

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

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

September 26, 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 6:31PM.

B. **Establishment of Quorum:**

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

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 Julie Sherman.

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by District Engineer Joubin Pakpour.

2. **PUBLIC COMMENTS**

None.

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

General Manager Rudock asked that agenda item 9.A.3, District Engineer's Report, be moved up to agenda item 5.E of the Consent Agenda.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Brad Burwell, Maintenance Technician – 15 Year Service Anniversary**

General Manager Rudock reported that Mr. Burwell is unable to attend tonight's meeting. She also commented on his role in Operations. Operations Manager Ramirez acknowledged that the District is fortunate to have a local asset and available resource such as Mr. Burwell and wished him well.

President Vella asked staff to communicate the Board's best wishes and congratulations.

B. **Special Districts Week – September 22-28, 2019 (CA Assembly Concurrent Resolution 89)**

General Manager Rudock shared that staff issued a press release promoting the District's 90th anniversary in honor of Special Districts Week:

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of July 25, 2019
(There was no MPWD Board Meeting in August)**

51 Director Schmidt asked that staff edit his comment under item 7B, lines 106-107, to
52 include his intent that it would be useful to point out the value of capital projects to
53 customers; for example completion of the installation of the Hillcrest pressure reducing
54 valve helps to regulate pressure variances delivered from the SFPUC regional water
55 system to our system, which is an invaluable benefit to the public.
56

57 **B. Approve Expenditures from July 19, 2019 through September 19, 2019**

58
59 **C. Approve Resolution 2019-18 Establishing the Appropriations Limit Applicable to**
60 **the MPWD during Fiscal Year 2019/2020**

61
62 **D. Approve the ACWA Region 5 Nominating Committee’s Recommended Slate for**
63 **Board Term 2020-2021 and Cast Ballot**

64 Vice President Zucca moved to approve actions A-D, Director Schmidt seconded and it
65 was unanimously approved.
66

67 **E. District Engineer’s Report**

68 District Engineer Pakpour reported on current CIP project challenges, lessons learned,
69 change orders and recent progress payments made. He also shared job pictures taken
70 from Notre Dame, Cliffside and Tahoe site locations.
71

72 President Vella asked for clarification on the sewer main curvature challenge on Notre
73 Dame Ave and requested a complications cost breakdown be provided to the Board.
74 District Engineer Pakpour confirmed that he would provide the Board with a detailed cost
75 analysis next month.
76

77 **6. HEARINGS AND APPEALS**

78 None.
79

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

82 None.
83

84 **8. REGULAR BUSINESS AGENDA**

85 **A. Receive Progress Report on MPWD 2019-2020 Strategic Plan**

86 General Manager Rudock gave a summary report on Strategic Elements #1-5 through
87 August 31, 2019.
88

89 Director Schmidt commented that he would like staff to add the shallow aquifers on
90 private property research request for outdoor non-potable irrigation use discussed at the
91 planning meeting held on February 28, 2019 to the 17-18 Strategic Plan, Element #2 –
92 Resource Management.
93

94 **B. Review and Approve Request for Proposal for Real Estate Marketing and**
95 **Brokerage Services to Sell Surplus Real Property located at 1513-1515 Folger**
96 **Drive in Belmont, CA**

97 General Manager Rudock asked that the Board review the draft RFP presented and
98 provide comments and feedback.
99

100 Director Warden recommended that staff approach the City of Belmont and inquire about
101 the processes and procedures they have adopted with respect to the sale of their
102 property. He also suggested that staff file an announcement ad in the local paper.
103

104 Vice President Zucca inquired about the rights of the District to reject proposals. An
105 open Board discussion followed. Board direction was given that District Counsel should
106 remove the protest procedures clause.
107

108 Vice President Zucca moved to approve and Director Warden seconded and it was
109 unanimously approved.
110

111 **C. Consider Resolution 2019-19 Approving Revised Employee Safety and Loss**
112 **Prevention Incentive Program**

113 General Manager Rudock shared Employee Safety and Loss Prevention Incentive
114 Program change recommendations.
115

116 Director Warden commented that he is in favor of the proposed enhancement to the
117 program and inquired about Standard Operating Procedures (SOPs) and how they could
118 be used to enhance the program. General Manager Rudock responded that
119 management does currently use SOPs as a program element and teaching tool.
120

121 Director Warden moved to approve, Director Wheeler seconded and it was unanimously
122 approved.
123

124 **D. Receive BAWSCA Update**

125 President Vella reported on a number of SFPUC's 10-year Water Systems Improvement
126 projects, Art Jensen's re-appointment as Special Counsel to the CEO/GM, the Tuolumne
127 River Trust's special report on bay/delta plans, and that negotiations with the
128 CEO/General Manager continue.
129

130 Operations Manager Ramirez also shared discussion on the Tier 2 drought response
131 implementation program (DRIP) and that the managers' suggested BAWSCA staff
132 recommends to the Board that it continue as is and that it be reviewed next year. He
133 also provided a Water Supply Assessments update from this month's Water
134 Management Representative's meeting attended.
135

136 **9. MANAGER AND BOARD REPORTS**

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

138 General Manager Rudock informed the Board that going forward the monthly water
139 conservation report would transfer to the Operations Manager and that Public Service
140 Ethics Education Certification tracking will now be administered by the Administrative
141 Service Manager. She also reported on the Board Finance Committee schedule
142 progress, JPIA Health Benefits Open Enrollment dates, recent Sonitrol Security
143 changes, General Manager Recruitment, and that Sexual Harassment Prevention
144 training would be scheduled before year end.
145

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

147 Administrative Services Manager Pina explained that the drop in the Wells Fargo
148 Checking account was due to the District's monthly routine SFPUC water purchase.
149 She also provided an update on the miscellaneous fee revenues collected in 2019 to
150 date.

151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201

2. Supplemented by Operations Manager’s Report

Operations Manager Ramirez reported on a number of highlights from his monthly staff report.

Director Wheeler asked why not all meters have the black box component on top of the meter lids. Operations Manager Ramirez explained that a traffic-rated fiberglass lid is also being used and it allows for transmission of meter signal through the lid. The concrete lids do not transmit the meter signal and require the black transponder units to be installed on the top of the concrete lids.

Director Schmidt suggested that staff consider a celebration in honor of the completion of the District’s AMI Meter Install Program.

B. Financial Reports

1. Month Ended July 31, 2019

2. Month End August 31, 2019

Administrative Services Manager Pina reported on FY19-20 revenues, expenditures and target YTD % of budget totals. General Manager Rudock added that revenues are higher this month due to increased customer summer use.

3. Development Revenues Compared to MPWD CIP and Water Conservation Program Expenditures through Fiscal Year End June 30, 2019

General Manager Rudock reported that staff made some minor changes to the annual report provided for both clarification and transparency purposes. She also reminded them that while this is not required reporting, it is helpful in providing an overview.

Director Warden commented on the water capacity charges and demand offset fees and an open Board discussion followed on report formatting, the original study conducted in 2015 and the development of a data analysis model.

4. General Manager’s Annual Report for Fiscal Year Ended June 30, 2019

General Manager Rudock reviewed the power point summary she distributed on District financials, capital programs and LAIF reserves. She also reported that there is no pending litigation and invited the Board to attend the upcoming Free Landscape Education Workshop on Intro to Plant Selection that the District will be hosting Tuesday, October 29, 2019 from 6-8PM.

Director Schmidt asked about capital expenditure total variances on page 105 of the General Managers report. Administrative Services Manager Pina provided an explanation and General Manager Rudock reminded the Board that the examples provided are in correlation and relate to fiscal budget year 2018/2019.

Administrative Services Manager Pina also shared that the District’s FY 2018/2019 annual financial audit has concluded and that she had finished writing the Management Discussions and Analysis (MDA) report today.

C. Director Reports

Director Warden advised that he had met with the City of Belmont parks and recreation staff to discuss the current state of the happy hydrants program. A discussion followed

202 on a recent student correspondence letter received, public interest, the number of
203 hydrants within our system, retired inventory, and the future of the program.

204
205 President Vella asked Director Warden if the Joint Powers Fire Authority had been a part
206 of his talks with the City of Belmont. He also wanted to know if potential artists would
207 have to provide credentials proving their abilities or be vested in some way prior to
208 painting District property.

209
210 District Operations Manager Ramirez also asked the Board for further clarification with
211 respect to retired hydrants.

212
213 The Happy Hydrant Committee was given Board direction to coordinate another meeting
214 with the City of Belmont Parks and Recreation Department to address the comments,
215 concerns and inquiries.

216
217 Vice President Zucca reported on a PG&E Public Safety Shut-Off Workshop he recently
218 attended and asked about District back-up procedures in the event of a power outage.
219 Operations Manager Ramirez shared that a draft is in the works. An open Board
220 discussion followed and direction was given that staff put something in place to present
221 in FY 20-21.

222
223 Director Wheeler provided an update on the ACWA Region 5 Board meeting he recently
224 attended.

225
226 President Vella reported that he was interviewed last week by the District's annual audit
227 firm, James Marta and Company, LLP.

228
229 **10. COMMUNICATIONS**

230 General Manager Rudock discussed the County of San Mateo's Census 2020 marketing
231 collaboration request with the Board and they agreed that a joint communications public
232 outreach effort would be an effective way to help notify and educate the public on the
233 importance of the upcoming Census Questionnaire.

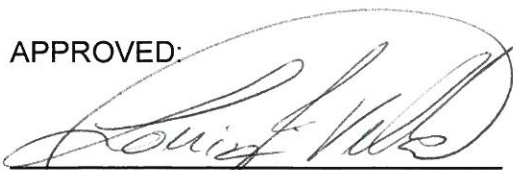
234
235 Director Warden shared with the Board the Happy Hydrant student correspondence letter
236 discussed prior under Agenda Item 9.C., Director Reports. President Vella confirmed that
237 he would provide staff with a response to address the student correspondence.

238
239 **11. ADJOURNMENT**

240 The meeting was adjourned at 8:56PM.

241
242
243
244
245
246
247
248
249
250


DISTRICT SECRETARY

APPROVED:

BOARD PRESIDENT

