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

April 25, 2013
Belmont, California

CALL TO ORDER: The Board of Directors' meeting of the Mid-Peninsula Water District was called to order by President Stuebing at 6:30PM.

1. ROLL CALL:

PRESENT: Directors Stuebing, Vella, Altscher, Linvill, and Zucca.

ALSO PRESENT: General Manager Rudock, District Counsel Cassman, District Engineer Pakpour, Treasurer Ira, Superintendent Young, District Secretary Pina, Jeanette Kalabolas, Robby Piccolotti, and Jon Tscharnier.

MEMBERS OF THE PUBLIC: None.

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Jeanette Kalabolas.

3. APPROVAL OF MINUTES:

Vice President Vella moved to approve the Minutes and Director Zucca seconded. It was unanimously approved.

4. PUBLIC COMMENTS: None.

5. ACKNOWLEDGEMENTS/PRESENTATIONS:

- a) 10-Year Service Recognition – Robby Piccolotti
- b) 5-Year Service Recognition – Jeanette Kalabolas

Robby and Jeanette were honored for their service accomplishments.

6. CONSIDER RESOLUTION 2013-07 APPROVING AN AMENDMENT TO THE COMMUNICATIONS SITE LEASE WITH SPRINT NEXTEL AT DEKOVEN WATER STORATE TANK SITE:

Sprint requested an amendment to upgrade equipment at the Dekoven water storage tank site. Equipment will be replaced and a microwave antenna will be added. The Belmont Planning Commission approved the project. General Manager Rudock reported there were brief discussions with Sprint about additional rent for the new microwave antenna. Sprint offered \$200 per month.

Staff reviewed the Sprint lease agreement to ensure compliance with the terms. The lease initiated in 1996 at \$1600/month, with a CPI adjustment between 3%-6% annually. It was discovered that Sprint calculated its CPI adjustment on the initial monthly lease payment only, and did not compound it. The current rental payments under the Sprint lease payment are incorrect. Staff is going to finalize its analysis and present it to Sprint for correction and payment for arrearages.

This is an opportunity to request Sprint's equipment be removed from the MPWD water storage tanks due to potential operational damage and/or safety hazards. Sprint had responded favorably to this design request.

It was discussed and agreed that all landscaping requirements by the City of Belmont for the site would be borne by the permit applicant, Sprint.

The Board directed to continue the matter to the next meeting.

61 **7. CONSIDER NOMINATION FOR DIRECTOR TO THE BOARDS OF THE BAY**
 62 **AREA WATER SUPPLY & CONSERVATION AGENCY (BAWSCA) AND THE**
 63 **BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY:**

64 Director Altscher nominated the incumbent Vice President Vella as Representative
 65 Director serving on BAWSCA. Director Zucca seconded. It was unanimously
 66 approved.

67

68 **8. CONSIDER APPROVING THE GENERAL MANAGER PERFORMANCE**
 69 **ASSESSMENT AND PERFORMANCE EVALUATION TOOL FOR 2013:**

70 The document was drafted to matchup with the Board's 2013 Strategic Plan. Vice
 71 President Vella moved to adopt the General Manager Performance Assessment and
 72 Performance Evaluation Tool for 2013. Director Linvill seconded, and it was
 73 unanimously approved.

74

75 **9. CONSIDER APPROVING DRAFT FISCAL YEAR 2013-2014 MPWD**
 76 **OPERATIONS BUDGET:**

77 General Manager Rudock introduced and discussed in detail the FY 2013-2014 Draft
 78 Budget. It was suggested staff contact the County Clerk to find out what our portion of
 79 line item 7203 – Elections costs would be and update the budget with those fees.

80

81 **10. CONSIDER APPROVING DRAFT FISCAL YEAR 2013/2014 MPWD CAPITAL**
 82 **BUDGET:**

83 General Manager Rudock introduced and discussed in detail the FY 2013-2014 MPWD
 84 Capital Budget.

85

86 There was discussion about the proposed rate increases. Every 1% of rate adjustment
 87 yields approximately \$80,000. We have to be careful to balance any MPWD rate
 88 adjustment with projected SFPUC rate increases. A rather large increase in rates with
 89 the SFPUC is projected next year because of the Capital plan. Director Altscher
 90 commented on the MPWD's successful approach when raising rates in the last couple
 91 of years. Because of the communications with the customers, they were not confused
 92 when they read the articles from the SFPUC because we had already educated them.

93

94 Compensation for Directors was discussed to ensure it is being budgeted correctly.
 95 Directors agreed that compensation is warranted for designated Director assignments
 96 and Board meetings.

97

98 Fleet purchases in the Capital Budget were discussed. Because we currently do not
 99 have a capitalization policy in place, a proposed policy will be brought to next month's
 100 Board Meeting.

101

102 **11. MANAGER'S REPORT:**

103 Two audit firms were sent emails concerning their interest in providing services. One of
 104 the auditing firms responded within 20 minutes. General Manager Rudock will follow up
 105 with the Board's Audit Committee.

106

107 The Form 700s were submitted on time, including Cathy Abou-Remeleh's "leaving
 108 office" Form 700. Administrative Services Manager Pina personally delivered the
 109 package to the County on the due date of April 1st.

110

111 Security fobs were distributed to the Directors for access to the office. Discussion
 112 ensued on recent security measures within the MPWD offices and premises, particularly
 113 in light of the recent armed robbery at the storage office down the street.

114

115 District staff are all CPR/AED/First Aid Certified. The District purchased three additional
 116 AEDs for accessibility—on the MPWD premises in the Board room, Administration, and
 117 shop area, and one on the MPWD service vehicle.

118

119 Staff disassembled the old meters and recycled the parts, and received \$12,000 for the
 120 old parts.

121

122 President Stuebing asked how much water is being used by PAMF. Staff will research
123 and respond next month.

124

125 **A. Supplemented by the Administrative Services Manager's Report**

126 District Secretary Pina commented on the enthusiasm with which the staff is embracing
127 growth through education and training to improve job knowledge and performance.

128

129 **B. Supplemented by the Operations Superintendent's Report**

130 Operations Superintendent Young discussed the continued tank cleaning. The crew is
131 replacing meters in the Belmont Canyon area. One leak was repaired on Miramar
132 Terrace. We are also working on cleanup of the Folger property. General Manager
133 Rudock commented that she has been impressed with how the crew is cleaning the
134 tanks and flushing the water mains. District Engineer Pakpour commented that we are
135 having the coating inspected while cleaning the tanks.

136

137

138 **C. Supplemented by the District Engineer's Report**

139 District Engineer Pakpour discussed the issues we are facing within Zone 5 on the
140 water model calibration project. He reported that the model does not agree with what is
141 out there in the field. We continue to have meetings with operations staff and that is
142 going well. It is the field testing that is not going the way they had hoped. District
143 Engineer Pakpour is scrapping the current model and starting over, based on what
144 would be the most cost effective recommendation for the MPWD.

145

146 He reported on the Buckland Tank project and continued efforts to coordinate with
147 PG&E on their power lines.

148

149 Director Zucca moved to approve the Manager's reports, Vice President Vella
150 seconded, and it was unanimously approved.

151

152 **12. DIRECTORS' REPORTS**

153 Director Linvill shared that the County of Santa Cruz declared they have a drought,
154 which is reminder to think about conservation.

155

156 Director Vella asked about Earth Day. General Manager Rudock elaborated on the
157 success of the MPWD booth. Jeanette Kalabolas, Brent Chester, and General Manager
158 Rudock were able to talk with a good number of individuals interested in the scheduled
159 MPWD Landscape Workshop, the toilet tank banks, and our rebate programs, including
160 Lawn Be Gone. It was a great opportunity to meet other Belmont agency
161 representatives as well.

162

163 Director Altscher commented that the City of Belmont is going to be doing traffic studies
164 on Ralston. They are going to be having citizen meetings on the subject, and we may
165 want to stay abreast of what they are doing considering the impact it could have on our
166 ability to travel in the large MPWD vehicles on Ralston.

167

168 Director Zucca attended the BAWSCA's Water Management Meeting. He provided
169 positive feedback on a friend's recent contact with City Councilman Warren Lieberman.
170 He was prompt in responding and decisive.

171

172 President Stuebing commented on Earth Day. It was a very nice event, and the
173 California Public Utilities had a table.

174

175 **13. RECEIVE FINANCIAL REPORT AND APPROVE EXPENDITURES FROM**
176 **MARCH 16, 2013, THROUGH APRIL 18, 2013:**

177 Staff was asked to add the Prior Year's Actual Operating Expenses to the Amended
178 Budget for Year 2012/2013 Summary going forward. This will be added for the next
179 month's Board Meeting. We will also be changing the heading on the Amended Budget
180 for Year 2012/2013 to include the Actual Dates being summarized going forward.

181

182 Vice President Vella moved to approve the Financial Reports and Expenditures from
 183 March 16, 2013, through April 18, 2013, and Director Altscher seconded. They were
 184 unanimously approved.

185

186 **14. FUTURE AGENDA BUSINESS ITEMS:**

187 Director Zucca commented on SB7X and would like to make sure the District meets it.
 188 He would like us to evaluate where we are and where we are heading on our gross per
 189 capita water consumption; and where we will be in 2015.

190

191 He would also like an expert in water quality distribution to check our storage because
 192 of our demands and to generate a report of recommendations on managing water
 193 quality.

194

195 Director Altscher passed along to staff a letter from Mark Church requesting the MPWD
 196 provide election information.

197

198 We need to update our website with the correct Board President.

199

200

201 **15. COMMUNICATIONS**

202 None

203

204 **16. ADJOURNMENT at 8:34 PM:**

205 Director Zucca moved for adjournment and Vice President Vella seconded. It was
 206 unanimously approved.

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211


 DISTRICT SECRETARY

212

213

214 APPROVED:

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 BOARD PRESIDENT