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

June 25, 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 SUSPENDS 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 was called to order by President Zucca at 6:32PM.

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 and District Counsel Julie Sherman.

2. PUBLIC COMMENT

None.

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

General Manager Rudock reported that Regular Business Agenda Item No. 7.F. regarding the BAWSCA Update would be provided next month.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

Consent agenda items 5.B., 5.C., 5.D., 5.E., 5.G. and 5.H. were pulled for additional discussion.

A. Approve Minutes for the Board Meeting on May 28, 2020

Approve Minutes for the Regular Board Meeting on May 28, 2020;

- 50 F. **Approve Resolution 2020-14 Authorizing a Contract for Professional Services**
51 **with ManageWater Consulting, Inc., and Maddaus Water Management, Inc., for**
52 **the MPWD 2020 Urban Water Management Plan and Water Shortage**
53 **Contingency Plan in the amount of \$53,930, plus a 10% Contingency of \$5,400,**
54 **for a Total Project Budget of \$59,330;**
55 I. **Approve Resolution 2020-17 Authorizing a Contract for Professional Services**
56 **with Tom Hovorka of Keller Williams Peninsula Estates and Cheryl Villanueva**
57 **of Compass for Real Estate Marketing and Brokerage Services to Sell MPWD**
58 **Surplus Real Property Located at 1513-1515 Folger Drive in Belmont, CA; and,**
59 J. **Approve Resolution 2020-18 Designating the General Manager as the MPWD's**
60 **Agent to File for FEMA Reimbursements related to the COVID-19 Pandemic.**

61
62 Director Vella moved to approve and Director Warden seconded Consent Items 5.A., 5.F.,
63 5.I., and 5.J. A roll call vote was taken, and the consent items were unanimously approved.
64

65 **B. Approve Expenditures from May 20, 2020 through June 16, 2020**

66 Director Wheeler inquired about a recent Red Wing Shoe Store, Inc. expenditure
67 under the Accounts Payable Summary Report and General Manager Rudock
68 clarified that the purchase is a covered staff safety equipment expense. He also
69 asked if staff could add a code of accounts column to the report for explanation
70 purposes.
71

72 **C. Approve Resolution 2020-11 Authorizing a Legal Services Agreement with**
73 **Hanson Bridgett LLP for District Counsel Services**

74 Director Schmidt questioned why the agreement does not have a "not to exceed"
75 clause and General Manager Rudock replied that there is an annual budgeted
76 amount and staff tracked and monitored these expenses on a monthly basis against
77 the budget.
78

79 **D. Approve Resolution 2020-12 Authorizing Contract Professional Services in the**
80 **total amount of \$70,000 with John Davidson d/b/a Jrocket77 Design and**
81 **Marketing for Public Outreach/Relations, MPWD Website Management and**
82 **Printing Services**

83 Director Vella asked staff to confirm Mr. Davidson's hourly rate and General
84 Manager Rudock responded \$110/hour.
85

86 Director Wheeler wanted clarification on the total dollar amount of the contract.
87 General Manager Rudock explained that the staff report total was an error and the
88 amount on the contract for FY 2020/2021 is the correct value—not to exceed
89 \$75,000.
90

91 **E. Approve Resolution 2020-13 Authorizing an Agreement for Municipal Advisor**
92 **Services with Wulff Hansen and Company**

93 Director Schmidt confirmed the contract language that Advisor will only get paid if
94 MPWD agrees to proceed with potential debt financing opportunities.
95

96 **G. Approve Resolution 2020-15 Authorizing a Contract for Professional Services**
97 **with HF&H Consultants, LLC for the MPWD Water Rate Study and Financial**
98 **Plan in the amount of \$47,926 plus a 10% Contingency of \$4,800 for a Total**
99 **Project Budget of \$52,726**

100 Director Schmidt appreciated the mention in the contract of the fire protection
01 services cost consideration and rate structure mechanism to stabilize rates and
102 optimize revenue stability while providing a conservation signal.
103

104 **H. Approve Resolution 2020-16 Authorizing a Contract for Professional Service**
105 **with RDN, Inc. for the MPWD Water Capacity Charge Study in the amount of**
106 **\$22,900 plus a 10% Contingency of \$2,300 for a Total Project Budget of \$25,200**

107 Director Wheeler inquired about the proposed timeline and General Manager Rudock
108 responded that the schedule is tentative and will not be finalized until the kick-off
109 meeting.
110

111 Director Schmidt asked staff how fees and new development projects will be handled
112 while the study is underway. In 2015 there was little development but staff
113 "grandfathered" the existing rates for projects in progress at the time of the study. An
114 open Board discussion followed. Staff will bring the issue back once the study is
115 under to recommend a course of action during the study.
116

117 Director Schmidt moved to approve and Director Warden seconded Consent Items 5.B.,
118 5.C., 5.D., 5.E., 5.G., and 5.H. A roll call vote was taken, and the consent items were
119 unanimously approved.
120

121 President Zucca commented that he and the General Manager felt that known contracts
122 included in an approved budgeted would be placed on the Consent Agenda and that a
123 Board member could always request to pull an item for discussion.
124

125 **6. HEARINGS AND APPEALS**

126 None.
127

128 **7. REGULAR BUSINESS AGENDA**

129 **A. Consider Resolution 2020-19 Approving the Intention to Change from At-Large to**
130 **Zone-Based Elections for Election of Members of the Board of Directors**
131 **Commencing in November of 2020**

132 General Manager Rudock provided background information and an open Board
133 discussion followed.
134

135 Director Schmidt moved to approve Resolution 2020-19 Approving the Intention to
136 Change from At-Large to Zone-Based Elections for Election of Members of the Board of
137 Directors Commencing in November of 2020. Director Vella seconded and a roll call vote
138 was taken. The motion passed with four (4) votes in favor of (Zucca, Schmidt, Wheeler,
139 and Vella) and one (1) against (Warden).
140

141 **B. Consider Resolution 2020-20 Calling for an Election to be held on November 3,**
142 **2020 for the Election of Two (2) Members of the Governing Board of Directors and**
143 **Approving the San Mateo County Candidates Policy Form for Special Districts**

144 General Manager Rudock briefly summarized the four (4) documents required by San
145 Mateo County's Chief Elections Officer and Assessor County Clerk Records office for
146 the November 3, 2020 election.
147

148 Director Vella moved to approve Resolution 2020-20 Calling for an Election to be held
149 on November 3, 2020 for the Election of Two (2) Members of the Governing Board of
50 Directors and Approving the San Mateo County Candidates Policy Form for Special

151 Districts. Director Wheeler seconded and a roll call vote was taken, and it was
152 unanimously approved.
153

154 **C. Discuss District Treasurer Vacancy and Introduce DRAFT Request for Proposal**
155 **for District Treasurer and Accounting Services**

156 President Zucca opened the conversation and General Manager Rudock recapped last
157 month's options for making an appointment for filling the vacancy and a lengthy Board
158 discussion followed. Director Schmidt recommended a hybrid option whereby a notice
159 of vacancy is posted for the District Treasurer position and RFP issued for the
160 accounting services.
161

162 Board direction was given that staff revise the Draft Request for Proposal for District
163 Treasurer and Accounting Services and separate the tasks so that applicants could
164 apply for either or both distinct scopes of services, and then bring the item back next
165 month for further consideration.
166

167 **D. Receive Report from Board Committee and Discuss Happy Hydrants Project**

168 General Manger Rudock introduced the agenda item and turned the discussion over to
169 Director Warden that chaired the committee. He expressed appreciation for the staff
170 update and inventory of Happy Hydrants at the MPWD's Dairy Lane Operations center.
171 An open Board discussion followed, and the item will be brought back for further
172 discussion at a later date.
173

174 **E. Receive Update from General Manager regarding Actions Taken During COVID-19**
175 **Pandemic**

176 General Manager Rudock reported there no additional actions had been taken since last
177 month's report.
178

179 **8. MANAGER AND BOARD REPORTS**

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

181 General Manager Rudock referenced the combined FY 2020/2021 Capital Improvement
182 Program Budget, resolution of the fence encroachment issue at the District's 1510
183 Folger property, and the potential boundary issues at both the Mezes vacant property
184 and Hersom tank site.
185

186 **1. Supplemented by Administrative Services Manager's Report**

187 Administrative Services Manager Pina reported on the aged accounts graph, the
188 customer fees outstanding comparison balances FY 2018-2019 and FY 2019-2020
189 chart and reminded the Board to take a look at the Public Service Ethics Training
190 renewal schedule provided in her staff report. She also advised the description
191 changed to the PARS/OPEB Trust Program and PRSP Report requested of staff by
192 Director Schmidt last month had been completed.
193

194 **2. Supplemented by Operations Manager's Report**

195 Operations Manager Ramirez reported on recent projects, hydrant and valve
196 maintenance, water quality and changes he is considering making to the
197 Development Section of his staff report going forward. He reported on a water quality
198 issue, which had to be followed up on. Staff believed the old test station was
199 problematical and it was replaced. The ten (10) other sample stations, just as old,
200 will be replaced as well. He noted that several other water agencies on the
201 peninsula also had water quality issues.

202 An open Board discussion followed for the development section it was requested that
203 Mixed Use Multi-family and Commercial projects be identified by address and any
204 brief pertinent information about these types of projects be provided as information.
205

206 **3. District Engineer's Report**

207 District Engineer Pakpour reported that design work continues on the four (4) MPWD
208 projects that are in progress.
209

210 **B. Financial Reports**

211 **1. Month End May 31, 2020**

212 Administrative Services Manager Pina reported that May saw an increase in revenue
213 due to an increase in water sales, FY 2019/2020 YTD expenditures were at 85% and
214 informed the board about the upcoming annual audit.
215

216 **C. Director Reports**

217 Director Schmidt commented on the "Go to Webinar" Board meeting platform currently
218 being used to host Board meetings each month and an open Board discussion followed
219 about having attendees be able to follow along with the screen presentation.
220

221 **9. COMMUNICATIONS**

222 General Manager Rudock reported on staff discussions and considerations with respect to
223 re-opening the District office to the public with partial business re-openings during the Covid-
224 19 pandemic. Other peninsula water districts are remaining closed to the public. There are
225 no reportable concerns by MPWD customers. It was determined that the office would remain
226 closed until further notice to protect staff.
227

228 **10. ADJOURNMENT**

229 The meeting was adjourned at 9:17PM.
230
231

232 
233 _____
234 DISTRICT SECRETARY
235

236 APPROVED:

237 
238 _____
239 BOARD PRESIDENT
240