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

September 22, 2016
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 Zucca at 6:30 PM.

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

C. **Establishment of Quorum:**

PRESENT: Directors Stuebing, Vella, and Zucca.

ABSENT: Directors Linvill and Warden.

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.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Brent Chester – D4 Operator Certification from CA Department of Water Resources**

General Manger Rudock and Operations Manager Ramirez commented on the D4 Operator Certificate, how useful it is for the District, and how proud they are with Brent's accomplishment. President Zucca commented that this certificate is not easy to receive, and asked that staff congratulate Brent on behalf of the Board for his accomplishment.

B. **Tava Mataele – 10th Service Anniversary**

Operations Manager Ramirez commented on the longevity of staff in general here at the District, noting years of service is important for institutional knowledge. President Zucca asked that staff congratulate Tava on behalf of the Board for his 10th service anniversary.

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5. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting of August 25, 2016

B. Approve Expenditures from August 20, 2016 through September 13, 2016

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

6. HEARINGS AND APPEALS

None.

7. REGULAR BUSINESS AGENDA

**A. Progress Report on MPWD 2016 Strategic Plan and Process Follow-Up
Facilitated by Julie Brown**

General Manager Tammy Rudock highlighted additional items accomplished that were not identified in the Strategic Plan and then introduced Julie Brown.

Julie Brown listed the items she would be discussing with the Board:

- a. How the simplified process has added value;
- b. General Manager's performance evaluation process;
- c. Board roles versus General Manager Roles; and
- d. Trust between Board members and leadership.

President Zucca commented on the process, giving a summary of where they were, and where they are now. He likes the updated Strategic Plan; the work is easily identified and tracked for progress and completion. There is now easier coordination due to the new format. He likes the way the report gives a big picture, which helps to identify roles between the Board and the General Manager.

Director Stuebing added that the new plan provides a forum to talk in details but with appropriate roles in place for the Directors and the General Manager.

Director Vella said it is a very good tool for tracking what is happening. He said he now feels comfortable with staff doing their jobs because the roles are clearly defined between staff and the Directors.

Julie Brown summarized that she observes a different level of communication, which is interactive and very professional. She is proud of the progress that has been made. Director Vella asked what actions she would suggest the Board look at for further growth. She discussed that some of her for-profit clients have 5-10 year strategic plans developed, and then make minor changes to the document every year.

General Manager Rudock added that the plan is much easier to update and flows well with the General Manager performance evaluation, which was so cumbersome in the past. Director Vella noted that he is confident now that the Directors and the General Manager are looking at the strategic plan throughout

97 the year. General Manager Rudock added that once the plan is in place, she
98 meets with her management team and determines who will do what based on the
99 plan. Then the management team meets with their staff and determines what
100 they will do based on the plan. So everyone is working from the strategic plan
101 and all staff performance and evaluations are impacted by what is expected to be
102 accomplished for that year.

103
104 President Zucca appreciated having an up-to-date listing of the accomplishments
105 thus far throughout the year. This way the General Manager is reviewed on the
106 accomplishments for the entire year, and not just the last quarter of the year. He
107 also noted that there is no longer any confusion on what needs to be
108 accomplished because it is clearly spelled out.

109
110 Julie Brown likes the flexibility with the way the plan is being presented, and now
111 immediate needs can be responded to more readily. There are also board
112 accountabilities in place.

113
114 She then asked if there was anything the Board or staff would like to modify in
115 the process? Director Stuebing would like to have another way to look at asset
116 management in order to make a quantitative decision. General Manager Rudock
117 commented that she had discussed with Ms. Brown a process for administering
118 the General Manager evaluation each year so that there is consistency.

119
120 Julie Brown then ended the discussion by saying that the District has an
121 impressive strategic plan process in place.

122
123 Director Vella offered to share with General Manager Rudock the BAWSCA
124 General Manager evaluation process.

125
126 **B. MPWD Capital Improvement Program (CIP):**

127 **1. Review CIP Summary and Project Implementation Plan Update**

128 General Manager Rudock noted that FY 2016-2017 was added to the CIP
129 Summary. She pointed out that engineering costs are highlighted in blue, and
130 construction costs are in yellow. They have bundled some of the CIPs to take
131 advantage of cost savings, and will be sending out Requests for Proposals on
132 those bundled projects. Additionally, staff identified projects that would
133 require the assistance of outside engineering firms, which would be
134 accomplished through a Request for Qualifications process. When the
135 funding is in place, MPWD will be ready to move forward quickly. The MPWD
136 is considering hiring professionals to assist with inspections, having the
137 MPWD's inspector overseeing them.

138
139 District Engineer Pakpour discussed several ways to complete the CIP work:

- 140 a. Work on one project at a time;
- 141 b. Do a series of projects which are related; and/or

142 c. Prequalify contractors. If we prequalify now, it would streamline the
143 bidding process.
144

145 **2. Consider Resolution 2016-14 the First Amendment to the Professional**
146 **Services Contract with the District Engineer, referenced as Contract No.**
147 **01-1621-CIP, in the Amount of \$292,155, for Engineering Design**
148 **Services related to the 2017 Water Main Replacements Project**

149 General Manager Rudock discussed the proposed amendment to the contract
150 with Pakpour Consulting Group, which would authorize engineering design on
151 the first projects within the 5-year CIP.
152

153 Operations Manager Ramirez reported that the contract included the starting
154 number for capital projects. He summarized the projects to be designed.
155

156 District Engineer Pakpour noted that the Karen Road project is mostly
157 completed, and the balance of the work will be bundled with 4 other projects.
158 The work proposed will include design work, topographic surveys, potholing,
159 and construction support. President Zucca commented that he likes the way
160 the CIP program has come together, and when there are changes to the
161 priorities, he is confident there will be discussions between the Directors and
162 staff. He likes that everything has been documented so clearly, so there are
163 no questions about the process.
164

165 General Manager Rudock discussed the meeting that took place today with
166 Bond Counsel. The financing document package is large, and staff will be
167 working on developing the preliminary official statement.
168

169 Director Stuebing moved to accept Resolution 2016-14 the First Amendment
170 to the Professional Services Contract with the District Engineer, referenced as
171 Contract No. 01-1621-CIP, in the Amount of \$292,155, for Engineering
172 Design Services related to the 2017 Water Main Replacements Project,
173 Director Vella seconded. Roll call was taken and it was unanimously
174 approved.
175

176 **3. Consider Scheduling a Special Meeting in October 2016 to Consider**
177 **Approval of Financing Documents for MPWD 5-Year CIP totaling \$20**
178 **Million**

179 General Manager confirmed that October 11th will be the Special Meeting
180 date at 6:00 p.m.
181

182 **4. Receive Updated CIP Informational Summary & FAQs**

183 General Manager Rudock noted that she updated pages 66 and 67, and will
184 continue to keep this document up to date each month. President Zucca
185 recommended title pages between the attachments.
186

187 **C. Consider Resolution 2016-15 Authorizing a Water Service Agreement**
188 **between the Mid-Peninsula Water District and Central Peninsula**
189 **Development, LLC, for Mixed-Use Development located at 576-600 El**
190 **Camino Real in Belmont, California**

191 Operations Manager Ramirez presented the following information about this
192 project:

- 193 1. There are three commercial units on the ground floor and multi-family
194 units above that space.
- 195 2. The water meters will be on the business owner's property, which is not
196 standard for MPWD. Those working on this agreement were District
197 Counsel Sherman, General Manager Rudock, Operations Manager
198 Ramirez, Field Operations Supervisor Brent Chester, and the developer.
199 There will be a bank of water meters on the developer's property.
- 200 3. Director Vella would like to see a standard developed for these types of
201 projects, so there will be no misunderstanding with future developers. It
202 was discussed that having a standard would likely not work; instead it will
203 have to be on a case-by-case basis to accommodate the needs of each
204 development. However, certain key concepts will be equally applicable to
205 each development.
- 206 4. There will be standard fire services applied to each development.
- 207 5. MPWD approved the plumbing plans for this current development.
- 208 6. Easements are being developed for MPWD's access and maintenance
209 of MPWD's meters, which will be enclosed to protect MPWD's property.
210 Transmitters will also be housed in an enclosed box.
- 211 7. Director Vella expressed concern about the District's responsibility with
212 regard to the easement, and wanted to make sure we have no
213 responsibility to maintain the property, just the meter boxes and
214 transmitters. Operations Manager Ramirez responded that MPWD's
215 responsibility ends at the right of way, and picks up at the meters.
- 216 8. Operations Manager Ramirez reiterated the water meters are MPWD's
217 property. There will be security measures in place to allow only
218 authorized personnel from the MPWD staff to access a "utility area" of
219 the building, housing MPWD's meters.
- 220 9. President Zucca gave congratulations to all working through this first
221 unique project. Operations Manager Ramirez noted that Brent dealt with
222 all the technical details.

223
224 Director Stuebing moved to accept Resolution 2016-15 Authorizing a Water
225 Service Agreement between the Mid-Peninsula Water District and Central
226 Peninsula Development, LLC, for Mixed-Use Development located at 576-600 El
227 Camino Real in Belmont, California, Director Vella seconded. Roll call was taken
228 and it was unanimously approved.

229
230 **D. Consider Resolution 2016-16 Requiring Even-Numbered Year Elections for**
231 **the MPWD Board of Directors in Consolidation with the Statewide General**
232 **Elections**

233 General Manager summarized the reasons behind the statewide general
234 elections being consolidated to even-numbered years. It will be cost effective to
235 have them at the same time as general elections for two reasons: more voter
236 turnout and economies of scale with regard to the cost of the elections.
237

238 Director Vella moved to accept Resolution 2016-16 Requiring Even-Numbered
239 Year Elections for the MPWD Board of Directors in Consolidation with the
240 Statewide General Elections, Director Stuebing seconded. Roll call was taken
241 and it was unanimously approved.
242

243 **E. Consider Resolution 2016-17 Authorizing the Adoption of the San Mateo**
244 **County Hazard Mitigation Plan Update**

245 Operations Manager Ramirez summarized his report and described the plan and
246 how it will be administered. He discussed a county-wide survey and the results
247 of that survey. He noted there were seven hazards of concern: Earthquake,
248 severe weather, wild fires, landslides, floods, drought, and dam failure. He
249 discussed the development of the Mitigation Action Plan, which includes how to
250 mitigate seismic disruptions. Examples of mitigation projects and strategies were
251 discussed. Staff is recommending that the Board adopt Volumes 1 and 2, which
252 are in compliance with the current regulations, and other cities and counties are
253 doing the same thing. Once MPWD and others adopt this document, it will go to
254 FEMA for its adoption. This will allow MPWD to potentially receive grant funding
255 to seismically retrofit those tanks that need it. And post-earthquake, FEMA will
256 pay 85%. District Engineer Pakpour stated that with this plan in place at MPWD,
257 we would be eligible to receive an additional 7½%.
258

259 Director Vella moved to adopt Resolution 2016-17 Authorizing the Adoption of
260 the San Mateo County Hazard Mitigation Plan Update, Director Stuebing
261 seconded. Roll call was taken and it was unanimously approved.
262

263 **F. Receive Presentation and Review of the New MPWD Personnel Manual,**
264 **and:**

- 265 1. **Consider Resolution 2016-18 Adopting the Mid-Peninsula Water District**
266 **Policy Against Unlawful Harassment, Discrimination and Retaliation;**
267 **and**
- 268 2. **Consider Resolution 2016-19 Approving and Adopting the New**
269 **Personnel Manual for the Mid-Peninsula Water District, effective**
270 **September 23, 2016**

271 General Manager Rudock discussed the letter agreement with the MPWD
272 Employees Association and how she incorporated the MPWD health benefits
273 into the personnel manual. She asked to change the language on page 183,
274 which would make it more concise for the reader. She discussed the meet
275 and confer negotiation process with the MPWD Employees Association. She
276 informed the Board that she has contracted with Koff & Associates to update
277 the MPWD personnel position descriptions, and conduct an interim salary
278 survey, in order to see where the MPWD salaries stand in comparison to the

279 market. The new Policy against Harassment is included as an attachment in
280 the Personnel Manual, which will make it simpler to update in the future as
281 needed.

282
283 Director Stuebing moved to approve both Resolution 2016-18 Adopting the
284 Mid-Peninsula Water District Policy Against Unlawful Harassment,
285 Discrimination and Retaliation; and Resolution 2016-19 Approving and
286 Adopting the New Personnel Manual for the Mid-Peninsula Water District,
287 effective September 23, 2016, Director Vella seconded. Roll call was taken
288 and they were unanimously approved.

289

290 **G. BAWSCA Update**

291 Director Vella noted the following points from the BAWSCA meeting:

- 292 a. The General Manager's performance evaluation was completed.
- 293 b. A video was presented on the construction of the Calaveras Dam. That
294 video is located on the SFPUC website.
- 295 c. There was discussion about the water availability for East Palo Alto (EPA).
- 296 d. Because of traffic issues, the next BAWSCA meeting will be held in the
297 San Mateo Library instead of Foster City.

298

299

300 **8. MANAGER AND BOARD REPORTS**

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

302 General Manager Rudock highlighted from her report the contracted work with Koff &
303 Associates and the MPWD's compliance with the Conflict of Interest Bi-Annual Notice
304 submittal to the County of San Mateo. She mentioned that at the next HIA meeting,
305 which is on October 6th the HIA will be celebrating its 60th anniversary. She also
306 reminded President Zucca that he will be presenting at the November 3rd HIA meeting.

307

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

309 Administrative Services Manager Pina gave an update on the financial management
310 system implementation, noting the billing system will be implemented in
311 January/February 2017.

312

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

314 Operations Manager Ramirez highlighted the following:

- 315 a. There is one commercial water meter left to put into service in Zone 1.
- 316 b. There was a main break on Notre Dame under the sidewalk instead of under the
317 street where a brand new road was put in.
- 318 c. On September 3rd, there was a main break and water got into a couple of homes.
319 Rick Bisio called a restoration company that was able to do some work on one
320 home most impacted, which helped with the water and mold damage. Staff is
321 working with ACWA JPIA on the claim.

322

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

324 District Engineer Pakpour reported that the Alameda de las Pulgas water main
325 replacement project is complete. There were 1.9% change orders, and there is a
326 notice of potential claim for \$43,000.

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B. Financial Reports

Receive General Manager's Annual Report for Fiscal Year Ended June 30, 2016
General Manager Rudock gave a fiscal year-end review on the results of the MPWD's
2015-2016 operations.

C. Director Reports

President Zucca discussed his meeting with Charles Stone. They are in agreement with
coordinating projects between Belmont and MPWD. He was complimentary regarding
what the Directors and staff do here at the District.

9. FUTURE AGENDA BUSINESS ITEMS

None.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

Director Stuebing moved to adjourn at 9:00PM, Director Vella seconded, and it was
unanimously approved.



DISTRICT SECRETARY

APPROVED:



BOARD PRESIDENT