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

August 28, 2014
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. **Pledge of Allegiance** – The Pledge of Allegiance was led by Director Zucca.

C. **Establishment of Quorum:**

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

ABSENT: None.

A quorum was present.

ALSO PRESENT: General Manager Rudock, Operations Superintendent Young, District Counsel Sherman, District Engineer Pakpour, and District Treasurer Ira. District Secretary Pina was absent. General Manager Rudock assumed the District Secretary duties.

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 July 24, 2014**

B. **Approve Expenditures from July 17, 2014, through August 19, 2014**

C. **Authorize a Contract for Project Management Services totaling \$28,400 with Pakpour Consulting Group for the Belburn Water Main Replacement Project**

Director Zucca clarified lines 140 and 141 of the minutes to ensure that his comment was not meant to be perceived as negative. He believes capital project management experience provides an excellent opportunity for staff to enhance their skill levels.

Director Stuebing moved to approve the consent agenda, Director Zucca seconded, and it was unanimously approved.

6. **HEARINGS AND APPEALS**

None.

51 **7. REGULAR BUSINESS**

52 **A. Drought and Water Conservation Update**

53 General Manager Rudock summarized her written report and confirmed that staff
54 developed a notice that was mailed this month with billing statements about the State
55 Water Resources Control Board (SWRCB) mandatory water conservation regulations,
56 effective August 1, 2014. She confirmed that staff timely submitted the report due
57 August 14th to the SWRCB. Overall, effective February 1, 2014, since Governor Brown's
58 proclamation, through July 31, 2014, the cumulative MPWD customer water use
59 reduction is 15%.

60
61 **B. Consider Authorizing a Contract for Professional Services totaling \$24,715 with**
62 **Water Quality & Treatment Solutions, Inc. (WQTS) for Development of Nitrification**
63 **Monitoring and Control Plan**

64 General Manager Rudock stated that staff reached out to consultants for cost proposals
65 to develop the Nitrification Monitoring and Control Plan, and WQTS was most
66 responsive and cost-effective. She reported that while this project is not presently a
67 budgeted expenditure in FY 2014/2015, there will be funds available because the
68 Belburn Water Main replacement project bid came in under budget, resulting in a surplus
69 after contingency and project management costs were included. WQTS gained
70 understanding of the MPWD system and water quality operations during their review of
71 the MPWD's water quality program. Dr. Dan Askenaizer will lead this project.

72
73 Director Zucca moved to approve the contract with WQTS, Vice President Linvill
74 seconded, and it was unanimously approved.

75
76 **C. Consider Implementation of MPWD Water Shortage Contingency Plan and other**
77 **Water Conservation Restrictions**

78 General Manager Rudock summarized additional outdoor watering restriction options for
79 discussion. District Counsel Sherman clarified that per the State Water Resources
80 Control Board (SWRCB) mandatory regulations, the MPWD had to consider and
81 implement requirements and actions of its water shortage contingency plan that impose
82 mandatory restrictions on outdoor irrigation with potable water. Director Zucca
83 mentioned that the MPWD is promptly addressing this at its first Board meeting since the
84 SWRCB regulations took effect on August 1, 2014.

85
86 General Manager Rudock stated that District Counsel Sherman provided sample
87 ordinances and that after Board discussion and direction this evening, staff would draft
88 an ordinance for the Board's final consideration and adoption. Director Zucca reported
89 that there was science behind outdoor watering to avoid loss due to evapotranspiration.
90 Vice President Linvill shared an idea for charging an excess use penalty to higher tiers
91 of billing rates. District Counsel Sherman replied that would require a Proposition 218
92 process. Director Warden inquired about the ordinance adoption process. District
93 Counsel Sherman replied that the ordinance would be effective upon publication
94 following the Board's adoption.

95
96 After discussion about various options, Director Zucca proposed, and the Board was in
97 consensus, that the four (4) SWRCB mandatory outdoor water conservation regulations
98 be included in an MPWD ordinance, together with two (2) more:

- 99 1. Reduce outdoor irrigation by 20% using 2013 figures as a baseline; and
100 2. Prohibit outdoor irrigation between the hours of 10:00AM and 6:00PM.
101

102 President Vella clarified the direction to staff.
103

104 Director Warden asked about a rebate program for large playing fields that convert from
105 grass to artificial turf. Staff responded they would research the idea.
106

107 **D. Discuss Progress on Future Agenda Items List and Priorities**

108 General Manager Rudock shared the Future Agenda Items list with highlights of those
109 items that have been completed. She presented the revised list with additional new
110 items and a proposed priority order. President Vella explained that he requested the
111 General Manager prepare this staff report for discussion so that the Board had an
112 understanding of what's on staff's plate. Director Zucca mentioned that the priority order
113 was not necessarily important as long as the items were tracked. General Manager
114 Rudock explained that it helps staff prepare for Board agendas. Vice President Linvill
115 shared that a project description for each item and timeline would be helpful.
116

117 **8. MANAGER'S AND BOARD REPORTS**

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

119 General Manager Rudock highlighted the follow-up activities from the July 24, 2014,
120 Board meeting. She reminded Directors about establishing their online profile with
121 ACWA. General Manager Rudock reported that she will be attending the Leadership
122 Redwood City/Belmont/Menlo Park/San Carlos program beginning September 12th. The
123 MPWD transitioned to Verizon for its cellular service on August 15th (from Sprint). She
124 reported that Vice President Linvill, District Engineer Pakpour, and the General Manager
125 had completed the FPPC online Ethics training. The targeted deadline is October 25,
126 2014. Two (2) more redundant internal control procedures will be proposed for
127 elimination: Weekly review by General Manager of bank negotiated checks and
128 accounts payable duplicative copy of check versus check stub for documentation. The
129 Belmont Chamber of Commerce mixer will be hosted by the MPWD in September and
130 there will be a ribbon cutting acknowledging the MPWD's 85th Anniversary. Suggested
131 dates were presented to Directors and Wednesday, September 24th was agreed upon.
132 Start time is 5:30PM at the MPWD offices.
133

134 General Manager Rudock completed her report with a summary presentation of the
135 2015 ACWA/JPIA Employee Benefits Program Renewal and open enrollment details.
136

137 **1. Supplemented by Administrative Services Manager's (ASM) Report**

138 General Manager Rudock reported in the absence of the Administrative Services
139 Manager. The difference in balances reflected in the Schedule of Cash and
140 Investments on page 96 is represented by payments for the Buckland Tanks
141 Replacement project. The June 2014 month-end balance for the PARS OPEB trust
142 account was \$385,264, which reflected an increase in net earnings of \$2,854. Total
143 Reserves as of July 31, 2014, were \$4,379,466. The goal is \$5,000,000. New to the
144 report is the bar chart at the bottom of page 97 entitled Historical Water Usage for
145 July. A noticeable decrease is reflected in July 2014 consumption when compared
146 with July 2013 consumption (8.7%). She summarized highlights from the rebate
147 program staff report. Vice President Linvill requested a total cost of the rebate
148 programs be included in the Fiscal Impact section.
149

150 **2. Supplemented by Operations Superintendent's Report**

151 Operations Superintendent Young reported on distribution system repairs and
152 service relocation at Merry Moppet School. He provided an update on AMI meter

installations and the bypass assembly installation process. Operators participated in Mueller parts training.

3. Supplemented by District Engineer's Report:

District Engineer Pakpour summarized his progress report on the Buckland Tanks Replacement Project, which was 60% complete (as of the date of the Board meeting), including the project costs. The paint color ("Car Blue") for the new storage tanks was selected with neighboring property owner's input. A request was made that the MPWD paint the pneumatic pressure tank the same color. Staff assessed the condition of the pneumatic tank and discovered several areas of rust, supporting the request for new paint. After review of the cost estimate by PRT of \$9,000, staff authorized the added painting of the pneumatic tank and approved the related change order.

B. Financial Reports

General Manager Rudock reported that total operating revenues for the one-month period (July 1-31, 2014) were slightly above what was budgeted at 8.5% and total operating expenditures were below what was budgeted at 7.8%.

C. Director Reports

Director Zucca reported that BAWSCA's report on regional water demand projections is out for comment and that it should be provided to the Board of Directors once published.

President Vella reported that National Night Out in Belmont was a success and the MPWD participated at the Carlmont Village Shopping Center.

9. FUTURE AGENDA BUSINESS ITEMS

None.

10. COMMUNICATIONS

General Manager Rudock reported that the MPWD will have a presence at the Belmont Chamber of Commerce Board meetings on the 4th Thursday of each month. It is an opportunity to report on MPWD activities, just as the City of Belmont reports on the City's activities.

11. CLOSED SESSION

The Board adjourned into Closed Session at 8:45PM to discuss one matter:

- A. Conference with Labor Negotiators pursuant to Government Code §54957.6
Agency Designated Representative: General Manager Tammy Rudock
Employee Organization: MPWD Employees Association

The Board reconvened into open session at 9:33PM. District Counsel Sherman reported that no action was taken.

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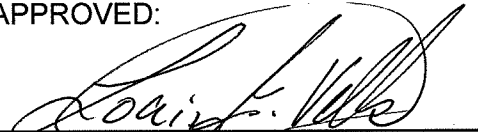
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12. ADJOURNMENT

Director Zucca motioned to adjourn at 9:34PM, Director Stuebing seconded, and it was unanimously approved.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT

