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

January 28, 2016
Belmont, California

1. **OPENING**

A. **Call to Order:**

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Zucca at 6:30 PM.

B. **Pledge of Allegiance** – The Pledge of Allegiance was led by Vice President Warden.

C. **Establishment of Quorum:**

PRESENT: Directors Linvill, Stuebing, Vella, Warden, and Zucca.

ABSENT: None

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Administrative Services Manager Candy Pina, and Operations Manager Rene Ramirez. District Counsel Joan Cassman, District Engineer Joubin Pakpour, and District Treasurer Jeff Ira arrived within ten minutes of the start of the meeting.

2. **PUBLIC COMMENTS**

None.

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

General Manager Rudock noted that page numbers 84-85 were inadvertently skipped over in the board packet, and a final draft of the December 16, 2015, Minutes after District Counsel review were distributed to the Board for their consideration. Minor edits were made by District Counsel.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of December 16, 2015.**

B. **Approve Expenditures from December 3, 2015, through January 19, 2016.**

Director Vella moved to approve the consent agenda, including the final draft of the December 16, 2015, Minutes, Director Linvill seconded, and it was unanimously approved.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Overview of 2016 MPWD Calendar Contest Program and Distribute Calendar to the Board – Jeanette Kalabolas and Tammy Rudock**

B. **Present 2016 MPWD Calendar Contest Awards – Matt Zucca and Jeanette Kalabolas**

President Zucca and Jeanette Kalabolas presented the awards for the annual MPWD water awareness calendar contest. Along with award certificates, the top three winners

52 received gift certificates. The teacher with the most class participation also received a
53 gift certificate. All who participated received a 2016 MPWD calendar. Contest winners:

- 54
- 55 • **Grand Prize Winner:** Alexa Eros, 3rd Grade, Immaculate Heart of Mary School
- 56 • **Runner-Up Winner:** Francesca Arbelaez, 4th Grade, Belmont Oaks Academy
- 57 • **Runner-Up Winner:** Alexandra Medvedeva – Pacheco, 3rd Grade, Cipriani Elementary
- 58 School

- 59
- 60 • **Award for the class with the most participation** – Ms. Hammel, 4th Grade,
- 61 Immaculate Heart of Mary School. Her class submitted 26 of the 130 entries we
- 62 received.

- 63
- 64 • **Nine entries chosen for the 2016 calendar:**
- 65 1) Max Toth, 4th Grade, Belmont Oaks Academy
- 66 2) Charlotte Robertson, 2nd Grade, San Carlos Charter Learning Center
- 67 3) Abbey Lialin, 4th Grade, Immaculate Heart of Mary School
- 68 4) Juliet Klinke, 2nd Grade, San Carlos Charter Learning Center
- 69 5) Lucas Rico, 3rd Grade, Cipriani Elementary School
- 70 6) Lauren Matsuda, 4th Grade, Belmont Oaks Academy
- 71 7) Alyssa Belov, 3rd Grade, Belmont Oaks Academy
- 72 8) Olivia Bravo, 2nd Grade, San Carlos Charter Learning Center
- 73 9) Phillip Kornberg, 4th Grade, Belmont Oaks Academy

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75 **C. 15-MINUTE REFRESHMENT BREAK**

76 A refreshment break immediately followed the awards presentation.

77

78 **6. HEARINGS AND APPEALS**

79 **A. Consider Ordinance No. 115 Adopting MPWD Water Efficient Landscaping**
80 **Ordinance, effective February 1, 2016.**

81 President Zucca opened the public hearing and staff made a summary presentation of
82 Ordinance No. 115.

83

84 General Manager Rudock reported that notice of this public hearing was posted at the
85 MPWD and on the website for the required two weeks prior to the meeting. She and
86 staff met with the City of Belmont to discuss the continuation of the MPWD landscape
87 review process and the checklist customers would be using. It was noted that
88 commercial plans above 1,000 square feet of landscape require a separate meter.
89 General Manager Rudock further stated that staff would be working on informational
90 flyers for use at the City of Belmont and City of San Carlos permit departments and for
91 all customers as bill stuffers to educate them on the new ordinance.

92

93 Director Vella clarified that the plan check review and calculations are being done by
94 MPWD staff. He noted that most customers will comply with the ordinance, but there will
95 be those that might not. General Manager Rudock reported that all customers to date
96 have complied. President Zucca interjected that the MPWD's Lawn-Be-Gone Rebate
97 Program is an incentive. Vice President Warden inquired about compliance and
98 enforcement. General Manager Rudock reported that staff would work with the requisite
99 law enforcement staff for assistance as needed. The MPWD and Belmont Police
100 Department have an excellent working relationship and they would work with us on
101 procedures.

102
103 President Zucca opened the public hearing. There was no testimony and the public
104 hearing was closed.
105

106 Director Stuebing moved to adopt Ordinance No. 115 Adopting MPWD Water Efficient
107 Landscaping Ordinance, effective February 1, 2016, Vice President Warden seconded,
108 roll call was taken and it was unanimously approved.
109

110 **7. DROUGHT AND WATER CONSERVATION**

111 **A. Water Conservation Progress Report**

112 General Manager Rudock briefly summarized her written report. President Zucca asked
113 that some of the information from this report be put out on the website. He wanted it to
114 be easily accessible. It was agreed to create a link from the home page that directs the
115 customer to the conservation report.
116

117 **B. Progress Report on 2015 Urban Water Management Plan (UWMP)**

118 General Manager Rudock apologized that the first page of her staff report was omitted
119 from the agenda packet. She stated staff would make a summary report each month on
120 this project until the draft UWMP was presented to the Board for consideration in May.
121 Regarding fiscal impact, staff approved the consultant's proposal totaling \$10,102 for
122 revision of the MPWD's Water Shortage Contingency Plan, which was included as a
123 contract option. That brings the total project budget up to just under \$49,000.
124 Approximately \$4,500 has been expended to date. She touched upon a few of the
125 project highlights from her written staff report.
126

127 **8. REGULAR BUSINESS AGENDA**

128 **A. Progress Report on Preliminary Design and Construction Schedule for**
129 **Proposed MPWD Capital Improvement Program for Fiscal Years 2016/2017**
130 **through 2020/2021**

131 General Manager Rudock reported that the contract for the Municipal Finance Advisor is
132 still under District Counsel review. District Engineer Pakpour then discussed the draft
133 CIP scheduling report included in the Board packet, noting that yellow highlights indicate
134 "construction," and blue highlights indicate "project in design." There was discussion
135 about coordinating MWPD's CIP work with Belmont and San Carlos sewer/storm
136 drain/utilities/street paving projects. Staff reported that they had met with Belmont Public
137 Works and discussed the proposed draft CIP schedule. In March, there will be a
138 community meeting for the Alameda de las Pulgas water main replacement project,
139 which is a pay-as-you-go project, with final details being completed shortly and a public
140 notice/invitation including project map to go out to all customers.
141

142 Vice President Warden felt the schedule was a little aggressive given that funding has
143 not been identified or put in place. Director Linvill noted that the General Manager and
144 District Engineer have analyzed the top priorities, and the Board was assured that all
145 projects will require Board approval. President Zucca requested a report make clear
146 items that will be funded by pay-as-you-go monies versus other sources of funding
147 monies. President Zucca offered that there could be a competitive bid process for
148 engineering design consultants, project management, and/or project inspection. Staff
149 reported this was a work in progress and would be more definitive once the Municipal
150 Finance Advisor is on board and financing scenarios and options were explored and
151 considered by the Board.

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B. Progress Report on Preliminary Surveys of MPWD Folger Drive Properties

General Manager Rudock reported that surveys were ordered for the MPWD's Folger Drive properties to determine boundary lines and learn more about the legal composition of the properties all as a result of considering the demolition of the abandoned pump station on the 1510 Folger Drive property. District Engineer Pakpour presented a large draft survey map of the properties and explained the issues encountered such as the former "paper street" College Way on the 1510 Folger Drive property, and neighboring property fence line encroachments that need to be resolved. He will be getting rough quotes for the demolition of the abandoned pump station.

C. BAWSCA Update

Director Vella provided a BAWSCA update with the following highlights:

1. The January meeting included a BAWSCA Finance Authority meeting wherein the budget was discussed;
2. The Chair and Vice Chair from last year continued their positions for this coming year.
3. They received a report by the SFPUC on the state of the drought. The snow pack is at the median for the last five years and precipitation is above the median, but lower than the last El Nino year.
4. Hetch Hetchy reservoir is at 74% and all others are at 30%.
5. There is concern with no El Nino anticipated for next year.
6. They discussed their 3-year, 5-year, and beyond project challenges.
7. They discussed whether to consider San Jose/Santa Clara permanent whole sale customers.
8. Sea Level changes predicted to be as follows: By 2030, a rise of 6 – 12 inches; by 2100, a rise of 30 – 66 inches.

9. MANAGER'S AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock requested that the Board let staff know if they will be attending the ACWA conference in Monterey on May 2-6. MPWD is now part of the CSDA Bay Area Network as of January 1, 2016, rather than being part of the Coastal region.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina gave a progress report on the Financial Management System implementation project. Questionnaires will be reviewed by District Treasurer Ira's staff, and the final draft will be sent to Springbrook/Accela by Friday, February 5, 2016. The project is on target.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez highlighted the progress of staff regarding meter installation. He noted the larger meters require additional retrofit work to install, and that staff is over 50% complete with the installations for this year. He complimented staff for the excellent team-work they are displaying to get the meters installed.

3. Supplemented by District Engineer's Report

District Engineer Pakpour noted an interesting fact. As water usage is declining with residential and business users, water use is rising in the health club industry. People are taking their showers at the health clubs instead of at home.

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B. Financial Reports

1. Review Process for Monthly Accounts Payable Checks
Administrative Services Manager Pina discussed the 6-step process for cash disbursements and accounts payable. She highlighted the internal controls in place due to this 6-step process. General Manager Rudock reported that not only is there adequate segregation of duties in the process but also verification steps. Board President Zucca suggested that having a Board member sign off on the monthly check detail report is redundant. There was Board discussion on the best way to proceed that would add value to the process rather than the current monthly review of the check register and random back-up testing by the Board President. Staff will work with the District Treasurer to create an additional financial balance sheet report requested by the Board which will be produced on a quarterly basis.

C. Director Reports

Director Stuebing said he was looking forward to the next CSDA meeting. Vice President Warden noted he has been inundated with Board protocol documents to review in relation to the By-Laws being created. President Zucca discussed his meeting with Vice Mayor Charles Stone, wherein he provided information about why the Board has made it their practice to require individual MPWD water meters at residential units.

10. FUTURE AGENDA BUSINESS ITEMS

None.

11. COMMUNICATIONS

None

President Zucca took a 2-minute recess at 9:00PM and recessed into Closed Session.

12. CLOSED SESSION

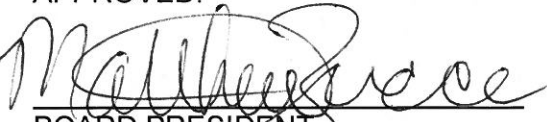
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
AND ASSOCIATED NEGOTIATIONS
Government Code §§54957 and 54957.6
Title: General Manager

Convened into open session at 9:05PM.
District Counsel Joan Cassman reported that no action was taken, but that she was directed to bring back to the Board consideration of formal action to adjust the salary of the General Manager at the next regular Board meeting.

Adjourned at 10:15PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT

