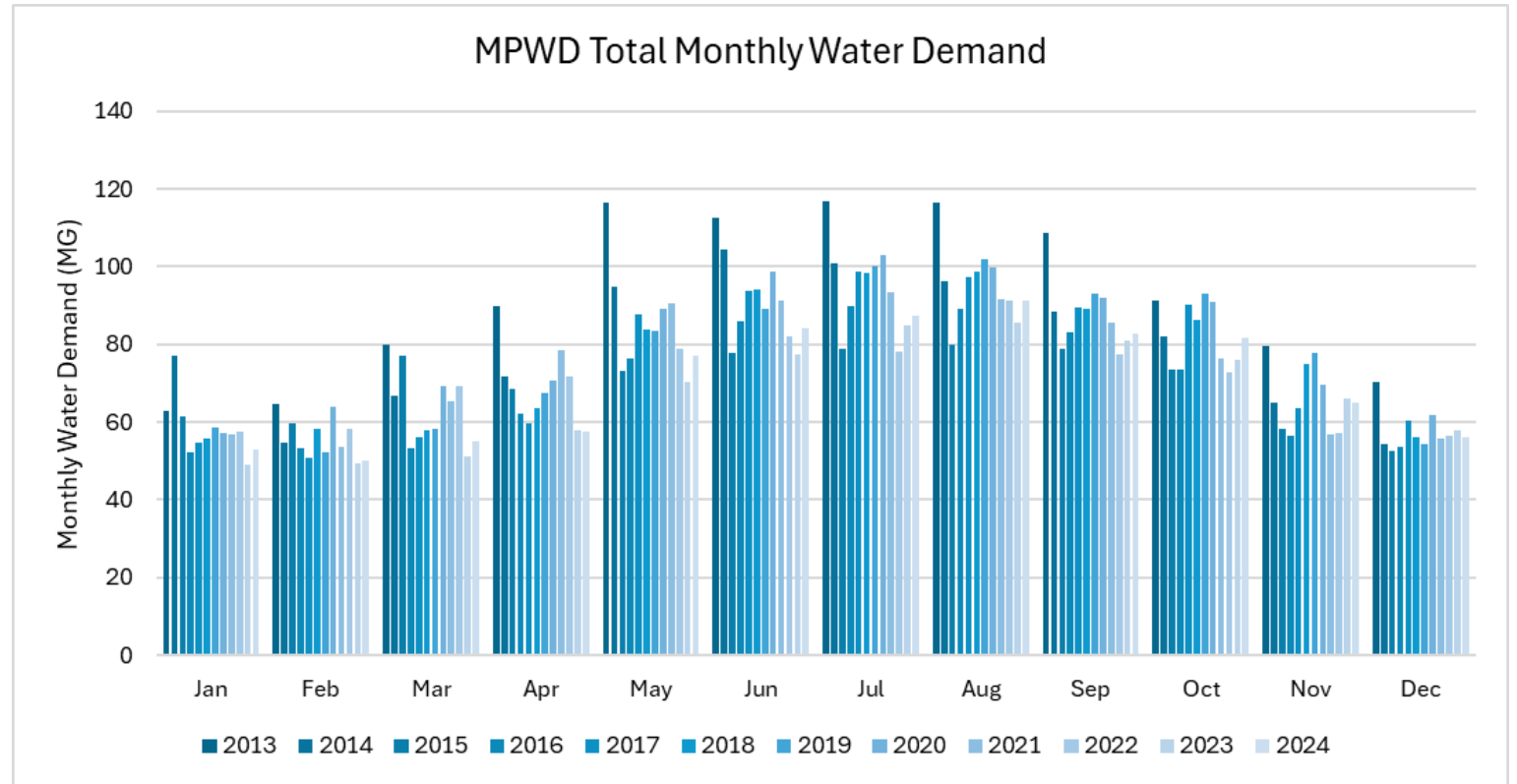
# Drought Period Demand Reductions

- Average monthly reduction was 20% in 2014-17 drought and 11% in 2021-23 drought
- 21% and 14% during summer months
- Maximum annual reduction was 25% in 2014-17 drought and 16% in 2021-23 drought



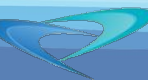
# Monthly/Seasonal Demand

- Monthly demands have followed seasonal pattern
- Higher use in summer months due to outdoor irrigation
- Less usage during summer than historic use
- Minimal changes to winter use
- This suggests that a lot of the efficiency seen so far has come from reducing summer/irrigation use.



# Water Shortage Contingency Plan

- Establishes criteria and guidelines for operations and water conservation during a water shortage
- Most recent plan completed in September 2021
- Staff currently working on revised WSCP as part of the 2025 Urban Water Management Plan (UWMP) update
- Next WSCP due July 1, 2026

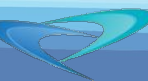




# WSCP Shortage Levels

- Establishes criteria and guidelines for operations and water conservation during a water shortage
- Includes Shortage Levels 0-6 ranging from 0% to >50% water shortages
- Increasingly stringent shortage response actions for each Shortage Level

Submittal Table 8-1 Water Shortage Contingency Plan Levels		
Shortage Level	Percent Shortage Range	Shortage Response Actions (Narrative description)
0	0% (Normal)	<b>Level 0 Water Supply Shortage</b> Condition exists when MPWD notifies its water users that no supply reductions are anticipated. MPWD proceeds with planned water efficiency best practices to support consumer demand reduction in line with state mandated requirements and local MPWD goals for water supply reliability. Permanent water waste prohibitions are in place as stipulated in the MPWD's Water Shortage Response Ordinance.
1	>0 to 10%	<b>Level 1: Water Warning</b> Condition exists when the MPWD notifies its water users that due to drought or other supply reductions, a consumer demand reduction of up to 10% is necessary to make more efficient use of water and respond to existing water conditions. Upon the declaration of a Water Warning, MPWD will implement the voluntary Level 1 conservation measures identified in its WSCP. The type of event that may prompt the MPWD to declare a Level 1 Water Supply Shortage may include, among other factors, a finding that its Wholesale water provider calls for a 10 % reduction in water use. MPWD routinely asks its customers to voluntarily conserve water by 10 percent.
2	>10% to 20%	<b>Level 2: Water Restricted up to 20%</b> – Condition exists when MPWD notifies its water users that due to drought or other supply reductions, a consumer demand reduction of up to 20% is necessary for more efficient use of water and to respond to existing water conditions. Upon declaration of a Level 2, MPWD will implement the mandatory Level 2 conservation measures identified in its WSCP.
3	>20% to 30%	<b>Level 3: Water Restricted up to 30%</b> Condition exists when MPWD declares a water shortage Restricted condition pursuant to California Water Code section 350 and notifies its residents and businesses that up to 30% mandatory consumer demand reduction is required to ensure sufficient supplies for human consumption, sanitation, and fire protection. MPWD will declare a Water Supply Shortage Emergency Condition in the manner and on the grounds provided in California Water Code section 350. Reference: <a href="https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=WAT&amp;sectionNum=350">https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=WAT&amp;sectionNum=350</a>
4	>30% to 40%	<b>Level 4: Water Crisis</b> Condition exists when MPWD declares a water shortage emergency condition pursuant to California Water Code section 350 and notifies its residents and businesses that up to 40% mandatory consumer demand reduction is required to ensure sufficient supplies for human consumption, sanitation and fire protection. MPWD will declare a Water Supply Shortage Emergency in the manner and on the grounds provided in California Water Code section 350.

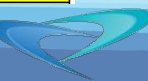


# WSCP Demand Reduction Actions

- Series of actions set for each Shortage Response Level
- Actions increase in severity for each Level ranging from designating time-of-day irrigation restrictions (Level 0) to shutting off all non-essential water services (Level 6).
- Include both penalty and non-penalty actions

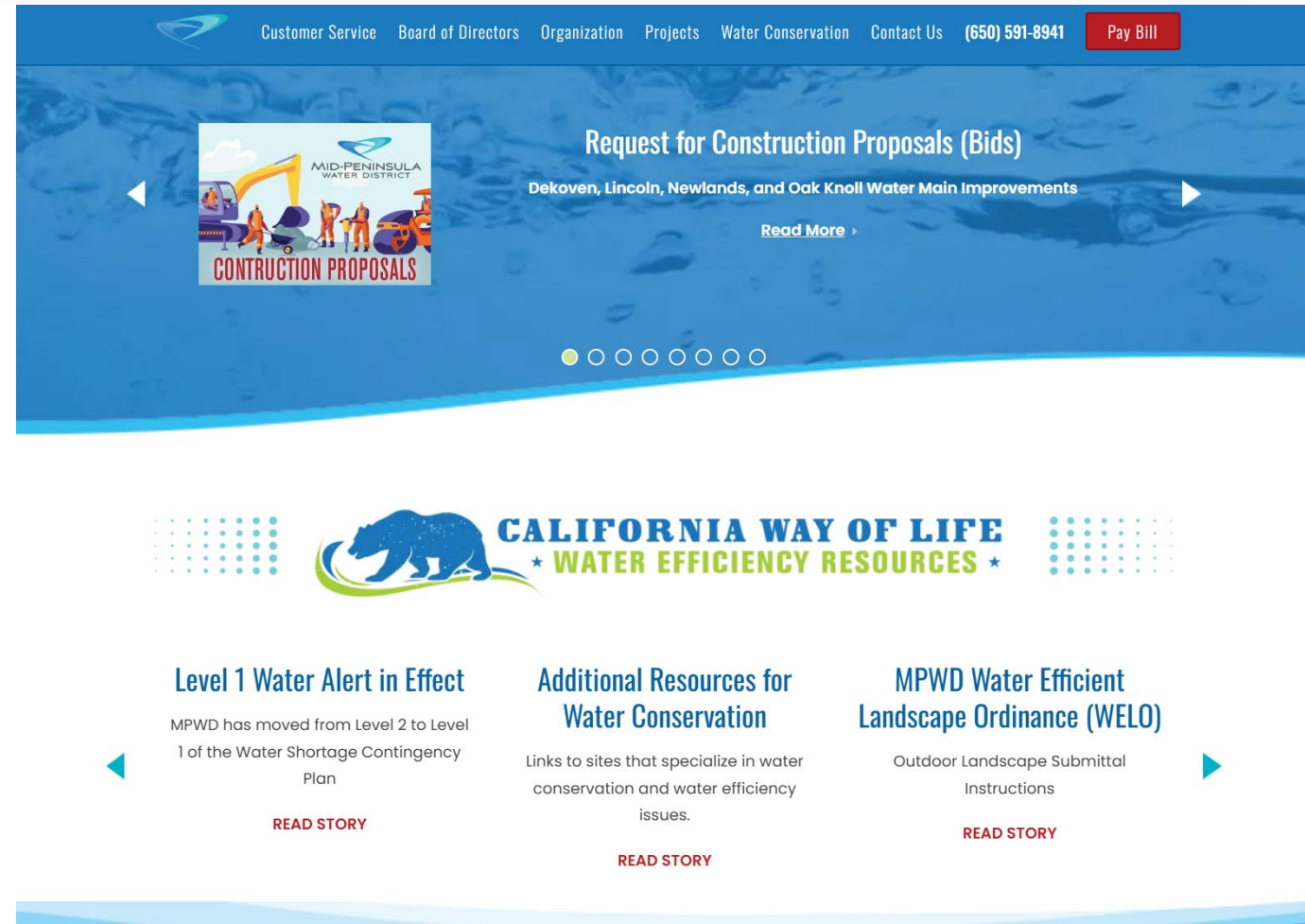
Table 3-3. Demand Reduction Actions (Submittal Table 8-2).

Submittal Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions <b>Drop down list</b> <i>These are the only categories that will be accepted by the WUE data online submittal tool. Select those that apply.</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <b>For Retail Suppliers Only</b> <i>DropDown List</i>
Add additional rows as needed				
0	Other - Require automatic shut of hoses	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Use a shutoff nozzle on hoses.	No
0	Other	On-going Long Term-Conservation Savings Measure. Not applicable to Water Shortage Contingency Plan quantifiable savings.	Unauthorized use of hydrants is prohibited. Authorization for use must be obtained from water supplier.	Yes
1	Expand Public Information Campaign	0-1%	Community Outreach and Messaging (Expand Public Information Campaign)	No
1	Expand Public Information Campaign	0-1%	Encourage customers to wash only full loads when washing dishes or clothes.	No
1	Expand Public Information Campaign	0-1%	Encourage customers to use pool covers to minimize evaporation.	No
2	Other	5-10%	Other Prohibited Uses: MPWD may implement other prohibited water uses as determined by the MPWD, after notice to customers.	No
2	Other	5-10%	MPWD may reduce water allocations in all categories to meet the available water supply.	No
3	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	0-1%	Fix leaks or faulty sprinklers within 3 day(s).	Yes
3	Other water feature or swimming pool restriction	0-1%	Decorative water features that use potable water must be drained and kept dry.	Yes



# Reasoning for Level 1 WSCP

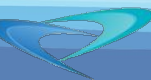
- Original intention for staying in Level 1:
  - Emphasize conscientious customer water use
  - Highlight importance of continual water conservation even in wet years
- Drawbacks for staying in Level 1:
  - Signals to customers that water demand is needed even with no expected supply cutbacks or shortages
  - Runs risk of “messaging fatigue”
  - Customer responses may be less impactful during actual water shortage



# Level 0 WSCP Recommendation

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- Staff recommends moving District to Level 0 of the WSCP
- No water shortages are anticipated this year
  - 2023-2025 all had average or above average winter rainfall and snowfall
- District was able to meet demand reduction targets during both 2014-17 and 2021-23 droughts, but demand reductions were 10% less effective
- Enhances customers' ability to reduce water use in times of actual water shortage
- Maintains water efficiency best management practices



**ORDINANCE NO. 126**

**AN ORDINANCE RESCINDING LEVEL 2 AND AUTHORIZING LEVEL 1 WATER SHORTAGE  
RESPONSE OF WATER SHORTAGE CONTINGENCY PLAN**

**\* \* \***

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, on March 28, 2022, the Governor issued Executive Order N-7-22, which directed the State Water Resources Control Board (SWRCB) to adopt emergency regulations requiring each urban water supplier that has submitted a Water Shortage Contingency Plan (WSCP) to the California Department of Water Resources to implement, at a minimum, shortage response actions adopted under Section 10632 of the California Water Code for a shortage level of up to 20% (Shortage Level 2); and

**WHEREAS**, on May 24, 2022, the SWRCB adopted such regulations by SWRCB Resolution No. 2022-0018, Resolution to Adopt an Emergency Regulation to Reduce Demand and Improve Water Conservation, 23 Cal. Code of Regulations § 996 (SWRCB Regulations); and

**WHEREAS**, in response to the SWRCB Regulations, on June 23, 2022, the Mid-Peninsula Water District (District) adopted Ordinance No 124 implementing Level 2 of the District's WSCP; and

**WHEREAS**, On February 13, 2023, the Governor issued Executive Order N-3-23, which continued the statewide drought emergency and regulations in effect, but also directed state agencies to provide recommendations on whether any existing provisions in the Governor's drought proclamations and executive orders are no longer needed to mitigate drought conditions; and

**WHEREAS**, on March 24, 2023, the Governor issued Executive Order N-5-23, which among other actions terminated the portion of Executive Order N-7-22 that prompted the SWRCB to adopt Resolution SWRCB Resolution No. 22-0018, requiring urban water suppliers to implement, at minimum, the demand reduction actions in Level 2 of their WSCPs; and

**WHEREAS**, the aforementioned SWRCB Resolution No. 22-0018 is anticipated to expire on June 10, 2023; and

**WHEREAS**, on April 11, 2023, the San Francisco Public Utilities Commission adopted Resolution 23-0073, rescinding SFPUC Resolution No. 21-0177 and thereby ending the local water shortage emergency declaration (Cal. Water Code §§ 350-359) and rescinding implementation of SFPUC's WSCP Level 2 upon the termination, rescission, or amendment of SWRCB Resolution No. 22-0018; and

**WHEREAS**, staff recommends that the Board of Directors rescind Ordinance Number 124 upon the anticipated termination, rescission, or amendment of the SWRCB Regulations requiring urban water suppliers to implement WSCP Level 2 actions; and

**WHEREAS**, staff also recommends that the Board of Directors implement Level 1 of the District's WSCP.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Mid-Peninsula Water District as follows:

**Section 1:** Ordinance Number 124, which implements Level 2 of MPWD's WSCP, shall be rescinded effective upon the termination, rescission, or amendment of the SWRCB Regulations requiring urban water suppliers to implement Water Shortage Contingency Plan Level 2 actions.

**Section 2:** Concurrent with the rescission of Ordinance Number 124, implements Level 1 of the District's WSCP.

**Section 3:** Declares that all water use restrictions and enforcement procedures set forth in Ordinance Nos. 111 and 113 shall remain in full force and effect until rescinded or amended by the District.

**Section 4 - Effective Date:** This Ordinance shall take effect and be in full force as of the date of its enactment.



**REGULARLY PASSED AND ADOPTED** at a meeting of the Board of Directors of the Mid-

Peninsula Water District duly held on 25<sup>th</sup> day of May 2023 by the following vote.

AYES: 4 – Vella, Zucca, Schmidt, Wheeler

NOES: --

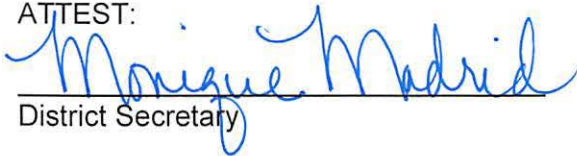
ABSTENTIONS: --

ABSENCES: 1 – Jordan

Board President



ATTEST:



District Secretary

**ORDINANCE NO. 126**

**AN ORDINANCE RESCINDING LEVEL 2 AND AUTHORIZING LEVEL 1 WATER SHORTAGE  
RESPONSE OF WATER SHORTAGE CONTINGENCY PLAN**

**\* \* \***

**MID-PENINSULA WATER DISTRICT**

**WHEREAS**, on March 28, 2022, the Governor issued Executive Order N-7-22, which directed the State Water Resources Control Board (SWRCB) to adopt emergency regulations requiring each urban water supplier that has submitted a Water Shortage Contingency Plan (WSCP) to the California Department of Water Resources to implement, at a minimum, shortage response actions adopted under Section 10632 of the California Water Code for a shortage level of up to 20% (Shortage Level 2); and

**WHEREAS**, on May 24, 2022, the SWRCB adopted such regulations by SWRCB Resolution No. 2022-0018, Resolution to Adopt an Emergency Regulation to Reduce Demand and Improve Water Conservation, 23 Cal. Code of Regulations § 996 (SWRCB Regulations); and

**WHEREAS**, in response to the SWRCB Regulations, on June 23, 2022, the Mid-Peninsula Water District (District) adopted Ordinance No 124 implementing Level 2 of the District's WSCP; and

**WHEREAS**, On February 13, 2023, the Governor issued Executive Order N-3-23, which continued the statewide drought emergency and regulations in effect, but also directed state agencies to provide recommendations on whether any existing provisions in the Governor's drought proclamations and executive orders are no longer needed to mitigate drought conditions; and

**WHEREAS**, on March 24, 2023, the Governor issued Executive Order N-5-23, which among other actions terminated the portion of Executive Order N-7-22 that prompted the SWRCB to adopt Resolution SWRCB Resolution No. 22-0018, requiring urban water suppliers to implement, at minimum, the demand reduction actions in Level 2 of their WSCPs; and

**WHEREAS**, the aforementioned SWRCB Resolution No. 22-0018 is anticipated to expire on June 10, 2023; and

**WHEREAS**, on April 11, 2023, the San Francisco Public Utilities Commission adopted Resolution 23-0073, rescinding SFPUC Resolution No. 21-0177 and thereby ending the local water shortage emergency declaration (Cal. Water Code §§ 350-359) and rescinding implementation of SFPUC's WSCP Level 2 upon the termination, rescission, or amendment of SWRCB Resolution No. 22-0018; and

**WHEREAS**, staff recommends that the Board of Directors rescind Ordinance Number 124 upon the anticipated termination, rescission, or amendment of the SWRCB Regulations requiring urban water suppliers to implement WSCP Level 2 actions; and

**WHEREAS**, staff also recommends that the Board of Directors implement Level 1 of the District's WSCP.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Mid-Peninsula Water District as follows:

**Section 1:** Ordinance Number 124, which implements Level 2 of MPWD's WSCP, shall be rescinded effective upon the termination, rescission, or amendment of the SWRCB Regulations requiring urban water suppliers to implement Water Shortage Contingency Plan Level 2 actions.

**Section 2:** Concurrent with the rescission of Ordinance Number 124, implements Level 1 of the District's WSCP.

**Section 3:** Declares that all water use restrictions and enforcement procedures set forth in Ordinance Nos. 111 and 113 shall remain in full force and effect until rescinded or amended by the District.

**Section 4 - Effective Date:** This Ordinance shall take effect and be in full force as of the date of its enactment.

**REGULARLY PASSED AND ADOPTED** at a meeting of the Board of Directors of the Mid-

Peninsula Water District duly held on 25<sup>th</sup> day of May 2023 by the following vote.

AYES: 4 – Vella, Zucca, Schmidt, Wheeler

NOES: --

ABSTENTIONS: --

ABSENCES: 1 – Jordan

\_\_\_\_\_  
Board President



ATTEST:

\_\_\_\_\_  
Monique Madrid  
District Secretary



## ***AGENDA ITEM NO. 8.C.***

DATE: March 27, 2025  
TO: Board of Directors  
FROM: Kat Wuelfing, General Manager  
James Ramsey, District Treasurer

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**SUBJECT: Receive Report and Provide Preliminary Direction on Fiscal Year 2025/2026 Water Rate Adjustment**

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### **RECOMMENDATION:**

Receive report and provide preliminary direction on fiscal year 2025/2026 water rate increase.

### **FISCAL IMPACT AND DISCUSSION:**

#### **SFPUC Wholesale Customer Water Rates**

On March 21, 2025, SFPUC provided a letter stating that the wholesale water rate will increase by 2.3%, or from \$5.67 per hundred cubic feet (CCF) to \$5.80/CCF, effective July 1, 2025. A hearing for this rate increase will be held by SFPUC on April 22, 2025. This increase is \$0.06/CCF less than the SFPUC rate included in our 2024 Five-Year Rate Study, which was based on prior SFPUC projections. Because of the pass-through mechanism included in our Proposition 218 process, this \$0.06/CCF savings will be passed on to customers.

#### **MPWD Customer Water Rates**

Based on the District's 2024 Five-Year Rate Study and the Proposition 218 process that concluded in November 2024, and with the SFPUC wholesale water rate of \$5.80/CCF, the Board may elect to increase rates as of July 1, 2025 up to the amounts shown below.

#### **Volumetric Water Rates**

Tier Size	Current Rate	Proposed July 1, 2025 Rate	Increase from Current Rate	
Residential, Single- Family				
Tier 1 0-6 CCF	\$9.75	\$10.18	\$0.43	4.41%
Tier 2 7 to 14 CCF	\$14.56	\$15.23	\$0.67	4.60%
Tier 3 15+ CCF	\$19.10	\$20.00	\$0.90	4.71%
Non-Residential				
All Use	\$12.80	\$13.38	\$0.58	4.53%

### Fixed Meter Service Charges

Meter Size	Current Monthly Rate	Proposed July 1, 2025 Rate	Increase from Current Rate	
5/8"	\$35.15	\$36.91	\$1.76	5.0%
1"	\$72.39	\$76.01	\$3.62	5.0%
1-1/2"	\$134.44	\$141.16	\$6.72	5.0%
2"	\$208.90	\$219.35	\$10.45	5.0%
3"	\$407.47	\$427.84	\$20.37	5.0%
4"	\$630.86	\$662.40	\$31.54	5.0%
6"	\$1,251.39	\$1,313.96	\$62.57	5.0%

### Preliminary Operations Budget Projection

Staff is beginning preparation of the FY 2025/2026 budget. Staff plans to meet next month with the Board Finance Committee with draft operating and capital budgets for FY 2025/2026. For purposes of the cash flow analysis, high level assumptions regarding next year's budget have been made and will be further refined over the next month.

### Capital Improvement Project (CIP) Budget Update

Staff has updated the 5-year CIP budget and broken-down estimated expenditures on a monthly basis for purposes of cash flow analysis. The updated 5-year CIP budget will be presented at the meeting.

### Cash Flow Analysis

District Treasurer Ramsey has developed a cash flow model, based on the model used in the 2024 Rate Study, to support the analysis of the impacts of water rate changes and timing of expenditures. The following assumptions and metrics were updated in the model based on current information:

- Incorporates the adopted 2024/2025 mid-year budget amendment;
- Includes updated salary and staffing projections;
- Incorporates actual 2025 debt issuance timing and payments;
- Expands annual inflows (revenues) and outflows (expenses and payments for capital and debt service) into monthly estimates, as well as evaluates the coverage ratio on a monthly basis;
- Updated capital improvement program spending assumptions and cost estimates;
- Updated investment rate of return based on current market (4% on reserves, 2.5% on COP funds); and
- Assumes future rate increases occur as projected in the 2024 Rate Study.

The results of this analysis will be presented at the Board meeting.

### Rate Update Timing

Because a 5-year rate setting process was concluded in November 2024, no additional Proposition 218 is needed to set rates for July 1, 2025. However, the District must provide notice of the rate change to customers at least 30 days prior to the change. Therefore, it is anticipated that staff will bring the proposed rate change to the Board for adoption no later than the April 24, 2025 Board meeting, following further development of the District's FY 2025/2026 budgets, to allow time to mail the 30-day rate notices. The May 22, 2025 meeting may allow for enough time for the 30-day notices, if necessary.



## **Staff Recommendation**

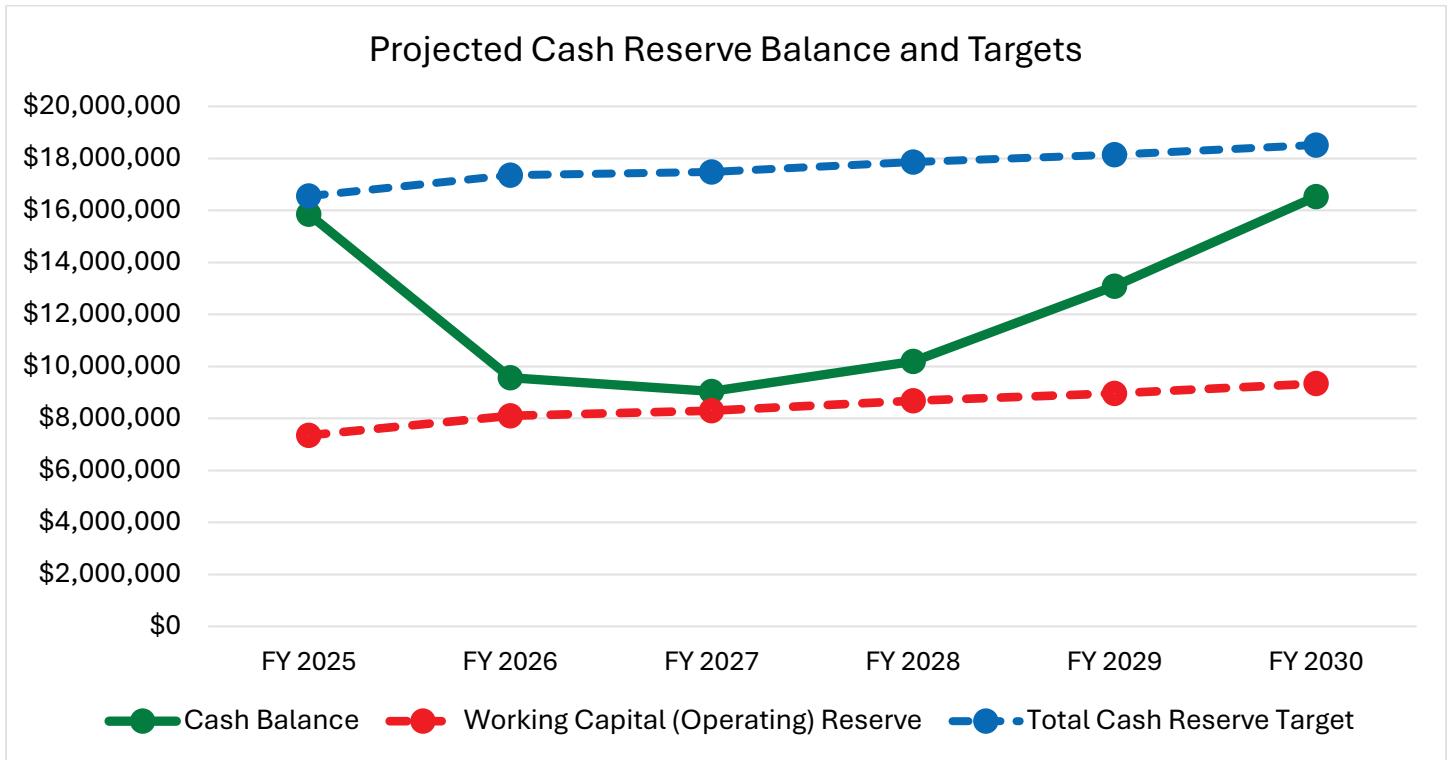
Based on the cashflow analysis, the near-term pay-go capital expenditures expected, and the trends towards inflation we are seeing at a national level, staff's current recommendation is to adopt the full rate increase identified above, which includes the adjustment for SFPUC rate savings. If the Board agrees, staff will bring this recommendation to the Board at the April meeting as an action item.

Attachments:      Copies of the staff presentation will be provided during the Board meeting

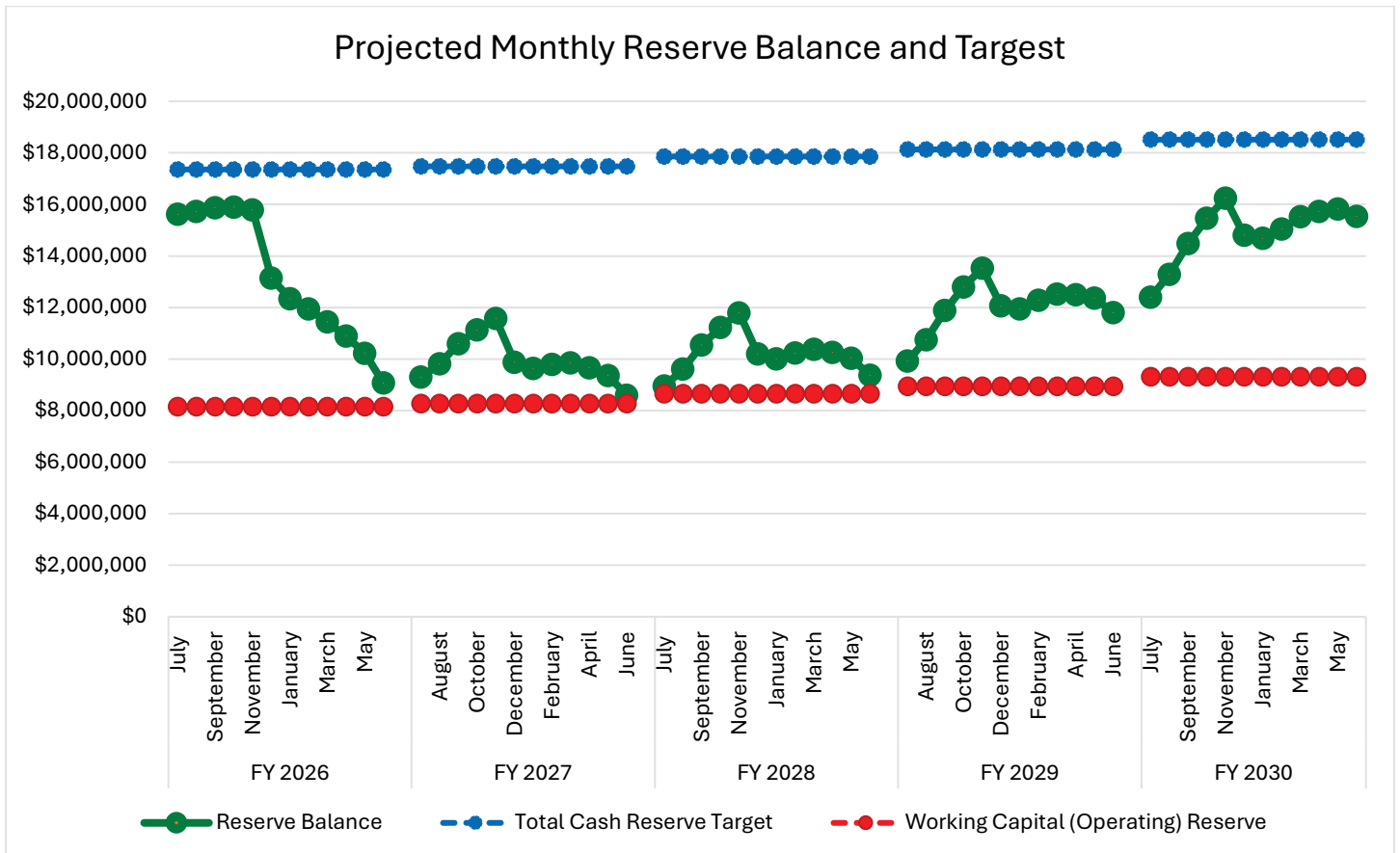
## Annual Cash Flow Analysis through FY2030

<b>Operating - projected</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>
Beginning Balance	16,076,638	15,858,054	9,568,644	9,039,456	10,194,034	13,085,037
Ending Balance	15,858,054	9,568,644	9,039,456	10,194,034	13,085,037	16,529,527
Non-operating revenues	978,200	1,004,618	1,035,205	1,067,437	1,100,985	1,135,677
Operating revenues	16,296,936	18,979,582	20,620,567	22,611,019	24,793,764	25,939,671
Interest Income	626,170	498,563	364,865	377,127	456,452	580,678
<b>Total inflows</b>	<b>17,901,306</b>	<b>20,482,763</b>	<b>22,020,636</b>	<b>24,055,584</b>	<b>26,351,201</b>	<b>27,656,026</b>
Personnel Expenses	4,106,405	4,375,628	4,546,595	4,829,321	5,111,134	5,409,848
SFPUC Expenses	6,593,716	7,385,050	7,906,886	8,310,787	8,626,129	8,954,084
Outreach Education	95,000	97,850	100,786	103,809	106,923	110,131
OPS Systems	630,000	648,900	668,367	688,418	709,071	730,343
Facilities & Equipment	297,000	125,910	129,687	133,578	137,585	141,713
System Surveys	75,000	702,250	79,568	81,955	84,413	86,946
Adminsitration & Equipment	742,000	764,260	787,188	810,803	669,678	689,768
Membership & Gov't Fees	396,000	416,807	429,311	442,190	455,456	469,120
Bad Debt & Claims	15,000	15,450	15,914	16,391	16,883	17,389
Utilities	576,500	596,378	616,943	638,218	660,230	683,002
Professional Services	1,062,500	1,073,325	1,155,525	1,140,190	1,174,396	1,209,628
Training & Travel	111,500	114,845	118,290	121,839	125,494	129,259
Debt Service	1,514,602	2,759,755	2,982,406	2,983,506	2,982,806	2,980,306
Capital Items - PAY GO	1,904,667	7,695,767	3,012,360	2,600,000	2,600,000	2,600,000
<b>Total outflows</b>	<b>18,119,890</b>	<b>26,772,174</b>	<b>22,549,824</b>	<b>22,901,006</b>	<b>23,460,198</b>	<b>24,211,536</b>
<b>Debt Financing</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>
Beginning Balance	33,279,829	32,815,859	19,411,871	3,704,436	3,779,609	3,818,626
Ending Balance	32,815,859	19,411,871	3,704,436	3,779,609	3,818,626	3,826,138
<b>Total inflows - interest earnings</b>	<b>172,030</b>	<b>686,972</b>	<b>267,797</b>	<b>75,173</b>	<b>39,017</b>	<b>7,512</b>
<b>Total Outflows - Capital Projects</b>	<b>636,000</b>	<b>14,090,960</b>	<b>15,975,232</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>625,000</b>
<b>Debt Service Ratio</b>	<b>2.11</b>	<b>1.51</b>	<b>1.83</b>	<b>2.26</b>	<b>2.84</b>	<b>3.03</b>

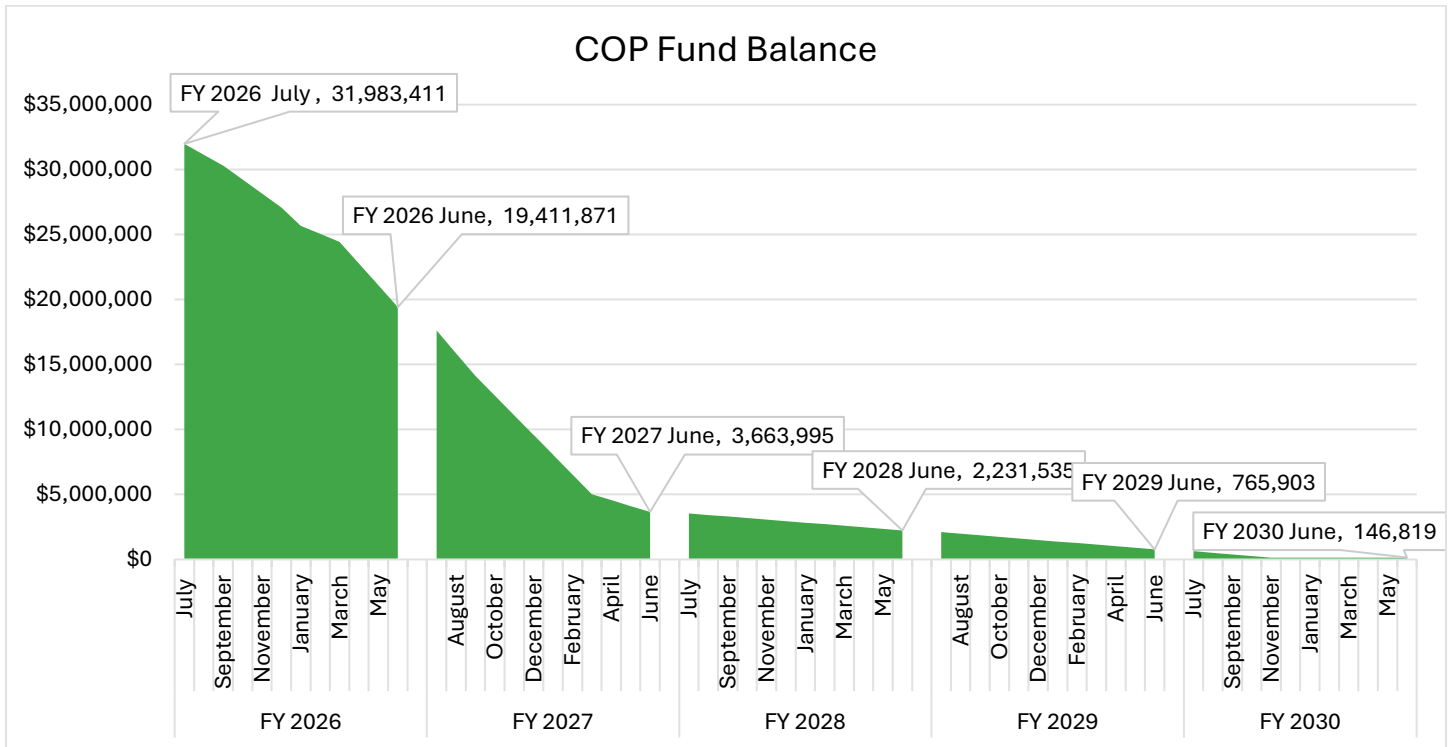
## Projected Cash Flow – Annual Basis



## Projected Cash Flow – Monthly Basis



## Projected COP Fund Balance



\*Assumes 2.5% annual return on COP funds.

### 5 - Year CIP Budget - through FY 2030

Updated 3/25/2025

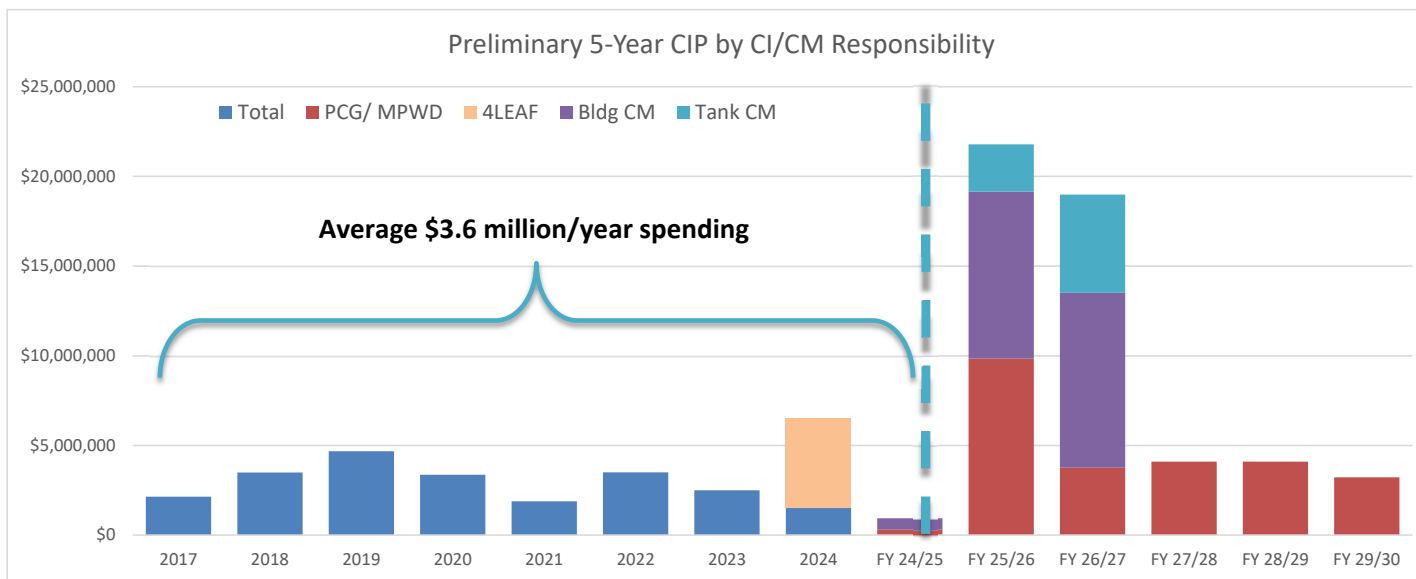
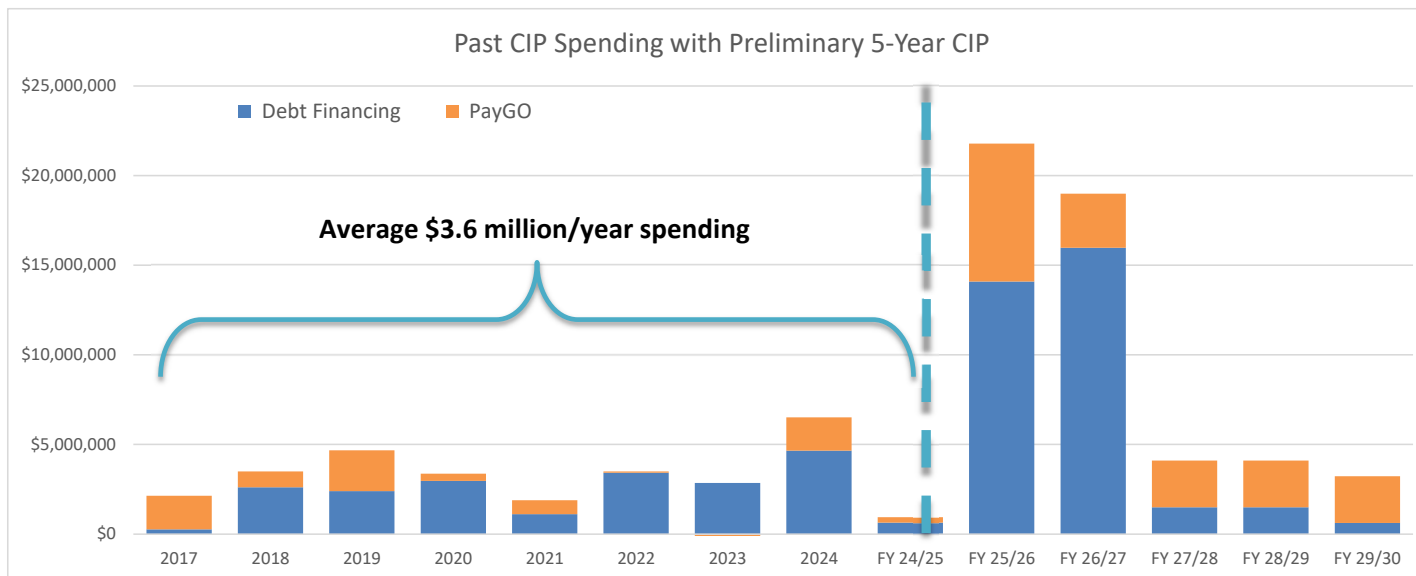
Assumed Inflation Rate: 4%						104%	108%	112%	117%	122%	
CIP #	Project	Status	Proposed Funding	CI/CM	Total	FY 24/25 Assumed	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30
--	(Capitalized Equipment)	--	Pay-Go	PCG/MPWD	\$ 750,000	\$ 100,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
CIP 15-09/15-19	Dekoven Tank Util/Lincoln/Newlands/Oak Knoll	designed	Pay-Go	PCG/MPWD	\$ 2,384,333	\$ 191,667	\$ 2,192,667	\$ -	\$ -	\$ -	\$ -
CIP 20-09	Dairy Lane Operations Center Rehabilitation - Design	in design	Debt Finance	Bldg CM	\$ 1,004,800	\$ 230,000	\$ 774,800	\$ -	\$ -	\$ -	\$ -
CIP 20-10	Dairy Lane Operations Center Rehabilitation - Construction	in design	Debt Finance	Bldg CM	\$ 12,881,180	\$ -	\$ 3,126,500	\$ 9,754,680	\$ -	\$ -	\$ -
CIP 24-07	Folger Property Improvements	in design	Debt Finance	Bldg CM	\$ 5,807,760	\$ 406,000	\$ 5,401,760	\$ -	\$ -	\$ -	\$ -
CIP 15-89	Dekoven Tanks Replacement	designed	Debt Finance	Tank CM	\$ 8,104,096	\$ -	\$ 2,631,200	\$ 5,472,896	\$ -	\$ -	\$ -
CIP 15-72b	SR 101 Crossing at PAMF Hospital - Phase 2	designed	Debt Finance	PCG/MPWD	\$ 2,904,356	\$ -	\$ 2,156,700	\$ 747,656	\$ -	\$ -	\$ -
CIP 24-08	Exborne West Tank Recoating	in design	Pay-Go	PCG/MPWD	\$ 702,000	\$ -	\$ 702,000	\$ -	\$ -	\$ -	\$ -
CIP 24-09	Hallmark North Tank Recoating	in design	Pay-Go	PCG/MPWD	\$ 3,187,860	\$ -	\$ 2,775,500	\$ 412,360	\$ -	\$ -	\$ -
CIP 24-10	West Belmont North Tank Recoating	in design	Pay-Go	PCG/MPWD	\$ 135,200	\$ -	\$ 135,200	\$ -	\$ -	\$ -	\$ -
CIP 20-05	Transmission Main Condition Assessment	concept.	Pay-Go	PCG/MPWD	\$ 610,000	\$ 15,000	\$ 634,400	\$ -	\$ -	\$ -	\$ -
--	Other Projects (Not Yet Identified)	concept.	Pay-Go	PCG/MPWD	\$ 11,000,000	\$ -	\$ 1,000,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
--	Other Projects (Not Yet Identified)	concept.	Debt Finance	PCG/MPWD	\$ 3,625,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000	\$ 625,000
		Funding Source	Total Pay-Go		\$ 18,769,393	\$ 306,667	\$ 7,689,767	\$ 3,012,360	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
			Total Debt Financing		\$ 34,327,192	\$ 636,000	\$ 14,090,960	\$ 15,975,232	\$ 1,500,000	\$ 1,500,000	\$ 625,000
	</										

\*Assumed inflation rate applied to all specific projects; not applied to the "not yet defined" projects or capitalized equipment.

\*Transmission main condition assessment project will be paid out of the operations budget, but is included herein as a capital project.

## 5 - Year CIP Budget - through FY 2030

Updated 3/25/2025







***AGENDA ITEM NO. 8.F.***

DATE: March 27, 2025  
TO: Board of Directors  
FROM: Rene A. Ramirez, Operations Manager

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

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**RECOMMENDATION**

Receive verbal report.

**FISCAL IMPACT**

None.

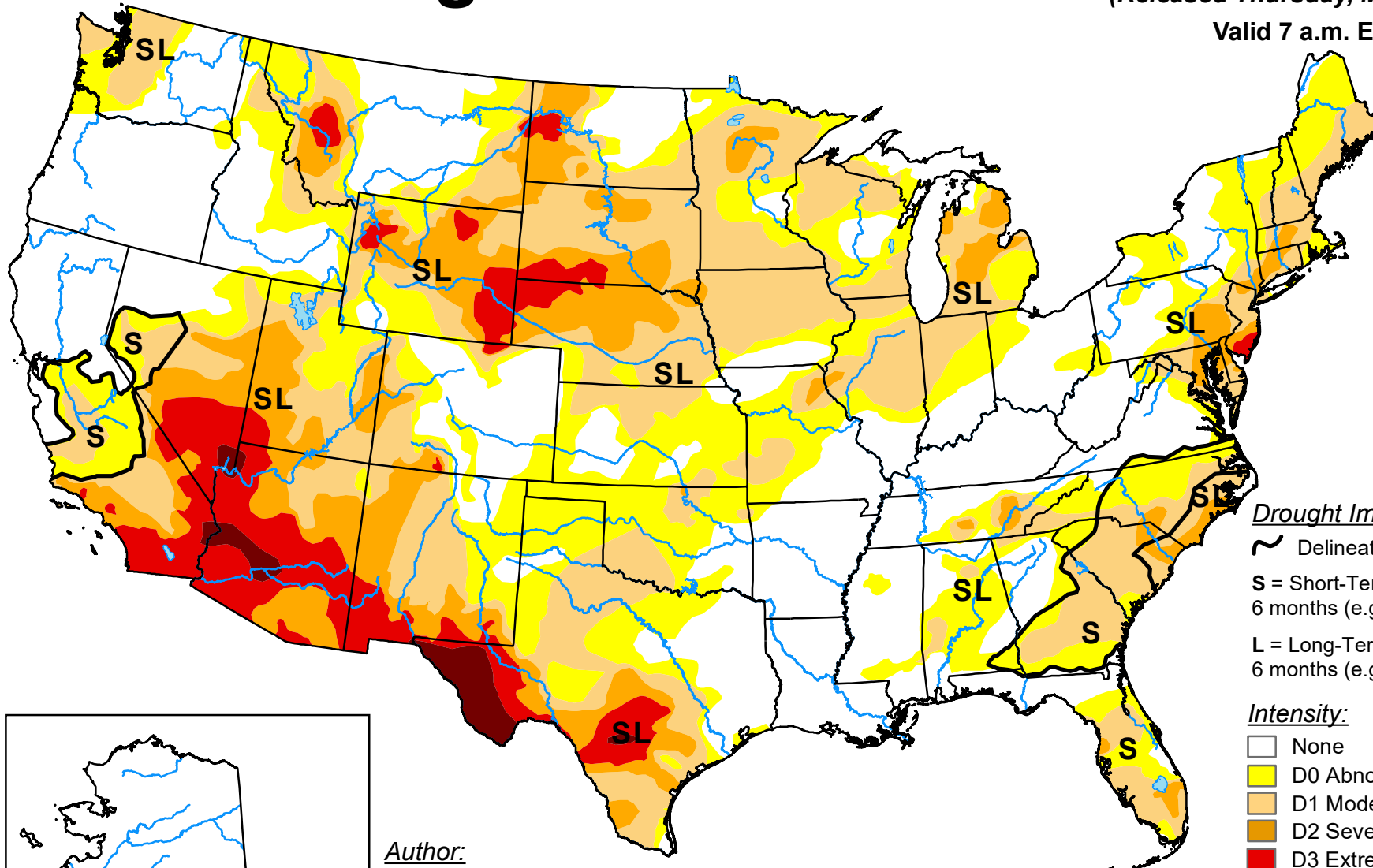
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# U.S. Drought Monitor

March 4, 2025

(Released Thursday, Mar. 6, 2025)

Valid 7 a.m. EST



## Drought Impact Types:

- ~ Delineates dominant impacts
- S** = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
- L** = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)

## Intensity:

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

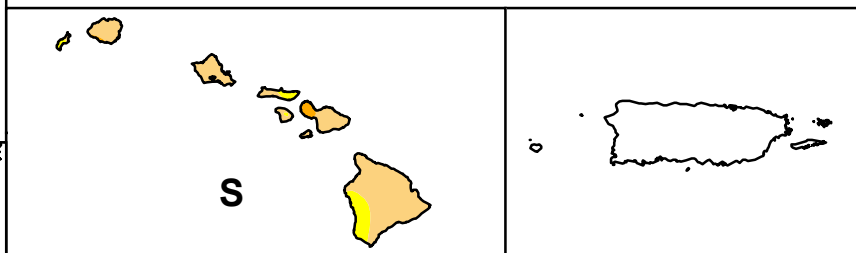
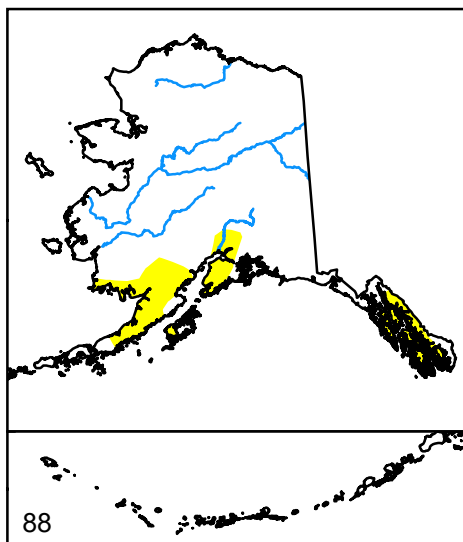
## Author:

Curtis Riganti  
National Drought Mitigation Center

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>

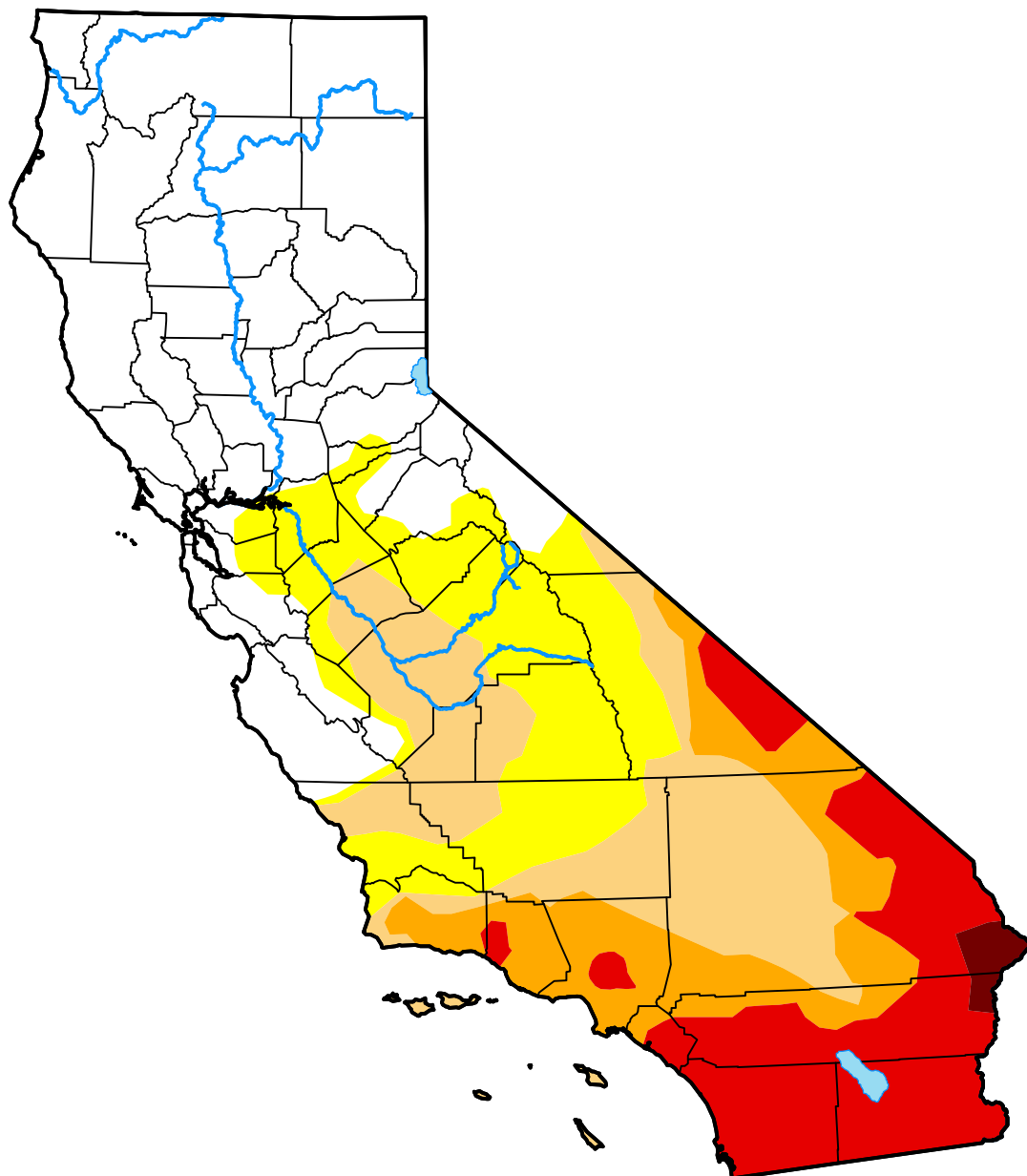


[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)



# U.S. Drought Monitor California

**March 4, 2025**  
(Released Thursday, Mar. 6, 2025)  
Valid 7 a.m. EST



*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	41.82	58.18	41.58	24.83	14.75	0.73
<b>Last Week</b> <i>02-25-2025</i>	41.82	58.18	41.58	24.83	14.75	0.00
<b>3 Months Ago</b> <i>12-03-2024</i>	56.78	43.22	16.72	5.70	1.03	0.00
<b>Start of Calendar Year</b> <i>01-07-2025</i>	39.11	60.89	35.93	10.43	1.06	0.00
<b>Start of Water Year</b> <i>10-01-2024</i>	28.40	71.60	10.67	0.08	0.00	0.00
<b>One Year Ago</b> <i>03-05-2024</i>	95.46	4.54	0.00	0.00	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:**

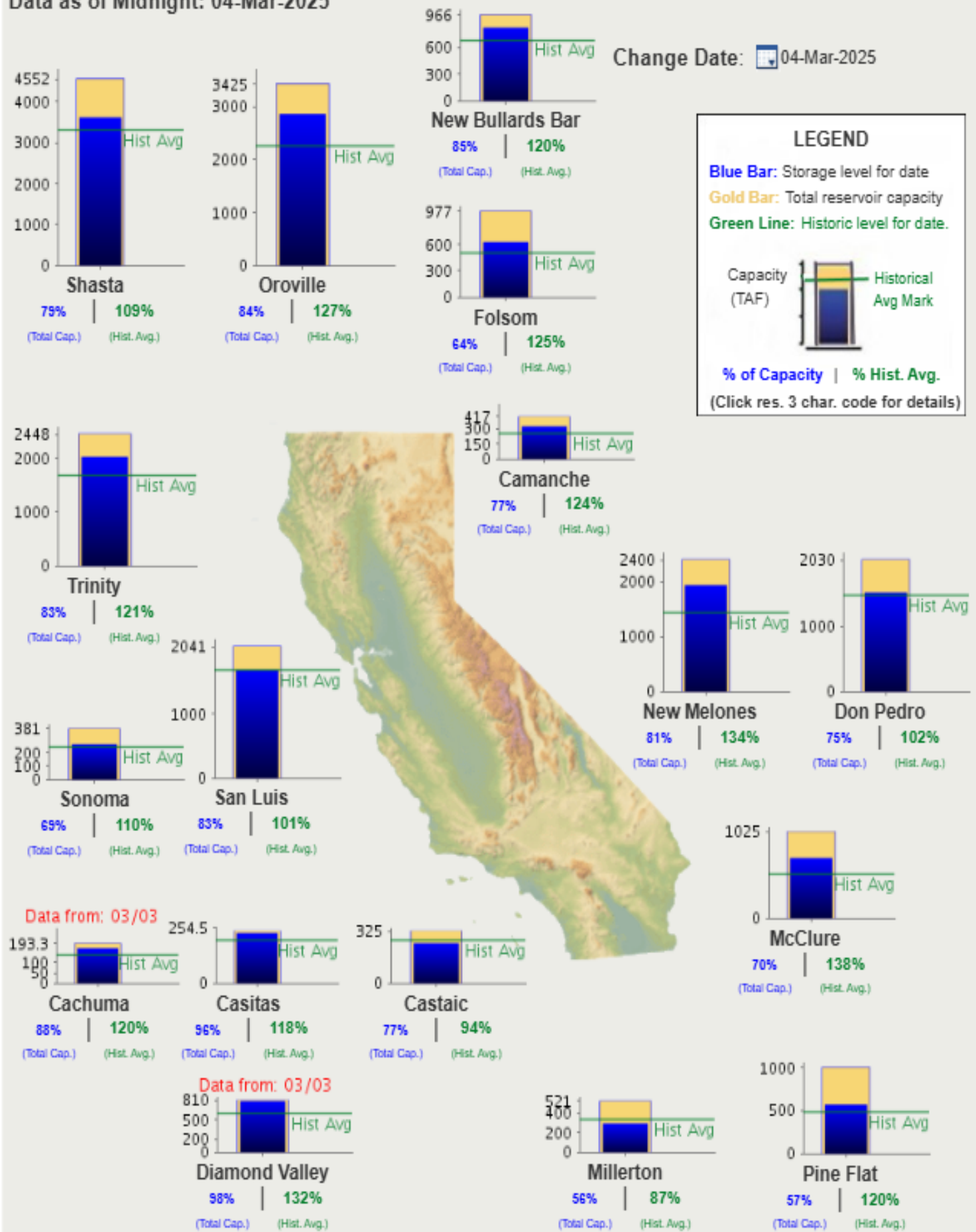
Curtis Riganti  
National Drought Mitigation Center



**droughtmonitor.unl.edu**

CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:04-MAR-2025

Data as of Midnight: 04-Mar-2025



[Click for printable version of current data.](#)

Report Generated: 05-Mar-2025 10:28 AM

The CSI link has been disabled to zoom in, for the lack of historical data.

Precip Data Ending 4pm on	July 1, 2024 to Mar 4, 2025					Last Year on Mar 5, 2024		
City	To Date			Full Season		Rainfall to (inches)	Rainfall Normal (inches)	% Normal
	Rainfall July 1 to Mar 4 (inches)	Rainfall Normal (inches)	% Normal	Rainfall Normal (inches)	% Normal			
San Francisco Downtown	17.59	17.75	99%	22.89	77%	21.48	17.87	120%
SFO Airport	14.17	15.39	92%	19.64	72%	16.52	15.49	107%
Oakland	8.16	14.22	57%	18.68	44%	12.97	14.32	91%
San Jose	6.99	10.11	69%	13.48	52%	13.01	10.18	128%
Sacramento - CSUS	12.56	14.32	88%	19.20	65%	14.60	14.42	101%
Modesto	5.99	8.96	67%	12.27	49%	14.08	9.02	156%
Fresno	4.92	7.65	64%	10.99	45%	7.19	7.71	93%
Bakersfield	2.57	4.47	57%	40.00	29%	6.04	4.51	134%
Santa Barbara	4.46	13.16	34%	17.25	26%	20.83	13.27	157%
LAX Airport	3.63	9.86	37%	12.23	30%	18.60	9.93	187%
Los Angeles Downtown	5.58	11.33	49%	14.25	39%	21.31	11.42	187%
San Diego Montgomery Field	1.92	8.62	22%	11.02	17%	11.91	8.70	137%
Palm Springs	1.04	4.12	25%	4.61	23%	6.05	4.15	146%

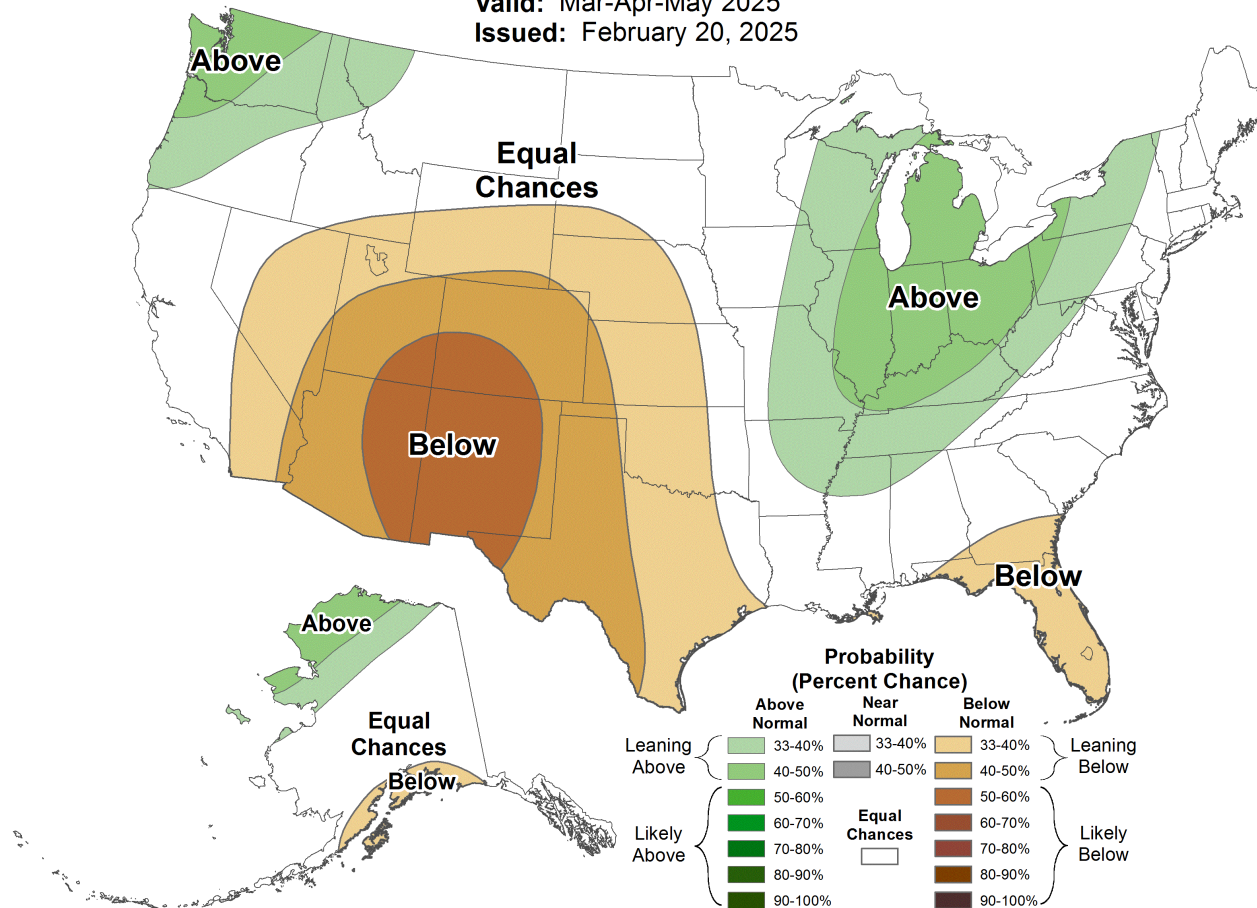
Data from NOAA  
ggweather.com



# Seasonal Precipitation Outlook



Valid: Mar-Apr-May 2025  
Issued: February 20, 2025

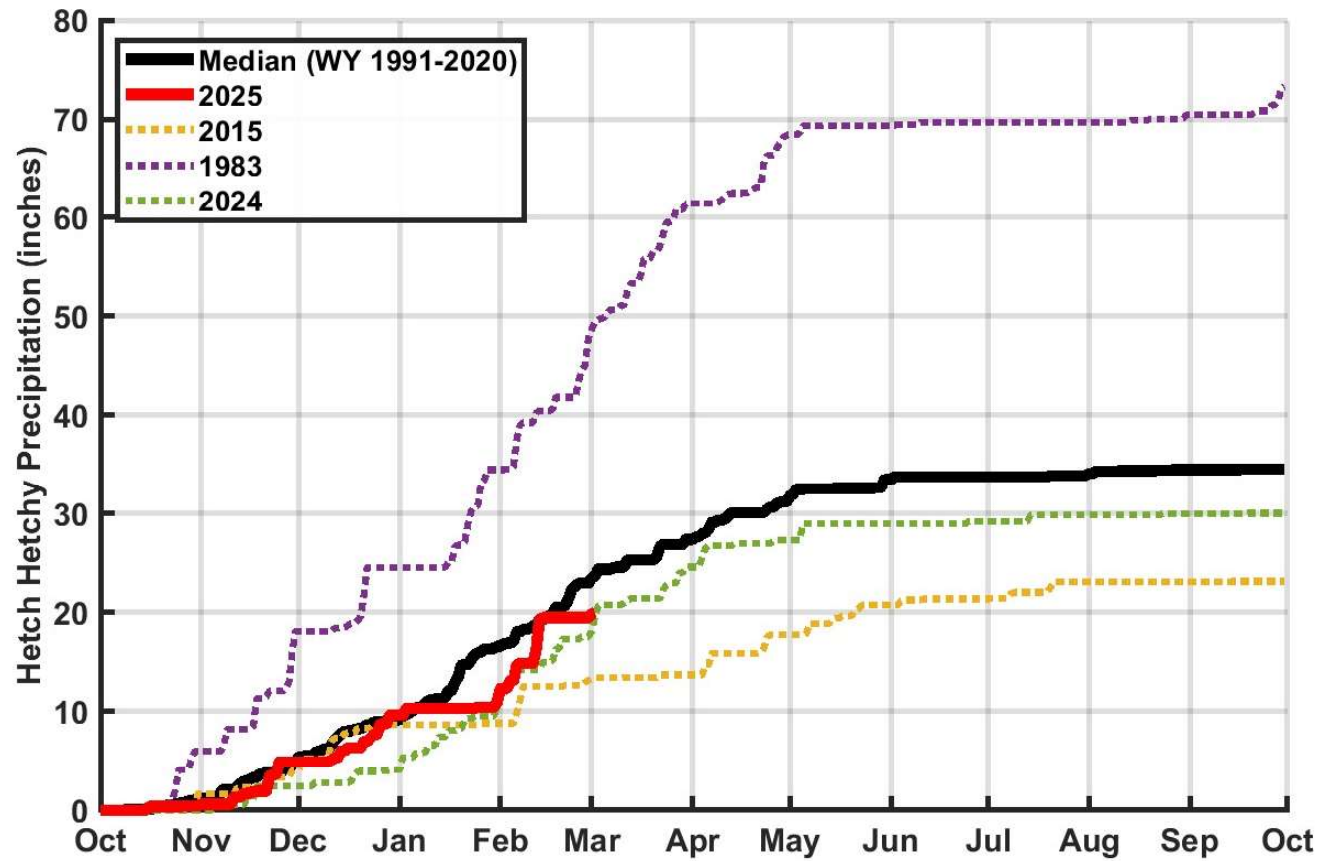




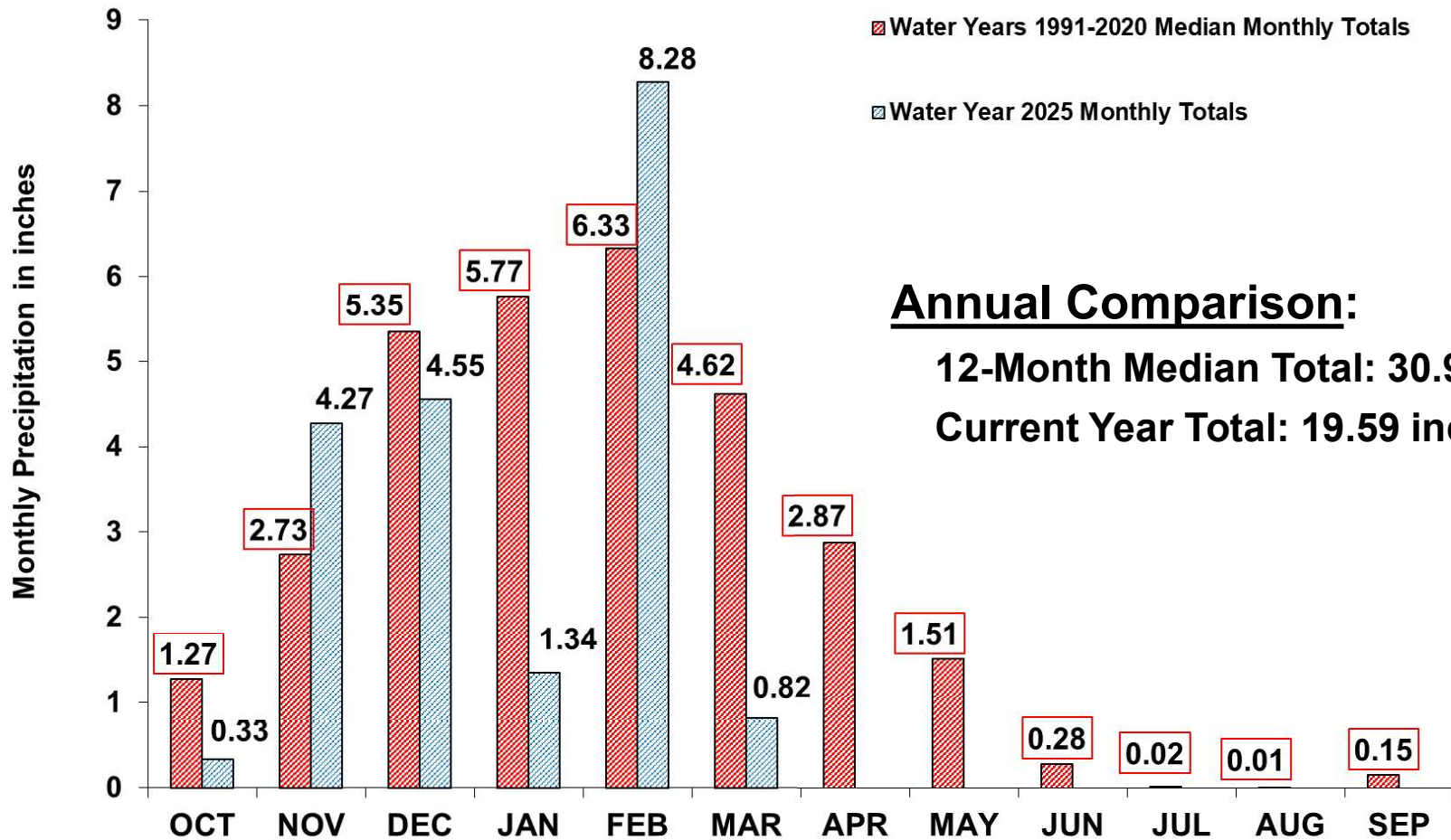




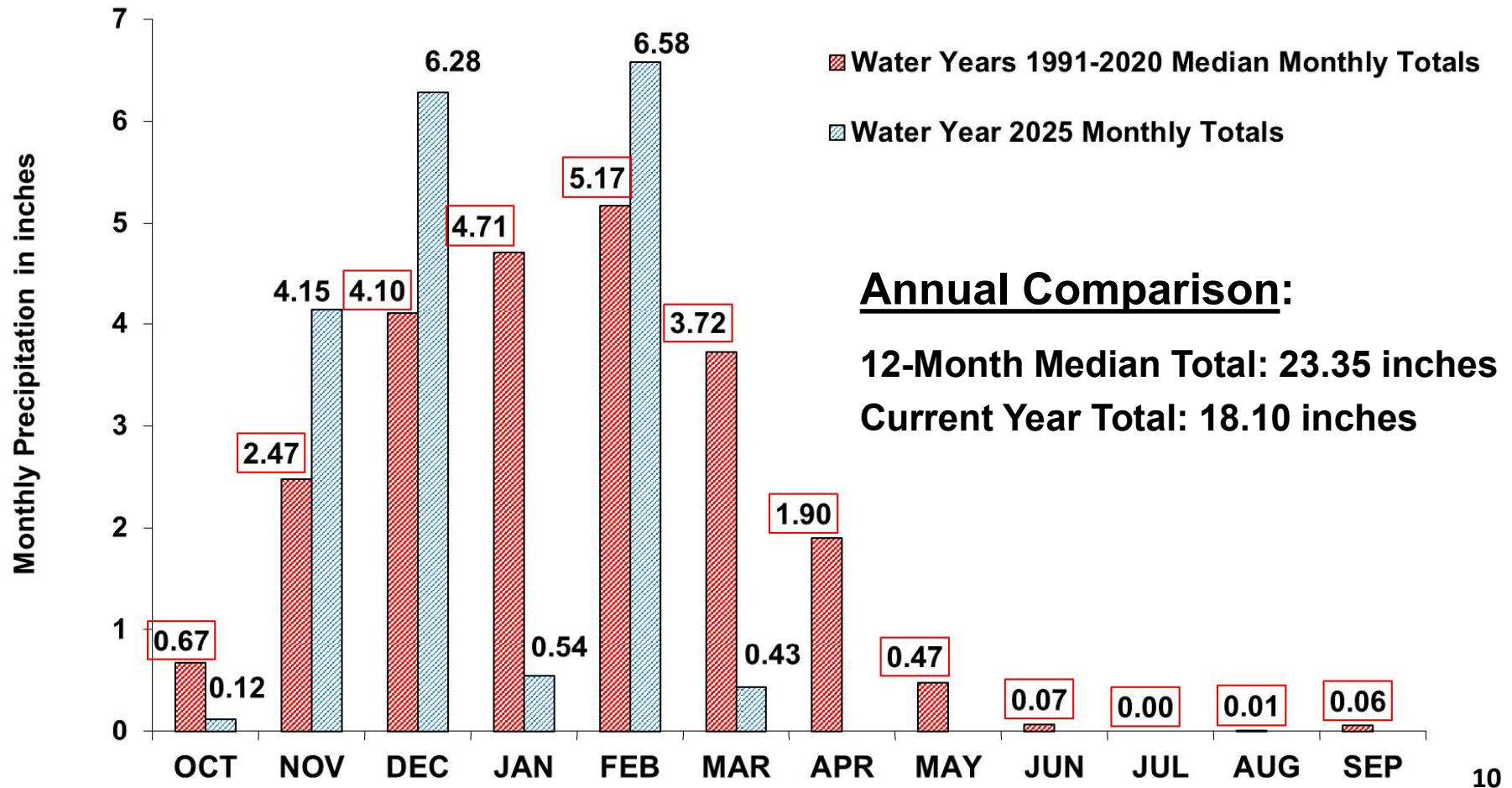
## Hetch Hetchy Precipitation



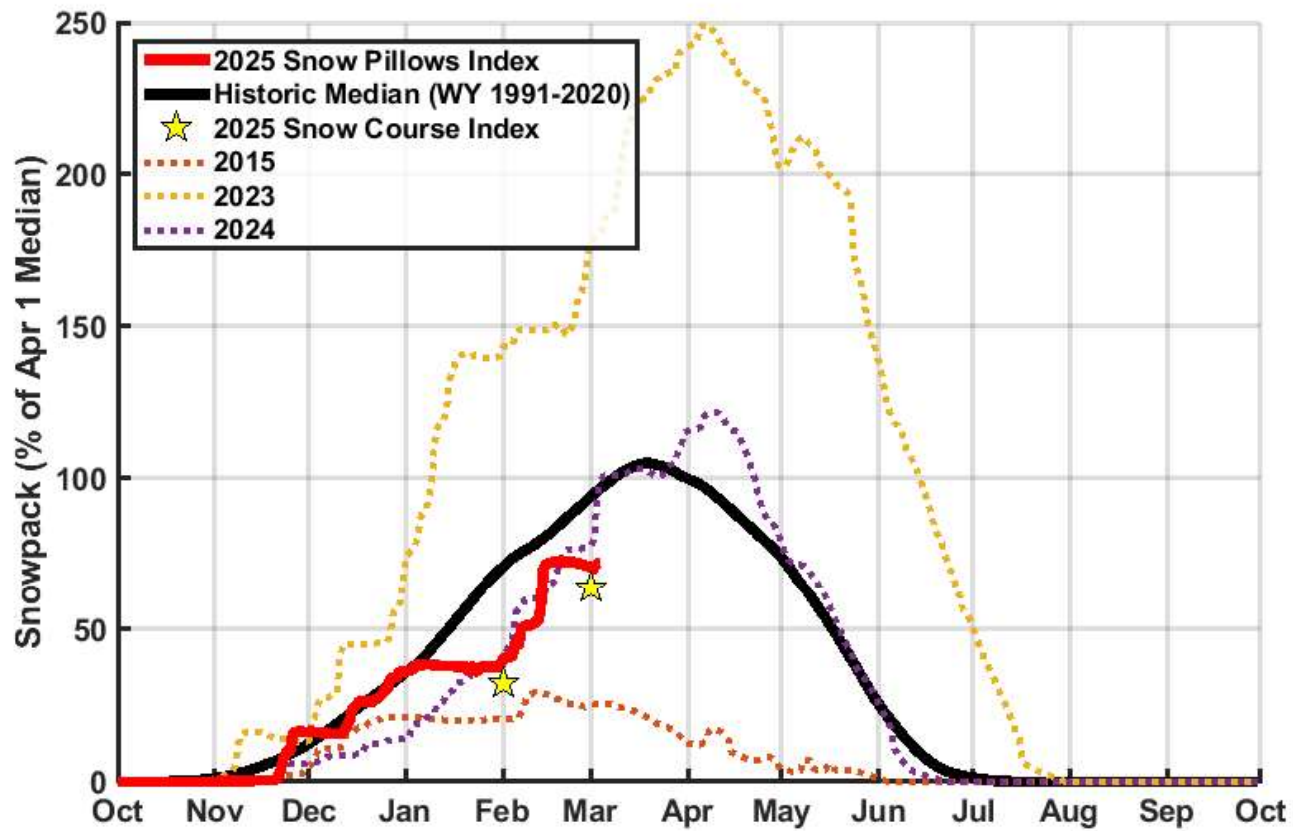
# Upcountry 6-station Precipitation Index as of March 2, 2025



# Bay Area 7-station Precipitation Index as of March 2, 2025



# Upcountry Snowpack





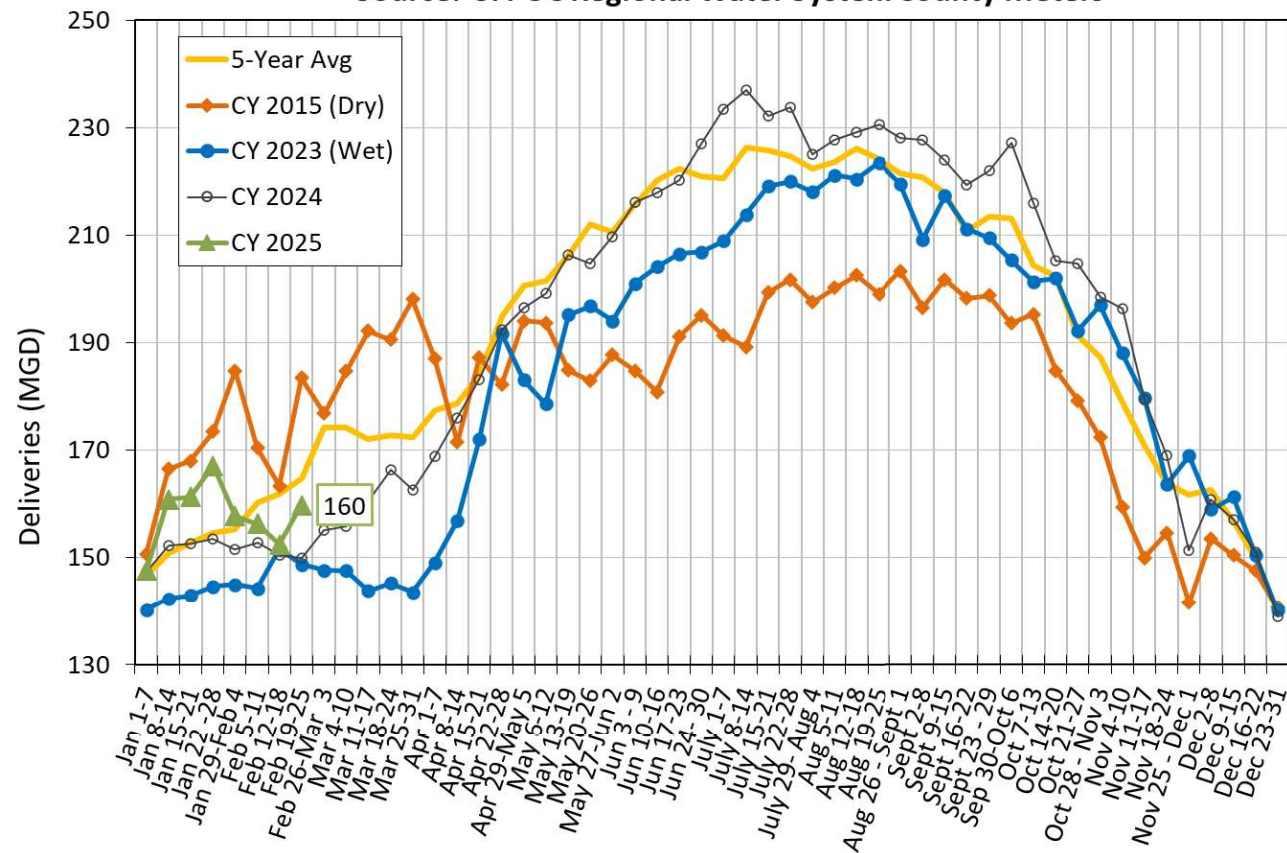
## RWS - Storage Conditions Comparison

	Maximum Storage Acre-Feet	3/3/2025		Maximum Storage Acre-Feet	3/4/2024		Comparing This Year to Last Year	2/28/2023	
		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage		Current Storage Acre-Feet	Pct. Of Maximum Storage
<b>Tuolumne System</b>									
Hetch Hetchy Rsvr	360,360	280,800	77.9%	360,360	322,000	89.4%	-12.8%	287,100	79.7%
Cherry Rsvr	273,345	245,300	89.7%	273,345	246,200	90.1%	-0.4%	203,900	74.6%
Lake Eleanor	27,100	23,780	87.7%	27,100	24,070	88.8%	-1.2%	20,290	100.1%
Water Bank	570,000	559,072	98.1%	570,000	570,000	100.0%	-1.9%	248,878	59.2%
<b>Total Tuolumne Storage</b>	<b>1,230,805</b>	<b>1,108,952</b>	<b>90.1%</b>	<b>1,230,805</b>	<b>1,162,270</b>	<b>94.4%</b>	<b>-4.6%</b>	<b>905,068</b>	<b>73.2%</b>
<b>Local Bay Area Storage</b>									
Calaveras Rsvr	96,670	75,334	77.9%	96,670	95,123	98.4%	-20.8%	65,528	69.6%
San Antonio Rsvr	53,266	45,364	85.2%	53,266	49,566	93.1%	-8.5%	39,161	87.4%
Crystal Springs Rsvr	68,953	45,282	65.7%	68,953	44,654	64.8%	1.4%	44,914	87.9%
San Andreas Rsvr	18,675	15,637	83.7%	18,572	14,969	80.6%	4.5%	16,626	84.6%
Pilarcitos Rsvr	3,125	2,244	71.8%	3,125	2,537	81.2%	-11.5%	2,645	101.3%
<b>Total Local Storage</b>	<b>240,689</b>	<b>183,861</b>	<b>76.4%</b>	<b>240,586</b>	<b>206,849</b>	<b>86.0%</b>	<b>-11.1%</b>	<b>168,874</b>	<b>95.2%</b>
<b>Total RWS Storage</b>	<b>1,471,494</b>	<b>1,292,813</b>	<b>87.9%</b>	<b>1,471,391</b>	<b>1,369,119</b>	<b>93.0%</b>	<b>-5.6%</b>	<b>1,073,942</b>	<b>74.3%</b>
Total RWS Storage on 2/2/2025		1,253,183	Total RWS Storage on 1/29/2024		1,335,972	Total RWS Storage on 1/30/2023		1,089,594	
Inc/Dec over the month		39,630			33,147			(15,652)	

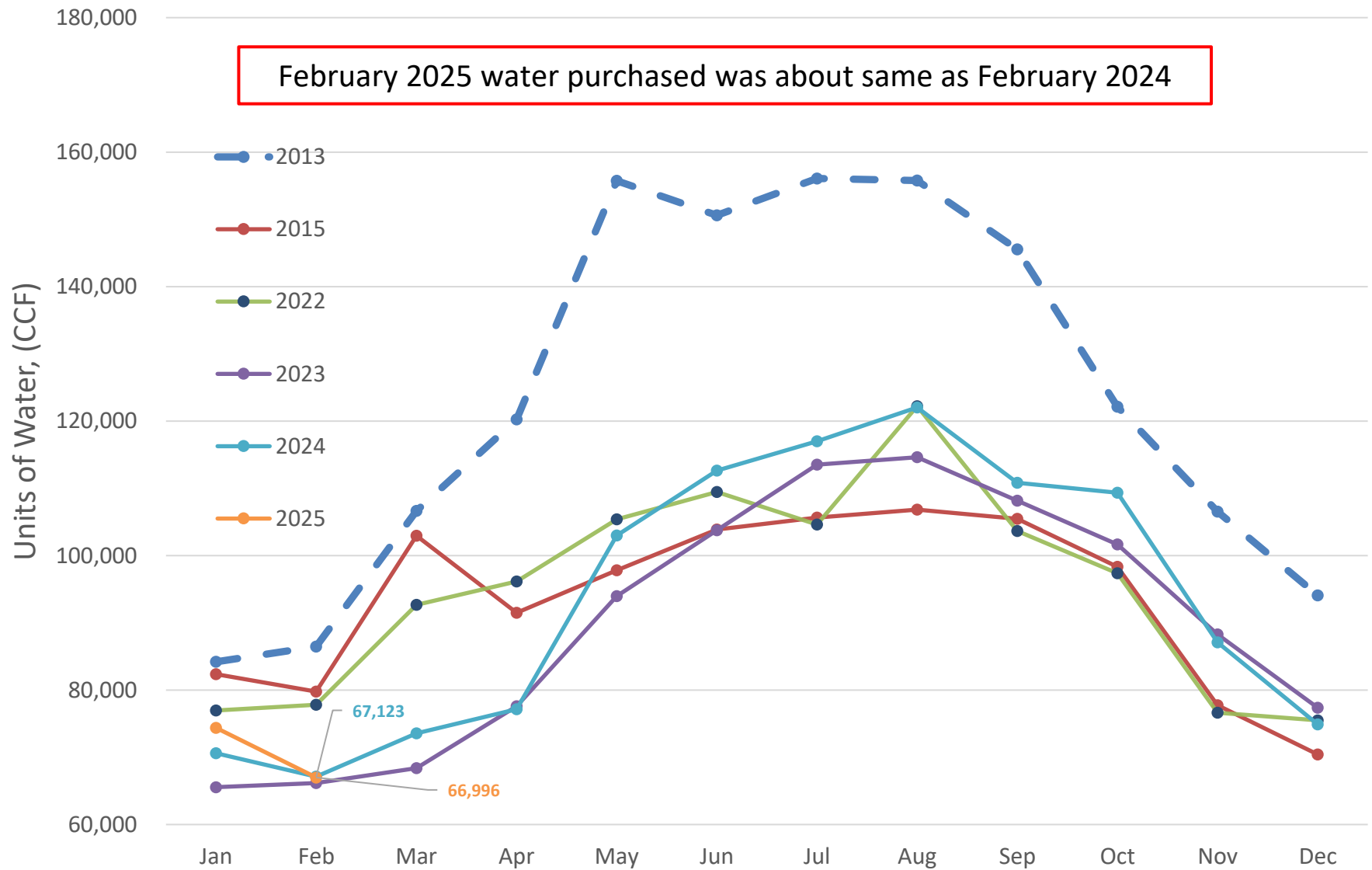


# Total Deliveries

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

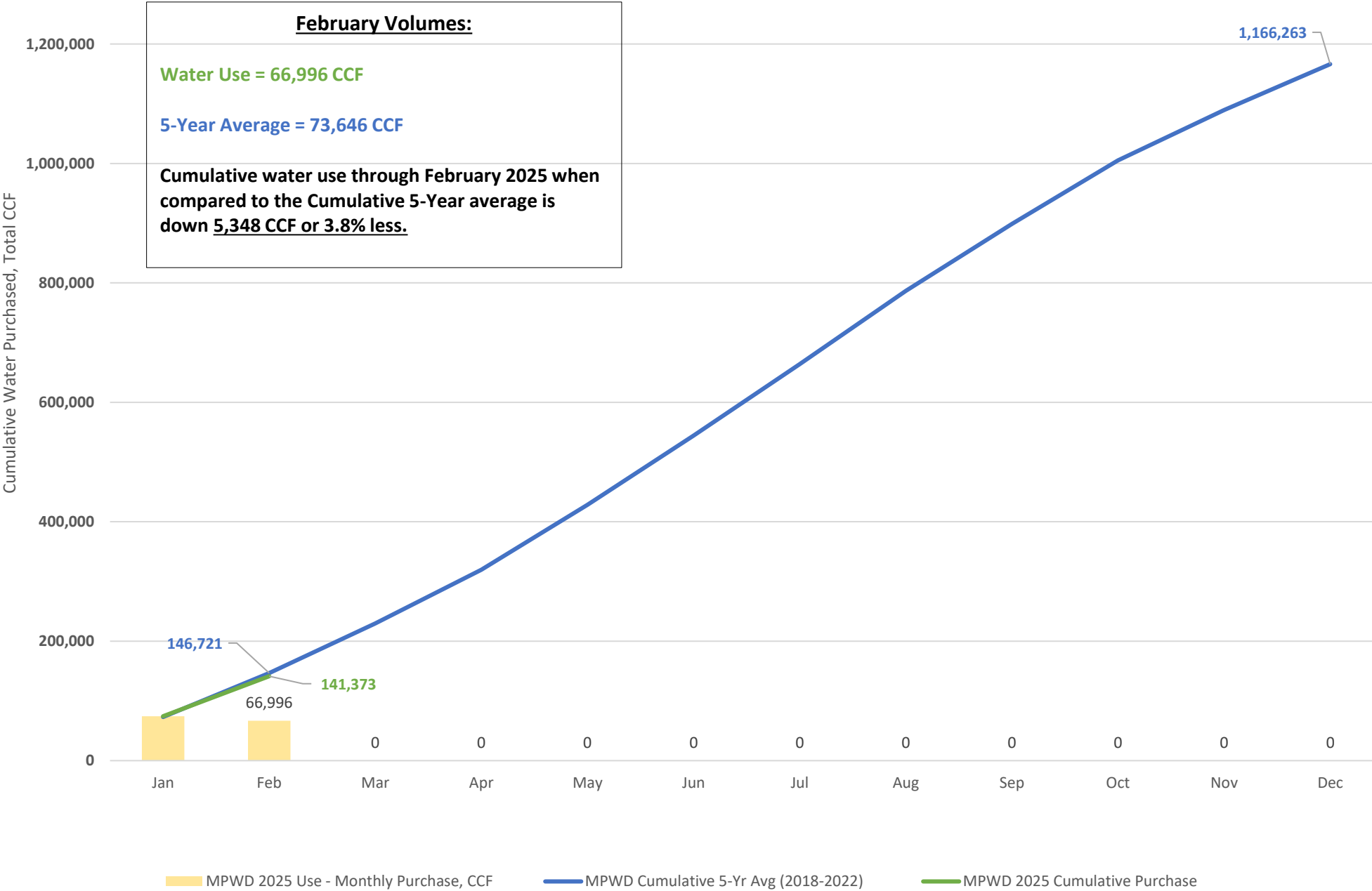


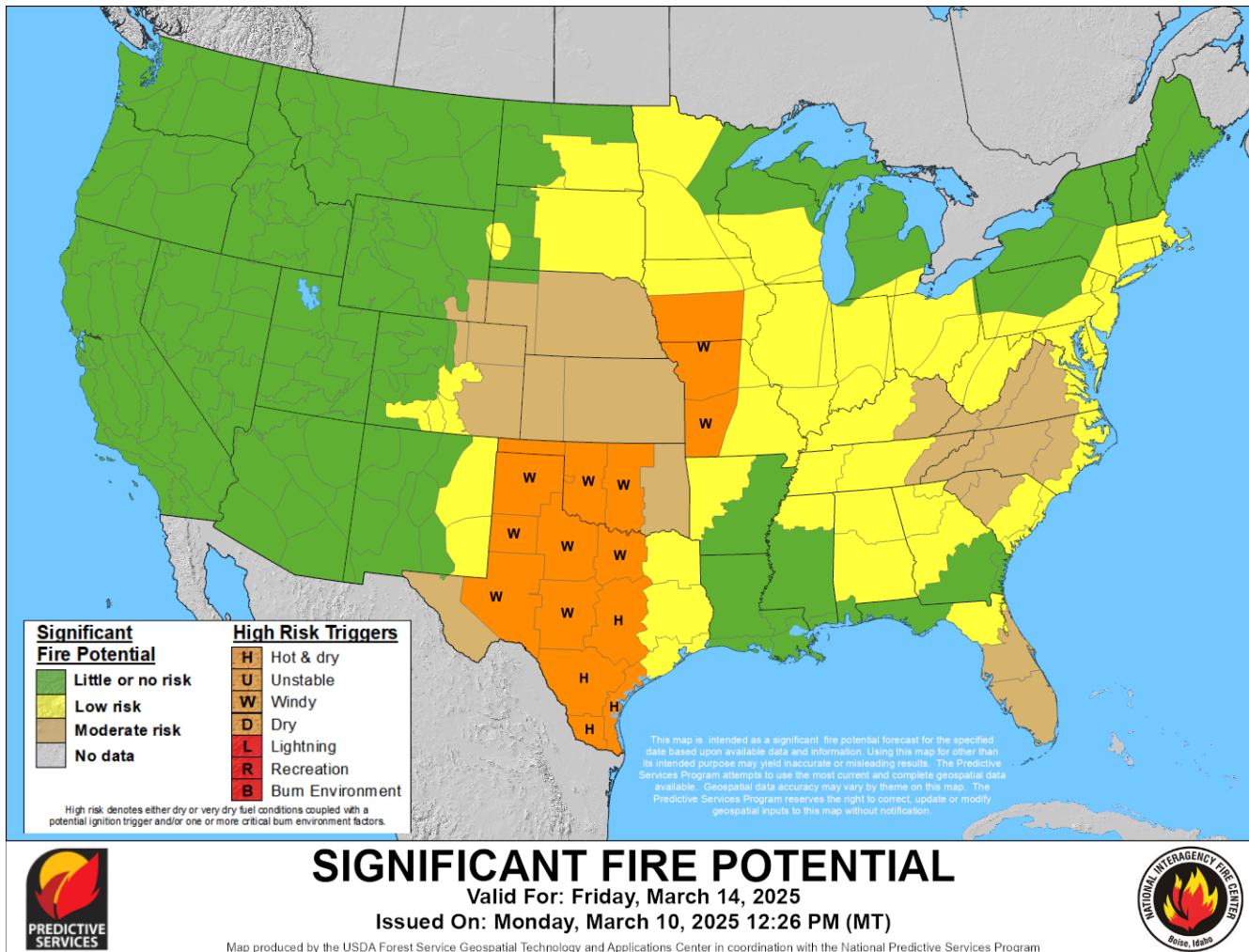
# MPWD Annual Water Use





# Comparing 2025 Monthly Cumulative Water Use with MPWD 5-Year Average







TO: Board of Directors  
FROM: James W Ramsey, CPA, District Treasurer  
DATE: March 27, 2025

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**Budget Performance and Financial Position Report  
February 2024**

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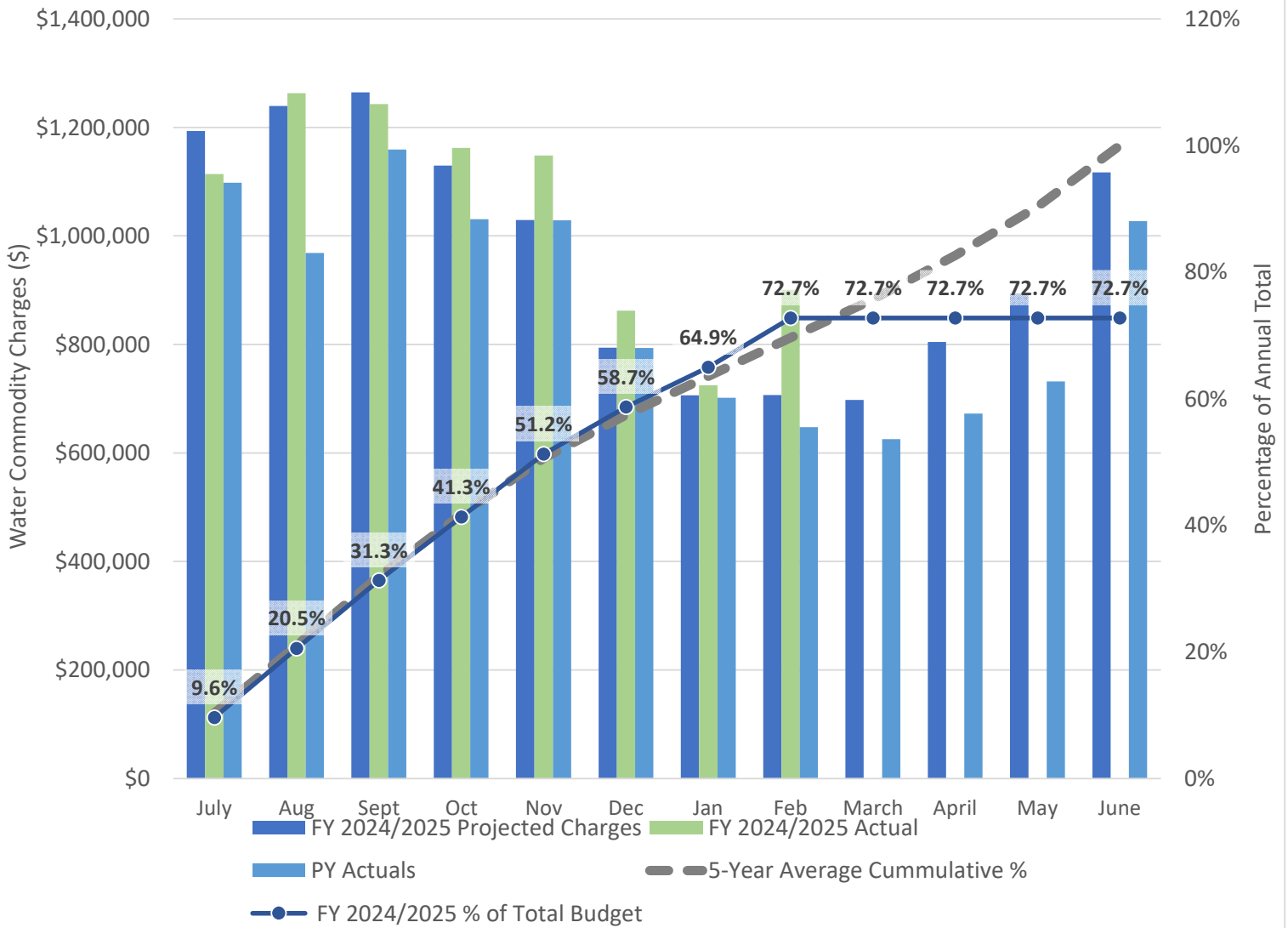
Please find the enclosed fiscal year 2024/25 (FY 24/25) unaudited Statements of Financial Position as of February 28, 2025, and February 29, 2024, as well as the monthly budget report for the period of July 1- June 30, 2025.

The following highlights significant activity through and as of February 28, 2025:

- The net surplus from operations is \$3,219,731, an increase of \$139,052 as compared to the same period last year. The primary changes stem from water commodity charges that is \$1,004,934 higher than this time last year and water system capacity charges which is \$807,339 higher as compared to this time last year. This is offset by purchased water running \$364,539 higher as compared to this time last year. Salaries and Wages is \$216,351 more this year as compared to last year, and payroll taxes and benefits is running \$188,909 higher for the same comparison. Additionally, professional services is running \$208,889 more than last year at this time.
- Debt service payments of \$754,300 was made on the COPs as of December 2, 2024. Next scheduled payment is \$319,300 of only interest on June 1, 2025. There is also a payment due for the 2025 COP interest cost that is currently estimated to be \$250,000.
- Water Commodity Charges totaled \$8,418,811. This is 65.9% of budget.
- Fixed System Charges were \$2,285,194, which is 64.7% of budget.
- The total interest revenue from all sources is \$543,129.
- Total Operating Revenue is \$10,875,155 which is 65.7% of budget. Total Non-Operating Revenue is \$1,870,146 which is 94.6% of the budget.
- Total Revenue is \$12,745,301 which is 68.8% of budget.
- Combined Salaries & Wages and Payroll Taxes & Benefits is \$2,582,012, which is 62.9% of budget.
- Purchased Water is \$3,943,772. Purchased Water cost for the year ended June 30, 2024, was \$5,797,950.
- Total Operating Expenditures were \$9,525,570, which is 60.1% of budget.

- The capital budget includes payments of \$160,319 for the purchase of an F-450 and (2) Ford F-150's (including tool boxes), \$62,067 for the purchase of two (2) new vehicles using prior year budgeted amounts, and \$31,496 for purchase and installation of a backflow regulator.
- Additionally, there are \$998,352 in expenditures related to capital projects that have been incurred during the fiscal year.
- Unrestricted Cash & Cash Equivalents is \$16,219,353, which is a decrease of \$2,480,778 from February 2024.
- Unrestricted Net Position was \$14,962,237 with Total Net Position of \$44,005,506.

## Analysis of Water Commodity Charges



	5-Year Average Cumulative %	Expected Monthly Percentage	PY Actuals	FY 2024/2025 Projected Charges	FY 2024/2025 Actual	FY 2024/2025 % of Total Budget
July	10.3%	10.3%	1,098,097	1,193,599	1,114,313	9.6%
August	21.0%	10.7%	968,623	1,239,525	1,263,265	20.5%
September	31.9%	10.9%	1,159,108	1,264,714	1,242,910	31.3%
October	41.7%	9.8%	1,030,999	1,129,414	1,162,175	41.3%
November	50.6%	8.9%	1,028,758	1,029,169	1,148,035	51.2%
December	57.4%	6.9%	793,729	793,919	862,208	58.7%
January	63.5%	6.1%	701,568	705,962	725,006	64.9%
February	69.7%	6.1%	647,539	706,654	900,824	72.7%
March	75.7%	6.0%	625,568	697,650	-	72.7%
April	82.6%	6.9%	672,435	804,474	-	72.7%
May	90.3%	7.7%	731,935	893,920	-	72.7%
June	100.0%	9.7%	1,027,158	1,117,200	-	72.7%
TOTAL		100.0%	10,485,518	11,576,200	8,418,736	

**MID-PENINSULA WATER DISTRICT**  
**STATEMENT OF NET POSITION (UNAUDITED)**  
**AS OF FEBRUARY 28, 2025 AND FEBRUARY 29, 2024**

	AS OF 2/28/2025	AS OF 2/28/2024
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents	\$ 3,215,104	\$ 6,380,501
Investments	13,004,249	12,319,630
Accounts receivable	2,782,861	2,208,736
Prepaid expenses and other assets	80,913	72,194
Total Current Assets	19,083,127	20,981,061
Restricted cash with fiscal agent	1,094,694	1,924,411
Lease receivable	958,464	1,099,275
Construction in progress	9,578,248	11,726,578
Capital assets, net	29,581,402	23,599,575
Net OPEB asset	660,560	135,246
TOTAL ASSETS	<u>\$ 60,956,495</u>	<u>\$ 59,466,146</u>
Deferred Outflows of Resources		
Pension related deferred outflows	\$ 1,313,533	\$ 1,898,626
OPEB related deferred outflows	346,521	291,399
Total Deferred Outflows	<u>\$ 1,660,054</u>	<u>\$ 2,190,025</u>
<b>LIABILITIES</b>		
Current Liabilities		
Accounts payable	\$ 10,081	\$ (2,006)
Accrued expenses	55,122	89,452
Interest Payable	-	-
Current portion of long-term debt	544,670	579,419
Total Current Liabilities	609,873	666,865
Noncurrent Liabilities		
Compensated absences	241,507	198,259
Lease liability	-	84,816
SBITA Liability	-	4,854
Long-term portion of Certificates of Participation	15,776,229	16,262,510
Net pension liability	555,222	271,173
Total Noncurrent Liabilities	16,572,958	16,821,612
TOTAL LIABILITIES	<u>17,182,831</u>	<u>17,488,477</u>
Deferred Inflows of Resources		
Pension related deferred inflows	594,735	844,115
Lease receivable related deferred inflows	833,477	950,069
Total Deferred Inflows	<u>1,428,212</u>	<u>1,794,184</u>
<b>NET POSITION</b>		
Net investment in capital assets	\$ 29,043,269	\$ 23,261,285
Unrestricted	14,962,237	19,112,225
TOTAL NET POSITION	<u>\$ 44,005,506</u>	<u>\$ 42,373,510</u>

*\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows.  
Substantially all disclosures required by accounting principles generally accepted in the United States not included.*

**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-OPERATING  
FOR THE 8 MONTHS ENDED FEBRUARY 28, 2025  
SUMMARY (UNAUDITED)**

**Target 66.67%**

DESCRIPTION	APPROVED AMENDED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 2/28/2025	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>OPERATING REVENUE</b>				
WATER COMMODITY CHARGES	12,766,915	8,418,811	4,348,104	65.9%
FIXED SYSTEM CHARGES	3,530,021	2,285,194	1,244,827	64.7%
FIRE SERVICE CHARGES	18,000	11,882	6,118	66.0%
MISC CUSTOMER ACCOUNT FEES	107,100	69,118	37,982	64.5%
SERVICE LINE & INSTALLATION CHARGES	111,000	72,651	38,349	65.5%
MISCELLANEOUS OPERATING	19,500	17,500	2,000	89.7%
<b>TOTAL OPERATING REVENUE (SOURCES)</b>	<b>16,552,536</b>	<b>10,875,155</b>	<b>5,677,381</b>	<b>65.7%</b>
WATER SYSTEM CAPACITY CHARGES	807,300	807,339	(39)	100.0%
WATER DEMAND OFFSET CHARGES	-	-	-	-
PROPERTY TAX REVENUE	545,000	425,149	119,851	78.0%
LEASE OF PHYSICAL PROPERTY	168,000	85,641	82,359	51.0%
MISCELLANEOUS NON-OPERATING	6,600	6,087	513	92.2%
INTEREST REVENUE - PARS	41,000	32,878	8,122	80.2%
INTEREST REVENUE - LAIF	73,640	53,640	20,000	72.8%
INTEREST REVENUE - COP	38,000	21,573	16,427	56.8%
INTEREST REVENUE - US TREASURIES	251,723	404,756	(153,033)	160.8%
INTEREST REVENUE - SWEEP ACCOUNT	42,000	30,282	11,718	72.1%
LANDSCAPE PERMIT REVENUE	4,000	2,800	1,200	70.0%
<b>TOTAL NON-OPERATING REVENUE (SOURCES)</b>	<b>1,977,263</b>	<b>1,870,146</b>	<b>107,117</b>	<b>94.6%</b>
<b>TOTAL REVENUE (SOURCES)</b>	<b>18,529,799</b>	<b>12,745,301</b>	<b>5,784,498</b>	<b>68.8%</b>
<b>OPERATING EXPENDITURES (USES)</b>				
SALARIES & WAGES	2,771,305	1,403,985	1,367,320	50.7%
PAYROLL TAXES & BENEFITS	1,335,100	1,178,027	157,073	88.2%
PURCHASED WATER	6,619,719	3,943,772	2,675,947	59.6%
OUTREACH & EDUCATION	95,000	23,254	71,746	24.5%
M&R - OPS SYSTEM	63,000	306,834	(243,834)	487.0%
M&R - FACILITIES & EQUIPMENT	653,500	(16,235)	669,735	-2.5%
SYSTEM SURVEYS	715,000	2,100	712,900	0.3%
ADMINISTRATION & EQUIPMENT	727,000	581,702	145,298	80.0%
MEMBERSHIP & GOV FEES	196,000	348,153	(152,153)	177.6%
BAD DEBT & CLAIMS	15,000	16,150	(1,150)	107.7%
UTILITIES	576,500	382,271	194,229	66.3%
PROFESSIONAL SERVICES	675,000	603,581	71,419	89.4%
TRAINING/TRAVEL & RECRUITMENT	111,500	50,892	60,608	45.6%
DEBT SERVICE	1,305,000	701,083	603,917	53.7%
<b>TOTAL OPERATING EXPENDITURES (USES)</b>	<b>15,858,624</b>	<b>9,525,570</b>	<b>6,333,054</b>	<b>60.1%</b>
<b>NET SURPLUS/LOSS</b>	<b>2,671,175</b>	<b>3,219,731</b>		
<b>DEBT SERVICE COVERAGE</b>	<b>2.33</b>	<b>2.78</b>		

\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



**MID-PENINSULA WATER DISTRICT  
MONTHLY BUDGET REPORT-CAPITAL  
FOR THE 8 MONTHS ENDED FEBRUARY 28, 2025  
SUMMARY (UNAUDITED)**

Target **66.67%**

DESCRIPTION	APPROVED AMENDED FY 2024-25 BUDGET	ACTUALS 7/1/2024- 2/28/2025	REMAINING BALANCE/ (OVER BUDGET)	Y-T-D % OF BUDGET
<b>CAPITAL ASSETS</b>				
Trucks (2)	\$ 200,000	\$ 160,319	\$ 39,681	80.2%
Trucks (2) - rollover from prior year budget*	63,000	62,057	943	98.5%
Surveillance Equipment for Tanks / Facilities	40,000	-	40,000	-
Misc. Equipment	30,000	39,068	(9,068)	130.2%
Valve Turner	30,000	26,598	3,402	88.7%
Air Relief and Vacuum Valves	20,000	-	20,000	-
<b>TOTAL CAPITAL ASSET</b>	<b>383,000</b>	<b>288,042</b>	<b>94,958</b>	<b>75.2%</b>
<b>CAPITAL PROJECTS - PAYGO</b>				
20-07 Harbor Blvd WMI Project	50,000	20,538	29,462	41.1%
15-75A Old County Road Improvements	613,000	368,661	244,339	60.1%
15-09/15-19/21-01 Dekoven Tank Util / Lincoln / Newlands / Oak Knoll WMR	3,000,000	213,844	2,786,156	7.1%
24-08 Exborne West Tank Recoating	675,000	57,956	617,044	8.6%
24-09 Hallmark North Tank Recoating	610,000	-	610,000	-
West Belmont North Tank Recoating	130,000	-	130,000	-
<b>TOTAL CAPITAL PROJECTS - PAYGO</b>	<b>5,078,000</b>	<b>660,999</b>	<b>4,417,001</b>	<b>13.0%</b>
<b>CAPITAL PROJECTS - DEBT FINANCING</b>				
20-09 Dairly Lane Ops Center Rehab Design	2,400,000	83,587	2,316,413	3.5%
24-07 Folger Drive Property Improvements	2,700,000	253,630	2,446,370	9.4%
Dekoven Tanks Replacement	1,897,500	137	1,897,364	0.0%
SR 101 Crossing at PAMF Hospital - Phase 2	691,250	-	691,250	-
<b>TOTAL CAPITAL PROJECTS - DEBT FINANCING</b>	<b>7,688,750</b>	<b>337,354</b>	<b>7,351,396</b>	<b>4.4%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>12,766,750</b>	<b>998,352</b>	<b>11,768,398</b>	
<b>TOTAL CAPITAL</b>	<b>13,149,750</b>	<b>1,286,394</b>	<b>11,863,356</b>	

\*Rollover amounts were approved in the amount of \$60,000 in March 28, 2024 meeting as part of the mid-year budget amendment. Additional \$3,000 was approved at the May 23, 2024 Board meeting due to increased costs. Order of vehicles was made in May, 2024 and vehicles were not received until October 2024.

**MID-PENINSULA WATER DISTRICT  
INVESTMENT & RESERVES REPORT (UNAUDITED)  
AS OF FEBRUARY 28, 2025**

Cash Analysis				Interest Earned (Fiscal - to date)	Yield	Maturity Date	Days to Maturity
Account	Investment	Cost	Market Value				
Petty Cash	Cash	\$ 600	\$ 600	\$ -	n/a	n/a	n/a
Umpqua Credit Card	Cash	150,000	150,000	-	n/a	n/a	n/a
Wells Fargo	Cash	1,652,660	1,652,660	30,282	n/a	n/a	n/a
LAIF	LAIF	1,411,844	1,411,844	53,640	4.43% +	n/a	0
BNY - Reserve *	Money Market Funds	532,935	532,935	21,573	4.21%	n/a	0
PARS - Pension *	Money Market Funds	561,759	561,759	32,878	4.75% ++	n/a	0
PARS - OPEB **	Money Market Funds	4,100,878	4,100,878	301,690	4.75% ++	n/a	0
Zions	Money Market Funds	1,527,185	1,527,185		2.24%	n/a	0
	US Treasury Bills	2,184,754	2,217,998		4.12%	5/1/2025	62
	US Treasury Notes	2,654,843	2,765,498		0.38%	4/30/2025	61
	US Treasury Notes	4,543,870	4,688,385		0.25%	7/31/2025	153
	US Treasury Notes	1,799,147	1,805,184		0.26%	10/31/2025	245
	Total Zions	<u>12,709,799</u>	<u>13,004,249</u>	<u>404,756</u>			
	Total Cash and investments	<u>\$ 21,120,475</u>	<u>\$ 21,414,925</u>	<u>\$ 844,819</u>			

Reserves Analysis						
Priority	Reserve	Target	Funded Amount	% Funded	Description of amount	
1	Working Capital (Operating) Reserve	\$ 7,929,312	\$ 7,929,312	100.00%	50% of annual fiscal year budgeted expenditures	
2	Capital Reserve	8,000,000	8,000,000	100.00%	Fixed amount	
3	IRC 115 Irrevocable Trust - Pension	271,173	561,759	207.16%	100% of the District's projected net pension/total OPEB liability, or \$500,000 if no liability is outstanding. Based on most recent audited financial statements.	
	IRC 115 Irrevocable Trust - OPEB **	3,495,503	4,100,878	117.32%		
4	Rate Stabilization Reserves	1,200,000	290,041	24.17%	Fixed amount or \$500,000 if no bonds are outstanding	
n/a	Reserve for debt service	765,600	532,935	69.61%	Required by bond agreements for the COP. Amount based on next scheduled debt service.	
					NOTE: This has not been updated for the 2025 Bonds.	
	Total Reserves	<u>\$ 21,661,588</u>	<u>\$ 21,414,925</u>	98.86%		

\* - Restricted accounts

\*\* - amounts not reported in financial statements due to accounting treatment

+ - based on a rolling 12 - month average

++ - based on a 3-year annualized return

\*No assurance provided on financial statements. Financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



**AGENDA ITEM NO. 9.A.2**

DATE: March 27, 2025  
TO: Board of Directors  
FROM: Joubin Pakpour, PE – District Engineer

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**SUBJECT: Capital Project Update**

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

The project is currently out to bid, with a bid opening of April 8<sup>th</sup> and award of construction contract at the April 24<sup>th</sup> board meeting. We are contacting contractors to make sure they are aware of the project. Construction is anticipated to start in early June.

**West Belmont (N), Exbourne (W), Hallmark (N) Tanks Improvements (24-08, 24-09 & 24-10)**

The scope of this combined project consists of exterior coating repairing and recoating of the West Belmont (N) Tank, interior and exterior recoating of the Exbourne (W) Tank and structural retrofit, interior and exterior recoating of the Hallmark (N) Tank. The project design is at 90% for the West Belmont and Exbourne Tanks. Hallmark (N) Tank was added two month, and the design is kicking off. We have contracted a structural engineer to complete the design of the Hallmark (N) Tank. Unfortunately, we been unable to locate structural record drawings of the tank, which means that the structural engineer may need to visually inspect and measure the structural elements of the tank. This would require the tank to be drained and scaffolding erected. We are working on possible alternatives. It is anticipated that the combined project will be advertised in the fall of 2025 and construction will start in winter 2025 during the low fire season.

**SR101 Crossing @ PAMF Hospital, Phase II (15-72b)**

The design of the entire project was completed in 2020. It was decided to split the project into two phases due to a conflict with a large sewer rehabilitation project being constructed by Silicon Valley Clean Water (SVCW) on Shoreway Road. The risk of our project potentially damaging the sanitary sewer main would be greatly reduced if the SVCW project was constructed first. The first phase of this project (15-72a), which consisted of construction on the PAMF property from Industrial Road to SR 101 was completed in 2021. We are starting to re-engage the stakeholders of the second phase of the project to prepare it for advertisement. They include our designer of record, our construction management team, PAMF hospital, City of San Carlos and Belmont, and SVCW. At this time, we do not have a schedule for the project.

### **Dekoven Tanks Replacement (15-89)**

The Dekoven Tanks, constructed in 1952, are a critical element of the Zone 3 water distribution system. The existing tanks are 52 and 60 feet in diameter, approximately 48 feet tall and have capacities of 720,000 gallons and 1,000,000 gallons respectively. A recent structural analysis determined the tanks are seismically deficient and could fail in a major earthquake. In response to this report the maximum capacity level in the tanks was reduced to 22 feet to withstand seismic events. However, the District lost more than half of the tanks capacity making summer operation difficult, in addition to losing emergency storage. The coatings on each tank are also failing, increasing the urgency to replace the tanks. Given the seismic vulnerability and the coating failures, the District explored 3 options for rehabilitation / replacement including a) only recoating the tanks and reducing the MCL to 22 feet, b) seismic retrofits to each tank, and c) demolish and rebuild two 800,000 gallon tanks. After a cost analysis of each option and viewing potential construction difficulties, the District determined replacement of the tanks was the best option. The project was fully designed and bid in 2021. We received proposals from two contractors and the low bid exceeded the Districts available budget by over 20%. It was decided to reject all bids and shelve the project. In 2025 the project was revived, and we are in the process of preparing it for advertisement. A complication has risen in that the structural engineer of record is no longer in business. We are soliciting proposals from various structural engineers to take over the project.

### **Transmission Water Main Assessment (20-05)**

The District is supplied with water from two source locations being 1) the Tunnels Pump Station located below Hallmark Tanks and 2) the SFPUC Hillcrest Connection located approximately 3 miles southwest of the District service area. The Tunnels transmission water main was inspected in 2023 and found to be sound. The Hillcrest transmission water main, from the Hillcrest Connection to the Hannibal Pump Station, is comprised of 18"-20" Polyvinyl Chloride (PVC) and Concrete Cylinder Pipe (CCP). This particular water main brings water into Zone 1 allowing the District to feed water from bottom up. This project is an assessment of Hillcrest transmission water main to determine the existing conditions, identify any leaks, and remaining life expectancy.

### **City Project Updates**

2025 Sewer Projects – The District issued a variance and compliance letter to the City last week.

Twin Pines Park Detention Basin Water Main Improvement – The District is reviewing options to abandon the water main in the City hall parking lot which conflicts with a new detention basin being designed by the City. Both the District and City are researching the right-of-way for the water main in the parking lot.

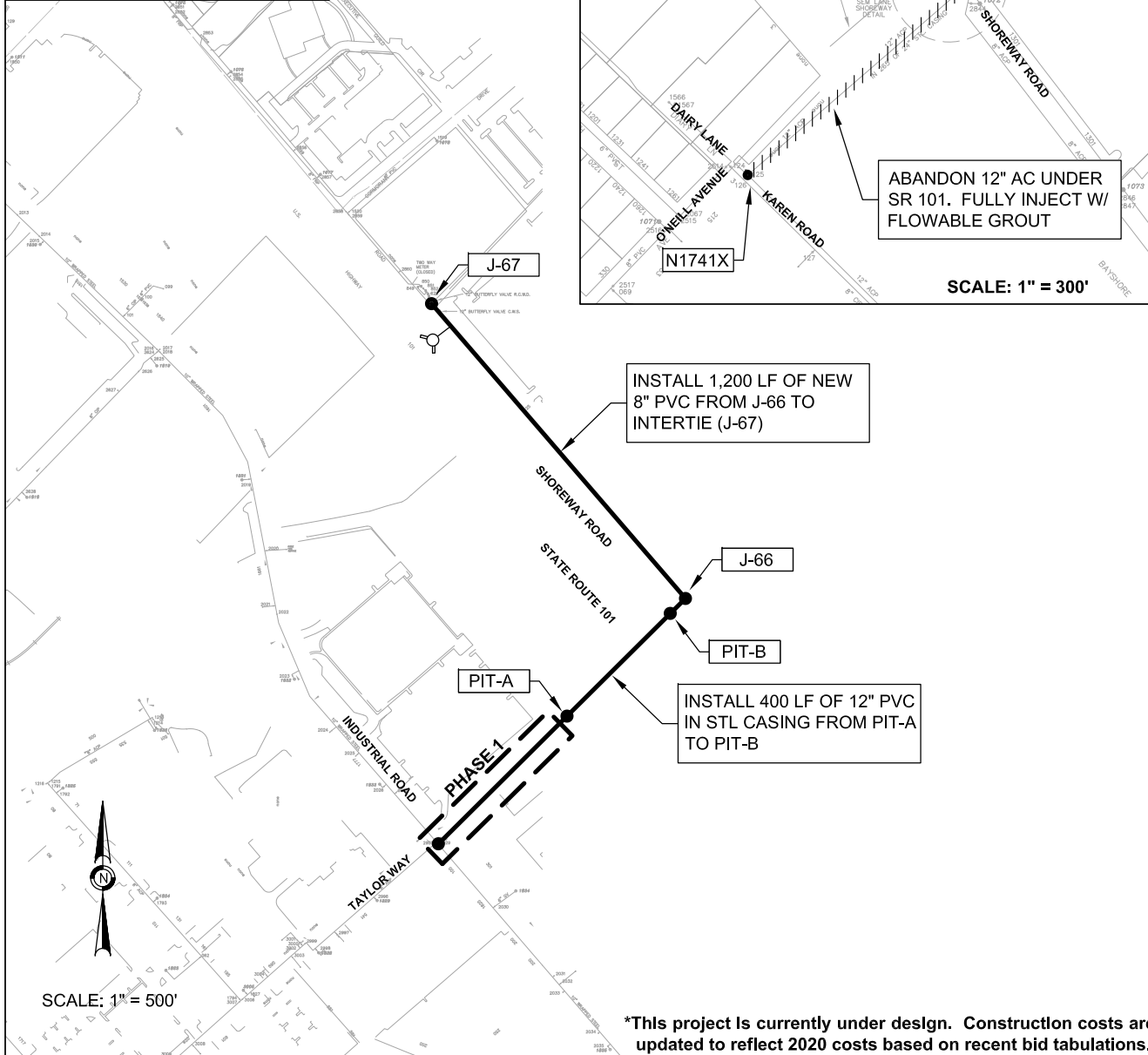
**EXISTING PIPE INFORMATION**

Size: N/A

Type: N/A

Year Installed: N/A

Static Pressure Range (psi): 130-135



\*This project is currently under design. Construction costs are updated to reflect 2020 costs based on recent bid tabulations.

**SR 101 CROSSING AT PAMF IMPROVEMENTS - PHASE 2****PROJECT BACKGROUND**

Two State Route 101 (SR 101) water main crossings exist in Zone 1 including a 500 LF 12" asbestos cement (AC) crossing between Karen Road and Sem Lane and another 12" polyvinyl chloride (PVC) crossing a half mile to the north. The 12" AC was installed in 1963 in a 36" steel casing. As part of the PAMF development agreement at the south end of Zone 1, the District obtained a 15 ft easement along the northeast side of the PAMF property in addition to a 40 ft x 40 ft area in the northeast corner to serve as a staging area for an alternate SR 101 crossing. This project abandons the aging 12" AC crossing and relocates it to the PAMF easement with a new 1,100 LF 12" PVC water main. To loop the water main back to the existing water main on Shoreway Road requires the installation of an additional 1,200 LF 8" PVC. Hydraulic analysis indicates increased fire flows along Shoreway Road of approximately 200 gpm. Distribution System Analysis No. 077

**PROPOSED IMPROVEMENTS - PHASE 2**

Install 400 LF of 12" PVC in steel casing and 1,200 LF of 8" PVC  
Abandon 500 LF 12" AC  
Install 1 fire hydrant, new intertie  
Cathodic protection of all metallic fittings/materials

**PROJECT BENEFITS**

The SR 101 Crossing at PAMF Hospital Improvements replaces an old and aging water main capable of causing major disruptions on SR 101 in the event of a main break, eliminates a dead end, creates a looped system, improves fire flows, and constructs a serviceable underground inter-tie utility vault.

**PROJECT BUDGET (2020)**

12" PVC SR 101 - 400 LF @ \$2,000/LF	\$ 800,000
8" PVC - 1,200 LF @ \$750/LF	\$ 900,000
Abandon 12" AC Crossing @ \$100,000/LS	\$ 100,000
Intertie	\$ 200,000
Fire Hydrants - 1 @ \$15,000/EA	\$ 15,000
Subtotal Construction	\$ 2,015,000
Planning, Design, & Construction Support	\$ 300,000
Construction Inspection	\$ 200,000
Contingency (±10%)	\$ 250,000
<b>Project Budget</b>	<b>\$ 2,765,000</b>

**PROJECT COMPLETED**

Completion Date:

Actual Expenditures

Planning, Design, &amp; Construction Support: \$

Construction: \$

Total Expenditures: \$



Pakpour Consulting Group, Inc.  
6601 Owens Drive, Suite 230  
Pleasanton, CA 94588  
P: 925.224.7717  
www.pcgengr.com

JOB No.	10012.07
DATE	08/21/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP



CAPITAL IMPROVEMENT PROGRAM  
SR 101 CROSSING AT PAMF IMPROVEMENTS - PHASE 2  
PROJECT 15-72B

Rev 2 - 2024  
Rev 1 - 2020  
Original 2015

EXISTING PIPE INFORMATION

Size: N/A  
Type: N/A  
Year Installed: N/A  
Static Pressure Range (psi): N/A



\*This project is currently under design. Construction costs are updated to reflect 2024 costs based on recent bid tabulations.

DEKOVEN TANKS REPLACEMENT

PROJECT BACKGROUND

The Dekoven Tanks, constructed in 1952, are a critical element of the Zone 3 water distribution system. The existing tanks are 52 and 60 feet in diameter, approximately 48 feet tall and have capacities of 720,000 gallons and 1,000,000 gallons respectively. The tanks are currently operating between 17 feet (pump on) to 30 feet (pump off) and the overflow is located at 47 feet. A recent structural analysis determined the maximum capacity level (MCL) in the tanks should be reduced to 22 feet (from the current 30 feet) to withstand seismic events. However, the District would lose more than half of the tanks capacity and operation staff indicated this may not be feasible during high summer demands. The coatings on each tank are also failing increasing the urgency to rehabilitate or replace the tanks.

Given the seismic vulnerability and the coating failures, the District explored 3 options for rehabilitation / replacement including a) only recoating the tanks and reducing the MCL to 22 feet, b) seismic retrofits to each tank, and c) demolish and rebuild two 800,000 gallon tanks. After a cost analysis of each option and viewing potential construction difficulties, the District determined replacement of the tanks was the best option.

PROPOSED IMPROVEMENTS

Replace the existing 1.0 MG and 0.7 MG tanks with two 0.8 MG tanks.

PROJECT BENEFITS

The Dekoven Tanks Replacement project replaces seismically unsound water tanks with new tanks capable of withstanding seismic events while maintaining existing operating levels.

PROJECT BUDGET (2024)

Tank Replacement	\$ 3,500,000
PAX Mixing System/Building	\$ 850,000
Site Improvements	\$ 1,650,000
Subtotal Construction	\$ 6,000,000
Planning, Design & Construction Support	\$ 300,000
Construction Inspection	\$ 600,000
Contingency (±10%)	\$ 690,000
Project Budget	\$ 7,590,000

PROJECT COMPLETED

Completion Date:	
Actual Expenditures	
Planning, Design, & Construction Support:	\$
Construction:	\$
Total Expenditures:	\$



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JOB No.	10012.07
DATE	08/21/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP



CAPITAL IMPROVEMENT PROGRAM  
DEKOVEN TANKS REPLACEMENT  
PROJECT 15-89

Rev 2 - 2024  
Rev 1 - 2020  
Original 2015



**EXISTING PIPE INFORMATION**  
**Size:** 18"-24"  
**Type:** DIP, PVC, CCP  
**Year Installed:** 1960s - 1970s  
**Static Pressure Range (psi):** 40-185



## TRANSMISSION WATER MAIN ASSESSMENTS

### PROJECT BACKGROUND

The District is supplied water from two source locations being 1) the Tunnels Pump Station located below Hallmark Tanks and 2) the SFPUC Hillcrest Connection located approximately 3 miles south west of the District service area.

The transmission water main between the Tunnels Pump Station and Hallmark Tanks is an approximate 1 mile 24" Ductile Iron Pipe (DIP) and is located in steep, cross country terrain. This water main brings water into Zone 8 allowing the District to feed water from the top down. The transmission main from the Hillcrest Connection to the Hannibal Pump Station is comprised of 18"-20" Polyvinyl Chloride (PVC) and Concrete Cylinder Pipe (CCP). This particular water main brings water into Zone 1 allowing the District to feed water from bottom up.

This project is an assessment of each transmission main to determine the existing conditions, identify any leaks, and remaining life expectancy.

### PROPOSED IMPROVEMENTS

Assess the transmission mains supplying the District from the top and bottom.

### PROJECT BENEFITS

The Transmission Water Main Assessment determines the existing condition of the water mains, identifies any potential leaks, and remaining life expectancy.

### PROJECT BUDGET (2020 - COMPLETED 2023)

Tunnels Assessment	\$ 200,000
Subtotal Construction	\$ 200,000
Planning, Design & Construction Support	\$ 0
Contingency (±10%)	\$ 20,000
<b>Project Budget</b>	<b>\$ 220,000</b>

### PROJECT BUDGET (2024)

Hillcrest Assessment	\$ 500,000
Subtotal Construction	\$ 500,000
Planning, Design & Construction Support	\$ 50,000
Contingency (±10%)	\$ 75,000
<b>Project Budget</b>	<b>\$ 625,000</b>

### PROJECT COMPLETED

Completion Date:	
Actual Expenditures	
Planning, Design, & Construction Support:	\$
Construction:	\$
Total Expenditures:	\$



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JOB No.	10012.07
DATE	08/21/24
SCALE	AS NOTED
DRAWN: BY	BL
CKD	JP



CAPITAL IMPROVEMENT PROGRAM  
TRANSMISSION WATER MAIN ASSESSMENTS  
PROJECT 20-05

Rev 1 - 2024  
Original 2020



## AGENDA ITEM NO. 9.A.3

TO: Board of Directors  
FROM: Alison Bell, Administrative Services Manager  
DATE: March 27, 2025

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### ADMINISTRATIVE SERVICES MANAGER'S REPORT

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#### March

##### Operations Manager Recruitment

I will be launching the recruitment for the Operations Manager position next week. The position will be posted on the following platforms: Waterdistrictjobs.com, LinkedIn, CSDA, CalOpps, APWA, diversityjobs.com, Govjobs, ACWA, AWWA, City of Belmont Newsletter, direct emails through HRA (Human Resources Association of San Mateo County), direct emails to public works departments in San Mateo County, Santa Clara County and East Bay, as well as mass mailings to the mentioned county Public Works and HR departments. We will also be utilizing an online application for the first time which will eliminate the paper application that has been used up until recent recruitments. Below is the brochure that was created for the recruitment:


# OPERATIONS MANAGER

## MID-PENINSULA WATER DISTRICT, BELMONT CA

**Annual Salary: \$158,829-\$207,450 DOE/DOQ**

**The Mid-Peninsula Water District**, located in Belmont, California, is an independent special district that has been providing drinking water to the community for over 95 years. The District purchases its entire water supply as treated water from the San Francisco Regional Water System and distributes water to consumers through ~8,100 connections in the City of Belmont and portions of the City of San Carlos and unincorporated San Mateo County. We are governed by a board of five elected directors, and work closely and cooperatively with other agencies in our community.

**The Operations Manager** plays a vital role as part of the District's three-manager leadership team. As a small team of just 21 employees, every manager must be both a strong leader and a very capable doer. The Operations Manager supports the District's operations team lead by a seasoned Superintendent, manages the District's Capital Improvement Program, and takes the lead on key projects and initiatives as needed to support the District's mission.





## THE COMMUNITY

Belmont is a charming and upscale community in the heart of the San Francisco Bay peninsula, offering a perfect blend of small-town ambiance and urban convenience. Surrounded by wooded hills and scenic views of the Bay, Belmont is known for its peaceful residential neighborhoods, welcoming atmosphere, and commitment to preserving its natural beauty. Located midway between San Francisco and San Jose, the city provides easy access to major economic and cultural hubs, and MPWD's offices are situated just minutes from a Caltrain station, shopping, and restaurants. The city is home to beautiful parks and open spaces, including Twin Pines Park and Waterdog Lake, which offer ample opportunities for outdoor recreation.

## THE CULTURE

At the MPWD, we strive to be a workplace worthy of our employees and community. We foster a collaborative, supportive, and forward-thinking workplace where employees feel valued and empowered to grow. We invest in our team's professional development through training, mentorship, and opportunities for advancement. In 2023, we took a bold step in enhancing work-life balance by implementing a progressive, employee-first policy: a 4-day, 36-hour workweek with no reduction in annual pay.



CITY OF  
**BELMONT**  
CALIFORNIA



## THE JOB

Reporting to the General Manager, the **Operations Manager** plays a critical role in ensuring the smooth and efficient delivery of water services to the community and focuses on getting the job done, no matter the task. This leadership position supports an Operations Superintendent and team, ensuring they have the necessary infrastructure, equipment, and resources to perform their work at peak efficacy. Acting as a sounding board for the Superintendent and a liaison to the Board of Directors, the Operations Manager helps align operational priorities with Board policies, regulatory requirements, and long-term strategic initiatives. The Operations Manager manages key consultant, contractor, and vendor contracts and relationships, and works closely with our District engineer and Counsel, who are both outside consultants with long tenures with the District.

Beyond the day-to-day responsibilities, the Operations Manager also collaborates with leadership on long-term planning, budgeting, policy development, and special projects to enhance operational efficiency and service delivery. This position requires a balance of hands-on problem-solving, team leadership, and big-picture thinking. A key aspect of this role is building and maintaining interagency relationships with partner agencies and involvement in industry organizations such as ACWA, APWA, and AWWA, to align our District with industry best practices and regulatory standards. It is an opportunity to make a meaningful impact on the community by ensuring a safe and sustainable water supply while leading a dedicated team toward operational excellence.



[LEARN MORE ABOUT THE JOB HERE](#)



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## THE OPERATIONS TEAM

The operations team at Mid-Peninsula Water District (MPWD) consists of 14 dedicated and community-oriented staff, ranging from 1 to 30+ years with the District. Our established team manages the maintenance, repair, and operation of the water distribution system, including pipelines, pump stations, and meters. We also proactively invest in our system through a comprehensive Capital Improvement Program (CIP), which was most recently updated in 2024. We prioritize infrastructure management, regulatory compliance, and emergency response to keep water flowing smoothly 24/7. Through strategic planning, proactive system improvements, and customer service excellence, we work to provide a dependable water supply for residents and businesses while upholding MPWD's commitment to innovation and environment stewardship.



## UPCOMING PROJECTS AND OPPORTUNITIES

MPWD is engaged in significant capital improvement projects and is currently completing the issuance of a Certificate of Participation (bond) to fund the next round of our CIP (expected in April 2025). Key upcoming CIP projects include:

### Upgrade and Modernization of Dairy Lane Operations Center

Construction of a new 2-story office building and modernization of shop warehouse building and corporation yard.

### Pipeline Replacement Beneath Highway 101

Replacement of 1960s-era AC water main beneath Highway 101 and system upgrade/expansion to create redundancy to the Palo Alto Medical Foundation facility.

### Tank Recoating Projects

Recoating and maintenance of several steel tanks, including neighborhood outreach.

### Folger Drive Emergency Operations Center

Modernization of a District site to an Emergency Operations Center and satellite corporation yard.

### Replacement of Dekoven Tanks

Replacement of two seismically substandard steel water storage tanks, and addition of MPWD's first chloramine booster station to enhance control of water quality and system operational flexibility.

### Water Main Replacement and Condition Assessment

Various water main replacement projects throughout the service area, and condition assessment of a key 20" transmission main.

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## THE IDEAL CANDIDATE

**The ideal candidate** for this role is a leader with experience in municipal water system engineering, planning, or operations, and someone who doesn't just manage but truly leads – guiding teams, optimizing systems, making strategic decisions that keep things flowing smoothly, and driving projects to completion. You thrive in a dynamic environment, balancing regulatory compliance and fiscal stewardship with innovative solutions that enhance efficiency and service reliability.

A natural problem-solver, you anticipate challenges before they arise and tackle them head-on, whether it's a complex infrastructure projects, an unexpected emergency, or the daily demands of a busy municipal water district. Your technical expertise is matched by your ability to connect with people – mentoring staff, collaborating across teams and between agencies, and engaging with the community to ensure transparency and trust.

You understand that water is essential, and so is the work you do. You're driven by a sense of purpose, committed to sustainability, and always looking for ways to improve processes while maintaining fiscal responsibility. If you're ready to take on a leadership role that makes a tangible impact, we want to hear from you.

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*The ideal candidate will have the following core competencies...*

### Leadership & Team Development

The Operations Manager plays a key role in mentoring, and working with the Superintendent to develop staff, ensuring a high-performing team that operates efficiently and safely.

### CIP & Financial Planning

Working with our District Engineering team to manage the Capital Improvement Program and financial planning are essential to maintaining and upgrading our system infrastructure.

### Relationship Building

MPWD is an independent special district that collaborates with other agencies including the Cities of Belmont and San Carlos and their planning and community development and public works departments, and fire departments, to ensure seamless service.

### Regulatory Compliance & Safety

The Operations Manager ensures all operations comply with local, state, and federal regulations, maintaining water quality, safety protocols, and environmental standards.



## At MPWD, we strive to:

- ❖ Maintain a workplace worthy of our employees and community.
- ❖ Be partners within our community and leaders in our industry.
- ❖ Be dedicated stewards of our most essential natural resource.
- ❖ Maintain and invest judiciously in a reliable distribution system.
- ❖ Be honest and transparent stewards of public funds.



## EMPLOYMENT STANDARDS

*Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying, however a typical way of obtaining these are:*

**Education:** Bachelor's degree with major coursework in civil or environmental engineering, business or public administration, or a related field.

**Experience:** Five (5) years of increasingly responsible experience managing and/or supervising water distribution and production operations and maintenance or a related field.

**Certifications:** Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Possession of State Water Distribution Operator and/or Water Treatment Operator certifications, or desire to obtain certifications, are considered a plus.

**Providing quality water and essential service, since 1929...now...and into the future.**

6

## COMPENSATION + BENEFITS

Annual Salary **\$158,829-\$207,450 DOE/DOQ, plus** a generous benefits package:

**4-Day Work Week**, 36 hours

**13 Paid Holidays**

**Management Leave**

**Tuition Reimbursement**

**Short/Long Term Disability**

**Life Insurance**

**Wellness and Safety Incentive Program**, up to \$3,600/year

**80-200 hours of vacation**, depending on years of service

**Retiree health insurance**, for eligible employees

**Retirement**, enrollment in the California Public Employees Retirement System (CalPERS)

**\*Classic CalPERS Members 2% @55 formula**

**\* New CalPERS Members 2% @62 formula**



LEARN MORE ABOUT THE  
MID-PENINSULA WATER  
DISTRICT BENEFITS



7

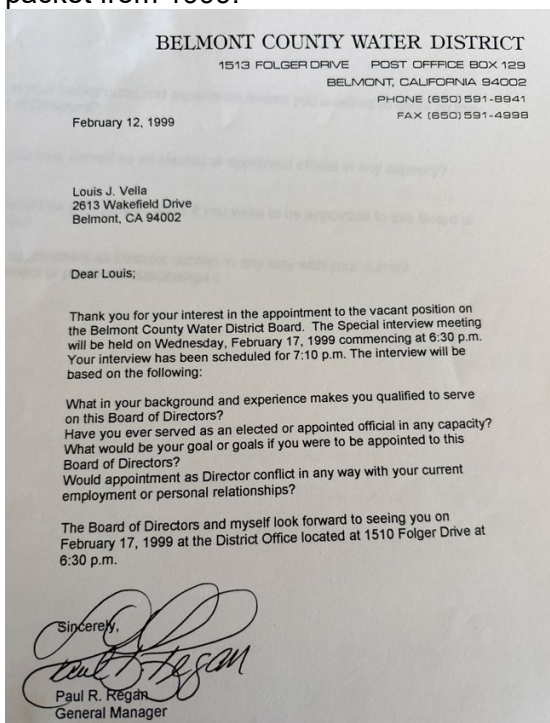


### **E Source**

We are knee deep in pulling the raw data for E Source for our billing and meter reads. They are requesting data starting from 2016. This is a time consuming process that requires us to engage with our Springbrook representatives to help us retire this back data.

### **Folger Records Management Update**

Current count is 51 boxes of the original 60! My find of the month is Vice President Vella's original interview packet from 1999:



**Utility Billing:**

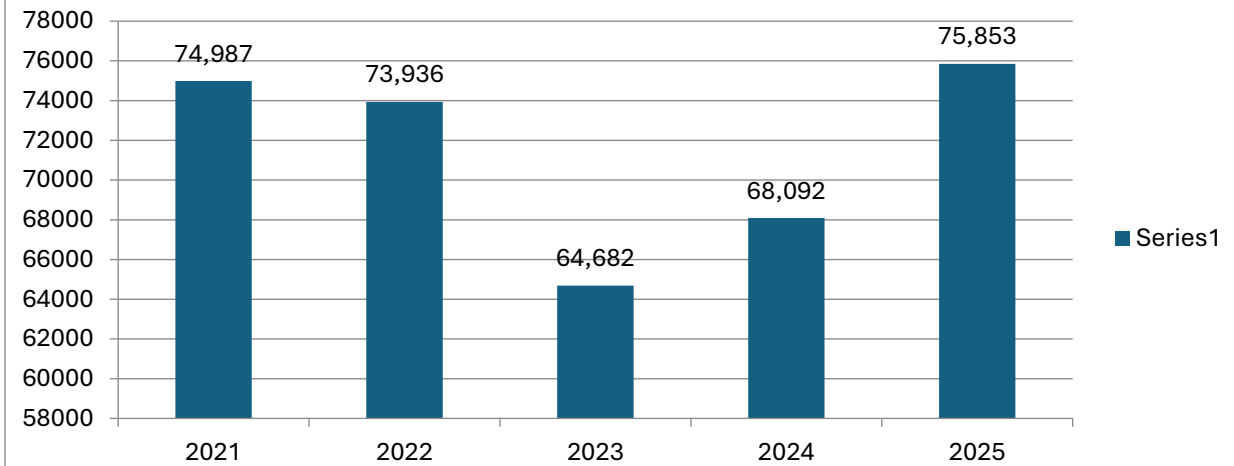
## Account information

	Commercial Accounts	Residential Accounts	Multi- Family Accounts	Irrigation Accounts	Institutional Accounts	Industrial Accounts	Temporary Hydrant Accounts	Inactive Accounts	Total Accounts
January	414	7280	204	89	62	46	9	32	8104
February	415	7272	204	90	62	46	10	35	8099
March									
April									
May									
June									
August									
September									
October									
November									
December									

## Billing information:

2025	Reminder letters	Final notices	Sent to collections	Collections Amount	Shut Offs	New Payment Plans	Active Payment plans (in good standing)	Payments in default
January	348	36	0	0	9	1	6	3
February	315	41	0	0	4	2	6	2
March								
April								
May								
June								
August								
September								
October								
November								
December								

## Historical Water Usage for February



### **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:

- |                  |                   |
|------------------|-------------------|
| • Joubin Pakpour | December 9, 2026  |
| • Rene Ramirez   | December 7, 2026  |
| • James Ramsey   | October 19, 2025  |
| • Julie Sherman  | March 9, 2025     |
| • Louis Vella    | December 05, 2024 |
| • Kirk Wheeler   | January 30, 2027  |
| • Kat Wuelfing   | March 22, 2025    |
| • Matt Zucca     | April 10, 2027    |
| • Alison Bell    | June 12, 2026     |

For compliance, training should be completed on or before the due date, and the certificate turned into 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:

- |                  |                   |
|------------------|-------------------|
| • Joubin Pakpour | March 18, 2027    |
| • Rene Ramirez   | December 14, 2025 |
| • James Ramsey   | October 19, 2025  |
| • Julie Sherman  | January 31, 2026  |
| • Louis Vella    | October 25, 2025  |
| • Kirk Wheeler   | December 10, 2025 |
| • Kat Wuelfing   | February 1, 2027  |
| • Matt Zucca     | March 23, 2025    |
| • Alison Bell    | June 10, 2026     |

For compliance, training should be completed on or before the due date, and the certificate turned into 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 Alison Bell at [abell@midpeninsulawater.org](mailto:abell@midpeninsulawater.org).





TO: Board of Directors

FROM: Rene A. Ramirez, Operations Manager

DATE: March 27, 2025

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## **OPERATIONS REPORT – February**

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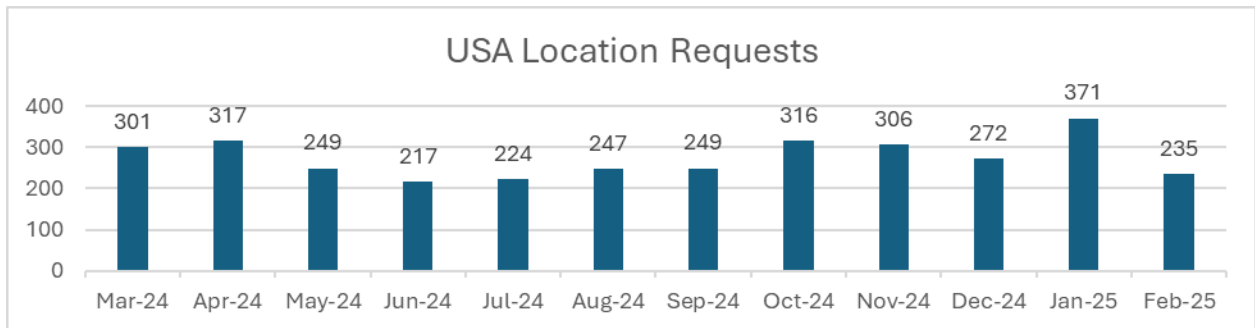
### **Projects:**

- Continue working with Noll and Tam to prepare for the re-making of the Folger property into a District Emergency Operations Center;
- Held an internal team meeting with staff to go over the State Annual Report for the District where we assigned areas of responsibility for the report to each member. The report is filed electronically and due on April 1, 2025;
- Met with City Public Works and their consultant to complete the review of their Sewer Rehabilitation Projects. The improvements to the sewer system will be taking place on 12 different streets;
- Met with City Planner, Tim Shek, at the Folger Drive project site in order for him to become familiar with the site and the proposed project improvements;
- Completed one (1) 1-inch service upgrade for 600 Chesterton in front of installation of a fire sprinkler system during other home improvements; and
- Started an internal work group to review and recommend a draft cross-connection plan for District. The Ops group will be working with legal counsel and GM on the plan before it comes to the Board for consideration.

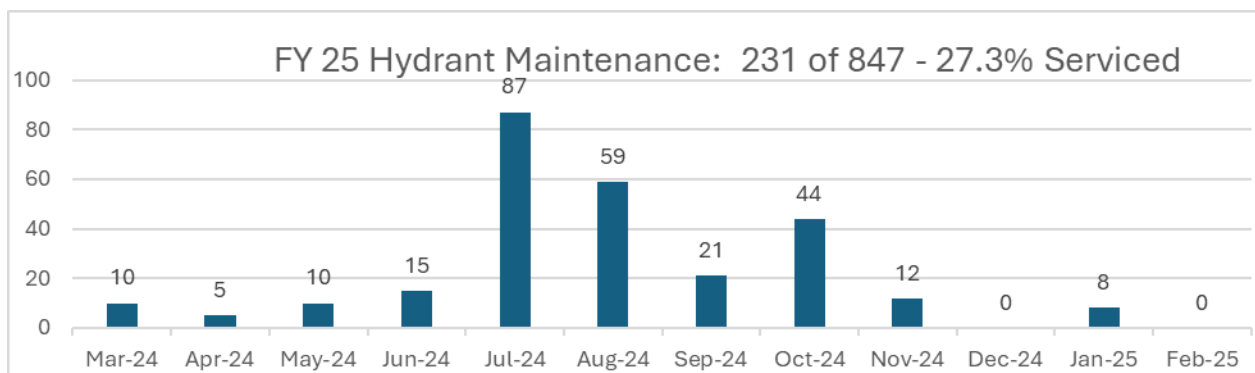
### **Maintenance:**

- Took a tank out of service at Hallmark, West Belmont, Exbourne and Dekoven sites for coating inspections, then the tanks were cleaned, disinfected and placed back into service;
- Repaired main line break at the 3300 block of Lower Lock;
- Repaired service line leak at 3643 Hillcrest Drive;
- Completed street repairs following the installation of four (4) air relief/vacuum valves on Harbor Boulevard;
- Completed street paving repairs at five (5) locations following water system repairs with better weather conditions;
- Replaced 5 water meters during a service upgrade;
- Replaced 5 meters registers with weak batteries;
- Replaced 18 meters transceivers due to weak batteries;

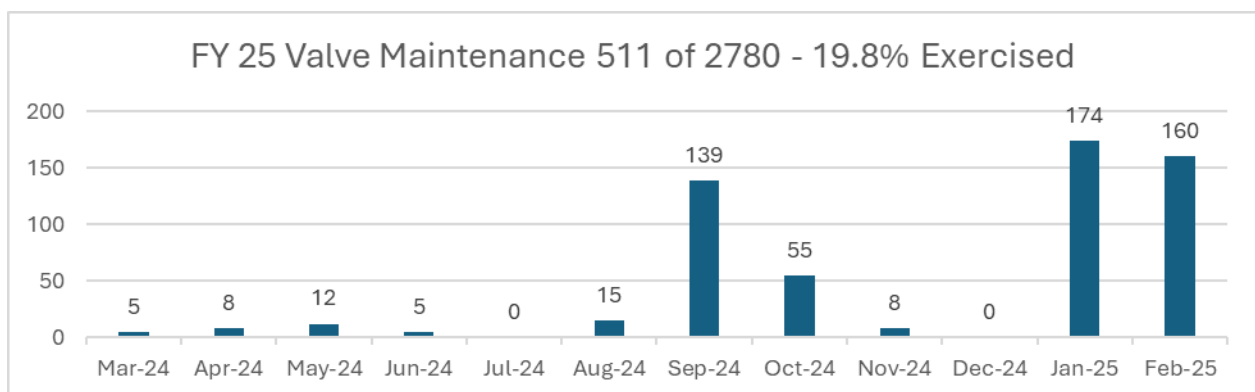
- Responded to and completed 235 USA (underground service alerts) location requests during month. Running 12-month location requests totals 3,304, an average of 275 per month;



- Hydrant maintenance visits: 0



- Valves exercised during the month: 160



- Collected the requisite 44 water samples in February from 11 sample station sites. None of the samples tested positive for total coliform;
- Staff continue to closely monitor the water quality and system conditions as part of normal operations; and

- During February staff flushed 6 water lines with dead ends.

### **System Repairs:**

<b>Date</b>	<b>Location</b>	<b>Event</b>	<b>Material</b>	<b>Installation Date</b>	<b>Estimated Water Loss (Gals.)</b>
2/3/25	Lower Lock	Ring Break	6" Cast Iron	1956	~ 1,000
2/20/25	3643 Hillcrest	1" Plastic Service	Polybutylene	1956	~ 1,500

### **Development:**

Staff continue to work with developers and monitor 75 development projects:

#### **Mixed Use Commercial/Multi-Family Residential: 14**

- 1324 Old County Road; a 2- or 3-unit multi-family with ground floor retail space; moving forward slowly, fire flow test requested and performed several months ago;
- 1301 Shoreway Road; proposed life science building. A water supply assessment was prepared and approved and nothing since, but Carlos DeMelo mentioned movement at HIA;
- 2 Davis Drive; offices and research space, & fire station; no forward progress to staff's knowledge since late 2019;
- 500-530 Harbor – information provided to developer and nothing new to report;
- 580 Masonic – information provided to developer and nothing new to report;
- 608 Harbor: a 103-unit multi-family development; letter of intent to serve provided and no progress staff is aware of;
- 1500 Ralston; conceptual development plan for Belmont-Stanford campus; going through entitlement process with City;
- 800 Laurel Avenue; a 16-unit town home residential project (area not provided); currently reviewing plans and have asked for a resubmittal of civil plans;
- 678 Ralston; 65-unit, 100% affordable apartment complex; no contact from developer yet;
- 800 Belmont Avenue; information provided to developer and no forward progress;
- 803 Belmont Avenue; a 125-unit multi-family residential project (area not provided); under construction, but have not started utility work yet;
- 601 Harbor Blvd/1421 Old County Road: proposed life science building working through entitlement process and a Water Supply Assessment in late 2022;

- Island Parkway Life Science Campus; office, research & development project; no contact from developer yet;
- 900 El Camino Real; a 37-unit multi-family residential project starting on 2<sup>nd</sup> floor with commercial lease space on 1<sup>st</sup> floor (area not provided); currently reviewing plans;
- 642 Quarry 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:**

- Ops Team accomplishments:
  - Operator Shane Headley, who has been a District employee for 12 months, recently passed the state's D-3 water distribution operator exam. The District now has five (5) operators holding a D-3 distribution system certificate, a first.
- Met to discuss preliminary budget needs for the Operations Budget in FY25/26;
- Participated in a Finance Committee meeting to go over the process for the 2025 COPs;
- The management team and a couple of Board members attended a training session on Incident Command System (ICS) put on by the Belmont Police Department;
- Members of Ops participated in the SFPUC Water Quality Committee meeting virtually;
- The Ops Supervisor attended the 2025 SFPUC Annual Customer meeting in Millbrae;
- The Ops Team received training on Fall Protection inside the Dairy Lane shop;
- Met with our state Division of Drinking Water (DDW) engineer in a virtual meeting before his field visit on the next day of District facilities. This is a normal annual inspection;
- Attended an APWA Luncheon with the GM, ASM and Ops Supervisor, also attended by Board member Wheeler to hear District Engineer Pakpour talk about how public works officials and employees are First Responders;
- Participated in a virtual meeting with Bond Counsel and Wulff-Hansen to discuss the Preliminary Official Statement, and the need to review District information contained within in preparation of the 2025 COP issue;
- Ops staff continue to make progress on creating a list of District asset inventory using a cloud-based database tool;
- Attended staff meeting for management and supervisors;

- Participated in weekly call with District Engineer, General Manager, and Operations Supervisor on District matters and projects; and
- Continue to actively manage power use for pumping operations via SCADA.



## ***AGENDA ITEM NO. 9.A.5.***


TO: Board of Directors  
FROM: Kathryn Wuelfing, General Manager  
DATE: March 27, 2025

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### **GENERAL MANAGER'S REPORT**

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#### **Key Activities Since February Meeting**

- **SFPUC Water Rates** – On March 21, 2025, SFPUC provided its rate letter, stating that “he San Francisco Public Utilities Commission (SFPUC) has determined that the Fiscal Year 2025-26 Wholesale Water Rates will be \$5.80 per CCF, representing a \$0.13 per CCF or 2.3% increase from the current rate for treated wholesale water, effective July 1, 2025.” The commission will hold a public hearing to consider adoption of the wholesale water rate on April 22, 2025 at 1:30pm. This rate adjustment is \$0.01 higher than the amount SFPUC shared most recently at its February wholesale customer meeting, but still lower than the assumption of \$5.86/CCF that was included in our 2024 Rate Study.The logo for San Francisco Water Power Sewer features a circular graphic with a blue wave and a green leaf, next to the text "San Francisco Water Power Sewer" in blue and green, with "Operator of the Hetch Hetchy Regional Water System" in smaller text below.
- **Meeting with San Mateo Consolidated Fire Department** – OM Ramirez and I met with an Emergency Planner with SMC Fire, who will be working on updating the emergency plans for the 3 cities they serve, including Belmont. Recently, we had an internal meeting with key staff to discuss and identify what we would like the fire departments we work with to know and do to help us help them better. During that meeting we identified several items, which we were then able to share with SMC Fire. We had a very productive conversation with the emergency planner, and it is clear that we will be doing a lot of work and coordination together in the near future, including other multi-agency planning and sharing activities.
- **Meeting with Supervisor David Canepa** – I met with David Canepa at his office, to share with him more about what the District does and the projects that we have upcoming and the benefits they will have to the whole region. It was a great conversation, and we talked quite about emergency planning efforts, particularly for fire. He requested that I



meet with an emergency manager with the San Mateo County's Department of Emergency Management, to share the ideas we have, as we shared with the rep from SMC Fire.

- **AB 259; Sunset Elimination for AB 2449 (Rubio, 2022)** – In 2022, the Legislature passed Assembly Bill 2449 (Rubio), a bill related to the Ralph M. Brown Act (“the Brown Act”). Beginning in 2023, local agencies were provided with alternative Brown Act meeting procedures able to be observed in the event of a board member's absence in connection with a “just cause” or “emergency circumstances,” allowing for those members so-affected to participate in the meeting remotely consistent with the process detailed in the bill. AB 2449 will expire at the end of 2025. To avoid this outcome and preserve the meeting flexibility provided by AB 2449, CSDA is sponsoring legislation to remove the sunset associated with the bill. On behalf of the District, I signed a letter of support for this bill. A CSDA fact sheet on this bill is attached.
- **SB 496 Advanced Clean Fleets Reform Measure** – On October 1, 2023, CARB's Advanced Clean Fleets (ACF) regulation took effect. This mandate, among other things, generally requires a phased transition of medium- and heavy-duty fleets from internal combustion engines (ICEs) to zero-emission vehicles (ZEVs) by 2045. These regulations are having a significant effect on state and local government agencies, by increasing the amount of reporting required annually for all vehicles added to and removed from a state or local government agency's fleet, the unfunded procurement of new technologies, and the development of the infrastructure needed to service these new technologies, while still meeting the same the performance as current technologies. The reform bill is cosponsored by CSDA, League of California Cities, California State Associations of Counties (CSAC), and Rural County Representatives of California (RCRC). On behalf of the District, I signed a letter of support for this bill. Per CSDA, the proposed bill SB 496 (Hurtado) will protect communities and provide relief to local agencies by:
  - SB 496 establishes an Appeals Advisory Committee by which local agencies may request a review of exemption request denials. This ensures transparency while protecting due process for those seeking further review.
  - Additionally, SB 496 would update the emergency vehicle exemption, allowing those vehicles that respond to and support critical operations related to emergencies and disasters, often under austere conditions, to continue to protect our communities.
  - SB 496 also modifies the requirements of the daily usage exemption, removing barriers for the applicant to comply with the mandate.
  - Finally, this measure promotes affordability amid rapidly rising cost pressures on essential local services by averting the costly acquisition of ZEVs before it is possible to install the infrastructure required to use them.
- **FY 2023/24 Financial Audit** – CJ Brown and Associates has been working on completing our FY 2023/2024 financial audit. Jeff Palmer has told me they will be providing a complete draft of the audit the first week of April. After staff reviews the draft, we will

schedule a Finance Committee meeting for a detailed review. Based on this schedule we expect that the full audit will be brought to the Board at the April meeting.

- **Tier 2 and Minimum Purchase Quantities** – BAWSCA plans to provide member agencies with information to support the adoption (e.g., draft resolutions and staff reports) to the member agencies. The latest update from BAWSCA is that as of March 18<sup>th</sup>, they received additional edits on the proposed changes from SFPUC and are working on reviewing these new edits with Hanson Bridgett. Given this, the timing of completion and when this item will be brought to the Board is not known.
- **Building Project Program/Construction Manager** – We are working on putting together an RFQ to distribute to firms.
- **Folger Drive EOC** – The Board received an update on this during the main meeting.
- **Dairy Lane Rehab** – Design work is underway. An initial cost estimate was received, and Noll & Tam are currently working on reviewing it in detail. Based on the cost estimate, we will review the design and potentially adjust scope to best optimize project costs with needs.
- **Conferences & Training** – Scheduled to attend:
  - ACWA Legislative Symposium, Sacramento – March 26, 2025
  - California Municipal Treasurers Association Conference, Monterey – April 22-25, 2025
  - Chamber San Mateo Progress Seminar, Santa Rosa – May 2-4, 2025
  - ACWA and ACWA JPIA Fall Conference, Monterey – May 12-15, 2025
  - CSDA Legislative Days, Sacramento – May 20-21, 2025

#### **Key Meetings and Conferences Attended**

- PCG Meeting to discuss Transmission Main Assessment – 3/20/2025
- Meeting – COP Bid Close – 3/19/2205
- Meeting with Emergency Planner from San Mateo Consolidated Fire District – 3/18/2025
- Quarterly Meeting with City of Belmont Public Works – 3/12/2025
- Meeting with Supervisor David Canepa – 3/12/2025
- Meeting with Granicus for intro to new case manager/trainer – 3/10/2025
- Finance Committee meeting – 3/6/2025
- Harbor Industrial Association Lunch Meeting – 3/6/2025
- BAWSCA Water Management Representatives meeting – 2/6/2025 (*KLW did not attend*)
- ACWA JPIA Leadership Essentials Program in-person session – 2/27/2025-2/28/2025
- Call with CalOES to understand HMGP application process – 2/26/2025
- Weekly meetings with Noll & Tam Architects
- Weekly meetings with James Ramsey of Eide Bailly
- Weekly meetings with Joubin Pakpour of PCG

- Bi-Weekly Safety/Rap Session Meetings with All Staff

### **3-MONTH LOOK AHEAD FOR BOARD MEETINGS**

#### **April 24, 2025 (Fourth Thursday)**

- Welcome new Division 5 Board Member
- Public Works Week Proclamation
- Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30, 2024, Presented by District Auditor, C.J. Brown & Company CPAs
- Receive report from staff on Spatial Wave Geospatial Asset Management and Workflow Support System
- Receive Dairy Lane Project Update
- Review working draft Operating Budget for FY 25/26
- Review working draft Capital Budget for FY 25/26
- Accept Contractor Bid for DLNO CIP Project
- Receive BAWSCA Update
- Quarterly Water Conservation Report
- Receive Report on the California and San Francisco Regional Water System Conditions

#### **Special Meeting Re: Strategic Plan – Date TBD – April/May 2025**

- Strategic Plan Update Discussion with Board

#### **May 22, 2025 (Fourth Thursday)**

- Consider final draft and adopt Operating Budget for next fiscal year
- Consider final draft and adopt Capital Budget for next fiscal year
- Approve water rate adjustments effective July 1st
- Consider Updating Ordinance 128 to Comply with New State Law
- Approve Escheat of Unclaimed Assets
- Receive BAWSCA report
- Receive Report on the California and San Francisco Regional Water System Conditions

#### **Special Meeting for Board Member Field Day – Date TBD**

- Opportunity for Board Members to Tour some District Facilities

#### **June 26, 2025 (Fourth Thursday)**

- Consider proposed SFPUC Minimum Purchase Quantity and BAWSCA Tier 2 Allocation Methodology Changes
- Consider Budgeted Annual Professional Services Agreements
  - Eide Bailey
  - Pakpour Consulting Group
  - John Davidson

- DACO On-Call Services
- C2R On-Call Services
- Consider Establishing the Appropriations Limit Applicable to the Mid-Peninsula Water District during Fiscal Year 2025/2026
- Consider Resolution Approving Updated MPWD Personnel Manual
- Receive Report on the California and San Francisco Regional Water System Conditions

### **Committee Activities**

#### Finance Committee Meeting – Date TBD

- Review FY 23/24 audit results
- Review draft FY 25/26 budgets

## **Assembly Bill 259 (Rubio)**

### **Sunset Elimination for Modified Brown Act Meeting Procedures**

#### **Bill Summary**

[Assembly Bill 259 \(Rubio\)](#) eliminates the sunset on provisions added to the Brown Act by [Assembly Bill 2449 \(Rubio, 2022\)](#), a bill that provided additional flexibility with alternative Brown Act meeting procedures able to be observed in the event of a board member's absence in connection with a "just cause" or "emergency circumstances," allowing for those members so-affected to participate in the meeting remotely consistent with the process detailed in the bill. The provisions of AB 2449 include restrictions on how often its provisions may be invoked and require that a majority of the board be present in-person in order to constitute a quorum.

#### **Problem**

Several special districts and other local agencies have utilized the procedures established by AB 2449, successfully facilitating remote participation for legislative policymakers that would otherwise been encumbered by illness, official travel, or medical emergency. Though the terms of AB 2449 have been amended since their passage, the sunset date associated with its terms has not been changed; the alternative Brown Act meeting procedures established by the bill expire at the end of 2025.

#### **Solution**

By removing the sunset, AB 259 preserves the additional flexibility for individual board members of local agencies looking to meet remotely to continue providing the public with essential services.

#### **Background**

In support of the original legislation, AB 2449, author Assembly Member Blanca Rubio remarked that remote meetings held over the last few years "demonstrated the value of remote participation options when individuals are unable to attend a physical gathering. The Brown Act ensures that officials and their constituents can have open and transparent meetings, which we now know can occur using modern technology. [...] AB 2449 would

provide an avenue for constituents to interact with their representatives in situations where they might have not previously been able to."

AB 2449 followed other legislation like [Assembly Bill 361 \(R. Rivas, 2021\)](#) related to the Brown Act. However, while bills like AB 361 were concerned with entire agencies and disaster emergency scenarios posing a threat to the general health and welfare of all attendees, AB 2449 is more limited in scope. AB 2449 is applicable to individual board members – rather than the entire agency – and is concerned with the specific "just cause" and "emergency circumstances" enumerated within the bill.

#### **Support**

- California Special Districts Association
- Three Valleys Municipal Water District
- Various local government associations
- Various counties, cities, special districts, and other local agencies

#### **For More Information**

Marcus Detwiler  
California Special Districts Association  
[marcusd@cda.net](mailto:marcusd@cda.net)