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

November 14, 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 6:34PM.

B. Establishment of Quorum:

PRESENT: Directors Warden, Stuebing and Linvill.

Directors Vella and Zucca were 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, District Treasurer Jeff Ira and District Engineer Joubin Pakpour.

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

A. 25-Year Service Anniversary – Chris Michaelis, Water System Operator
General Manager Rudock introduced Chris and his wife Lisa to the Board and congratulated him on his 25-years of service. She also shared that the District hosted a celebration lunch in his honor on Wednesday, November 7, 2018.

Operations Manager Ramirez commented on Chris's reliability and work ethic and presented him with a certificate of achievement award.

Attending Board members concluded the recognition ceremony by applauding Chris and acknowledging his effort, dedication and continued service to the District.

5. CONSENT AGENDA

A. Approve Minutes for the Regular Board Meeting on September 27, 2018

B. Approve Expenditures from September 21, 2018 through October 16, 2018

49 Director Stuebing moved to approve the Regular Board Meeting of September 27,
50 2018 Minutes and Expenditures from September 21, 2018 through October 16,
51 2018. Director Linvill seconded and it was unanimously approved.
52

53 **6. HEARINGS AND APPEALS**

54 None.
55

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

58 **A. Receive Quarterly Reconciliation Report on 2016 COP Financing for Period**
59 **July 1, 2018 through September 30, 2018 and Quarterly Project Fund Report**
60 **through September 30, 2018**

61 General Manager Rudock reported on original project cost estimates versus final
62 cost comparisons for the first five CIP projects
63 (Karen/Folger/Mezes/South/Arthur) adding that this item will be brought back for
64 further discussion in 2019. She then introduced Dan Bergmann of IGService for
65 presentation of his report.
66

67 Mr. Bergmann presented highlights from the COP Quarterly Reconciliation and
68 Project Fund Reports.
69

70 **B. Receive Cost Comparison Report for Capital Project 01-1621-CP 2017**
71 **Water Main Replacement Project**

72 Operations Manager Ramirez reported 2017 Water Main Replacement Project
73 Estimate Comparison to Actuals. He reminded the Board that the information
74 furnished is not new, as staff has been diligent in its reporting throughout the
75 length of the project. He also conveyed that staff will discuss the incorporation of
76 post-construction reports at the conclusion of every CIP project going forward.
77

78 District Engineer Pakpour commented that construction bids received were
79 higher than originally projected given the Bay Area's construction climate.
80 General Manager Rudock reminded the Board that CIP dividends earned to date
81 help to off-set costs even if only minimal.
82

83 President Warden shared that he would like to discuss an over-all financing plan
84 to recover the deficit gap. Staff agreed.
85

86 Director Stuebing suggested that future project priorities need to be revisited as
87 well.
88

89 **8. REGULAR BUSINESS AGENDA**

90 **A. Receive and Accept the Final Audit Report for Fiscal Year Ended June 30,**
91 **2018 Presented by David Becker, CPA of James Marta and Company LLP**

92 General Manager Rudock reported a typographical error on page 51 of the Board
93 packet. The year under the first bullet 2108 will be corrected to read 2018. She
94 then introduced David Becker, CPA of James Marta & Company LLP for his
95 presentation.

96 Mr. Becker presented a summary of the Financial Statements and Independent
97 Auditors Report for Fiscal Year ended June 30, 2018. He also communicated his
98 ease in dealing with staff and noted their professionalism. He noted two errors
99 that were discovered and were staff mistakes within the District's accounting
100 system.

101
102 Director Linvill commented on the relationship over the years between the District
103 and the auditors.

104 105 **9. MANAGER AND BOARD REPORTS**

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

107 General Manager Rudock provided an update on the surplus properties,
108 including the 1510 Folger Dr. property encroachment matter, and results from a
109 recent in-person employee satisfaction survey.

110
111 Director Stuebing inquired about the survey's response rate. General Manager
112 Rudock confirmed there was 100% employee participation.

113
114 Director Warden had some questions about the encroachment issue and
115 commented on the survey's accuracy, results, perception, value and ways to
116 administer in the future.

117
118 General Manager Rudock also reported that Julie Brown is available
119 Wednesday, January 9, 2019 or Thursday, January 10, 2019 to facilitate the
120 Board's Strategic Planning Session, and that MPWD has been invited to present
121 an update on capital programs at the Harbor Industrial Association meeting on
122 Thursday, January 3, 2018. District Engineer and staff will make the
123 presentation.

124 125 **1. Supplemented by Administrative Services Manager's Report**

126 Administrative Services Manager Pina reported that the PARS Quarterly
127 report on page 115 of the Board packet now lists OPEB and PRSP Trust
128 details under separate line items.

129
130 Director Warden inquired about the origin of the Schedule of Cash and
131 Investments Report on page 113 of the Board Packet. Administrative
132 Services Manager Pina advised that the data is exported directly from
133 Springbrook, the District's Accounting Software and placed into an excel
134 spreadsheet report for the Board.

135
136 Director Warden asked that staff provide the Board with a copy of the exact
137 report built into Springbrook's software for comparison purposes. Staff agreed
138 to work on developing this report.

139
140
141

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

143 Operations Manager Ramirez reported on a number of highlights from his
144 monthly staff report - AMI installs, new hires, USA locates, new development
145 and the City of Belmont joint project. Director Warden wanted to know when
146 staff expected full completion on the joint project and added that staff might
147 want to consider attending a City Council meeting post-completion to
148 reinforce the value of partner projects. Operations Manager Ramirez advised
149 that the project is in its final stages, but an estimated completion date has yet
150 to be determined.

151
152 Operations Manager Ramirez also provided the Board's Happy Hydrant
153 committee with a map of system hydrants.

154
155 **3. Supplemented by District Engineer's Report**

156 District Engineer Pakpour reported on the next CIP project—Hillcrest
157 Pressure Regulating Station, which is out to bid.

158
159 **B. Financial Reports**

160 **1. Receive Financial Reports for Month Ended September 30, 2018**

161 **2. Receive Financial Reports for Month Ended October 31, 2018**

162 General Manager Rudock reported FY 2018/2019 total YTD target is 33.7%.

163
164 **C. Director Reports**

165 Director Stuebing advised that he was unable to attend the recent San Mateo
166 County Chapter of the California Special Districts Association meeting. General
167 Manager Rudock followed up with the fact that she attended in his absence and
168 there was not a quorum so the meeting was canceled.

169
170 Director Warden complimented staff on a job well done with the new billing
171 account fees postcard.

172
173 **10. COMMUNICATIONS**

174 None.

175
176 **11. ADJOURNMENT**

177 The meeting was adjourned at 7:55PM.

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179 

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181 DISTRICT SECRETARY

182
183 APPROVED:

184 
185
186 BOARD PRESIDENT
187