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

August 27, 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 6:30 PM.

B. Pledge of Allegiance – The Pledge of Allegiance was led by Director 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, Operations Manager Rene Ramirez, District Engineer Joubin Pakpour, and District Treasurer Jeff Ira. District Counsel Joan Cassman arrived at 6:55PM.

Administrative Services Manager/District Secretary Candy Pina was absent. General Manager Rudock served as District Secretary during her absence.

2. PUBLIC COMMENTS

None.

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

General Manager Rudock reported that Pages 4 and 5 in the July 23, 2015 Minutes were published inadvertently in reverse order. Agenda Item 8.Bb, the word "repaving" needs to be removed from the title. The Board approved these corrections to the agenda.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

General Manager Rudock acknowledged Henry Young's 15-Year Service Anniversary. Operations Manager Ramirez reported that he acknowledged his service time and accomplishments at the luncheon given in his honor.

5. CONSENT AGENDA

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

B. Approve Expenditures from July 17, 2015, through August 19, 2015.

Vice President Zucca moved to approve the Consent Agenda as modified by the comments on the minutes, Director Stuebing seconded, and it was unanimously approved.

6. HEARINGS AND APPEALS

None.

52 **7. DROUGHT AND WATER CONSERVATION**

53 **A. Water Conservation Progress Report**

54 General Manager Rudock summarized her written report. The MPWD received from the
55 State Water Resources Control Board (SWRCB) a letter congratulating and thanking the
56 MPWD for exceeding the 20% goal so far.
57

58 She distributed SWRCB compliance reports and summarized what to expect if the goal
59 is not achieved.
60

61 MPWD still has one non-compliant rate payer who continues to water daily. Staff is
62 working with District Counsel on levels of formal compliance notices.
63

64 The state implemented an on-line water waste reporting tool, but the MPWD has not
65 received any complaints through it. Staff finalized an on-line reporting tool for MPWD's
66 website, which is targeted for launch by the end of the month.
67

68 MPWD continues to work very closely with the Belmont Parks and Recreation
69 Department to find additional ways to reduce water usage. General Manager Rudock
70 also reported that there were opportunities for the MPWD to work with them on several
71 small areas identified in their annual reporting for conversion from turf to drought tolerant
72 plants.
73

74 Vice President Zucca mentioned he would like to see MPWD partner with Parks and
75 Recreation to help reduce water consumption as long as it is consistent and makes
76 sense for both agencies' priorities, then he would have no objections.
77

78 At Director Vella's request, General Manager Rudock discussed the Gallons per Capita
79 per Day (GPCD), because according to the report, MPWD is on the higher end of the
80 spectrum. MPWD was at 81.1 GPCD for July. She pointed out that 55 GPCD was the
81 indoor standard cited by the SWRCB. She reported that MPWD customers were at 123
82 GPCD in July 2013 and at 106 GPCD in July 2014. This reflected progress over the 3-
83 year period, even though it was not as low as some other Districts. Director Vella was
84 concerned that because MPWD was a BAWSCA agency, MPWD needed to reduce
85 more since BAWSCA will be looking for those lower numbers from their agencies.
86

87 General Manager Rudock mentioned that the Lawn-Be-Gone program was budgeted at
88 \$30,000 for this fiscal year and that level of funding would be exhausted in the next
89 couple of months because MPWD has two very large commercial Lawn-Be-Gone
90 applications from PG&E on Industrial Road totaling approximately \$50,000, and an
91 apartment HOA that submitted the first phase of the their planned turf removal totaling
92 approximately \$20,000. A question was asked whether there is a difference in the
93 administration of residential versus commercial applications, and General Manager
94 Rudock responded that there was no difference and each is eligible to receive \$2 per
95 square foot with no cap.
96
97

98 **8. REGULAR BUSINESS AGENDA**

99 **A. Progress Report on MPWD 2015 Strategic Plan and Process Follow-Up by Julie**
100 **Brown**

101 General Manager Rudock summarized how she organized the three progress reports
102 presented. It took her two full days to gather status information and create the reports,

103 which ended up being a good exercise. She attempted to anticipate what information
104 Directors would like to see, how much information, and in what format. She developed a
105 "TO DO" calendar to reflect remaining strategic elements to achieve and the associated
106 timeline, which exceeded the plan's calendar year.
107

108 She opined that many items, particularly the "Basic Measures" seem to be standard
109 operating procedures and should be shifted out of the Strategic Plan. The Action Plan
110 items developed in January are what she would consider to be the strategic elements,
111 and what should be considered as the big picture priorities for the MPWD.
112

113 Julie Brown acknowledged what she considered to be the Board's successes in its
114 strategic planning process to date. She said the progress, the professionalism, the
115 structure, the format, and the interaction between the General Manager and the Board
116 had been incredible and very significant. The two points to discuss were 1) The content
117 of the plan; and 2) Review where MPWD is now under new management. She wanted
118 to take a step back to review the process by which the Board is monitoring the plan,
119 updating the plan, and utilizing the plan. She then referred to the questions she posed:
120 1) How is this process working in terms of monitoring the strategic plan as a Board? and
121 2) Are communications with staff strategic or tactical? She noted that Boards should be
122 much more strategic. She noted the evolutionary changes with the new General
123 Manager and the confidence in where the agency is going in its successes. When she
124 started working with the agency, the Board was extremely focused on the day-to-day
125 operations, which was not necessarily a prudent use of the Board's time and it was not
126 how the agency needed to be run. She does not see that need anymore, and
127 congratulated the Board on their hard work to eliminate that need. She then focused on
128 the following: 1) To what degree is the conversation strategic about this plan? and 2)
129 How well is the format working for you?
130

131 General Manager Rudock mentioned how challenging it is to work on such a detailed
132 plan, including progress reporting, and Julie Brown agreed with her assessment of the
133 work involved and commented that it can be vastly simplified. It could be a summary
134 report similar to the one created by the General Manager, and the focus could be on the
135 conversation about the strategic needs as opposed to looking at the data. No plan is
136 static, and things come up during the course of the year, so she turned to the Board and
137 further asked how they were accommodating new priorities? Were they thrown on the
138 list with the hope that everything gets done? Was the Board considering resource trade-
139 offs as part of an interactive discussion? How were the new priorities evaluated against
140 the existing priorities in terms of speaking to where they fit and what they are doing?
141

142 Director Stuebing commented first that there were reasons the Board previously needed
143 to get into the level of detail as part of the strategic planning process. He then stated
144 that new priorities do not get updated into the Strategic Plan since the plan is updated
145 once a year. An example of a very important item that did not get into the plan was
146 about meeting the state standards for water conservation. Staff spends a lot of time on
147 this task. His final comment was that the Board needs to be careful about making this a
148 living document.
149

150 Director Zucca agreed with Julie Brown and Director Stuebing and the previous need for
151 the level of detail. He then said that the Board can back away as confidence has grown
152 with the management staff in place. And then he reiterated that there was no longer a
153 need to be involved at that level of detail with General Manager Rudock on board. It

154 becomes an issue of finding the right balance of policy versus being involved in the
155 details. His reaction to the document was "this is so two years ago." This is what they
156 needed to be doing two years ago, but it is no longer the appropriate documentation
157 going forward or what they want to generate as a planning and tracking tool for next
158 year.
159

160 Director Vella commented that we live in rapidly changing times, and it is difficult to
161 foretell priorities. This plan has to be flexible enough to open up to something that may
162 take priority because it is the most demanding thing needing to be dealt with.
163

164 Director Warden spoke to the living document comment, adding that a year goes by
165 rapidly and other than the huge water conservation priority mandated by the State, he
166 was in favor of taking a good stab at what needs to get done in a year and then backing
167 off. If items are constantly added and priorities continue to change, priorities shift
168 around and some of the items planned for are not getting accomplished. Instead, he
169 suggested adding things as a wish list, but really just stick to the plan and expected
170 dates unless something comes along for which the MPWD has no control. He agreed
171 with being involved in the strategy versus the tactical. But he would like to see the
172 tactical results based on the strategy. For example: We have the strategy we want to
173 coordinate with the city. So we do not tear up the street, pave it, and then tear it up two
174 years later. The implementation of that is obviously tactical, and that is something that
175 staff needs to work on, but he would like to see the results of that strategy which is being
176 done.
177

178 President Linvill thanked Julie Brown for putting together this tool at a time when it was
179 really needed. The purpose was to articulate the MPWD's strategic plan and include
180 progress reporting. It was not meant to be a burdensome document. But now we are
181 able to step back and fulfill our true role as policymakers. Along those lines, we needed
182 a certain amount of reporting to make sure the policies were being implemented and that
183 our strategic plan was being adhered to. She asked Julie Brown to work with General
184 Manager Rudock to make this tool articulate MPWD's strategic plan so that it is
185 documented and then have it on our website.
186

187 Julie Brown appreciated the Board's acknowledgement of staff's hard work and she will
188 work with the General Manager to create a tool that will accommodate sufficient
189 reporting.
190

191 Vice President Zucca added that the Action Plan for 2015 located on pages 79-80 is
192 probably an adequate level of detail given. If we have questions, General Manager
193 Rudock can report back on that rather than having to report on every single item
194 regardless of whether the Board had a question on it or not.
195

196 To get ready for January's Strategic Planning meeting, Vice President Zucca and either
197 President Linvill or Director Stuebing will be part of a committee to review the format.
198

199 General Manager Rudock finished reporting on various items that were either in
200 progress or completed from the 2015 Strategic Plan – Progress Checklist.
201

202 **B. Consider Resolution 2015-16 Accepting as Complete the Buckland Tank Driveway**
203 **Replacement Project and Authorizing the Recordation of a Notice of Completion**
204 **for the Project**

205 District Engineer Pakpour summarized his written report.
206

207 Director Vella moved to approve Resolution 2015-16 Accepting as Complete the
208 Buckland Tank Driveway Replacement Project and Authorizing the Recordation of a
209 Notice of Completion for the Project, Director Zucca seconded. Roll call was taken, and
210 it was unanimously approved.
211

212 **C. Consider Resolution 2015-17 Authorizing an Additional FY 2015/2016 Capital**
213 **Project Totaling \$40,000: MPWD Dairy Lane Premises Cabling/Wiring Installation**
214 **for Telephone and Data Systems Transition to Digital Platform (from Analog), and**
215 **Approving Installation by Stepford, Inc.**

216 General Manager Rudock discussed the after-hours call difficulties with the existing
217 telephone system. Field Operations Supervisor (FOS) Brent Chester worked diligently
218 with Fonality to troubleshoot the problems, along with Stepford, Inc., the MPWD's IT
219 consultants. The problems were not resolved, and staff determined it was time for
220 MPWD to transition from analog to a digital Platform, and transition telephone services
221 to Comcast. Staff would include this project in a proposed Amended Capital Budget
222 next month. Jim Fruuen from Stepford, Inc. added that the new system will bring
223 business continuity and disaster recovery for MPWD's telephone services. If something
224 were to happen to the building, since the telephone system will be outside the building, it
225 will not go down.
226

227 Director Stuebing moved to accept Resolution 2015-17 Authorizing an Additional FY
228 2015/2016 Capital Project Totaling \$40,000: MPWD Dairy Lane Premises
229 Cabling/Wiring Installation for Telephone and Data Systems Transition to Digital
230 Platform (from Analog), and Approving Installation by Stepford, Inc., Director Vella
231 seconded. Roll call was taken, and it was unanimously approved.
232

233 **D. Consider ACWA's Call for President and Vice President Candidate Nominations**
234 **for the 2016/2017 Term**

235 General Manager Rudock presented the current nominations for ACWA Board President
236 and Vice President, and the Board declined to offer an additional nomination for the
237 offices. They will consider the ballot when it is presented.
238

239 **E. BAWSCA Update**

240 Director Vella commented that the meeting tone in July was "doom and gloom" versus
241 the August meeting tone that centered around more effort on water conservation. It was
242 reported that there is a 90% chance of an El Nino but the conditions and history with
243 these conditions may translate to an El Nino affecting Southern California more than
244 Northern California. There was discussion about the reappointment of Art Jenson, who
245 was the former CEO for BAWSCA for many years. He retired and was retained as
246 Special Advisor. They also talked about BAWSCA's investments and the reserve policy.
247

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

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

250 General Manager Rudock highlighted items within her Manager's report.
251

252 General Manager distributed the ACWA/JPIA 2016 Open Enrollment benefits package.
253 She reported that she had met with staff and reviewed the open enrollment package.
254 Open Enrollment starts October 1st and closes November 13th. She provided a summary

255 review of the benefits and reviewed the cost changes. She noted that the Account
256 Based Health Plan is now referred to as a Consumer Driven Health Plan.

257
258 She attended the Belmont Parks and Recreation Commission Meeting in support of the
259 department's water conservation efforts and to report on the MPWD's progress toward
260 its goal.

261
262 She and President Linvill went to the coordination meeting with the Belmont City
263 Officials. It was an informal meeting, and informative. Everyone agreed they would like
264 to meet twice a year. Discussions included: Annual reporting of customer account data
265 for the City's sewer charges on property tax bills; President Linvill presented a
266 conservation update; the City would like to have an MPWD presentation before the full
267 City Council about the state of the water once a year; and there was general agreement
268 that better coordination between MPWD and the City is needed so developers are more
269 informed about the permitting and development processes.

270
271 Vice President Zucca asked if there was a form that lists out all the agencies that will
272 need to be contacted if development is being considered. General Manager Rudock
273 responded that the MPWD is not specifically included on the City's permit card for the
274 plan check/review process and final inspection processes, only referenced as "Water
275 Department" in the final inspection block of the form.

276
277 Staff and the District Engineer met with the development team for the mixed use, multi-
278 family and commercial development proposed at 576-600 El Camino Real. It was a
279 productive meeting, including discussions about the MPWD's metering requirements,
280 water capacity charges, and water demand offset fees. There was a subsequent
281 communication from the developer about sub-metering inside the building and staff
282 responded that approach would not meet the MPWD's standards.

283
284 Vice President Zucca commented that legislation is two steps away from being passed
285 that individual metering is going to be the requirement, so MPWD is not asking for
286 something outside of what will be required very soon. Director Warden suggested that a
287 professional communication be created to share with City staff clarifying the MPWD's
288 policies and standards.

289
290 **1. Supplemented by Administrative Services Manager's Report**

291 General Manager Rudock reported the reserves on page 125 are at almost \$3.4
292 million. Staff is working toward eliminating the need for the Petty Cash fund and will
293 be exploring a Costco Corporate Card for purchasing MPWD materials and supplies
294 rather than reimbursing from Petty Cash.

295
296 **2. Supplemented by Operations Manager's Report**

297 Operations Manager Ramirez submitted an updated 2-page report because of an
298 inadvertent error during publication of the agenda packet. He highlighted the
299 following items:

300
301 Automated Metering Infrastructure (AMI): Staff is focused on Zone 1 (MPWD's
302 largest zone) commercial meters for installation by April 2016.

303
304 SCADA System: Staff is focused on reducing power costs for pumping since
305 MPWD spends about \$250,000 annually. Staff plans on furthering its off-peak

306 pumping and will meet with PG&E officials to discuss rate tiers for additional cost
307 savings.

308
309 Maintenance: During July, staff exercised 91 valves. They want to get to each valve
310 every two years, which is very proactive for such a small staff. He responded to a
311 question posed by Director Vella, explaining that when staff exercises the valves and
312 the hydrant outlets, they are careful not to spill out too much water. Rubber gaskets
313 were replaced and additional tie rods in the coupling joint were installed at one of the
314 MPWD pump stations to give it more strength.

315
316 Nitrification Monitoring: Staff is taking additional steps to keep the water in MPWD's
317 tanks fresh. MPWD is now moving a lot of water at night, and it has been a
318 successful strategy. He commended the staff for the way they are thinking and has
319 found they are very knowledgeable of MPWD's system.

320
321 The City of Belmont asked MPWD to relocate its valve cans along Notre Dame
322 Avenue before the roadway was reconstructed, and that was coordinated and
323 accomplished.

324
325 He is meeting with his direct reports at least twice a month. They discuss how they
326 can be better managers, what is on the Board's and the General Manager's radar
327 list, on the General Manager's, what they are seeing out in the field, and how they
328 can continue to serve the community.

329
330 Rick Bisio and Operations Manager Ramirez attended the Emergency Manager's
331 Association Meeting for San Mateo County.

332
333 They are coordinating with the City of Belmont to include the MPWD within its local
334 hazard mitigation plan.

335
336 The Standard Operating Procedure (SOP) format has been created.

337
338 Staff met with the local fire department, Kent Thrasher, Battalion Chief, discussing
339 water theft. MPWD's system has isolated fire hydrants that could be potential targets
340 for theft. District Engineer Joubin added that other agencies he worked with have
341 had issues with contractors not turning off the hydrants properly, which has caused
342 three very major leaks in the tens of thousands of dollars, and is an issue in
343 maintaining infrastructure properly.

344 345 **3. Supplemented by District Engineer's Report**

346 District Engineer Pakpour reported follow-up items: a) Valve exercising: another
347 great value is finding valves that have been buried under asphalt; b) The Local
348 Hazard Mitigation Plan end benefit is that MPWD will receive more funds from FEMA
349 in the event of a declared emergency or disaster.

350
351 District Engineer Pakpour distributed the projects list from the recently completed
352 water hydraulic modeling, which is now fully calibrated. Zone 1 was the highest
353 dollar amount totaling \$13,600,000. Two of the largest projects are in Zone 1 and
354 parallel each other on Old County Road and El Camino Real. Throughout Old
355 County Road, there are two water mains, and in some places, there are three. The
356 model shows a need for one 8-inch water main. He explained the need for multiple

357 mains in the past, but it is no longer necessary. There are multiple redundancies
358 within the MPWD's system. There are a few other projects being reviewed in Zone
359 1. This is a draft and staff will have the final list of capital projects in October 2015.
360 The plan currently has 89 distinct projects and each project is backed up with a
361 hydraulic modeling and distribution system analysis. A 5-year plan is also
362 forthcoming.

363
364 Vice President Zucca would like to know the criteria for prioritization of the capital
365 projects when it is developed. Director inquired about need for additional water
366 storage tanks within the MPWD system. In response to Director Warden's question,
367 District Engineer Pakpour noted the Folger Property does not appear to be an
368 adequate site for a potential tank site because it is too low in elevation to feed Zone
369 1. This site would need to be 35 feet higher to provide the necessary amount of
370 pressure to Zone 1. So they are looking into identifying any possible sites above the
371 Folger property for additional storage.

372
373 General Manager Rudock said she was very proud of this project. Now the
374 institutional knowledge has been documented and incorporated into the modeling
375 and will stay with the District when staff retires. It has been a huge achievement for
376 all and will be a great way to do business going forward.

377
378 President Linvill added MPWD cannot do capital budgets without this modeling in
379 place.

380
381 General Manager Rudock reported that the Folger property's lease will end in
382 November 2015. So she will be getting it surveyed, consider what to do with the
383 pump station on that property, and then bring back a proposal on what can be done
384 with this property.

385
386 **B. Financial Reports**

387 General Manager Rudock noted the new box added this month in the upper right hand
388 corner of the detailed Operations Budget which shows the target YTD % for the month.
389 She also directed attention to page 143 which shows a monthly depiction of Water
390 Commodity Sales and Purchased Water tracking graph.

391
392 **C. Director Reports**

393 Director Stuebing reported he attended the San Mateo County Special District Chapter
394 meeting. The biggest issue from the meeting was about the Municipal Service Review
395 (MSR) for the Harbor District.

396
397 Director Vella participated in Belmont's National Night Out (NNO) event, and said there
398 was good MPWD involvement.

399
400 Director Warden brought up the potential for canceling the MPWD's November election
401 since no candidates other than the incumbent signed up to run. District Treasurer Ira
402 noted that San Carlos will be cancelling their elections for the same reason. The Board
403 directed District Counsel Cassman to follow up on this item and report back the pros and
404 cons to the Board.

405
406 Vice President Zucca said he attended the NNO activities at the Carlmont Shopping
407 Center. At the last Water Manager's meeting for BAWSCA, Santa Clara gave a very

408 good presentation on a tap water truck they designed and had constructed. It offered
409 customers an opportunity to fill up their water bottles rather than use bottled water at
410 community events or during a water service interruption. It cost about \$175,000, and it
411 is a model for if a disaster situation occurs.

412
413 President Linvill met with the City of Belmont historian, Denny Lawhern, who has a huge
414 file on the MPWD. He would like to meet with General Manager Rudock and exchange
415 information about the District. He has a book with all the painted hydrants that was very
416 interesting.

417
418 President Linvill distributed an FBI article on social networking communications and
419 commented on how communications can sometimes be misunderstood.

420
421 **10. FUTURE AGENDA BUSINESS ITEMS**

422 None.

423
424 **11. COMMUNICATIONS**

425 None.

426
427 **12. ADJOURNMENT**

428 Director Zucca motioned to adjourn at 9:23 PM, Director Stuebing seconded, and it was
429 unanimously approved.

430
431

432 
433 _____
434 DISTRICT SECRETARY

435
436 APPROVED:

437 
438 _____
439 BOARD PRESIDENT
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