

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

November 19, 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, 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 Counsel Julie Sherman and District Treasurer Jeff Ira.

C. Pledge of Allegiance – The Pledge of Allegiance was led by Director Schmidt.

2. PUBLIC COMMENTS

None.

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

None.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting of October 24, 2019

B. Approve Expenditures from October 18, 2019 through November 13, 2019

Director Schmidt asked that line 70 on page 2 of the minutes be amended to reflect that prioritization takes into account seismicity. He also commented on page 6 of the Checks by Date Summary Report, regarding the MPWD's involvement with the California Chamber of Commerce and the details of the payment in the amount of \$142.61. A brief Board discussion followed and staff explained the membership was used to obtain standard employee benefits publications/information, which could be attained from another source. Director Schmidt raised concerns with California Chamber of Commerce's political activities, in contrast with local Chambers of Commerce that function differently. After Board discussion, staff stated that they do not intend subsequent renewals of MPWD's membership in the California Chamber.

Director Schmidt moved to approve the Minutes for the Regular Board Meeting of October 24, 2019 and Expenditures from October 18, 2019 through November 13, 2019

51 contingent on the amendment. Director Wheeler seconded and it was unanimously
52 approved.
53

54
55 **6. HEARINGS AND APPEALS**

56 None.
57

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

60 None.
61

62 **8. REGULAR BUSINESS AGENDA**

63 **A. Introduce and Consider Residential Water Service Termination Policy for Adoption**
64 **by February 1, 2020, in Compliance with Senate Bill 998**

65 General Manager Rudock briefly explained the highlights of Senate Bill 998 and the
66 Residential Water Service Termination Draft Policy and advised that staff would present
67 next month a comparison of the draft policy's requirements with MPWD existing policy.
68

69 Director Warden commented on payment plans and income level qualifications. An
70 open Board discussion followed on the SB998's written language, aged accounts and
71 staff impact.
72

73 Director Schmidt inquired about the number of households within our service territory
74 that fall below the poverty level. General Manager Rudock assured the Board that staff
75 currently works with customers who request assistance.
76

77 **B. Review and Approve Request for Proposal for Executive Search Services to**
78 **Assist with Recruitment for General Manager**

79 General Manager Rudock provided proposal details.
80

81 President Vella asked staff if other water agency template agreements were sought and
82 used as reference in the creation of the proposed draft. Staff confirmed that was the
83 case.
84

85 Director Schmidt suggested that the Board may want to consider national and
86 international candidates for the position. A Board discussion followed and staff direction
87 was given to amend the Scope of Service, Section A – bullet number 2 to read,
88 "Outreach to the public and private sector for qualified candidates". The RFP schedule
89 was also reviewed and unanimously approved.
90

91 **C. Consider and Confirm MPWD 2020 Regular Board Meeting Schedule**

92 Staff presented the 2020 Regular Board Meeting Schedule. The Board reviewed and
93 unanimously approved the calendar dates suggested.
94

95 **D. Schedule Special Meeting in January 2020 for Review of MPWD 2019-2020**
96 **Strategic Plan**

97 General Manager Rudock provided the Board with a list of January dates staff would be
98 available to meet and confer. A brief discussion followed and it was agreed that the date
99 of Wednesday, January 15, 2020 at 6:00PM works for all.
100
101

102 **9. MANAGER AND BOARD REPORTS**

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

104 General Manager Rudock distributed copies of the RFPs received for Real Estate
105 Marketing and Brokerage Services to Sell Surplus Real Property located at 1513-1515
106 Folger Drive in Belmont, CA. She also shared CSDA's Leadership Academy
107 Governance Conference "Save the Dates" in 2020 correspondence.

108

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

110 Administrative Services Manager Pina reported on the recent BNY installment made
111 and reminded the Board that the ACWA JPIA Harassment Prevention Webinar will
112 be completed by all staff at a mandatory meeting on December 18, 2019.

113

114 Director Schmidt inquired about the difference in units transmitted under the
115 Administrative Services Manager's Historical Water Usage Totals Report and the
116 Operations Managers Water Conservation 2-Month Comparison Summary. Staff
117 explained that the Administrative Service Manager's report reflects SFPUC billing
118 cycle totals with a mid-month to mid-month read and the Operations Manager's
119 Report reflects month-end meter reads. Director Schmidt asked that going forward
120 the source of data be identified on both reports.

121

122 Director Warden commented on the credit card fee totals reported under the
123 Miscellaneous Fee Revenues Update and direction was given to staff to investigate
124 the credit card fees and report back.

125

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

127 Operations Manager Ramirez reported on the dismantling and recycling of the last of
128 the old meters replaced by AMI, the number of USA responses and active
129 development totals. He also shared that the District saw no year-over-year water
130 savings for the month of October for the first time since 2013, and alerted the Board
131 to an on-going customer issue regarding the installation of a new meter.

132

133 **3. District Engineer's Report**

134 District Engineer Pakpour reported on the final phase of the Notre Dame Avenue,
135 Cliffside Court and Tahoe Drive Area Water Main Replacement Project. He also
136 reported that Pakpour Consulting Group, Inc., would soon be submitting a proposal
137 for additional engineering design and construction support services rendered for the
138 project.

139

140 **B. Financial Reports**

141 **1. Month Ended October 31, 2019**

142 Administrative Services Manager Pina reported FY 2019-2020 revenues,
143 expenditures and YTD budget totals and noted MPWD is on track.

144

145 General Manager Rudock also shared that due to the recent successful completion
146 in-house of the Capital Project 15-74 – Zone 2 Malcolm Avenue Water Main
147 Replacement Project, the CIP budget will be updated and reviewed first with the
148 Board Finance Committee during the mid-year budget review process.

149

150 **C. Director Reports**

151 Director Wheeler reported on the Harbor Industrial Association and CSDA Meetings he
152 attended earlier in the month.

153
154 Director Schmidt reported that he will be attending the upcoming ACWA JPIA Fall
155 Conference December 3-6, 2019 in San Diego, CA. He also shared a recent discussion
156 he had with a Peninsula Clean Energy professional about the benefits of an enviro-
157 friendly fleet.

158
159 Director Zucca asked staff if they encountered any system challenges during the recent
160 PG&E PSPS events. Operations Manager Ramirez confirmed that the District
161 experienced only two minor generator issues at the Hallmark Pump Station and West
162 Belmont tank sites. Director Zucca also commented on in-pipe energy recovery
163 opportunities.

164
165 President Vella reported on the City of Belmont and San Carlos local development
166 details presented at the recent Harbor Industrial Association Meeting.

167
168 **10. COMMUNICATIONS**

169 None.

170
171 The Board convened to closed session at 8:11PM.

172
173 **11. CLOSED SESSION**

174 Public Employee Performance Evaluation and Associated Negotiations
175 Government Code §§54957 and 54957.6
176 Title: General Manager

177
178 **12. RECONVENE TO OPEN SESSION**

179 The Board reconvened to open session at 9:24PM. District Counsel advised that no
180 reportable action had been taken.

181
182 **13. ADJOURNMENT**

183 The meeting was adjourned at 9:25PM.

184
185
186 
187 DISTRICT SECRETARY

188
189 APPROVED:

190 
191
192 BOARD PRESIDENT
193