

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

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

October 26, 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 6:32PM.

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

Mr. Moreno, a resident at 1624 Fairway Drive in Belmont expressed concern about the accuracy of the new AMI system and the fact that he felt his consumption was higher than before his old meter was replaced. He also sought clarification on the date of a read when that date falls on a weekend.

The Board addressed Mr. Moreno's concerns by explaining variations in meter mechanics, testing parameters, calibrations and flow factors. It was suggested that staff exchange his AMI meter for another one and test it to confirm it was functioning properly.

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 September 28, 2017.

Directors Warden and Linvill abstained from the vote due to their absence from last month's Board meeting.

B. Approve Expenditures from September 22, 2017 through October 19, 2017

Director Zucca moved to approve the minutes for the Regular Board Meeting on September 28, 2017, and expenditures from September 22, 2017 through October 19,

51 2017. Director Vella seconded and it was unanimously approved, with Directors Warden
52 and Linvill abstaining from approving item 5.A.
53

54 **6. HEARINGS AND APPEALS**

55 None.
56

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

59 **A. Receive 2016 COP Financing Reconciliation and Project Fund Quarterly Reports**
60 **for the period July 1, 2017 through September 30, 2017**

61 Staff briefly highlighted the Quarterly Reconciliation Report and new graph, and Dan
62 Bergmann of IGService presented the Quarterly Project Fund Report and reviewed the
63 new program expenditures graph.
64

65 Director Zucca inquired about interest on revenue. General Manager Rudock confirmed
66 that earned interest remains with the project fund and is reinvested accordingly.
67

68 Director Linvill commented that the dividend and interest terminology on the two reports
69 is confusing. Staff replied the bank statements refer to the funds as dividends and would
70 correct on their next reconciliation report.
71

72 **8. REGULAR BUSINESS AGENDA**

73 **A. Consider Resolution 2017-19 Authorizing 2017 revisions to MPWD Personnel**
74 **Manual**

75 General Manager Rudock reported that she met and conferred twice with employees on
76 the proposed revisions, and District Counsel reviewed and approved all edits.
77

78 There was a brief discussion about the mandatory vacation policy and how it is
79 managed.
80

81 Director Zucca moved to approve. Director Vella seconded and it was unanimously
82 approved.
83

84 **B. Receive Overview of MPWD Organization and Staff Position Duties**

85 General Manager Rudock presented the Board with the MPWD Organizational Chart
86 and a summary of staff duties.
87

88 Directors commented on delegation of authority when staff is on leave, and the potential
89 for outsourcing.
90

91 General Manager Rudock shared that staff has been focused on response to an
92 increased number of development requests and additional reporting requirements in
93 Operations and Administration, which has created the need to consider hiring one or two
94 additional employees, and determine if the need would be temporary or permanent.
95

96 **C. Consider and Approve MPWD 2018 Board Meeting Schedule**

97 The Board discussed the proposed MPWD 2018 Board meeting schedule, and it was
98 unanimously approved.
99
100
101

102 **D. Review and Discuss DRAFT MPWD Debt Management Policy**

103 General Manager Rudock presented the DRAFT Debt Management Policy, which was
104 created from a CSDA policy template and several other public agencies and water
105 districts with debt policies. District Counsel provided review comments and they will be
106 incorporated in the next DRAFT. Input from the MPWD's Municipal Finance Advisor,
107 Bud Levine, and MPWD's Financial Auditor, David Becker, will also be shared in the
108 next DRAFT.

109
110 Director Zucca offered feedback and provided written comments to the General
111 Manager. Director Linvill stated the policy conformed to the CSDA policy template and
112 other public agency debt policies she was familiar with. Staff will bring back a revised
113 DRAFT next month.

114
115 **E. Review and Discuss DRAFT MPWD Cash Reserve Policy**

116 General Manager Rudock presented the DRAFT Cash Reserve Policy. She researched
117 other public agency and water district policies and created the proposed policy from
118 many samples. District Counsel provided review comments and they will be incorporated
119 in the next DRAFT.

120
121 Input from the MPWD's Municipal Finance Advisor, Bud Levine, and MPWD's Financial
122 Auditor, David Becker, will also be shared in the next DRAFT.

123
124 The Board discussed ideas for reducing the total amount of cash reserves below the
125 existing policy target of \$5 million, and narrowing the reserve funds to two—Working
126 Capital and Capital. Staff will bring back a revised DRAFT next month.

127
128 **9. MANAGER AND BOARD REPORTS**

129 **A. General Manager's Report, including Water Conservation Progress Report**

130 General Manager Rudock reported that the staff quarterly water conservation report was
131 included in the agenda pack for Board review and shared staff is excited about the
132 student Lego Robotics Team opportunity, referred to us by District treasurer, Jeff Ira.
133 She also confirmed that the AB 1234 ethics training has been completed by all Board
134 members and appointed officials as required.

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

137 Administrative Services Manager Pina reported on the added graph to the quarterly
138 COP CIP reconciliation report and also advised that a sweep account for annual debt
139 service payments is now being utilized.

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

142 Operations Manager Ramirez reported no meter installations took place last month
143 due to staffing levels and priorities. He provided an update on the hit hydrant at
144 1902 Oak Knoll Dr.

145
146 **3. Supplemented by District Engineer's Report**

147 District Engineer Pakpour gave a brief update on active projects.

148
149 **B. Financial Reports**

150 1. Receive Financial Reports for Month Ended September 30, 2017

151 General Manager Rudock reported District financials are on or exceeding projected
152 targets. Total operating expenses less depreciation was at 25.2%, water commodity
153 revenues were at 36.9%, and total operating revenues at 35.4% of budget.
154

155 2. Receive General Manager's Annual Report for Fiscal Year Ended June 30, 2017
156 General Manager Rudock reported on the financial highlights and trends related to FY
157 2016/2017.
158

159 **C. Director Reports**

160 Director Linvill reported she participated in the Hetch Hetchy tour and the Davey Park
161 Grand Opening Ceremony.
162

163 Director Zucca reported he met with Belmont Mayor Charles Stone.
164

165 Director Stuebing reported that he met with Belmont Mayor Charles Stone. He advised
166 that Mayor Stone was open and receptive to the idea of a brief CIP presentation by a
167 MPWD Board member to the City Council.
168

169 **10. COMMUNICATIONS**


170 General Manager Rudock reported that at SFPUC's Annual Meeting for Wholesale
171 Customers and BAWSCA earlier this month it was announced that the "Lead Sampling
172 of Drinking Water in California Schools Program" would become a larger mandatory
173 program and added responsibility for the MPWD.
174

175 **11. ADJOURNMENT**

176 The meeting was adjourned at 9:12PM.
177

178 
179 Candace R. Pita
180 DISTRICT SECRETARY
181

182 APPROVED:

183 
184 _____
185 BOARD PRESIDENT
186

