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

January 25, 2018
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 Vice-President Vella at 6:30PM.

B. Establishment of Quorum:

PRESENT: Directors Vella, Stuebing, Zucca and Linvill.

Director Warden was absent. Director Vella chaired the Board Meeting.

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, District Secretary/Administrative Services Manager Candy Pina, District Counsel Julie Sherman and District Treasurer Jeff Ira.

Operations Manager Rene Ramirez was absent and District Engineer Joubin Pakpour arrived late.

C. Pledge of Allegiance – The Pledge of Allegiance was led by the elementary students in the audience.

2. **PUBLIC COMMENTS**

None.

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

None

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. Overview of 2018 MPWD Calendar Contest Program and Distribute Calendar to the Board – Jeanette Kalabolas and Tammy Rudock

General Manager Rudock welcomed students and parents and gave a brief summary of the program.

B. Present 2018 MPWD Calendar Contest Awards – Louis Vella, Acting Board President and Jeanette Kalabolas

Vice President Vella, acting in President Warden's absence, and Jeanette Kalabolas presented the awards for the 2018 annual MPWD water awareness calendar contest. Along with award certificates, the top three winners received gift certificates. The teacher with the most class participation also received a gift certificate. All who participated received a 2018 MPWD calendar. Contest winners:

Grand Prize Winner: Kelly E., 4th Grade, Nesbit Elementary School

Runner-Up Winner: Kate N., 3rd Grade, Immaculate Heart of Mary School

Runner-Up Winner: Athena V., 4th Grade, Nesbit Elementary School

52 **Award for the class with the most participation** – Mrs. Butts, 3rd Grade Cipriani
53 Elementary School. Her class submitted 22 of the 128 entries we received.
54

55 **Nine other honorable mention entries chosen:**

- 56 1. Karina A., 3rd Grade, Cipriani Elementary School
- 57 2. Claire K., 3rd Grade, Belmont Oaks Academy
- 58 3. Quincy L., 4th Grade, Nesbit Elementary School
- 59 4. Owen L., 3rd Grade, Cipriani Elementary School
- 60 5. Shane P., 3rd Grade, Immaculate Heart of Mary School
- 61 6. Zachary R., 3rd Grade, Cipriani Elementary School
- 62 7. Audrey N., 4th Grade, Nesbit Elementary School
- 63 8. Eva C., 3rd Grade, Belmont Oaks Academy
- 64 9. Nolwenn B., 3rd Grade, Cipriani Elementary School

65
66 **C. 15-MINUTE REFRESHMENT BREAK**

67 A refreshment break immediately followed the awards presentation to congratulate all of
68 the MPWD calendar contest participants and their families.
69

70 Acting Board President Vella reconvened the meeting at 7:05PM.
71

72 **9.C. DIRECTOR REPORTS**

73 Director Vella moved Agenda Item 9.C. Directors Reports ahead of the Consent Agenda,
74 and recognized outgoing Board President, Al Stuebing, and presented him with a token
75 of appreciation for his service in 2017. Directors Zucca, Linvill, and Stuebing had no
76 reports.
77

78 **5. CONSENT AGENDA**

79 **A. Approve Minutes for the Regular Board Meeting of December 4, 2017 and Special
80 Board Meeting on January 11, 2018**

81 Director Stuebing commented that the December 4, 2017 Regular Board minutes
82 missed the acknowledgement of the election of officers. Staff recognized and confirmed
83 the minutes would be amended.
84

85 **B. Approve Expenditures from November 29, 2017 through January 18, 2018**

86 Director Stuebing moved to approve the minutes for the Regular Board Meeting on
87 December 4, 2017 as amended to include the election of officers and Special Board
88 Meeting on January 11, 2018, and expenditures from November 29, 2017 through
89 January 18, 2018. Director Linvill seconded and it was unanimously approved.
90

91 **6. HEARINGS AND APPEALS**

92 None.
93

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

96 **A. Receive Reconciliation Quarterly Report of 2018 COP Financing for Period
97 October 1, 2017 through December 31, 2017 and 2016 COP Project Fund Quarterly
98 Report through December 31, 2017**

99 General Manager Rudock opened the discussion by sharing highlights from the staff's
100 report and introduced Dan Bergmann with IGService.
101

102 Mr. Bergmann presented key bullet points from the executive summary he provided.

103 Director Linvill commented on report improvements and reminded staff about
104 consistency among the terms interest or dividends in the report.
105

106 General Manager Rudock reported that a gap box would be added for identification of
107 the activities making up that amount.
108

109 Director Zucca reiterated his position on report tracking and development as projects
110 move from the engineering to construction phase.
111

112 Mr. Bergmann concluded with a brief presentation of the financial worksheet from the
113 District's 2017 Disclosure Report that was filed.
114

115 **8.A. REGULAR BUSINESS AGENDA**

116 **Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30,**
117 **2017 Presented by David Becker, CPA of James Marta & Company LLP**

118 Acting Board President Vella moved Agenda Item 8.A. under Regular Business
119 Agenda ahead of the MPWD FY 2016-2021 Capital Improvement Program and
120 2016 COP (Certificates of Participation) Financing Agenda Item 7.B. to
121 accommodate the presenter's schedule.
122

123 David Becker, CPA of James Marta and Company, LLC presented on key
124 financial audit statement findings for Fiscal Year 2017-2018. He shared that: 1)
125 He met with the Board's Financial Audit Ad Hoc Committee; 2) No control deficits
126 were found; 3) Management addressed and resolved all inefficiencies brought
127 forth;
128 3) Policies and procedures continue to improve; and 4) Transition to the new
129 financial management system presented some review challenges.
130

131 Director Linvill asked if there was an industry unrestricted net position operating
132 expenses standard. Mr. Becker reported that the industry expectation is 25% of
133 budget.
134

135 Director Vella asked if the Board Financial Audit Ad Hoc Committee had any
136 additional comments to add. Treasurer Ira reported that there were none.
137

138 Director Zucca asked staff for an update on the documenting of control
139 procedures. General Manager Rudock confirmed that the new financial
140 management system contains written procedures, but that staff would be working
141 soon to complete a new procedures manual, including standard operating
142 procedures for accounting, financial, and utility billing.
143

144 **B. Consider Resolution 2018-01 Authorizing the Fourth Amendment to the**
145 **Professional Services Contract with Pakpour Consulting Group, Inc. (referenced**
146 **as Contract No. 02-1621-CIP) in the amount of \$54,800 for Additional Engineering**
147 **Design Services related to the Hillcrest Pressure Regulating Station Project**

148 General Manager Rudock opened up the discussion by reminding Directors that the
149 project update for this project was presented in November 2017 wherein extra
150 engineering costs were shared. District Engineer Pakpour reviewed the project plans

151 with the Directors. A sub-consulting engineer was retained because of the pipe material.
152 District Engineer Pakpour reminded the Directors that the project is located within a City
153 of Redwood City tank site however the District does not have a formal easement from
154 Redwood City for its facilities. It appears there was intent for an easement to be granted,
155 since an unsigned copy was found in the project files, however it was never finalized and
156 recorded. The District will work with Redwood City to formalize its right-of-way through
157 their tank site. District Engineer Pakpour further added that connection details or the
158 20-inch concrete pipe developed as part of this project will be used for the Old County
159 Road Project.

160
161 Director Zucca moved to approve Resolution 2018-01 Authorizing the Fourth
162 Amendment to the Professional Services Contract with Pakpour Consulting Group, Inc.
163 Director Stuebing seconded and it was unanimously approved.
164

165 **8B. REGULAR BUSINESS AGENDA**

166 **Receive BAWSCA Report from Vice President Louis Vella**

167 Director Vella reported on the BAWSCA election, SFPUC update and the qualification of
168 the CEO's goals.
169

170 General Manager Rudock briefly mentioned a minimum purchase requirement
171 discussion amongst BAWSCA water managers at the past couple monthly meetings.
172

173 **9. MANAGER AND BOARD REPORTS**

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

175 General Manager Rudock reported staff is working with the City of Belmont on a
176 combined press release detailing the Sewer Rehabilitation and Water Main Replacement
177 Project.
178

179 A date for the 2018 Employee Appreciation Dinner was discussed with the Board. The
180 date of Friday, April 13, 2018 was agreed upon.
181

182 Director Zucca requested staff double check the SWRCB drought reporting mandates.
183 General Manager Rudock confirmed staff would follow up.
184

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

186 Administrative Services Manager Pina reminded the Board that the PARS/OPEB net
187 earnings month-end balance reflects two months due to the earlier Board meeting in
188 December 2017.
189

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

191 In the absence of the Operations Manager, General Manager Rudock reported on
192 the continued increased development activities in Belmont.
193

194 **3. Supplemented by District Engineer's Report**

195 District Engineer Pakpour provided an update on the 2017 Water Main Replacement
196 Project, including Karen, Mezes, Arthur, South and Folger Main Improvements
197 Project.
198

199 **B. Financial Reports**

200 **Receive Financial Reports for Month Ended December 31, 2017**

201 General Manager Rudock reported the projected mid-year budget is on target.

202 **10. COMMUNICATIONS**

203 Director Stuebing mentioned notice of an upcoming LAFCO meeting concerning Special
204 Districts. He received direction from the Board to serve as the alternate Director to attend
205 the meeting of the Independent Special District Selection Committee to select an
206 Independent Special District Member and Alternate Member to serve on the San Mateo
207 County Consolidated Oversight Board on Tuesday, February 13, 2018 at 7:00pm located at
208 Peninsula Health Care District, 819 Trousdale Drive in Burlingame, CA.
209

210 **11. CLOSED SESSION**

211 The Board recessed into Closed Session at 8:38PM to discuss one matter.
212

213 **A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
214 **AND ASSOCIATED NEGOTIATIONS**
215 **Government Code §§54957 and 54957.6**
216 **Title: General Manager**
217


218 The Board came out of closed session at 9:32PM. District Counsel reported that no
219 reportable action had been taken.
220

221 **12. ADJOURNMENT**

222 The meeting was adjourned at 9:32PM.
223
224


DISTRICT SECRETARY

228 APPROVED:

229 
230
231

232 BOARD PRESIDENT

