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

August 24, 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 6:31PM.

B. Establishment of Quorum:

PRESENT: Directors Stuebing, Warden, Vella, and Linvill

ABSENT: Director Zucca

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 Rick Bisio, an employee that was present at the meeting.

2. PUBLIC COMMENTS

None.

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

None.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

Rick Bisio, Lead Operator – 20th Service Anniversary

Ron Leithner, Water System Operator – 20th Service Anniversary

General Manager Rudock recognized that both employees are veterans in their fields, extremely knowledgeable, and well respected within the community,

Operations Manager Ramirez defined the roles of Mr. Bisio and Mr. Leithner within the District and advised that the District would be hosting a celebration luncheon in their honor on Wednesday, September 27, 2017 at 12 PM.

Administrative Services Manager Pina reported that certificates and service awards would be issued the day of the luncheon.

Directors Stuebing, Vella and Linvill praised both employees for their work ethic and contributions to the District.

Mr. Bisio and Mr. Leithner each thanked the Board for the opportunity to be of service.

- 52 **5. CONSENT AGENDA**
53 **A. Approve Minutes for the Regular Board Meeting of July 27, 2017**
54
55 **B. Approve Expenditures from July 20, 2017 through August 16, 2017**
56 Director Warden moved to approve the minutes for the Regular Board Meeting on July
57 27, 2017 and expenditures from July 20, 2017 through August 16, 2017. Director Vella
58 seconded and it was unanimously approved.
59
60 **C. Receive FY 2017/2018 MPWD Operating and Capital Budgets Document**
61 The Board acknowledged receipt. No action was required.
62

63 **6. HEARINGS AND APPEALS**
64 None.
65

66 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COPs**
67 **(CERTIFICATES OF PARTICIPATION) FINANCING**

68 **A. Discuss Proposed Additional Professional Engineering Design Services and**
69 **Construction Management to the Old County Road Capital Improvements (CIP 15-**
70 **75) to include the “F” Street Project (CIP 15-79), the Ralston Project (CIP 15-82),**
71 **and Extension of Old County Road Improvements**

72 Operations Manager Ramirez and District Engineer Pakpour presented their findings of
73 further field investigations with respect to the Old County Road Water Main Replacement
74 capital project. District Engineer Pakpour displayed a map showing the proposed project
75 areas, CIP ranking, construction costs and added projects’ design cost proposals versus
76 stand-alone estimates. Staff recommended engineering design services for additional
77 capital projects—“F” Street, Ralston Avenue, and Extension of Old County Road
78 Improvements—that are within the same vicinity of the approved Old County Road
79 Water Main Replacement project and result in cost savings to the MPWD.
80

81 Director Warden inquired about joint opportunities with the City of Belmont and the
82 proposed additional projects. Director Stuebing commented that staff may want to
83 pursue additional joint opportunities with other utilities as well. Director Linvill shared her
84 thoughts on the urgency to complete the CIP. General Manager Rudock expressed that
85 the timing of these add-ons allows plenty of time to pursue combined coordination efforts
86 clarifying further that the only direction sought at this time is to share information and the
87 alternative for adding additional engineering design services by Schaaf & Wheeler.
88

89 Staff requested authorization to expand the design services agreement to include the “F”
90 Street Project (CIP 15-79), the Ralston Project (CIP 15-82), and Extension of Old County
91 Road Improvements and bring forth the contract for Board approval in September. The
92 Board unanimously approved staff’s request.
93

94 Director Vella asked what was the engineer typical shelf-life for projects of this scale,
95 and District Engineer Pakpour replied the typical industry standard is 10-years but may
96 be shorter if other infrastructure improvements are made in the area.
97

98 **B. Discuss Proposed Additional Engineering Design Services and Construction**
99 **Management to the 2018 Water Main Replacement Program Improvements: Notre**
100 **Dame Loop Closure (CIP 15-10), Cliffside Court Improvement (CIP 15-38), Tahoe**
101 **Drive Area Improvements (CIP 15-28), and Zone 5 Fire Hydrant Improvements (CIP**
102 **15-06) to include the Mid-Notre Dame Abandonment (CIP 15-49)**

103 Operations Manager Ramirez reported that the approved capital project includes
104 abandonment of a 1930s 6-inch cast iron water main under Notre Dame Avenue. He
105 explained the District has three active water mains in this area which makes
106 replacement of any of them virtually impossible. Staff is recommending adding the
107 abandonment of one of the three water mains (CIP 15-49) as part of this project to make
108 room for replacement of the other water main in the area. District Engineer Pakpour
109 displayed a map to outline and define the proposed project areas. Staff requested
110 authorization to expand the design services agreement to include the Mid-Notre Dame
111 Abandonment (CIP 15-49) and bring forth the contract for Board approval in September.
112 The Board unanimously approved staff's request.

114 Director Warden inquired about the "happy" hydrants that may be affected by the CIP.
115 The Board asked that staff add the subject of disposition of the "happy" hydrants to a
116 future agenda for Board discussion and policy direction.

117
118 **8. REGULAR BUSINESS AGENDA**

119 **A. Approve Resolution 2017-15 Establishing the Appropriations Limit Applicable to**
120 **the MPWD during Fiscal Year 2017/2018**

121 Staff presented the report on this annual action required by the MPWD. Director Linvill
122 moved to approve Resolution 2017-15 and Director Vella seconded. Roll call was taken
123 and the resolution was unanimously approved.

124
125 **B. Progress Report on MPWD 2017-2018 Strategic Plan**

126 General Manager Rudock provided a report of the highlights from her written report on
127 the MPWD 2017-2018 Strategic Plan progress and reminded the Board that because of
128 the two-year plan, staff would not be scheduling a Special Board Meeting/strategic
129 planning session in January 2018.

130
131 **C. Review MPWD Annual Reimbursements Report for Fiscal Year 2016/2017 pursuant**
132 **to Government Code Section 53065.5**

133 General Manager Rudock presented the legislative requirements for reporting
134 reimbursements to employees of \$100 and greater. She confirmed that the information
135 within the report was contained within monthly expenditure reports provided at Board
136 meetings.

137
138 **D. Annual Review of MPWD Catalog of Enterprise Systems per Senate Bill 272**

139 General Manager Rudock reported that an annual review was required of the MPWD
140 Catalog of Enterprise Systems, and there were no recommended revisions to the
141 catalog for 2017.

142
143 **E. Review and Approve the MPWD's Response to the San Mateo County Grand**
144 **Jury's report filed June 19, 2017 Regarding Special Districts' Website**
145 **Transparency Update**

146 General Manager Rudock presented the MPWD's response to the Grand Jury's findings
147 and recommendation letter dated June 19, 2017. The Board unanimously approved the
148 letter.

149
150 **F. Review Call for Nomination to Elect Alternate Special District Member on San**
151 **Mateo LAFCo and Authorize a Voting Delegate**

152 The Board nominated President Stuebing to act as the District's voting Agent.
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9. MANAGER AND BOARD REPORTS

A. General Manager's Report

General Manager Rudock reported on water conservation progress. She also provided each Board member with a copy of ACWA JPIA's 2018 Employee Benefits Program Renewal.

1. Supplemented by Administrative Services Manager's Report

Administrative Services Manager Pina reported that the annual Financial Audit field work would take place August 29-31, 2017.

2. Supplemented by Operations Manager's Report

Operations Manager Ramirez reported on a number of key items in his monthly report.

Director Linvill asked who was responsible for the easement surrounding hydrant meters. Operations Manager Ramirez shared that the area in question is a MPWD right-of-way and staff adheres to the MPWD standards and specifications.

3. Supplemented by District Engineer's Report

None.

B. Financial Reports

General Manager Rudock reported that the budget balances were on target and reminded the Board that it has been only one month since the start of the new fiscal year.

C. Director Reports

Director Linvill reported that she is unable to attend the September 28, 2017 Board meeting. Director Stuebing reported that he is unable to attend the Harbor Industrial Association meeting on Thursday, September 7, 2017.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

The meeting was adjourned at 8:20 PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT