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

July 25, 2019
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 Vella at 6:30PM.

B. Establishment of Quorum:

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

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, Administrative Services Manager and Board Secretary Candy Pina, District Engineer Joubin Pakpour, District Treasurer Jeff Ira, and District Counsel Joan Cassman.

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Counsel, Joan Cassman.

2. **PUBLIC COMMENTS**

None.

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

General Manager Rudock reported the correct \$100 hourly rate for the John Davidson contract discovered by Director Schmidt on page 9 of the board packet.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. Jonathan Anderson, Water System Operator – 20 Year Service Anniversary

General Manager Rudock introduced Jonathan Anderson to the Board and she and Operations Manager Ramirez shared the many ways his talent and efforts contribute to the success of the District.

The Board congratulated Mr. Anderson on his achievement and President Vella presented him with a plaque award in honor of his twenty years of service.

B. Tammy Rudock, General Manager – Special District Administrator Certification by Special District Leadership Foundation (June 24, 2019)

General Manager Rudock reported on her accomplishment and the application requirements for the certification. She also mentioned that the experience was a positive one and advised how much she has enjoyed sharing community outreach ideas with other administrators interested in obtaining the certification. President Vella congratulated the General Manager on her achievement.

5. **CONSENT AGENDA**

A. Approve Minutes for the Regular Board Meeting of June 27, 2019

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- B. Approve Expenditures from June 20, 2019 through July 18, 2019
- C. Approve Contract for Professional Service in the total amount of \$67,000 with John Davidson d/b/a Jrocket77 Design and Marketing for Public Outreach/Education/Relations Services, MPWD Website Management and Printing Services
- D. Approve Resolution 2019-14 Establishing Surplus Item List 19-02 and Declaring Two Pickup Trucks in District Inventory as Surplus and Authorizing Staff to Sell the items via Govdeals.com
- E. Approve 2019 MPWD Catalog of Enterprise Systems per Senate Bill 272
Vice President Zucca moved to approve the minutes for the Regular Board Meeting of June 27, 2019, Expenditures from June 20, 2019 through July 18, 2019, Contract for Professional Services in the total amount of \$67,000 with John Davidson d/b/a/ Jrocket 77 Design and Marketing for Public Outreach/Education/Relations Services, MPWD Website Management and Printing Services, and Resolution 2019-14 Establishing Surplus Item List 19-02 and Declaring Two Pickup Trucks in District Inventory as Surplus and Authorizing Staff to sell the items via Govdeals.com. Director Wheeler seconded and it was unanimously approved.

6. HEARINGS AND APPEALS

None.

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

A. Consider Receive Quarterly Reports on 2016 COP Financing through June 30, 2019:

1. **Financial Reconciliation Report**

Administrative Services Manager Pina reported on activity, cost of issuance, project costs year-to-date and dividends earned. She further shared the COP costs summary requested by the Board.

Director Schmidt asked staff to add a cumulative interest paid to date line item total to the reconciliation report.

2. **Capital Project Fund Report**

Dan Bergmann of IGService reviewed bullets from the COP Spending Report he provided as of June 30, 2019 and an open Board discussion followed.

B. Consider Resolution 2019-15 Accepting as Complete the Hillcrest Pressure Regulating Station Project and Authorizing the Recordation of a notice of Completion for the Project

District Engineer Pakpour reported on completion of the Hillcrest Pressure Regulating Station. The project came in on budget and within the time contracted. He also acknowledged staff Rick Bisio and Victor Fung with Pakpour Consulting Group, Inc. and thanked both for their construction inspection and project management efforts and the project's success.

102 Rick Bisio, Lead Operator acknowledged the accolades bestowed upon him and shared
103 project highlights with the Board.

104
105 Director Wheeler commented on the bubble-up vault drain photograph District Engineer
106 Pakpour provided in his report and Director Schmidt asked staff to remind him how the
107 new valve will help prevent pressure spikes and water main breaks. District Engineer
108 Pakpour explained that the valve will regulate pressure fluctuations from the SFPUC
109 Regional Water System and allow District Operators to set the desired pressure in the
110 District's Zone 1 service territory .

111
112 Vice President Zucca moved to approve Resolution 2019-15 Accepting as Complete the
113 Hillcrest Pressure Regulating Station Project and Authorizing the Recordation of a
114 Notice of Completion for the Project. Director Wheeler seconded and it was
115 unanimously approved.

116
117 **C. Consider Resolution 2019-16 Authorizing a Professional Services Agreement in**
118 **the amount of \$29,850 with Bay Area Geotechnical Group Engineers (BAGG) for**
119 **Soil Compaction and Laboratory Testing Services during Construction of the**
120 **Notre Dame Avenue, Cliffside Court and Tahoe Drive Area Water Main**
121 **Replacement Capital Project 07-16921-CP**

122 Operations Manager Ramirez reported that the resolution is being brought before the
123 Board because the contract amount exceeds the General Manager's signature authority,
124 adding that the project is set to start next week and all traffic advisory issues have been
125 addressed through the City of Belmont.

126
127 Vice President Zucca moved to approve Resolution 2019-16 Authorizing a Professional
128 Services Agreement in the amount of \$29,850 with Bay Area Group Engineers (BAGG)
129 for Soil Compaction and Laboratory Testing Services during Construction of the Notre
130 Dame Avenue, Cliffside Court and Tahoe Drive Area Water Main Replacement Capital
131 Project CP-16921-CP. Director Schmidt seconded and it was unanimously approved.

132
133 **8. REGULAR BUSINESS AGENDA**

134 **A. Receive Progress Report on MPWD Website, Marketing and Public**
135 **Relations/Outreach Activities Presented by John Davidson of JRocket77 Graphic**
136 **Design and Marketing**

137 General Manager Rudock introduced John Davidson from JRocket77 Graphic Design
138 and Marketing and Mr. Davidson presented his annual report on the fiscal year 2018-
139 2019 website activities, traffic, and upgrades.

140
141 Director Warden acknowledged Mr. Davidson's enthusiasm and passion for the MPWD's
142 website.

143
144 **B. Approve Resolution 2019-17 Authorizing a 3.9% Living Wage Adjustment to Salary**
145 **Ranges for all MPWD Personnel Classifications, effective August 1, 2019**

146 General Manager Rudock reported that the 2018 letter agreement between the MPWD
147 and the MPWD Employee Association required an annual review of the local Bay Area
148 Consumer Price Index for wage earners and related living wage adjustments to the
149 salary ranges for represented employees.

150

151 Director Schmidt moved to approve Resolution 2019-17 Authorizing a 3.9% Living Wage
152 Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August
153 1, 2019. Director Wheeler seconded and it was unanimously approved.
154

155 **C. Receive BAWSCA Update**

156 General Manager Rudock reported on Water Supply Assessments, Tier 2 Drought
157 planning and implementation and Bay-Delta Plan discussions that took place at the
158 Water Managers' Meeting on Thursday, July 11, 2019.
159

160 President Vella reported on local and Hetch Hetchy water supply levels, as well as the
161 Peninsula and Alameda Water Shed Fire Risk Reduction Presentation given at the last
162 BAWSCA Board meeting.
163

164 **9. MANAGER AND BOARD REPORTS**

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

166 General Manager Rudock gave an update on water conservation, staff recruitments and
167 the Board Finance Committee's upcoming meetings to schedule.
168

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

170 Administrative Services Manager Pina reported on the recent LAIF account transfer
171 she made and credit card fee recovery totals.
172

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

174 Operations Manager Ramirez gave an update on the AMI meter change out
175 program, USA locate statistics and new development projects.
176

177 **3. Supplemented by District Engineer's Report**

178 District Engineer Pakpour reported on pending Capital Improvement Projects (CIP).
179

180 **B. Financial Reports**

181 **Receive Financial Reports for Month Ended June 30, 2019**

182 **1. Administrative Services Manager Pina reported on pre-audit Fiscal Year 18-19**
183 **budget totals. Director Schmidt requested clarification on the restricted earnings**
184 **expense line item and General Manager Rudock clarified that LAIF and COP interest**
185 **is realized under revenues; therefore, the total is recognized under expenditures as**
186 **well for budget transparency purposes. Director Zucca asked that staff revisit**
187 **demand offset fees come 2020.**
188

189 **2. MPWD Annual Reimbursements Report for Fiscal Year 2018/2019 (pursuant to**
190 **Government Code §53065.5)**

191 General Manager Rudock reviewed the Annual Reimbursement Report for the
192 2018/2019 Fiscal Year.
193

194 **C. Director Reports**

195 Director Zucca shared that he is interested in hearing staff's plan in response to PG&E's
196 Public Safety Power Shut-off Program.
197

198 Director Wheeler reported that ACWA reached out to advise he was not selected as part
199 of the Nominating Committee's recommended slate for the upcoming Region 5 Board
200 election.
201

202 President Vella commented the he liked the placement of the 90th Anniversary banner at
203 the Sixth and Ralston Avenue location.
204

205 **10. COMMUNICATIONS**

206 General Manager Rudock provided each Board member with a copy of the CALPERS
207 Preliminary Investment Returns Article and reported that LAFCO's request for comments on
208 their proposed policy updates on Municipal Services Reviews and Sphere of Influence
209 reviews are due next month.

210 The Board convened to Closed Session at 8:56PM to discuss two items.
211

212 **11. CLOSED SESSION**

213 A. Conference with Real Property Negotiators pursuant to Government Code §54956.8

214 Properties: 1513-1515 Folger Drive in Belmont, CA

215 Agency Negotiators: General Manager and District Counsel

216 Negotiating Parties: San Mateo County

217 Under Negotiation: Price and Terms of Payment
218

219 B. Public Employee Appointment Pursuant to Government Code §54957

220 Title: General Manager
221
222

223 **12. RECONVENE TO OPEN SESSION**

224 The Board reconvened to Open Session at 9:31PM. District Counsel Cassman advised that
225 no reportable action had been taken.
226

227 **13. ADJOURNMENT**

228 The meeting was adjourned at 9:32PM.
229
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DISTRICT SECRETARY

234 APPROVED:


BOARD PRESIDENT
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