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

6 May 27, 2021
7 Belmont, California

8 DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE
9 PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-
10 25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH
11 M. BROWN ACT.

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

14 A public comment submit option was available via email to
15 District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
16 No public comments were received.
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22 **1. OPENING**

23 **A. Call to Order:**

24 The regular teleconference meeting of the Mid-Peninsula Water District Board of
25 Directors began at 6:30PM.

26 **B. Establishment of Quorum:**

27 **PRESENT:** Directors Schmidt, Wheeler, Warden, and Vella.

28 Director Zucca was absent.

29 A quorum was present.

30 **ALSO PRESENT:** General Manager Tammy Rudock, Operations Manager Rene Ramirez,
31 Administrative Services Manager and Board Secretary Candy Pina, District Engineer Joubin
32 Pakpour and District Counsel Catherine J. Groves.
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34 **2. PUBLIC COMMENT**

35 None.

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

37 Staff pulled Regular Business Agenda Item #7. A., Consider Resolution 2021-11 Authorizing
38 a Purchase and Sale Agreement between the MPWD and County of San Mateo in the
39 amount of \$720,000 for the F Street Parcel in San Carlos, CA due to recent communication
40 with the California Housing and Community Development Department and will bring back for
41 consideration at next month's meeting.

42 President Schmidt requested that the District Office soft re-opening be addressed at the
43 same time as Regular Business Agenda Item #7.D., Discuss Return to In-Person
44 Board Meetings. He also requested that MPWD and local drought and conservation efforts
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51 be discussed at the same time as Regular Business Agenda Item #7.E., Receive Report on
52 California and San Francisco Regional Water System Drought Conditions.

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54 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

55 **A. Presentation and Request by Student Matthew R. Regarding Proposed Fire**
56 **Hydrant Painting Project in Belmont Heights Subdivision (Hallmark Area)**

57 General Manager Rudock welcomed student Matthew R. and turned introductions over
58 to Operations Supervisor Michael Anderson.

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60 Operations Supervisor Michael Anderson described how Matthew R. and he met and
61 provided background information on the project.

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63 Matthew R. gave a project slide presentation and shared information about the grant he
64 received from the Belmont Heights Subdivision (HOA) to get the work started.

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66 President Schmidt began the Board conversation and an open discussion followed.

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68 Mr. Lauren Gharda a Board member of the HOA was also in attendance and provided
69 additional information about the project.

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71 General Manager Rudock concluded the discussion by thanking both Matthew R. and
72 Mr. Gharda for attending the meeting.

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74 **5. CONSENT AGENDA**

75 **A. Approve minutes for the Regular Board Meeting on April 22, 2021**

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77 **B. Approve Expenditures from April 14, 2021 through May 14, 2021**

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79 **C. Approve Resolution No. 2021-08 Authorizing a Professional Services Agreement**
80 **with 4Leaf, Inc. to Provide Construction Inspection Services for Water System**
81 **Improvements to be Constructed by the Developer at 1325 Old County Road for an**
82 **Estimated Cost of \$50,970 and Funded by a Deposit from the Developer, Windy Hill**
83 **Property Ventures, Inc.**

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85 **D. Approve Resolution No. 2021-09 Establishing Surplus Items List 21-02 and**
86 **Declaring 18 Items in District Inventory as Surplus and Authorizing Staff to Sell**
87 **the Items via GovDeals.com**

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89 **E. Approve Resolution No. 2021-10 Authorizing a Professional Services Agreement**
90 **with Redistricting Partners in the Amount of \$42,000, plus a 10% contingency of**
91 **\$4,200 for a Total Project Budget of \$46,200 for the Zone-Based Election Process**
92 **Demography**

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94 President Schmidt inquired about the expense written to the National Auto Fleet Group,
95 listed on the Accounts Payable register. Administrative Services Manager Pina
96 explained that it was for the purchase of two new operations pickup trucks approved
97 during the mid-year budget.

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99 Vice-President Wheeler moved to approve Consent Agenda Items 5.A.-5.E. Director
100 Warden seconded. Roll call vote was taken, and the Consent Agenda was unanimously
101 approved.

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6. HEARINGS AND APPEALS

None.

7. REGULAR BUSINESS AGENDA

A. Consider Resolution 2021-11 Authorizing a Purchase and Sale Agreement between the MPWD and County of San Mateo in the Amount of \$720,000 for the F Street Parcel in San Carlos, CA

This agenda item was postponed from the agenda and will come back in June 2021 for consideration.

B. Consider Resolution 2021-12 Approving MPWD Operating and Capital Budgets for FY 2021/2022

General Manager Rudock opened the conversation and shared that the Board Finance Committee met to discuss the FY2021-2022 Budget.

Administrative Services Manager Pina reported on the Operating and Capital Improvement Program and FY 2021-2022 budget changes.

An open Board discussion followed.

Director Vella moved to approve the MPWD Operating and Capital Budgets for FY 2021/2022. Vice-President Wheeler seconded. Roll call vote was taken, and it was unanimously approved.

C. Consider Revised Attachment "A" to the MPWD Water Service Ordinance Regarding Rates and Charges to Reflect a 0.0% Water Rate Adjustment effective July 1, 2021

General Manager Rudock reported that even with a zero percent change in water rates, it is necessary for staff to update the MPWD's Schedule of Rates and Charges, and to get the rates notice postcard mailed out to all customers.

Director Vella expressed that he is very happy about the 0.0% water rate adjustment.

Vice-President Wheeler moved to accept Attachment "A" to the MPWD Water Service Ordinance regarding Rates and Charges to Reflect a 0.0% Water Rate Adjustment. Director Vella seconded. Roll call was taken, and it was unanimously approved.

D. Discuss Return to In-Person Board Meetings

President Schmidt initiated the Board conversation and an open discussion followed.

Board direction was given that the item be tabled and brought back in July for further discussion when it can include absent Director Zucca.

E. Receive Report on California and San Francisco Regional Water System Drought Conditions

Operations Manager Ramirez reviewed the local, regional, and state reports and information attached to Agenda item #7.E.

Management Analyst, Jeanette Kalabolas reported on MPWD drought conversation efforts to date and a forward glance into FY 2021-2022 and an open Board discussion followed.

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F. Receive BAWSCA Update

Director Vella shared that BAWSCA plans to continue its virtual meeting format. He also reported on Regional Water System supply totals and agenda topic items discussed at the BAWSCA Board meeting he attended last week.

General Manager Rudock reported on staff's completion of the UWMP brochure for customer distribution in June. She also confirmed that staff sent an official correspondence to BAWSCA addressing UWMP challenges and concerns to protect the interest of MPWD rate payers.

8. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. General Manager's Report

General Manager Rudock reported that major policy document amendments are moving forward accordingly.

2. Administrative Service Manager's Report

Administrative Services Manager Pina advised that she will be adding the Zone Based Elections Project progress updates to her monthly staff report.

3. Operations Manager's Report

Operations Manager Ramirez reported on the UWMP timeline, Dekoven Tanks Replacement Project, and USA locate ticket totals.

Vice-President Wheeler requested clarification on a USA course of action. Operations Manager Ramirez explained that the process varies given the scope of a project and District Engineer Pakpour added that typically when a single ticket is opened, it often covers the length of a project.

4. District Engineer's Report

District Engineer Pakpour reported on several Water Main Improvement Projects in the queue and the delays in the Dekoven Tanks Project.

Vice-President Wheeler asked if the MPWD was carrying the budget overages caused by the delays.

District Engineer Pakpour clarified that the District was asked to carry \$35,000 to \$40,000 in landscape architect fees forward until the end of the design phase and an addendum will be issued.

B. Financial Reports

1. Month End March 31, 2021

Administrative Services Manager Pina reported on YTD revenues, expenditures, and debt coverage percentages.

C. Director Reports

Vice-President Wheeler reported on highlights from the virtual ACWA JPIA conference he attended.

Director Vella commented that he was asked by the Belmont Historical Society to identify past MPWD staff and Board members in a 75th Anniversary photo. He also

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suggested that because Board meetings are now conducted virtually, it would be a good idea if Directors once or twice a year showed pride in their MPWD service by wearing MPWD apparel provided to them.

President Schmidt thanked staff for addressing a recent customer restaurant leak that was brought to his attention by the establishment's owner.

9. COMMUNICATIONS

General Manager Rudock reported that staff is going to be working with a consultant on Cybersecurity and Vulnerability Assessment as soon as staff is able to apply for a grant to cover some of the costs for that project, or after October 1st.

10. ADJOURNMENT

The meeting was adjourned at 9:02PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT

