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

February 26, 2015
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 Linvill at 6:30PM.

B. **Pledge of Allegiance** – The Pledge of Allegiance was led by District Treasurer Ira.

C. **Establishment of Quorum:**

PRESENT: Directors Linvill, Stuebing, and Vella.

ABSENT: Vice President Zucca and Director Warden.

A quorum was present.

ALSO PRESENT: General Manager Rudock, Administrative Services Manager/District Secretary Pina, Operations Superintendent Young, District Counsel Cassman, and District Treasurer Ira. District Engineer Pakpour teleconferenced in for his report.

2. **PUBLIC COMMENTS**

None.

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

To accommodate external consultant travel schedules, staff recommended a reordering of Regular Business items: Agenda item 7.B. first and item 7.C. second, followed by item 7.A., and then resume the order of the Regular Business agenda items.

Additionally, staff recommended that the District Engineer's report item 8.A.3. be considered after Regular Business item 7.E. to accommodate the District Engineer's teleconference schedule.

The Board approved staff's recommended revisions to the agenda.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Special Board Meeting of January 13, 2015 and the Regular Board Meeting of January 22, 2015.**

B. **Approve Expenditures from January 14, 2015, through February 18, 2015.**

Director Vella moved to approve the consent agenda, Director Stuebing seconded, and it was unanimously passed by the Board members present.

51
52 **6. HEARINGS AND APPEALS**

53 None.

54
55 **7. REGULAR BUSINESS**

56 The Board approved revision to the Regular Business agenda and item 7.B. was considered
57 first.

58
59 **B. Consider Approving the MPWD 2015 Strategic Plan, Mission Statement, Vision
60 Statement, Strategic Goals, and Director Assignments**

61 General Manager Rudock reported that staff met with the President Linvill and Vice
62 President Zucca to discuss the DRAFT documents and new recommended format for
63 the 2015 Strategic Plan. President Linvill recommended the addition of the AMI
64 Installation Project to the Strategic Plan, along with the reference footnotes. President
65 Linvill thanked Vice President Zucca for his hard work on review of the plan and
66 feedback. General Manager Rudock discussed the progress of the GM performance
67 evaluation document, which is targeted to be presented at the March 2015 Board
68 meeting after coordinating with consultant, Julie Brown. Director Stuebing moved to
69 approve the MPWD 2015 Strategic Plan, Mission Statement, Vision Statement, Strategic
70 Goals, and Director Assignments, Director Vella seconded, and it was unanimously
71 passed by the Board members present.

72
73 The Board approved revision to the Regular Business agenda and item 7.C. was
74 considered second.

75
76 **C. Preview of New MPWD Website Presented by John Davidson of JRocket77 Design
77 & Marketing**

78 General Manager Rudock introduced John Davidson of JRocket77 Design & Marketing
79 and provided a brief background summary of the project. John Davidson presented the
80 new MPWD website to the Board and how easy it is to navigate through it. The website
81 will have analytical statistics to allow the MPWD to track how many people are visiting
82 the website, where they go on the website, etc. Important messaging will be on the
83 home page in the top right corner, clearly stated, with a link to the message. He
84 described what each link had to offer, and asked for input from the Board on what they
85 would like to see added. There will be links added to the website which links to other
86 agencies and related organizations, like the SFPUC, BAWSCA, and the Cities of
87 Belmont and San Carlos. Director Stuebing was very impressed with the work. Director
88 Vella requested the rotating headlines be timed so the reader is able to finish reading the
89 headline. The website will be 90% complete in March 2015, 100% complete and rolled
90 out in mid-April 2015. Staff requested the Board review the website and provide
91 additional feedback to General Manager Rudock.

92
93 Regular Business item 7.A. was next, as approved by the Board, and the agenda order
94 resumed afterward.

95
96 **A. Drought and Water Conservation Update**

97 General Manager Rudock reported the January 2015 reduction in customer usage of
98 2.2%, comparing it to January 2013. Because the target was to be a 10% reduction,
99 there was discussion around how to accomplish this goal. General Manager Rudock
100 requested feedback on presentation of the data within the chart because of the start of a
101 new calendar year. President Linvill appreciated the historical data and found it

102 resourceful. Director Vella stated there might be confusion with the PERCENT
103 CHANGE column. It was decided to add +/- signs in PERCENT CHANGE and
104 CUMULATIVE WATER SAVINGS columns to more accurately reflect the direction of the
105 change. Also highlighted was the new table reflecting water waste complaints. Staff will
106 reformat so that annual totals are reflected at the bottom of the chart. General Manager
107 Rudock reported that the MPWD was nominated by BAWSCA for a 2015 Silicon Valley
108 Water Conservation Award.
109

110 **D. Receive Mid-Year Review of FY 2014/2015 Operating and Capital Budgets and**
111 **Consider Approving the Amended Budgets**

112 General Manager Rudock highlighted the proposed changes in the Mid-Year Operating
113 and Capital Budgets and summarized the overall impact of the recommendations. The
114 \$57,100 projected reduction in OPERATING EXPENDITURES resulted in an increase in
115 the projected OPERATING SURPLUS/TRANSFER TO CAPITAL. Additionally, the
116 projected reduction in CAPITAL PROJECT EXPENDITURES by \$300,000 allowed for
117 the added Notre Dame/Folger capital project and outlay for a new hybrid vehicle (fleet
118 replacement), and projected reduction in CAPITAL RESERVES TRANSFER (from
119 \$384,400 to \$159,050). Director Vella pointed out the percentages in the column
120 "Original Budget % Increase/Decrease" were not reflective of the comparison columns.
121 Administrative Services Manager Pina responded she would revise that calculation and
122 update the Board with the corrected version.
123

124 Director Stuebing moved to approve the Amended FY 2014/2015 Operating and Capital
125 Budgets, Director Vella seconded, and it was unanimously passed by the Board
126 members present.
127

128 **E. Consider Resolution 2015-02 Authorizing the Award of a Construction Contract to**
129 **the Lowest Responsive and Responsible Bidder for the Replacement and**
130 **Relocation of a Water Main Section on Notre Dame Avenue (from the Intersection**
131 **of Folger Drive Southward on Notre Dame Avenue for approximately 125 LF) prior**
132 **to the City of Belmont's Reconstruction Project**

133 District Engineer Pakpour described the reason behind the construction project. As part
134 of the City's Notre Dame Reconstruction Project an existing 24" storm drain line is being
135 upsized to 30" directly over the MPWD water main line. The City's construction may
136 damage the MPWD water pipe and it will be difficult to maintain after installation of the
137 storm drain over it. The proposed capital project is to relocate a section of 125 LF of the
138 MPWD water main line and install new valves and one new service. An existing 8" and
139 6" water mains will be replaced by a single 10" ductile iron pipe water main. The new
140 water main will be placed in the ultimate alignment of the Notre Dame Water Main
141 Replacement Project so no further work will be needed in this section of the street once
142 the entire project moves forward.
143

144 The bid process was expedited to fit within scheduling constraints for underground work
145 to be completed before the City of Belmont commences its underground capital project
146 on Notre Dame. The bid opening was on February 24th and after review of the bid
147 proposal documents, the lowest responsive and responsible bidder was Stoloski &
148 Gonzalez, Inc., from Half Moon Bay, in the amount of \$81,650. The Engineer's Estimate
149 was \$70,450. The small size of the project, the depth of the trench (more than 7 feet
150 deep), and the limited bid and construction window contributed to the increased cost.
151

152 General Manager Rudock directed the Board to the finalized Resolution 2015-02 that
153 was distributed, which included the contractor identity of Stoloski & Gonzalez, Inc., and
154 contract award of \$81,650 plus a 10% project contingency in the amount of \$8,165 for a
155 total budget of \$89,815 for their consideration.
156

157 Director Vella moved to approve Resolution 2015-02 Authorizing Award of Contract to
158 Stoloski & Gonzalez, Inc., for the Replacement and Relocation of a Water Main Section
159 on Notre Dame Avenue (from the Intersection of Folger Drive Southward on Notre Dame
160 Avenue for approximately 125 LF) in the Amount of \$81,650, and a 10% Project
161 Contingency in the Amount of \$8,165, for a Total Budget of \$89,815, Director Stuebing
162 seconded. Roll call was taken and it was unanimously passed by the Board members
163 present.
164

165 The Board approved revision to the agenda and considered the District Engineer's
166 Report, Agenda Item 8.A.3. next.
167

168 **3. Supplemented by District Engineer's Report:**

169 District Engineer Pakpour reported that Zone 8 modeling has been completed and
170 Operations Superintendent Young distributed the updated capital projects list. Zone
171 2 will be completed in 1 ½ months. The Buckland Tank Replacement project has
172 been completed. Both tanks are in service, the landscape is completed, and there is
173 a small punch list left to be completed. There will be a ribbon cutting in the future,
174 the date to be determined, and the neighbors are very pleased with the project.
175

176 **F. Consider Rescheduling the November 2015 Regular Board Meeting**

177 The regularly scheduled November 2015 Board Meeting was rescheduled to Monday,
178 November 16, 2015.
179

180 **8. MANAGER'S AND BOARD REPORTS**

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

182 General Manager Rudock highlighted the following items from the written report:

- 183 ▪ The new uniforms for Operations staff will be with Cintas.
- 184 ▪ The Anthem Security Breach and free Identify Theft packages for their Anthem
185 customers was distributed to all MPWD staff and Directors.
- 186 ▪ The Water Capacity Charge notice was published as added transparency and
187 public outreach before the Board's consideration at its March 26th Regular
188 Meeting.
- 189 ▪ After discussion with President Linvill, there will be a rates workshop with Bartle
190 Wells regarding the water rates study preliminary findings and recommendations
191 and to receive input at 5:30PM prior to the March 26, 2015 Regular Board
192 Meeting.
193

194 **1. Supplemented by Administrative Services Manager's (ASM) Report**

195 ASM Pina discussed the negative cash balance in the checking account reflected in
196 her report. It was a timing issue with checks written and not yet transmitted until the
197 following week, which meant funds were transferred once the checks were signed
198 and ready to be transmitted. This was to ensure interest on the LAIF funds through
199 the weekend. In the future, there will be a positive balance in the checking account
200 at month end.
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2. Supplemented by Operations Superintendent's Report

Operations Superintendent Young discussed the projected water rate from the SFPUC will be \$3.83, which is a 30.7% increase over last year's rates. He discussed the Standard Operating Procedure (SOP) being developed about high pressure alarms in zone 3. He will be adding non-revenue water to his report in the future. President Linvill liked his report.

B. Financial Reports

General Manager Rudock reported that the MPWD is operating within the budget amounts projected through the period ending January 31, 2015.

C. Director Reports

Director Stuebing reported he attended the CSDA San Mateo County Chapter meeting and the SFPUC Annual Meeting.

Director Vella discussed that the BAWSCA Board meeting focused on Board Policy for their meeting.

President Linvill attended the HIA meeting. The recent water issues were discussed and what the possible impacts could be. A local creek issue that floods Novartis in rain events was presented.

9. FUTURE AGENDA BUSINESS ITEMS.

AT&T is looking for a site for their antenna, so MPWD will consider the possibility of offering the use of MPWD's Hersom tank site.

10. COMMUNICATIONS

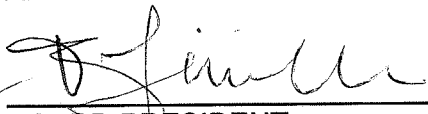
General Manager Rudock discussed that MPWD will be receiving a settlement of \$4,309 due to a class action lawsuit filed against Office Depot. She confirmed that AB 1825 harassment prevention training was recently attended by all staff.

11. ADJOURNMENT

Director Stuebing motioned to adjourn at 8:20PM, Director Vella seconded, and it was unanimously passed by the Board members present.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT

