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

July 27, 2017  
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 Stuebing at 6:30PM.

**B. Establishment of Quorum:**

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

**ABSENT:** None

A quorum was present.

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

**C. Pledge of Allegiance** – The Pledge of Allegiance was led by District Treasurer Jeff Ira.

**2. PUBLIC COMMENTS**

None.

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

None.

**4. ACKNOWLEDGEMENTS/PRESENTATIONS**

Staff presented a tutorial on the new Customer Online Payment System. The discussion included registration and sign-in challenges, page navigation preferences, reminder notices, penalty charges, payment options, bill formatting, and receipt of payment acknowledgement.

Directors Zucca and Warden commented on the registration and sign-up challenges.

General Manager Rudock shared that transition marketing was clear and precise and now that staff has completed the demonstration, it could be posted to the website for use as a customer resource.

**5. CONSENT AGENDA**

**A. Approve Minutes for the Regular Board Meeting of June, 2017**

Director Warden abstained from the vote.

**B. Approve Expenditures from June 15, 2017 through July 19, 2017**

Director Zucca moved to approve the minutes for the Regular Board Meetings on June 22, 2017 and expenditures from June 15, 2017 through July 19, 2017. Director Linvill seconded and it was unanimously approved.

52  
53 **C. Approve Contract for Professional Services in the total amount of \$62,000 with**  
54 **John Davidson d/b/a Jrocket77 Design & Marketing for Public**  
55 **Outreach/Education/Relations Services, MPWD Website Updates and Printing**  
56 **Services**

57 Director Zucca opened by requesting that the item be pulled for further discussion. He  
58 reviewed the proposed cost estimate and inquired about the increase proposed over last  
59 fiscal year's cost, including printing costs.

60  
61 General Manager Rudock explained that the proposed contract includes an additional \$5  
62 per hour increase in the professional services fee (from \$85 hour to \$90 hour) and is  
63 focused on the web re-design. She added that once the new site launches, John  
64 Davidson's duties will transition from development to maintenance and costs will adjust  
65 accordingly.

66  
67 Director Zucca moved to approve the contract for Professional Services in the total  
68 amount of \$62,000 with John Davidson d/b/a Jrocket77 Design & Marketing for Public  
69 Outreach/Education/Relations Services, MPWD Website Updates and Printing Services,  
70 and Director Warden seconded. Roll call was taken and the contract was unanimously  
71 approved.

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73 **6. HEARINGS AND APPEALS**

74 None.

75  
76 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COPs**  
77 **(CERTIFICATES OF PARTICIPATION) FINANCING**

78 **A. Receive Reconciliation Quarterly Report on 2016 COP Financing for period April 1,**  
79 **2017 through June 30, 2017 and 2016 COP Project Fund Quarterly Report**

80 General Manager Rudock introduced Dan Bergman, the MPWD's Dissemination Agent  
81 and consultant providing oversight of the COP funds by way of quarterly reporting. Mr.  
82 Bergman discussed the report's formatting and reviewed first quarter payments issued,  
83 which were primarily for engineering costs.

84  
85 General Manager Rudock asked the Board if it had an individual project detail report  
86 style preference with respect to the depth of detail. The Board discussed at length and  
87 unanimously agreed for audit purposes that each project needed a separate detail page  
88 within the quarterly report.

89  
90 **B. Consider Resolution 2017-13 Authorizing Award of Contract to Stoloski &**  
91 **Gonzalez, Inc., for Construction of the 2017 Water Main Replacement Project**  
92 **(Improvements on Mezes Avenue, Arthur Avenue, Folger Drive, Karen Road and**  
93 **Abandonment of 4-inch CIP Water Line under South Rd) in the Amount of**  
94 **\$2,055,271 and a 10% Project Contingency in the Amount of \$205,000 for a total**  
95 **Project Budget of \$2,260,271**

96 District Engineer Pakpour reviewed the Karen, Mezes, Arthur, South and Folger Water  
97 Main Improvements Bid Results and Award Recommendation report issued July 24,  
98 2017, emphasizing the current economic climate and 2015 CIP budget construction  
99 comparison costs.

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101 General Manager Rudock advised that staff's recommendation is to award the contract  
102 to the lowest responsive and responsible bidder, which was Stoloski and Gonzalez, Inc.

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Director Linvill commented that she understood the current construction market is strained, and was sympathetic and fully supportive of staff's recommendation.

Director Zucca questioned the 10% contingency inclusion. District Engineer Pakpour clarified that a 10% contingency was factored into the Engineer's bid estimate and also proposed for construction costs. There was Board discussion with regard to alternative ways the contingency could be presented and factored into the Engineer's bid estimate.

Director Warden added it is imperative that project add-ons be presented in the most forthcoming manner possible when a District Engineer estimate is presented so that the Board has an opportunity to consider the total estimated project budget before the actual contract is solicited. Director Vella expressed that in the future when the District Engineer provides a project bid estimate that he would like to see water loss calculation details due to faults in the existing infrastructure included.

Director Linvill moved to approve Resolution 2017-13 Authorizing Award of Contract to Stoloski & Gonzalez, Inc., for Construction of the 2017 Water Main Replacement Project (Improvements on Mezes Avenue, Arthur Avenue, Folger Drive, Karen Road and Abandonment of 4-inch CIP Water Line under South Road) in the Amount of \$2,055,271 and a 10% Project Contingency in the Amount of \$205,000 for a total Project Budget of \$2,260,271 and Director Warden seconded. Roll call was taken and the contract was unanimously approved.

**8. REGULAR BUSINESS AGENDA**

**A. Approve Resolution 2017-14 Authorizing a 3.0% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2017**

General Manager Rudock reported that this is the final year for the Living Wage Adjustment, per the terms of the letter agreement with the MPWD Employees Association that will expire on September 25, 2018. She also shared that the Salary Plan charts were updated and are included in the July 2017 Board Agenda Packet for reference.

Director Vella moved to approve Resolution 2017-14 Authorizing a 3.0% Living Wage Adjustment to Salary Ranges for all MPWD Personnel Classifications, effective August 1, 2017 and Director Warden seconded. Roll call was taken and the contract was unanimously approved.

**B. Receive Report on FY 2016/2017 Employee Safety Incentive and Loss Prevention Program and Approve and Ratify \$2,300 Total Expenditure for One-Time Premiums**

General Manager Rudock reported on the FY 2016/2017 program, achievements, incentives and effectiveness.

Director Warden stated that he supports the program 100%. Director Vella congratulated staff on its outstanding safety record and the fact that there have been no incidents in the past 7-8 years. Director Zucca commended staff on the initiative and program, adding that he would like to see incentives awarded to those who participate above and beyond the outline requirements. General Manager Rudock reported that the current program operates on a voluntary basis. Director Zucca closed the discussion by



153 recommending staff consider a program change from voluntary to mandatory, reflected  
154 in yearly evaluation goals.

155  
156 Director Vella moved to approve and ratify \$2,300 total expenditure for one-time  
157 premiums added to the Employee Safety Incentive and Loss Prevention Program,  
158 and Director Zucca seconded. Roll call was taken and it was unanimously approved.  
159

160 **C. BAWSCA Update**

161 Director Vella reported that BAWSCA's Board authorized CEO/General Manager  
162 Sandkulla to enter into a contract with a consultant to develop the campaign "Making  
163 Conservation A Way of Life". Additional topics discussed at the July 20, 2017 Board  
164 meeting included the Detwiler fire (Mariposa) and the CEO's Annual Evaluation.  
165

166 **9. MANAGER AND BOARD REPORTS**

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

168 General Manager Rudock reported water conservation statistics going forward will now  
169 be reported in graph format.  
170

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

172 None to report.  
173

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

175 Operations Manager Ramirez reported Zone 2 AMI meter installation had begun.  
176 Approximately 144 meters have been put in place to date. He also reported on the  
177 recent Tunnels Pump Station Valve leak replacement and the June 2017 USA  
178 requests, which totaled 222. He reported on details surrounding the 2630 Monserat  
179 Avenue main-break on June 2, 2017. Lastly, he congratulated Water System  
180 Operator, Ron Leithner for recently passing the state's T-1 (treatment plant operator  
181 1) exam.  
182

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

184 District Engineer Pakpour reported on the MPWD Open House for the 2017 Water  
185 Main Replacement Project, including Mezes, Arthur, Folger, Karen and South  
186 improvements, held at the MPWD on Wednesday, July 19 2017 at 5PM. One  
187 member from the public attended.  
188

189 **B. Financial Reports**

190 General Manager Rudock reported FY 2016/2017 final closing totals remain tentative as  
191 the audit will not be completed until September 2017. Operating Revenues were over  
192 budget at 103% and Total Expenditures under budget at 96.1%. She also advised that  
193 the formal Budget FY 2017/2018 package will be presented to the Board at the August  
194 24, 2017 Board Meeting.  
195

196 **C. Director Reports**

197 Director Vella reported he attended Millbrae's State of the City Address where staff  
198 addressed its recent decision to raise rates significantly.  
199

200 Director Zucca provided an update on recent communications between himself and  
201 Charles Stone, City of Belmont Mayor and City Council Member, with regard to  
202 coordination of capital improvement projects. He also reported Stanford University will

203 be hosting the Second Annual California Water Data Summit being held on August 24-  
204 25, 2017.

205  
206 **10. COMMUNICATIONS**

207 General Manger Rudock reported on the Environmental Working Groups (EWG) National  
208 Tap Water Quality Press and Database Release.

209  
210 Director Linvill commented on the recent Environmental Working Group's article, which ran  
211 in the Belmont Patch.

212  
213 General Manager Rudock expressed that staff has been instructed to use MPWD's  
214 Consumer Confidence Report distributed July 2017 as the official reference guide when  
215 communicating with customers. Given the District is 100% reliant on SFPUC for its water,  
216 staff will place San Francisco's Water Quality Report on the MPWD website as an additional  
217 resource. She stated that with Board direction, staff would be submitting a letter in  
218 opposition to SB 623, an Act to Amend Safe and Affordable Drinking Water by adding an  
219 additional tax to all California rate payer bills to cover the cost of improvements for  
220 disadvantaged communities. She reported about recent mock payment portal scams  
221 discovered online. She advised that staff would be attending Carlmont Shopping Center's  
222 National Night Out event on behalf of the MPWD on Tuesday, August 1, 2017 from 6-8PM.

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224 **11. ADJOURNMENT**

225 The meeting was adjourned at 9:04PM.

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DISTRICT SECRETARY

APPROVED:

  
BOARD PRESIDENT

