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2
3 SPECIAL MEETING
4 OF THE BOARD OF DIRECTORS
5 OF THE MID-PENINSULA WATER DISTRICT

6 January 11, 2018
7 Belmont, California
8

9 **1. OPENING**

10 **A. Call to Order:**

11 The regular meeting of the Mid-Peninsula Water District Board of Directors was called to
12 order by President Stuebing at 6:15PM.
13

14 **B. Establishment of Quorum:**

15 **PRESENT:** Directors Warden, Vella, Linvill and Stuebing
16

17 **ABSENT:** Director Zucca
18

19 A quorum was present.
20

21 **ALSO PRESENT:** General Manager Tammy Rudock, Operations Manager Rene Ramirez,
22 District Secretary/Administrative Services Manager Candy Pina, District Counsel Julie
23 Sherman and District Treasurer Jeff Ira. District Engineer Joubin Pakpour was absent.
24

25 **C. Pledge of Allegiance** – The Pledge of Allegiance was led by Administrative Services
26 Manager, Candy Pina.
27

28 **2. PUBLIC COMMENTS**

29 None.
30

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

32 None.
33

34 **4. WORKSHOP**

35 A. Discuss financial matters of the MPWD, including:

36 1. **Report on Development Revenues Compared to CIP and Water Conservation**
37 **Program Expenditures for the period of July 1, 2015 through November 30,**
38 **2017**

39 General Manager Rudock covered report highlights and shared that although this
40 report is not a requirement under the law it would be updated and presented on an
41 annual basis for informational purposes.
42

43 General Manager Rudock explained the differences between the water capacity
44 charges and water demand offset fees, and stated that fees are collected up-front
45 prior to a project's authorization to proceed.
46

47 President Warden asked if rebate grant funding reimbursements were included in the
48 report. General Manager Rudock confirmed that those totals were not included but
49 would be added in future reports.
50

51 **2. Preliminary FY 2017/2018 Mid-Year Budget Review**

52 General Manager Rudock briefly reported that preliminary projections regarding the
53 mid-year budget seem to be tracking on target. A more comprehensive mid-year
54 budget discussion will be delivered at the February 22, 2018 regular Board meeting.
55

56 3. **Cash Reserve Policy and Options, including PARS PRSP (Pension Rate**
57 **Stabilization Program)**

58 General Manager Rudock presented the newly revised DRAFT Cash Reserve Policy
59 with a recommended maximum target level of \$3 Million. She further presented
60 three (3) options for the current excess cash reserves—funding for obligated CIP
61 projects, MPWD OPEB, and unfunded pension liabilities.
62

63 The Board discussed the options and asked that this item be brought back at the
64 February 22, 2018 regular Board meeting for further consideration and discussion,
65 with a related resolution, for a potential vote.
66

67 4. **Debt Management Policy**

68 General Manager Rudock reported there were no changes to the policy since the
69 November 15, 2017 Board meeting and sought Board direction with respect to
70 putting this item on the February 22, 2018 agenda for a vote.
71

72 The Board instructed staff to proceed with the placement of this item on the February
73 22, 2018 regular Board meeting agenda.
74

75 5. **Preparation for FY 2018/2019 Operating and Capital Budget, including Water**
76 **Rates, and Organizational Succession Planning**

77 General Manager Rudock briefly mentioned the need for “staffing up” because of
78 increased development activities along with upcoming retirements, and a succession
79 plan that is near completion and will be presented to the Board in February. She
80 also mentioned that SFPUC’s early notice is that it will not be increasing the
81 wholesale customer water rates for FY 2018/2019, but that the MPWD should have
82 an early discussion on water rates. That discussion will be scheduled in for March.
83

84 B. Other Topics for the Good of the Order
85 None.
86

87 5. **ADJOURNMENT**

88 The meeting was adjourned at 7:25PM.
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90 
91
92 DISTRICT SECRETARY
93

94 APPROVED:

95 
96
97
98 BOARD PRESIDENT ACTING