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

September 28, 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 6:34PM.

B. **Establishment of Quorum:**

PRESENT: Directors Stuebing, Vella, and Zucca

ABSENT: Directors Warden and Linvill

A quorum was present.

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

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by staff member, Jeanette Kalabolas.

2. **PUBLIC COMMENTS**

None.

3. **CLOSED SESSION**

The Board recessed into Closed Session at 6:35PM to discuss one matter:

A. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code §54956.9(d)(2)

Five Claims: 1. Constantina Felactu, formerly 2856 San Juan Boulevard
2. Thomas Felactu, formerly 2856 San Juan Boulevard
3. Jeffrey Ford, 2856 San Juan Boulevard
4. Pamela Kawaguchi, 2630 Monserat Avenue
5. Eugene Weiss, 2632 Monserat Avenue

The Board reconvened into open session at 7:52PM. District Counsel Cassman reported the Board received reports on five property claims filed and no action was taken.

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

None.

5. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None.

- 51 6. **CONSENT AGENDA**
52 **A. Approve Minutes for the Regular Board Meeting of August 24, 2017.**
53
54 **B. Approve Expenditures from August 17, 2017 through September 21, 2017**
55 Director Vella moved to approve the minutes for the Regular Board Meeting on August
56 24, 2017 and expenditures from August 17, 2017 through September 21, 2017. Director
57 Zucca seconded and it was unanimously approved.
58
- 59 7. **HEARINGS AND APPEALS**
60 None.
61
- 62 8. **MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COPs**
63 **(CERTIFICATES OF PARTICIPATION) FINANCING**
64 **A. Consider Resolution 2017-16 Authorizing a Professional Services Agreement with**
65 **Schaaf & Wheeler Consulting Civil Engineers, referenced as Contract No. 05-1621-**
66 **CIP in the amount of \$532,965 for Engineering Design Services related to the Old**
67 **County Road Improvements (CIP 15-75), “F” Street Improvements (CIP 15-79),**
68 **Ralston Avenue Improvements (CIP 15-82) and the Old County Road Extension**
69 Operations Manager Ramirez recapped highlights from the prior month’s presentation
70 and discussion and sought Board authorization to proceed.
71
72 Director Vella moved to approve Resolution 2017-16 Authorizing a Professional Services
73 Agreement with Schaaf & Wheeler Consulting Civil Engineers, referenced as Contract
74 No. 05-1621-CIP in the amount of \$532,965 for Engineering Design Services related to
75 the Old County Road Improvements (CIP 15-75), “F” Street Improvements (CIP 15-79),
76 and Ralston Avenue Improvements (CIP 15-82) and the Old County Road Extension.
77 Director Zucca seconded and it was unanimously approved.
78
- 79 **B. Consider Resolution 2017-17 Authorizing the Third Amendment to the**
80 **Professional Services Contract with Pakpour Consulting Group, Inc. referenced as**
81 **Contract No. 07-1621-CIP in the amount of \$325,244 for Engineering Design**
82 **Services related to the 2018 Water Main Replacement Project**
83 Operations Manager Ramirez recapped highlights from the prior month’s presentation
84 and discussion and sought Board authorization to proceed with the 2018 Water Main
85 Replacement Project, including Notre Dame (CIP15-10), Mid-Notre Dame (CIP 15-49),
86 Cliffside Court (CIP 15-38), Tahoe Drive (CIP 15-28) and the Zone 5 Hydrant
87 Improvements (CIP 15-06).
88
89 Director Zucca moved to approve Resolution 2017-17 Authorizing the Third Amendment
90 to the Professional Services Contract with Pakpour Consulting Group, Inc., referenced
91 as Contract No. 07-1621-CIP in the amount of \$325,244 for Engineering Design
92 Services related to the 2018 Water Main Replacement Project. Director Vella seconded
93 and it was unanimously approved.
94
- 95 9. **REGULAR BUSINESS AGENDA**
96 **A. Consider Resolution 2017-18, which Establishes Surplus items List 17-01 and**
97 **Declares Nine Items in District Inventory as Surplus and Authorizes Staff to Sell**
98 **the Items via GovDeals.com**
99 General Manager Rudock reported she recently attended a presentation by
100 GovDeals.com and suggested the Operations staff meet with their representatives and

101 consider using their expertise in dealing with surplus government vehicles and
102 equipment to sell the MPWD's surplus inventory.

103
104 Operations Manager Ramirez presented the list of proposed surplus items and the
105 efficiency of GovDeals.com services. A minimum price will be established for each item
106 and then auctioned much like eBay.

107
108 Director Zucca moved to approve Resolution 2017-18, which Establishes Surplus items
109 List 17-01 and Declares Nine Items in District Inventory as Surplus and Authorizes Staff
110 to Sell the Items via GovDeals.com. Director Vella seconded and it was unanimously
111 approved.

112
113 **B. Review Proposed 2017 MPWD Personnel Manual Revisions**

114 General Manager Rudock presented the proposed 2017 revisions to the MPWD
115 Personnel Manual and reported she met and conferred with employees on the changes.
116 This was a discussion item only and will be brought back next month for adoption
117 consideration.

118
119 **C. Receive BAWSCA Report from Director Louis Vella**

120 Director Vella reported he attended the BAWSCA Board meeting held on Thursday,
121 September 21, 2017. He advised the bulk of the meeting was spent in closed session
122 for the CEO's performance evaluation; however, additional topics included the SFPUC's
123 report on July 2017 water savings (18%), approval of a Resolution appointing Arthur
124 Jensen as Special Counsel to the CEO, and the release of the final version of the 2017
125 Drought Agencies' Findings Report.

126
127 The Board and staff also engaged in a brief discussion on the 2009 Water Supply
128 "Minimum Purchase" Agreement, as BAWSCA is looking for member agency feedback.

129
130 **10. MANAGER AND BOARD REPORTS**

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

132 General Manager Rudock reported the delay with the job position classification study as
133 a result of employee leaves and workload. MPWD and the City of Belmont are close to
134 a cooperative agreement for the approved joint capital project.

135
136 **1. Supplemented by Administrative Services Manager's Report**

137 Administrative Services Manager Pina reported on the staff appreciation lunch held
138 September 27, 2017 in honor of Rick Bisio's and Ron Leithner's 20th service
139 anniversary.

140
141 **2. Supplemented by Operations Manager's Report**

142 Operations Manager Ramirez shared there were no system repairs to report. He
143 provided updates on the AMI meter change-out program, number of USA locate
144 requests responded to last month, the abandonment of CIP 15-61 Escondido Way
145 Cross Country valve, and future plans to abandon a valve on the south side of
146 Ralston Avenue at the intersection of Notre Dame Avenue.

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

149 None.

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151 **B. Financial Reports**

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1. Receive Financial Reports for Month Ended August 31, 2017

General Manager Rudock reported there has been an increase in consumer use of water, and development revenues, resulting in total operating revenues being 7% above staff projections. Relatedly, the purchased water expense is higher than projected, but total operating costs are near the projected target.

2. Receive General Manager's Annual Report for Fiscal Year Ended June 30, 2017

Director Stuebing asked that presentation of the report be postponed until next month due to the absence of a couple of Board members.

Director Vella advised he will be unable to attend the November Board meeting.

C. Director Reports

Director Zucca reported a meeting has been scheduled with Belmont Mayor Charles Stone next week regarding the prospect of getting on the City Council's Agenda to present the District's CIP.

Director Stuebing stated he would like to see the CIP presented in an efficient manner with bullets focusing on highlights and shared costs where appropriate. He also reported the San Mateo County LAFCo has a newly elected Special District alternate.

11. COMMUNICATIONS

General Manager Rudock reported staff received communications from a customer, suggesting an alternate winter-summer rate proposal in consideration of residential "farming." President Stuebing, Director Zucca, and staff responded to the communications citing conflicts with Proposition 218 rate setting requirements.

12. ADJOURNMENT

The meeting was adjourned at 8:50 PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT