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

August 23, 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, Zucca and Linvill.

Director Vella was absent.

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 and District Treasurer Jeff Ira. District Engineer Joubin Pakpour was absent.

**C. Pledge of Allegiance** – The Pledge of Allegiance was led by Director Stuebing.

**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 26, 2018
- B. Approve Expenditures from July 18, 2018 through August 14, 2018
- C. Consider Resolution 2018-16 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal Year 2018/2019
- D. Ratify Extension of Letter Agreement Term between the MPWD and MPWD Employees Association through September 30, 2018

Director Stuebing moved to approve the Regular Board Meeting of July 26, 2018 minutes, Expenditures from July 18, 2018 through August 14, 2018, Resolution

47 | 2018-16 Establishing the Appropriations Limit Applicable to the MPWD during Fiscal  
48 | Year 2018/2019 and Extension of Letter Agreement Term between the MPWD and  
49 | MPWD Employees Association through September 30, 2018. Director Linvill  
50 | seconded and it was unanimously approved.

51 |  
52 | **6. HEARINGS AND APPEALS**

53 | None.

54 |  
55 | **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**  
56 | **(CERTIFICATES OF PARTICIPATION) FINANCING**

57 | Operations Manager Ramirez summarized the Water Main Replacement Project  
58 | completion and formal requirement to file a Notice of Completion at San Mateo  
59 | County in order to release the retention funds. Director Zucca moved to approve  
60 | Resolution 2018-17 Accepting as Complete the Water Main Replacement Project  
61 | (Karen, Mezes, Arthur, South and Folger) and to authorize the Recordation of the  
62 | project's Notice of Completion, Director Linvill seconded and it was unanimously  
63 | approved.

64 |  
65 | **8. REGULAR BUSINESS AGENDA**

66 | **A. Receive Summary Presentation on MPWD 2018 Total Compensation Study**  
67 | **by Koff & Associates and Approve Management's Recommendations for**  
68 | **MPWD Salary Ranges effective October 1, 2018**

69 | General Manager Rudock introduced Alyssa Thompson, Senior Project Manager  
70 | for Koff & Associates. Ms. Thompson presented a summary of the study's  
71 | findings, objectives and recommendations.

72 |  
73 | Director Zucca commented that the objective is to remain competitive with  
74 | respect to salaries for both new hires and staff retention purposes.

75 |  
76 | General Manager Rudock explained the MPWD Recommendations Comparison  
77 | Summary Spreadsheet provided to the Board. Director Linvill asked staff why  
78 | management's salary range recommendation differed from Koff & Associates.  
79 | General Manager Rudock advised that the slight increase is to ensure that the  
80 | total compensation for each classification reflected at least market median.

81 |  
82 | President Warden suggested that management might want to hold off on its  
83 | proposed recommendations and re-organization, including staffing up, until labor  
84 | negotiations were concluded. General Manager Rudock commented that  
85 | recruitments would not happen until after labor negotiations were finished.  
86 | Directors Warden and Zucca suggested the item might need further discussion  
87 | next month. General Manager Rudock replied that labor negotiations were on  
88 | target to be completed by the employee association letter agreement's expiration  
89 | on September 30<sup>th</sup>. Director Stuebing mentioned that he preferred we work  
90 | within the bargaining agreement term. A Special Board meeting was mentioned  
91 | in case it was needed. District Counsel Sherman will look into and report back to

92 staff on contract ratification and approval guidelines in the event a special  
93 meeting needs to be held to finalize employee negotiations.  
94

95 **B. Receive Final Report on MPWD User Fee Study and Consider Ordinance**  
96 **No. 119 Amending Attachment “A” to the MPWD Water Service Ordinance**  
97 **No. 103 regarding Rates and Charges and specifically Miscellaneous Fees**  
98 **and Charges effective January 1, 2019**

99 General Manager Rudock reported that Dan Bergmann’s final report was  
100 attached, adding that with regard to the proposed fee schedule, nothing changed  
101 from last month’s discussion. Ordinance No. 119 included the Attachment “A” to  
102 the MPWD Water Service Ordinance No. 103 regarding Rates and Charges and  
103 included the entire Miscellaneous Fee Schedule. She further reported that staff  
104 and District Counsel will work together over the course of the next few months to  
105 revise several sections of the Water Service Ordinance No. 103 to reflect various  
106 updated fee schedules.  
107

108 Director Zucca moved to approve Ordinance No. 119 Amending Attachment “A”  
109 regarding Rates and Charges to the MPWD Water Service Ordinance No. 103  
110 and specifically Miscellaneous Fees and Charges effective January 1, 2019,  
111 Director Stuebing seconded and it was unanimously approved.  
112

113 **C. Consider Resolution 2018-18 Authorizing the Bay Area Water Supply and**  
114 **Conservation Agency (BAWSCA) to Negotiate with the City and County of**  
115 **San Francisco to Amend the Water Supply Agreement**

116 General Manager Rudock highlighted the potential amendments to the Water  
117 Supply Agreement and explained that they will require final approval from the  
118 San Francisco Public Utilities Commission (SFPUC) and each member agency.  
119 The SFPUC has until December 31, 2018 to approve the amendments and  
120 BAWSCA estimated that member agencies would be individually considering the  
121 amendments in the first few months of 2019.  
122

123 Director Stuebing moved to approve Resolution 2018-18 Authorizing the Bay  
124 Area Water Supply and Conservation Agency (BAWSCA) to Negotiate with the  
125 City and County of San Francisco to Amend the Water Supply Agreement,  
126 Director Zucca seconded and it was unanimously approved.  
127

128 **D. Review MPWD Annual Reimbursements Report for Fiscal Year 2017/2018**  
129 **pursuant to Government Code Section 53065.5**

130 General Manager Rudock gave a brief overview of the report provided. The  
131 Board of Directors approved the report with a unanimous voice vote.  
132

133 **E. Annual Review of MPWD Catalog of Enterprise Systems per Senate Bill 272**

134 General Manager Rudock reported that nothing had changed since last year with  
135 the systems catalog. The Board of Directors approved the report with a  
136 unanimous voice vote.  
137



138 **9. MANAGER AND BOARD REPORTS**

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

140 General Manager Rudock advised there was nothing further to share outside of  
141 her written report.

142  
143 Director Warden inquired about the status of the happy hydrants policy. General  
144 Manager Rudock shared the matter would be addressed by Operations Manager  
145 Ramirez and discussed at the next Board strategic planning meeting in January  
146 2019.

147  
148 **1. Supplemented by Administrative Services Manager's Report**

149 Administrative Services Manager Pina reported James Marta & Company,  
150 LLC has completed the District's field work for the FYE June 30, 2018  
151 financial audit.

152  
153 **2. Supplemented by Operations Manager's Report**

154 Operations Manager Ramirez gave a status update on the AMI meter  
155 installation program per Vice President Vella's request last month. Director  
156 Zucca commented that an industry colleague has some questions about the  
157 District's implementation of its AMI system. Staff's contact information was  
158 provided and they may reach out to discuss further.

159  
160 Operations Manager Ramirez reported that Water Service Operator,  
161 Jonathan Anderson, placed second at a Regional Equipment Rodeo  
162 sponsored by the Silicon Valley Chapter of the American Public Works  
163 Association (APWA) at the Belmont Public Works Corporation Yard, which  
164 qualified him to participate in the APWA National Equipment Rodeo  
165 scheduled to take place next week at the annual Convention in Kansas City,  
166 MO.

167  
168 **3. Supplemented by District Engineer's Report**

169 None.

170  
171 **B. Financial Reports**

172 **Receive Financial Reports for Month Ended July 31, 2018**

173 Director Warden acknowledged the financial reports for month ending July 31,  
174 2018. There were no comments to report.

175  
176 **C. Director Reports**

177 Director Stuebing reported that the General Manager's sub-committee has  
178 instructed Koff & Associates to conduct a study on housing as a potential  
179 executive benefit.

180  
181 **10. COMMUNICATIONS**

182 General Manager Rudock reported that a customer recently commented on the  
183 MPWD's inactive Facebook page and sent in anonymous written correspondence

184 questioning the quality and safety of the District's water supply. There is no return  
185 address or identity so staff is not able to respond to the customer.  
186

187 **11. CLOSED SESSION**

188 The Board recessed into Closed Session at 7:35PM to discuss one matter.  
189

190 **A. Conference with Labor Negotiators pursuant to Government Code**  
191 **§54957.6 Agency Designated Representative: General Manager Tammy**  
192 **Rudock**  
193 **Employee Organization: MPWD Employees Association**  
194

195 The Board came out of Closed Session at 8:31PM. District Counsel reported that no  
196 reportable action had been taken.  
197

198 **12. ADJOURNMENT**

199 The meeting was adjourned at 8:32PM.  
200

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202 \_\_\_\_\_  
203 DISTRICT SECRETARY  
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205 APPROVED:

206   
207 \_\_\_\_\_  
208 BOARD PRESIDENT  
209

