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

JANUARY 14, 2021
Belmont, California

DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE
PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE
ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS
OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC COULD NOT ATTEND THIS MEETING IN PERSON.
Board members, staff, and the public participated remotely.

A public comment submit option was available via email to
District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
No public comments were received.

1. OPENING

A. Call to Order:

The regular teleconference meeting of the Mid-Peninsula Water District Board of Directors began at 6:00PM.

B. Establishment of Quorum:

PRESENT: Directors Schmidt, Wheeler, Warden and Vella.

Director Zucca was absent.

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez, Administrative Services Manager and Board Secretary Candy Pina, District Engineer Joubin Pakpour and District Counsel Julie Sherman.

2. PUBLIC COMMENT

None.

3. AGENDA REVIEW: ADDITION/DELETIONS AND PULLED CONSENT ITEMS

None.

4. REGULAR BUSINESS

A. Strategic Plan Overview

General Manager Rudock welcomed and introduced facilitating consultant Julie Brown of Julie M. Brown and Associates and Ms. Brown opened the conversation with the idea of focusing on three key outcomes:

- 1) Pandemic specific practices that were liked and might be retained post-pandemic
- 2) Refinement of the current strategic plan's framework and objectives
- 3) Revisitation and formalization of priorities.

51 An open Board discussion followed.

52
53 Pandemic-specific practices to explore retaining included:

- 54 • Virtual board meetings be amended to include future virtual Board Member
55 Meetings (if the Brown Act can be honored); would encourage attendance when
56 Board members are on vacation/out of the area; virtual meetings have also
57 resulted in greater employee input and staff involvement
- 58 • Virtual meetings in general (to maintain wellness/safety, to increase ease of
59 attendance)
- 60 • Consider offering continued remote work options for certain positions
 - 61 ○ Service levels would need to be maintained
 - 62 ○ Office roles would be prime candidates for consideration; operations staff
63 presence would remain in the field
 - 64 ○ Continuing to cross train staff will support coverage needs/issues
- 65 • Having a financial plan to maintain staffing levels in a financial downturn
- 66 • Incorporating remote work activities into the emergency management plan to
67 ensure business continuity.

68
69 Leadership will cycle back to these suggestions to explore viability post-pandemic.

70
71 Feedback regarding the current strategic plan framework/objectives was as follows:

- 72 • Continue to consolidate plan content, focusing on brevity and the items most
73 crucial for success
- 74 • Keep standard work activities as part of the Basic Measures work
- 75 • As new Directors are on-boarded, utilize the strategic plan to increase
76 organizational understandings and the ability to engage in Board activities more
77 readily.

78
79 **B. Review 2019-2020 Accomplishments**

80 Ms. Brown opened the conversation by asking the Board if there were any questions on
81 the highlights presented by the General Manager Rudock in the agenda packet
82 provided. There were no additions made to the identified accomplishments. Leadership
83 and staff were acknowledged for their significant contributions, flexibility and
84 achievements in a difficult year.

85
86 **C. Review Strategic Plan Framework and Develop 2021-2022 Strategic Priorities**

87 Ms. Brown opened the conversation by defining the A-C priority categorization and the
88 Board of Directors was given the opportunity to provide their input.

89
90 Strategic Priorities "A" (Very Important, Must Do) were defined as follows:

- 91
- 92 • Do a better job of bringing down the per capita water cost
- 93 • Succession planning have defined the problem, put a plan in place to get out of
94 the maze and develop stages of impact
- 95 • Cooperate with the City of Belmont on capital projects, particularly given the
96 financial impacts of the pandemic

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- California Conservation Way of Life, learn more about upcoming state regulations and understand the impacts of re-setting conservation goals using GIS information and keeping ahead of it
 - Zone-based election planning; be thoughtful about implementing for the November 2022 election
 - Decide whether to pursue bond refinancing or bond reissuance for capital program
 - Continued Capital Improvement Program
 - Proposition 218 process and water rate study
 - 2020 Urban Water Management Program
 - COVID-19 Prevention Plan
 - Risk and Resiliency Assessment.

110 Strategic Priorities “B” (Should Do) were defined as follows:

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- Explore solar opportunities
 - Shallow aquifer exploration
 - Explore Peninsula Energy and electric vehicle opportunities
 - Investigate divesting investments with companies that lack greenhouse compliance
 - District Treasurer Appointment
 - Professional Accounting Services Contract
 - Dairy Lane Operations Center Rehabilitation
 - Policy Development and Updates
 - Water Capacity Charges implementation
 - Miscellaneous fees implementation.

124 All other items discussed will be re-categorized and placed into the Basic Measures

125 work.

126

127 There were no Strategic Priorities “C” to report.

128

129 **D. Consider Director Assignments for 2021**

130 General Manager Rudock opened the conversation. Director Vella asked staff to review

131 existing commitments and an open Board discussion followed.

132

133 Vice President Wheeler commented that he would like to be more involved with the

134 Board’s Finance Committee and it was decided by the Board that Vice President

135 Wheeler would take the place of President Schmidt on the Board Finance Committee.

136 No other committee changes were made.

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138 **E. Other Topics for the Good of the Order**

139 None.

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5. **ADJOURNMENT**

The meeting was adjourned at 7:59PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT