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

February 28, 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, District Engineer Joubin Pakpour, District Treasurer Jeff Ira and District Counsel Julie Sherman.

District Secretary/Administrative Services Manager Candy Pina was absent, and General Manager Rudock served as District Secretary for the meeting.

C. Pledge of Allegiance – The Pledge of Allegiance was led by attending audience staff members.

2. PUBLIC COMMENTS

None.

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

District Counsel inquired about the closed session agenda item and whether it would be postponed and President Vella confirmed that item 11 would remain on tonight's agenda.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Michael Anderson, Operations Supervisor – 20th Service Anniversary (January 4, 2019)

General Manager Rudock introduced Mr. Anderson and commended him for his 20-years of service and Operations Manager Ramirez spoke on behalf of Mr. Anderson's dedication, community effort and the work load he carries.

President Vella presented Mr. Anderson with a service award.

Mr. Anderson addressed the Board and expressed his gratitude for all the positive changes and improvements staff has witnessed since he last stood before the Board and the support of management.

President Vella thanked and congratulated Mr. Anderson.

51 **B. Misty Malczon, Administrative Specialist/Billing Lead – 15th Service Anniversary**
52 **(January 26, 2019)**

53 General Manager Rudock introduced Ms. Malczon, commended her for her 15-years of
54 service and highlighted many accomplishments, especially related to the MPWD's billing
55 and customer services, during her tenure.
56

57 President Vella presented Ms. Malczon with a service award and thanked her for
58 service. Vice President Zucca shared a story about one of his first customer service
59 interactions with Ms. Malczon and the fact that she was familiar with the location he was
60 describing even before he finished reporting a possible leak.
61

62 **C. Brent Chester, Operations Supervisor – AWWA CA-NV Backflow Prevention**
63 **Assembly Proctor**

64 General Manager Rudock introduced Mr. Chester and congratulated him for reaching
65 this highest level of a backflow and cross connection specialist. She further shared that
66 this achievement was a personal goal of his and Operations Manager Ramirez
67 commented on the wealth of knowledge Mr. Chester brings to the District.
68

69 Mr. Chester explained the education requirements and his role as a proctor and thanked
70 management and the Board for the opportunity to serve in this capacity.
71

72 **5. CONSENT AGENDA**

73 **A. Approve Minutes (as amended) for the Regular Board Meeting of January 24, 2019**

74 Director Schmidt brought to staff's attention a couple of needed corrections and inquired
75 about the expenditure to the City of Belmont included in the January 16, 2019 through
76 February 21, 2019 Expenditures Report.
77

78 Staff responded that the corrections will be made and General Manager Rudock replied
79 that the City of Belmont expenditure was for the pay-go portion of the coordinated joint
80 project between the MPWD and Belmont.
81

82 **B. Approve Expenditures from January 16, 2019 through February 21, 2019**

83
84 **C. Approve Resolution 2019-04 (as amended) Establishing Surplus Items List 19-01**
85 **and Declaring Four (4) Items in District Inventory as Surplus and Authorizing Staff**
86 **to Sell the Items via GovDeals.com**

87 Staff discovered an error in the numbering of the Board resolution for this item
88 (duplicated) and subsequently corrected it to be Resolution 2019-06.
89

90 **D. Ratify Two (2) Professional Services Agreements Approved by the General**
91 **Manager for Temporary Staffing Services in FY 2018/2019 each Totaling an**
92 **Amount in Excess of the \$25,000 Signature Authority per MPWD Procurement**
93 **Policy:**

- 94 **1. Office Team for one (1) Administrative staff member estimated not to exceed**
95 **\$45,000 total; and**
96 **2. WaterTALENT for Two (2) Water System Operators estimated not to exceed**
97 **\$150,000 total**
98

99 Director Warden moved to approve the consent agenda. Vice President Zucca
100 seconded and it was unanimously approved.
101

102 **6. HEARINGS AND APPEALS**

103 None.

104

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

107 **A. Consider Resolution 2019-01 Authorizing the Sixth Amendment to the Master**
108 **Professional Services Contract with Pakpour Consulting Group, Inc. referenced as**
109 **Contract No. 02-1621-CP in the amount of \$45,000 for Additional Engineering**
110 **Services related to the Hillcrest Pressure Regulating Station**

111 Operations Manager Ramirez reminded the Board why this item was tabled last month
112 and reviewed briefly some time and material description highlights from the additional
113 report Pakpour Consulting Group, Inc. delivered to staff on January 30, 2019.

114

115 District Engineer Pakpour commented on the request for additional information.

116

117 The Board thanked staff for providing supplemental documentation and Director Wheeler
118 moved to approve Resolution 2019-01 Authorizing the Sixth Amendment to the Master
119 Professional Services Contract with Pakpour Consulting Group, Inc. Director Warden
120 seconded and it was unanimously approved.

121

122 **8. REGULAR BUSINESS AGENDA**

123 **A. Consider Approving the Two-Year MPWD Strategic Plan for 2019-2020 including**
124 **Mission Statement, Vision Statement, Strategic Goals and Director Assignments**

125 General Manager Rudock replied to a couple of comments about edits for the chart-pad
126 notes.

127

128 President Vella complimented Julie Brown on her facilitation of the planning session and
129 requested that staff add himself and Director Wheeler to the San Mateo County Chapter
130 California Special Districts Association (CSDA) assignment in addition to the General
131 Manager.

132

133 General Manager Rudock reviewed strategic plan elements and objectives.

134

135 Director Schmidt expressed interest in customer service response time rates. Staff and
136 the Board discussed known metrics. General Manager Rudock advised she would
137 consult with staff and report back her findings on the subject to the Board.

138

139 Director Schmidt moved to approve the two-year MPWD Strategic Plan for 2019-2020
140 including Mission Statement, Vision Statement, Strategic Goals and Director
141 Assignments. Director Wheeler seconded and it was unanimously approved.

142

143 **B. Receive Mid-Year Review of MPWD FY 2018-2019 Operating and Capital Budgets**
144 **and Consider Resolution 2019-05 Approving the Amended Budgets**

145 A brief review of the highlights from the proposed mid-year budget changes was
146 presented by the General Manager.

147

148 Director Warden requested that going forward he would like the Financial Audit Review
149 Committee to meet in advance of the Board's consideration of the mid-year budget
150 approval.

151

152 Vice President Zucca moved to approve Resolution 2019-05 Approving the Amended
153 MPWD FY 2018-2019 Operating and Capital Budgets. Director Warden seconded and it
154 was unanimously approved.
155

156 **C. Consider Discuss Scheduling a Financial Planning Workshop in April**

157 General Manager Rudock made the suggestion and offered dates for consideration.
158 The Board discussed and settled on the date of April 11, 2019.
159

160 Director Warden inquired with District Counsel about ad-hoc committees and Brown Act
161 compliance.
162

163 Vice President Zucca suggested that staff amend the Financial Audit Committee title on
164 the Director's Assignments list to include the word Review.
165

166 **9. MANAGER AND BOARD REPORTS**

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

168 General Manager Rudock gave a progress report on the MPWD's Transparency
169 Certificate of Excellence and reported that next month staff and District Counsel will
170 present a couple of remaining policy documents for the Board's consideration in order to
171 meet the transparency basic requirements. She provided a summary report and
172 presentation of the SFPUC Annual Wholesale Customer Meeting.
173

174 Director Schmidt inquired about the Ethics Training blank next to his name on page 86 of
175 the Board packet. General Manager Rudock advised that the line indicated he had yet
176 to fulfill the requirement and District Counsel recommended that the training be
177 completed as soon as possible.
178

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

180 General Manager Rudock commented on the LAIF balance and PARS OPEB
181 funding.
182

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

184 Operations Manager Ramirez reported on staff's new real-time AMI reporting method
185 and January 2019 USA numbers and main break totals.
186

187 Director Wheeler asked about the AMI meter install sequence and Operations
188 Manager Ramirez explained the procedure.
189

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

191 District Engineer Pakpour reported on the Stolaski & Gonzalez Inc. pre-construction
192 meeting for the Hillcrest Pressure Regulating Station capital project and two of the
193 CIP engineering design projects in queue.
194

195 **B. Financial Reports**

196 **Receive Financial Reports for Month Ended January 31, 2019**

197 General Manager Rudock reported on the status of revenues and expenditures. She
198 also reported that staff would be meeting shortly with District Treasurer Ira to discuss
199 financial reports formatting.
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C. Director Reports

Director Warden suggested staff consider a bill insert to address water quality (e.g., taste and odor) customer concerns.

President Vella commented on the Harbor Industrial Association's Caltrain update and the LAFCO Special District alternate member election results.

10. COMMUNICATIONS

General Manager Rudock inquired about the date for the Annual Employee Appreciation Dinner on May 3rd, and Board members were available. She also reported that the annual disclosure report required for the 2016 COP financing was timely filed by the MPWD's agent, Dan Bergmann with IGService.

The Board convened to Closed Session at 8:30PM to discuss one item.

11. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
AND ASSOCIATED NEGOTIATIONS
Government Code §§54957 and 54957.6
Title: General Manager

12. RECONVENE TO OPEN SESSION

The Board reconvened to the open session at 9:17PM. District Counsel reported that no reportable action had been taken.

13. ADJOURNMENT

The meeting was adjourned at 9:18PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT