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

July 23, 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 Vice President Zucca.

C. **Establishment of Quorum:**

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

ABSENT: Director Vella.

A quorum was present.

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

2. **PUBLIC COMMENTS**

None.

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

Vice President Zucca asked to pull and discuss Consent Agenda item 5.D. General Manager Rudock requested postponement of Director Vella's BAWSCA update, Regular Business Agenda item 8.B., to next month.

The Board approved these amendments to the agenda.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

General Manager Rudock introduced MPWD's new Operations Manager, Rene Ramirez. She discussed his professional credentials and water operations and leadership experience. Operations Manager, Rene Ramirez gave a brief overview of his career thus far, shared his experience and impressions of his first three weeks at the MPWD, and then concluded with his vision for the operations team. President Linvill welcomed him to MPWD.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of June 23, 2015.**

B. **Approve Expenditures from June 18, 2015, through July 16, 2015.**

C. **Approve Resolution 2015-14 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2015/2016.**

E. **Approve Resolution 2015-15 Authorizing a 2.0% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2015**

49 **F. Approve Service Agreement for the Provision of Election Services between the**
50 **MPWD and San Mateo County Chief Elections Officer & Assessor for the**
51 **November 3, 2015 Election**

52
53 Director Stuebing moved to approve the Consent Agenda, less Consent Agenda Item
54 5.D., Director Warden seconded, and it was unanimously approved by all four present
55 Board members.

56
57 Consent Agenda item 5.D. was then discussed and considered separately.

58
59 **D. Approve Contract for Professional Services in the amount of \$65,800 with John**
60 **Davidson d/b/a Jrocket77 Design & Marketing for Public**
61 **Outreach/Education/Relations Services and MPWD Website Updates**

62
63 Vice President Zucca said he would like a more definitive scope of professional services
64 than what was provided with the contract, detailing out exactly what the consultant would
65 be doing for MPWD. He felt that since the value of the contract exceeded the signature
66 authority of the General Manager, it would be difficult for the Board to award the contract
67 without more specific scope of services information. Director Warden appreciated Vice
68 President Zucca's comments and added that General Manager Rudock also makes sure
69 the detail of the consultant's work is detailed on the invoices. Director Warden asked
70 that an example of the invoice be shown to the Board at the next Board Meeting if the
71 scope of services wasn't updated. President Linvill agreed with Vice President Zucca's
72 comments. General Manager Rudock explained that the consultant's public
73 relations/outreach services are not typically based upon time and materials
74 commitments but driven by the MPWD environment and critical needs and staff
75 direction. That was why there was an estimate for not only the consultant's monthly work
76 hours but the printing costs for deliverables. Director Stuebing expressed that he
77 thought the Board was attempting to micro-manage staff with regard to the contract's
78 provisions.

79
80 Vice President Zucca moved to approve Consent Agenda 5.D., Director Warden
81 seconded, and it was unanimously approved by all four present Board members.

82
83
84 **6. HEARINGS AND APPEALS**

85 None.

86
87 **7. DROUGHT AND WATER CONSERVATION**

88 **A. Water Conservation Progress Report**

89 General Manager Rudock discussed the 31.0% reduction in water consumption during
90 the month of June 2015 compared with 2013, which is a new record for the month of
91 June in MPWD's history since tracking started in 1961. Last year's June percent change
92 was -7.2%. She explained the addition of the 2015 chart added to her report, and
93 mentioned there will be a graph presented starting next month which will track both
94 water consumption and water purchased. There were six complaints in June. She then
95 turned the report over to Jeanette Kalabolas, Water Conservation Specialist, who
96 discussed the 2015 Second Quarter Water Conservation Staff Report.

97
98 Jeanette Kalabolas reported that one of the complaints involved a customer that was not
99 complying with the watering schedule mandated by the 2015 ordinance. The process in

100 place for those who are not adhering to the new ordinance are as follows: 1) Educate
101 the offender; 2) Send a written warning advising to cease and desist; 3) Give a 48-hour
102 onsite citation; 4) Impose a \$500 fine; and 5) Terminate water service until compliance is
103 achieved. Staff has verbally reached out to the customer to remind them about the 2015
104 ordinance and outdoor watering restrictions, and advised them to cease watering outside
105 the mandated schedule for all customers. It is time now for the written warning to be
106 sent advising to cease and desist the violation(s), which staff is drafting in consultation
107 with District Counsel.

108
109 Jeanette Kalabolas discussed the rebate program, and offered a chart that showed the
110 trend over the past three years showing results of each of the four rebate programs.
111 She commented on the four new promotional items to be purchased to encourage
112 conservation, along with the purchase of new MPWD tablecloths and reusable signage
113 for community and educational events in the community. She commented on the Fall
114 2015 "Waterline" Newsletter under development, and what content will be included. She
115 discussed options for home water use report software that staff has been reviewing with
116 consultants. Once implemented, the report would be accessible to customers through
117 MPWD's website. She summarized the School Audit and Retrofit Pilot Program and
118 MPWD's specific involvement in that program. She discussed Belmont's "National Night
119 Out" and MPWD's participation. She shared the California State "Save Our Water"
120 Summer 2015 Campaign, noting that the telephone survey that was conducted across
121 the State of California revealed interesting findings—one of which was that when the
122 drought is over, many consumers said they would put their grass back in place, because
123 these consumers associate grass with "curb appeal," which they believe is important for
124 resale of their properties.

125
126 Vice President Zucca commented that Jeanette's report was excellent—one of the best
127 the Board has received on Water Conservation—and to keep up the good work.
128
129

130 **8. REGULAR BUSINESS AGENDA**

131 **A. Consider CSDA 2015 Board Elections and Mail Ballot for Seat A on the Coastal** 132 **Network**

133 General Manager Rudock deferred to the Board for its consideration of the CSDA ballot.
134 General Manager Rudock reported that she transmitted the ballot to Directors Stuebing
135 and Warden for their advance review since they are the Directors assigned to CSDA
136 matters. She further mentioned that Elaine Magner introduced herself to General
137 Manager Rudock during the recent CSDA Legislative Days in Sacramento and asked for
138 the MPWD's support during the election. Director Stuebing voiced support for Elaine
139 Magner, because she made an effort to reach out, he liked her candidate statement, and
140 he believes she has the qualifications for the position. Director Warden mentioned that
141 Robert Blair also seemed to be a viable candidate. Director Stuebing moved to
142 nominate Elaine Magner for CSDA Board of Directors, Coastal Network/Seat A for the
143 2015 election, Director Warden seconded, and it was unanimously approved by all four
144 present Board members.

145 146 147 **B. BAWSCA Update**

148 Postponed until next month.
149

150 **9. MANAGER'S AND BOARD REPORTS**

151 **A. General Manager's Report**
152 General Manager Rudock distributed the 2014 Customer Confidence Report (CCR) and
153 explained that it was timely submitted to the State Water Resources Control Board
154 (SWRCB), posted to the MPWD website, and mailed to customers by the July 1st
155 deadline. She shared President Linvill's ideas during the monthly agenda review
156 meetings between the General Manager and Board President, including not only
157 reviewing the current month's agenda but also the following month's agenda. Progress
158 on the MPWD Strategic Plan will also be discussed. President Linvill further suggested
159 that the Board meeting Minutes be ready for the agenda review meeting. Because of
160 the tight schedule with all who need to review the minutes prior to them being finalized, it
161 may not be viable, but staff will make every effort to try to accomplish this goal.
162 Regarding the CSDA General Manager Summit she attended, General Manager Rudock
163 reported that it was well attended and that there are a few legislative items being
164 considered, one of which was more pension reform by the former Mayor of San Jose
165 and colleagues. She will have more information to share next month. She pointed out
166 that the CSDA Annual Conference will be held from September 21-24 in Monterey and
167 Administrative Services Manager Pina and General Manager Rudock will be attending it.
168

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

170 Administrative Services Manager Pina reminded the Board the Audit will start the
171 following week, with three days of actual field testing. President Linvill then asked
172 about the email she received from the auditors with questions she will need help in
173 answering. She will forward the email to General Manager Rudock and
174 Administrative Services Manager Pina will follow up with the auditors.
175

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

177 Operations Manager Ramirez started by saying he is excited to be at MPWD, that he
178 likes the size of our organization. He then commented that in larger organizations,
179 there are some who are not willing to work outside their "job description" but that he
180 has found a very different attitude here at MPWD. Instead, he has found staff eager
181 to assist in any way possible.
182

183 He highlighted the recent reorganization, and mentioned by name those who are his
184 direct reports. He reiterated that even though each employee has their area of
185 responsibility, they are working together to assist one another in service to MPWD's
186 customers. He then presented an updated AMI Meter installation map which showed
187 the AMI Meters already installed, and those being installed for Fiscal Year
188 2015/2016. The AMI Meters targeted this year are the Zone 1 commercial and
189 industrial customer sites. These are MPWD's largest revenue customers. He
190 expressed appreciation to Field Operations Supervisor, Brent Chester, for managing
191 the AMI Meter installation project and map. He then discussed System
192 Maintenance, highlighting that 50 system valves had been exercised in Zone 8. He
193 also discussed the water sampling process, which is conducted each week by Water
194 Quality and Safety Lead Operator, Rick Bisio. He mentioned the MPWD is required
195 to sample for lead and copper in the customer plumbing and that we are looking for
196 30 volunteers. So far, we have 11 volunteers. Several of the Board Members
197 volunteered to participate in the study if their pipes qualify. Operations Manager
198 Ramirez then discussed the SWRCB Citation No. 02-17-15C-004 related to the
199 untreated water incident from the Regional Water System (RWS) managed by the
200 SFPUC on March 3, 2015. Three of the five citation directives have been completed
201 by the MPWD. Directive #2, the Corrective Action Plan, was submitted by the

202 MPWD to the SWRCB on July 22, 2015, and directive #4 is due for action next year
203 during the preparation of the 2015 Consumer Confidence Report. The Board asked
204 staff for a copy of the Corrective Action Plan. Lastly, a water quality complaint on the
205 1500 block of El Camino Real exposed a blow-off valve in the alley with signs of
206 tampering, or potential unauthorized water use. Staff also found a fire hydrant with a
207 loose cap. In response to this discovery, letters were sent to several business
208 owners and residents in the area making them aware of the apparent tampering, and
209 asking them to report any suspicious activity to either the MPWD or the Belmont
210 Police Department. Staff coordinated with the Belmont Police Department in case
211 they are contacted.

212
213
214 **3. Supplemented by District Engineer's Report**

215 District Engineer Brandon Laurie reported that the Zone 1 Modeling is on schedule
216 and will be complete by the August 2015 Board Meeting. The Buckland Tanks
217 driveway has been completed, and a full update will be presented at the August
218 Board Meeting. General Manager Rudock added that MPWD would like to do a
219 small ribbon cutting at the Buckland Tank site, inviting the City of San Carlos and
220 San Carlos Chamber of Commerce, as well as surrounding neighbors, to attend.
221 Staff will coordinate scheduling that ribbon cutting event.

222
223 **B. Financial Reports**

224 General Manager Rudock briefly discussed the year-end financial results, noting that
225 operating revenue was 87.9% of budget and operating expenditures were 91.6% of
226 budget. However, depreciation is included in the operating budget, which transfers to
227 capital expenditures. So the actual operating expenditures are in line with revenues.
228 Administrative Services Manager Pina added the final financial reporting for 2014/2015
229 will be provided after the audit is complete.

230
231 **C. Director Reports**

232 Director Stuebing shared that a neighbor approached him about recycled water use. He
233 investigated and found that Redwood City's recycled water is only for Redwood City
234 customers. District Treasurer Ira mentioned that in the future, water districts may be
235 forced to put in purple pipe to use the recycled water being produced. The goal is to use
236 100% of the recycled water instead of putting in back into the waterways.

237
238 President Linvill encouraged those present to consider reading the book *Cadillac Desert*
239 by Marc Reisner, a history book about how water shaped California and its population,
240 why dams were built, who drove the charge, and why the government acts the way it
241 does today as a result of past water policy. She said it is a "must read" for anyone who
242 lives in California.

243
244 **10. FUTURE AGENDA BUSINESS ITEMS**

245 None.

246
247 **11. COMMUNICATIONS**

248 General Manager Rudock distributed the ACWA Region 5 "Save the Date" Meeting notice
249 and preliminary agenda—October 25-26, 2015, in Buellton.

250
251 **12. ADJOURNMENT**

252 President Linvill asked how to properly note the Closed Session in the agenda, noting that
253 using the word Adjournment may not be the correct term. Instead, using the word "recess"
254 may be more appropriate. District Counsel Sherman replied either way was proper
255 protocol – the Board could recess to the Closed Session or adjourn to the Closed Session,
256 but that the meeting would not be formally adjourned until after the Closed Session item
257 and reporting out. Director Warden suggested that Closed Session matters be scheduled
258 at the beginning of the Board meeting.
259 The Board recessed into Closed Session at 7:54PM to discuss one matter.
260

261 **13. CLOSED SESSION**

262 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

263 (Subdivision (B) of Section 54956.9)

264 *State Farm v. Mid-Peninsula Water District, et al.*


265 San Mateo County Case No. 534546
266

267 The Board reconvened into open session at 8:14PM. The Board received a report, and no
268 action was taken.
269

270 Director Zucca motioned to adjourn at 8:15PM, Director Stuebing seconded, and it was
271 unanimously approved.
272

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274 
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276 DISTRICT SECRETARY
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278 APPROVED:

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280
281 BOARD PRESIDENT
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