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

April 23, 2020
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 WERE NOT PERMITTED TO ATTEND THIS MEETING
IN PERSON.

Board members, staff, and the public participated via teleconference.

An opportunity to submit public comments was available via email to
District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
Comments submitted before the meeting were provided to the committee Directors
before or during the meeting. Comments submitted after the meeting was called to
order will be included in follow-up correspondence
that will be provided to the full Board.

1. **OPENING**

A. **Call to Order:**

The regular teleconference meeting of the Mid-Peninsula Water District Board of
Directors was called to order by President Zucca at 6:39PM.

B. **Establishment of Quorum:**

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

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, District Counsel Julie Sherman and District Treasurer Jeff Ira.

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by President Zucca.

2. **PUBLIC COMMENT**

None.

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

General Manager Rudock reported that Consent Item 5D, Resolution 2020-05 Authorizing a
Professional Services Agreement for the Biennial System-Wide Leak Detection Survey, an
Essential Service, to Subtronic Corporation of Martinez, CA, in the amount of \$49,970 is
missing an attachment that will be presented when the item is later opened for discussion.

50 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

51 **A. Resolution 2020-03 Acknowledging Retirement of District Treasurer, Jeff Ira, CPA**
52 **and Appreciation for 21-Years of Service to the MPWD**

53 President Zucca recognized District Treasurer Ira's 21-Years of Service by reading
54 Resolution 2020-03 into the minutes.

55
56 The Board and General Manager Rudock offered their congratulations, commenting on
57 many shared experiences and accomplishments over the years and expressed their
58 appreciation, gratitude and well wishes.

59
60 A roll call vote was taken and Resolution 2020-03 Acknowledging Retirement of District
61 Treasurer, Jeff Ira, CPA and Appreciation for 21-Years of Service to the MPWD was
62 unanimously approved by the Board.

63
64 **B. Tammy Rudock, General Manager - Achieved SHRM-SCP Certification (Society of**
65 **Human Resource Management – Senior Certified Professional)**

66 President Zucca introduced the Agenda item and General Manager Rudock reported on
67 exam parameters, her 25-Year membership to the Society of Human Resources
68 Management and the importance of continued education.

69
70 The Board complimented General Manger Rudock on her accomplishment.

71
72 **5. CONSENT AGENDA**

73 **A. Approve Minutes for the Board Meeting on February 27, 2020**

74
75 **B. Approve Expenditures from February 21, 2020 through March 19, 2020**

76
77 **C. Approve Resolution 2020-04 Authorizing an Amendment to the Pipeline Easement**
78 **Agreement between the MPWD and Sutter Bay Medical Foundation d/b/a Palo Alto**
79 **Medical Foundation for Healthcare, Research and Education (San Carlos Center)**

80
81 **D. Approve Resolution 2020-05 Authorizing a Professional Services Agreement for**
82 **the Biennial System-Wide Leak Detection Survey, an Essential Service, to**
83 **Subtronic Corporation of Martinez, CA, in the amount of \$49,970**

84
85 **E. Approve Resolution 2020-06 Authorizing a Purchase Agreement with XiO, Inc.,**
86 **from San Rafael, GA, for Hardware and Equipment to Complete the SCADA**
87 **Replacement Capital Project in the amount of \$249,511, plus a 10% Contingency**
88 **for a total Project Budget in the Amount of \$275,000**

89 Director Vella moved to approve Consent Agenda Items A-E. Director Schmidt seconded
90 and it was unanimously approved by roll call vote.

91
92 **6. HEARINGS AND APPEALS**

93 None.

94
95 **7. REGULAR BUSINESS AGENDA**

96 **A. Consider Resolution 2020-07 Authorizing the General Manager to Take Necessary**
97 **Actions for Continued Operations of the MPWD Due to the Coronavirus-19**
98 **Pandemic in Recognition of the Federal, State, and Local Declared State of**
99 **Emergency**

100 President Zucca introduced the Agenda Item and commented on District actions to date.
101 General Manager Rudock provided an update on day-to-day operations and reported
102 that all employees remain healthy.

103
104 Director Warden inquired about staff payroll parameters during the Covid-19 order and
105 declared emergency.

106
107 An open Board discussion followed and staff was given direction to amend the proposed
108 resolution to address limiting the GM's authority for a specific duration..

109
110 Director Schmidt moved to approve Resolution 2020-07 Authorizing the General
111 Manager to Take Necessary Actions for Continued Operations of the MPWD Due to the
112 Coronavirus-19 Pandemic in Recognition of the Federal, State, and Local Declared
113 State of Emergency as amended at the direction of the Board. Director Vella seconded
114 and it was unanimously approved by roll call vote.

115
116 **B. Receive Consider Resolution 2020-08 Approving MPWD Comprehensive System**
117 **Analysis and Capital Improvement Program FY 2019-2020 and Authorizing the**
118 **MPWD's 5-Year Capital Improvement Program (CIP) for Fiscal Years 2019/2020**
119 **through 2023/2024**

120 General Manager Rudock introduced the Agenda item and provided a brief 5-Year CIP
121 summary of events.

122
123 Operations Manager Ramirez reported on CIP accomplishments to date, pending
124 projects and City of Belmont past, present and future collaborative efforts.

125
126 District Engineer Pakpour commented on a number of projects listed under the CIP 2020
127 Update Report, provided cost explanations, and described the current construction
128 climate.

129
130 General Manager Rudock described sources of funding and shared additional CIP
131 Update Report highlights and an open Board discussion followed. Director Vella moved
132 to approve Resolution 2020-08 Approving MPWD Comprehensive System Analysis and
133 Capital Improvement Program FY 2019-2020 and Authorizing the MPWD's 5-Year
134 Capital Improvement Program (CIP) for Fiscal Years 2019/2020 through 2023/2024.
135 Director Warden seconded and it was unanimously approved.

136
137 **8. MANAGER AND BOARD REPORTS**

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

139 General Manager Rudock reported that the Board Finance Committee will meet next
140 month to discuss future Agenda items.

141
142 **1. Supplemented by Administrative Services Manager's Report**

143 Administrative Services Manager Pina gave updated reporting on Wells Fargo and
144 BNY Mellon bank balances.

145
146 President Zucca inquired about the impacts Covid-19 might have on CalPERS and
147 the PARS PRSP Pension fund and PARS OPEB Benefits fund. General Manager
148 Rudock reflected on market volatility and an open Board discussion on post Covid-19
149 actions followed.

151 **2. Supplemented by Operations Manager's Report**
152 Operations Manager Ramirez reported on USA tag totals for the months of February
153 and March 2020, emergency breaks and repairs, a private hit hydrant incident and
154 water quality monitoring.

155
156 Director Vella inquired about staff meeting and education opportunities during the
157 Covid-19 pandemic and Operations Manager Ramirez confirmed that supervisors
158 are meeting with staff on a regular and continuous basis while exercising safety
159 practices outlined by the state directive.

160
161 **3. District Engineer's Report**
162 District Engineer Pakpour reported on the current Notre Dame Slurry Seal and
163 Dekoven Tank Replacement Projects.

164
165 **B. Financial Reports**

166 **1. Month End February 29, 2020**

167
168 **2. Month End March 31, 2020**

169 Administrative Services Manager Pina reported on YTD revenues and expenses.
170

171 **C. Director Reports**

172 Director Wheeler shared highlights from the Harbor Industrial Association meeting he
173 attended last month.

174
175 Director Warden suggested that staff begin working on the Happy Hydrant Project during
176 the Covid-19 pandemic.

177
178 President Vella commented on the Las Vaqueros presentation given by the Contra
179 Costa Water District at the BAWSCA Board meeting he attended in March.

180
181 Director Zucca suggested that staff participate in the California state OES briefings
182 during the Covid-19 pandemic. General Manger Rudock confirmed that staff receives
183 progress reports daily from the County of San Mateo Office of Emergency Services.
184

185 **9. COMMUNICATIONS**

186 General Manager Rudock reported on the Peninsula Clean Energy's bill insert request
187 she received. A brief Board discussion followed and the decision to permit was left to the
188 discretion of staff.
189

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192 **10. CLOSED SESSION – 8:55PM**

193 The Board convened to closed session at 8:55PM.
194

195 **A. Conference with Legal Counsel – Anticipated Litigation**
196 **Significant exposure to litigation pursuant to Government Code Section**
197 **54956.9(d)(2)**
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199 **B. Conference with Real Property Negotiators (Julie Sherman, District Counsel and**
200 **Tammy Rudock, General Manager) pursuant to Government Code Section**
201 **54956.8:**

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Property Location: APN 045-320-100, "F" Street Parcel in San Carlos, CA

Owner: Mid-Peninsula Water District

Under Negotiation: Price and Terms of Contract

11. RECONVENE TO OPEN SESSION

The regular scheduled Board Meeting reconvened at 9:55PM and District Counsel advised that no reportable action had been taken.

12. ADJOURNMENT

The meeting was adjourned at 9:56PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT