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

July 26, 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 President Warden at 6:30PM.

B. Establishment of Quorum:

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

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, Administrative Services Manager/District Secretary Candy Pina, District Counsel Joan Cassman, District Engineer Joubin Pakpour and District Treasurer Jeff Ira.

C. Pledge of Allegiance – The Pledge of Allegiance was led by District Counsel Cassman.

2. PUBLIC COMMENTS

Brian Schmidt announced that he will be running for the Board of the Mid-Peninsula Water District in the upcoming election this November 2018.

Andrew Pollack asked the Board to consider preserving and restoring the fire hydrants painted in 1976 and recently replaced within the city of Belmont. President Warden suggested and Directors agreed that an official policy on preservation or restoration of the hydrants be drafted by staff for the Board's consideration.

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 June 28, 2018

B. Approve Expenditures from June 20, 2018 through July 17, 2018

C. Approve Contract for Professional Services in the total amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services, MPWD Website Management, and Printing Services

Director Zucca moved to approve the Consent Agenda. Vice President Vella seconded, and it was unanimously approved.

6. HEARINGS AND APPEALS

None

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

54 **A. Receive Quarterly Reconciliation Report on 2016 COP Financing for Period April 1,**
55 **2018 through June 30, 2018, and Quarterly Project Fund Report through June 30,**
56 **2018**

57 General Manager Rudock reported that staff's reconciliation summary was provided,
58 which aligned with the quarterly project report presented by Dan Bergmann of IGService.
59 Mr. Bergmann reported that expenditures to date are within projected targets.
60

61 **8. REGULAR BUSINESS AGENDA**

62 **A. Review Second Draft Schedule of MPWD Miscellaneous Fees and Charges,**
63 **proposed to take effect on January 1, 2019**

64 General Manager Rudock introduced this item and President Warden organized the
65 discussion to deal with the fees first, then Late Notices, followed by Fire Protection Fees.
66 General Manager Rudock explained that related fees were aligned together within the
67 chart for ease in discussion and administration. The Board agreed that the fees
68 presented were fair and consistent with charges by other agencies like the MPWD.
69 General Manager Rudock presented a 63-day calendar for administration of late fees. It
70 was responsive to the Board's request and in alignment with policies of other similar-
71 sized water suppliers within the Bay Area area. General Manager Rudock explained that
72 staff researched other water suppliers in the Bay Area and discussed at length the
73 MPWD's existing Private Fire Protection fees. After installation, the private fire
74 protection systems are managed within the MPWD's backflow and cross connection
75 program, which is administered by the San Mateo County Department of Environmental
76 Health. The MPWD paid \$33,400 for the services in FY 2018/2019. There is
77 approximately \$15,000 worth of MPWD staff time involved in the administration of the
78 program. While the existing fees are justifiable, staff opted to discuss whether the
79 MPWD wanted to continue to charge customers or include it within its service levels.
80 After discussion, and because the services provided were justified by the fees charges,
81 the Board favored retention of the existing fee structure for private fire protection
82 systems.
83

84 Staff was directed to bring back the appropriate action item next month for the Board's
85 consideration.
86

87 **B. Consider Ordinance No. 118 Amending Attachment "A" to the MPWD Water**
88 **Service Ordinance No. 103 regarding Rates and Charges, and specifically Water**
89 **Capacity Charges and Water Demand Offset Fees, effective October 1, 2018**
90 General Manager Rudock provided a brief summary of her written report.
91

92 Director Zucca moved to approve Ordinance No. 118 Amending Attachment "A" to the
93 MPWD Water Service Ordinance No. 103 regarding Rates and Charges, and specifically
94 Water Capacity Charges and Water Demand Offset Fees, effective October 1, 2018, and
95 Director Vella seconded. Roll call was taken and it was unanimously approved.
96

97 **C. Receive Progress Report on MPWD Public Relations, Marketing, and Website**
98 **Activities, Presented by John Davidson of JRocket77 Graphic Design & Marketing**

99 General Manager Rudock welcomed back John Davidson of JRocket77 Graphic Design
100 & Marketing, who presented his progress report on the MPWD's website and digital
101 marketing results. He also shared the MPWD annual advertising report for FY
102 2016/2017 prepared for the annual BAWSCA survey.

At 8:10 p.m., President Warden called for a recess, and turned the meeting over to Vice President Vella, who reconvened the meeting at 8:12 p.m.

D. Receive BAWSCA Update by Director Louis Vella

Vice President Vella shared the following items discussed at the BAWSCA meeting:

1. The Restore Hetch Hetchy litigation status;
2. The Closed Session performance evaluation of the BAWSCA General Manager;
3. The speakers at the meeting were to comment on the Bay Delta Plan and the State Water Resources Control Board's (SWRCB) open comment period, and specifically that the BAWSCA Board should support the SWRCB's recommendations. Senator Jerry Hill was in attendance and offered to facilitate discussions. He also offered congratulations for the good work BAWSCA and Bay Area water suppliers are doing.

9. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock referred to her written report on page 45, highlighting the Ethics Training Educational requirement for all Board members and appointees, along with the Executive Staff, and the individual deadlines for compliance.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina pointed out an expanded PARS OPEB Trust Program report format, which will be presented on a quarterly basis. It is a historical report starting in FY 2014/2015 to present.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez highlighted from his report the three Construction Management and Inspection firms that proposed for the MPWD's three larger capital projects: SR101 @ Palo Alto Medical Foundation Water Main Replacement, Old County Road Water Main Replacement, and El Camino Real Water Main Replacement.

He also noted that 72 AMI meters were installed in June.

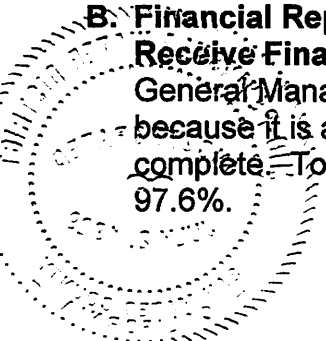
3. Supplemented by District Engineer's Report

District Engineer Pakpour provided a final report on the Karen, Mezes, South & Folger Water Main Improvement Project, noting the project is complete. He also discussed the final change orders.

B. Financial Reports

Receive Financial Reports for Month Ended February 28, 2018

General Manager Rudock reported that the financial report is preliminary because it is at the end of the fiscal year, and will be updated when the audit is complete. Total preliminary revenues were 111.2%, and total expenses were 97.6%.



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C. Director Reports

Director Stuebing noted that Joshua Cosgrove, the candidate nominated by the MPWD was elected to represent special districts on the San Mateo LAFCo.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

The meeting was adjourned at 8:42PM.



DISTRICT SECRETARY

APPROVED:



BOARD PRESIDENT

