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

JANUARY 28, 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 6:32PM.

B. Establishment of Quorum:

PRESENT: Directors Schmidt, Wheeler, Warden, Vella and Zucca.

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

General Manager Rudock informed the Board that clerical edits were made to the agenda.

Administrative Services Manager Pina also reported that the phrase, "the Special Board Meeting on January 14, 2021" was added to complete the unfinished sentence under line item 95 of the December 17, 2020 minutes provided by staff for Board approval.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Rene Ramirez, Operations Manager – Completed ACWA JPIA's Leadership Essentials Program

General Manager Rudock provided background program information and reported on some of the challenges COVID-19 presented for attendees. She then invited Operations Manager Ramirez to say a few words.

51 Operations Manager Ramirez reported that his group was able to meet live twice before
52 moving to a virtual format, the total number in his graduating class, program benefits, its
53 value and networking opportunities attendance offered. He also expressed his
54 appreciation to both management and the Board for the opportunity to participate.
55

56 **B. Conor Killigrew, Maintenance Technician – Achieved Water Distribution Operator**
57 **1 Certification**

58 General Manager Rudock reported on Mr. Killigrew’s achievement and that he is
59 currently working on his Water Distribution Operator 2 Certification, so that he can move
60 from the position of Maintenance Worker to Water System Operator.
61

62 Operations Manager Ramirez shared that Mr. Killigrew is a college graduate, self-
63 motivated and a quick study and staff is happy to have him onboard.
64

65 **C. Jeanette Kalabolas, Management Analyst – Achieved CSDA’s Board**
66 **Secretary/Clerk Certification**

67 General Manager Rudock provided background on the certification program. Operations
68 Manager Ramirez commented on Ms. Kalabolas’ behind-the-scene capabilities, the fact
69 that she never shies away from a challenge and discussed her new Management
70 Analyst position at the District.
71

72 **5. CONSENT AGENDA**

- 73 **A. Approve minutes for the Regular Board Meeting on December 17, 2020**
74 **B. Approve Expenditures from December 11, 2020 through January 21, 2021**
75 **C. Approve Resolution 2021-01 Establishing Surplus Items List 21-01 and Declaring**
76 **One Vehicle in District Inventory as Surplus and Authorizing Staff to Sell the Item**
77 **via Govdeals.com.**

78 Director Vella moved to approve the Consent Agenda and Resolution 2021-01
79 Establishing Surplus Items List 21-01 and Declaring One Vehicle in District Inventory as
80 Surplus and Authorizing Staff to Sell the Item via Govdeals.com, Director Zucca
81 seconded. Roll call vote was taken and the Consent Agenda and Resolution 2021-01
82 were unanimously approved.
83

84 **6. HEARINGS AND APPEALS**

85 None.
86

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

- 89 **A. Receive Semi-Annual Reports on 2016 COP Financing through December31, 2020:**
90 **1. Financial Reconciliation Report; and**
91 **2. Capital Project Fund Report, Presented by Dan Bergmann of IGService**
92 General Manager Rudock introduced Administrative Services Manager Pina who
93 summarized the Financial Reconciliation Report and introduced Dan Bergmann of
94 IGService. Mr. Bergmann reviewed highlights from the COP Projects Report for July
95 2020 through December of 2020 and an open Board discussion followed.
96

97 **8. REGULAR BUSINESS AGENDA**

- 98 **A. Receive Mid-Year Review of MPWD FY 2020/2021 Operating and Capital Budgets**
99 **and Consider Resolution 2021-02 Approving the Amended Budgets**

100 General Manager Rudock introduced Administrative Services Manager Pina who
101 reported on changes in revenues and expenses, staff's pension liability (UAL) payoff
102 recommendation and adjustments to the Capital Budgets. An open Board discussion
103 followed.

104
105 Director Zucca moved to approve Resolution 2021-02 Approving the Amended MPWD
106 FY 2020/2021 Operating and Capital Budgets, Vice President Wheeler seconded. Roll
107 call vote was taken and it was unanimously approved.

108
109 **B. Receive Report From General Manager regarding Actions taken During COVID-19**
110 **Pandemic, and Consider Resolution 2021-03 Authorizing:**

- 111 1. **An Extension through April 22, 2021 of the General Manager's Authority to**
112 **take Necessary Actions for Continued Actions of the MPWD due to the**
113 **COVID-19 Declared Emergency; and**
114 2. **The Extension through June 30, 2021 of Certain COVID-19 Related Temporary**
115 **Employee Benefits Set Forth in the Families First Coronavirus Response Act**
116 General Manager Rudock provided an overview of staff recommendations and an
117 open Board discussion followed.

118
119 Director Zucca moved to approve Resolution 2021-03 Authorizing An Extension
120 through April 21, 2021 of the General Manager's Authority to Take Necessary Actions
121 for Continued Actions of the MPWD due to the COVID-19 Declared Emergency and
122 An Extension through June 30, 2021 of Certain COVID-19 Related Temporary
123 Employee Benefits Set Forth in the Families First Coronavirus Response Act, Director
124 Vella seconded. Roll call vote was taken and it was unanimously approved.

125
126 **B. Receive BAWSCA Update**

127 General Manager Rudock and Director Vella provided updates on recent BAWSCA
128 activities.

129
130 **9. MANAGEMENT AND BOARD REPORTS**

131 **A. Management Reports**

132 1. **General Manager's Report**

133 General Manager Rudock reported that the Public Agency Retirement Services
134 (PARS)/Highmark Capital Management Plan Investment Strategy for 2021 item that
135 the Board requested be returned for further discussion regarding the active versus
136 passive investment strategy would be placed on next month's regular meeting
137 agenda.

138
139 2. **Administrative Service Manager's Report**

140 Administrative Service Manager Pina reported on the PARS/OPEB Trust Program
141 and PRSP summary report balances, the resolution of a customer account
142 communication sent to Board members and staff, and the recent UAL payment to
143 CalPERS.

144
145 Director Vella asked staff to forward a copy of his Public Service Ethics Education
146 (AB 1234) Certificate to BAWSCA and Administrative Services Manager Pina agreed
147 to handle this request on his behalf.

148
149 3. **Operations Manager's Report, including the Quarterly Water Conservation**
150 **Activities Report through December 31, 2020.**

151 Operations Manager Ramirez reported on the El Camino Real project and the
152 Dekoven tank's paint survey and an open Board discussion followed.

153
154 Upon conclusion of the Board discussion, he also gave an update on Old County
155 Road's project design progress, December USA totals, recent main breaks, new
156 development and water conservation.

157
158 **4. District Engineer's Report**

159 None.

160
161 **B. Financial Reports**

162 **1. Month End December 31, 2020**

163 Administrative Services Manager Pina reported on the operating/non-operating
164 revenue and expense total percentages year-to-date.

165
166 **C. Director Reports**

167 Director Zucca reported that he would review the Strategic Plan objectives provided by
168 General Manager Rudock and share any thoughts and/or comments that he has with
169 staff.

170
171 President Schmidt welcomed Vice-President Wheeler as his replacement on the Board
172 Finance Committee.


173
174 **10. COMMUNICATIONS**

175 General Manager Rudock received a communication from BAWSCA reminding the Board
176 that Director Vella's term on the BAWSCA Board of Directors will expire on June 30, 2021.
177 She also reported that the District had received a special president's award from ACWA
178 JPIA in recognition of loss prevention efforts for FY 2018-2019.

179
180 **11. ADJOURNMENT**

181 The meeting was adjourned at 8:44PM.

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186 DISTRICT SECRETARY

187
188 APPROVED:
189 
190 BOARD PRESIDENT
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