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REGULAR MEETING
BOARD OF DIRECTORS
OF THE MID-PENINSULA WATER DISTRICT (MPWD)

Thursday, July 22, 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 N29-20, 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.

Members of the public were able to attend the meeting remotely using the following information.

Meeting Link: <https://global.gotomeeting.com/join/412302717>
Dial by Telephone U.S. (Toll Free): 1-866-899-4679
Access Code: 412-302-717

A public comment submit option was available via email to Board Secretary, Candy Pina, at candyp@midpeninsulawater.org.

1. OPENING

A. Call to Order

The regular teleconference meeting of the Mid-Peninsula Water District Board of Directors was called to order at 6:30 PM.

B. Establishment of Quorum

PRESENT: Directors Schmidt, Wheeler, Vella and Zucca
One seat on the Board of Directors is vacant.

VACANT SEAT: One (1)

A quorum was present.

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

Guests: Dave Warden, and Cathy Mostasisa (Wright)
Consultants: Dan Bergmann of IG Service, Marty LaPorte, and Jean Gardner of ManageWater, Inc.

2. PUBLIC COMMENT

None

52
53 **3. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

54 None

55
56 President Schmidt asked the Board to allow Regular Business Item 8.A. (Board member vacancy) to be
57 heard out of order. Director Vella recommended the item be considered after
58 Acknowledgements/Presentations. Consensus was reached and Regular Business Item 8.A. was
59 moved up on the agenda after Acknowledgements/Presentations.
60

61 **4. ACKNOWLEDGEMENTS/PRESENTATIONS**

62 **A. Resolution 2021-17 in Recognition of Dave Warden's Service on the MPWD**
63 **Board of Directors.**

64 General Manager Rudock introduced the item and welcomed Dave Warden.

65 Dave was elected in 2013 and seated in December. He served through June of 2021 for
66 eight years of service to the MPWD, in addition to serving on the City of Belmont City Council.
67

68 President Schmidt asked board members for comments.

69
70 Director Zucca shared it has been a pleasure to serve with Dave. He expressed that even if he
71 did not always agree with Dave, he felt Dave always had the best interests of the District at heart.
72 He further shared Dave is a good listener and he is thankful for the time to have served together.
73 The District and the Board were better for having him. He congratulated Dave on his next
74 chapter.
75

76 Director Vella shared he may have known Dave the longest. When Dave showed interest in
77 joining the District, he was kind enough to reach out to learn more. He did his homework and was
78 prepared. He brought insights to discussions, which were different but necessary. He provided
79 information related to what and how the public and customers felt about items as they had been
80 reported to him. He wished Dave the very best and appreciated having him on the Board.
81

82 Vice-President Wheeler shared he has only been on the Board for a short period of time.
83 Dave is very forthright in taking his position or asking questions about why we are doing a
84 particular thing and never in a mean way. He really appreciated Dave's counsel and advice.
85 He thanked Dave for his service.
86

87 President Schmidt shared he has also served on the Board for a short period of time. Dave
88 always took his role as the connection to the people seriously. It is our role to represent the
89 public in this agency, making sure that their interests are protected. The board is here to
90 support staff in this role, but also to question staff, to understand what is happening, and
91 maybe push things in a different direction if we think things need to go that way. He felt
92 Dave's willingness to do that was important, especially on financial issues, having shared
93 time on the Board's Finance Committee with him. He thanked Dave for his service.
94

95 General Manager Rudock added she and Dave have enjoyed their professional exchanges
96 over the years. She acknowledged their shared direct communication styles. He provided a
97 fresh new insight almost like an audit for staff, and it helped us to not get too complacent or
98 comfortable to ensure that there are new views, new objectives, and new ideas. She thanked
99 him for the opportunity to have worked with him and wished him the best.
100

101 Dave Warden responded that he appreciated the opportunity to address the board. He
102 acknowledged the eight (8) years went by fast. It may have felt like 8 years to staff and the

103 General Manager. It was never personal. It is about doing your job and asking the right questions.
104 He enjoyed his time on the Board. It was less political with discussions often resulting in a 5-0
105 vote through open communications. He provided one last piece of advice, displaying a picture
106 of a chart that identified the difference between healthy conflict and unhealthy conflict. Two
107 people arguing when they should be partnering against the problem. He believes the Board is
108 good at uniting against the problem. He was proud to be part of that.

109
110 Director Zucca moved to adopt Resolution 2021-17 in Recognition of Dave Warden's Service
111 on the MPWD Board of Directors. Director Vella seconded the motion.

112
113 **Roll Call Vote: Agenda Item 4.A. passed: 4-Ayes, 0-Noes (1-Vacant Seat)**

- 114
115 **5. CONSENT AGENDA** (The Consent Agenda was considered after Regular Business Item 8.A.
116 was moved up on the agenda by consensus of the Board.)

- 117
118 **A. Approve Minutes for the Regular Board Meeting on June 24, 2021**
119 **B. Approve Expenditures from June 18, 2021, through July 14, 2021**
120 **C. Approve Resolution 2021-18 Establishing the Appropriations Limit Applicable to the**
121 **MPWD during Fiscal Year 2021/2022**

122
123 Director Vella moved to approve the Consent Agenda, Items 5.A. – 5.C.
124 Vice-President Wheeler seconded the motion.

125
126 **Roll Call Vote: Agenda Items 5.A. – 5.C.**

127
128 **Item 5.A. passed: 4-Ayes, 1-Abstain (Mostasisa)**
129 **Items 5.B.-5.C. passed unanimously: 5-Ayes, 0-Noes**

- 130
131 **6. HEARING AND APPEALS**

- 132 **A. Public Hearing on Administrative Draft of the MPWD 2020 Urban Water**
133 **Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP), and**
134 **Receive Public Comments**

135 Operations Manager Ramirez introduced the item, and consultant Marty LaPorte of
136 ManageWater, Inc. He provided a brief overview of the hearing process—explaining this is
137 a public hearing, which is required to be opened, take public comment, and closed following
138 the public comment period. He added the close of the public hearing tonight will conclude
139 the public comment period that has been open since June 10, 2021. The UWMP will be
140 brought back for final approval at the Board's September 23, 2021, regular meeting. He then
141 turned the item over to Marty LaPorte.

142
143 Marty reviewed the Power Point slide presentation. The UWMP is required to be updated
144 every 5 years. This is the second review of the MPWD's UWMP. It includes three documents.
145 They are the UWMP, WSCP, and the Appendices, which support both plans with key
146 references. She reviewed the key sections. The 2020 UWMP relies on information and
147 data from other reports and other systems, such as the Bay Area Water Supply & Conservation
148 Agency (BAWSCA) reports for all 26-member agencies, including demand studies. The San
149 Francisco Public Utilities Commissions (SFPUC) provides modeling about supply under
150 various conditions. The Association of Bay Area Governments (ABAG) provided population
151 forecasts for the future. Other plans that were incorporated are the Local Hazard Mitigation
152 Plan (LHMP), and the MPWD's retrofit seismic program. The UWMP is a key reference
153 document for the MPWD water system and service area, and includes water demand both

154 current and projected, and main use sectors, water supply characterization, reliability and
155 constraints, water use baselines and compliance targets, and multiple, consecutive year,
156 severe drought risk assessment.

157
158 Water use is best understood by studying sector uses and losses. The largest category is
159 residential. The remainder are commercial, institutional, and industrial use. The MPWD
160 system loss is low at 4%.

161
162 The population growth has increased, and the water use has decreased, which was the target.
163 The plan requires projections for water supply and demand through 2040. MPWD projections
164 are through 2045. Looking ahead, the forecast shows demand divided by population, which
165 shows MPWD will be compliant, which is key. This is due to improved conservation efforts and
166 technology.

167
168 The UWMP discusses constraints on reliability over a 5-consecutive-year drought. There is a
169 graph demonstrating the assessment. The Bay Area Delta Plan (BDP) requires a 40%
170 reduction during extended droughts for unimpaired stream flows on the Lower Tuolumne River,
171 one of the primary water supplies within the Regional Water System. The SFPUC provided
172 two scenarios with the BDP and one without. The UWMP demonstrates an assessment
173 under both conditions.

174
175 The 2020 WSCP is also required. MPWD has developed a comprehensive plan. There are
176 six shortage levels. The MPWD developed an informative brochure and provided it to all
177 MPWD customers explaining all six levels. All levels except for the first level are mandatory.
178 MPWD has developed many methods to reduce water use. MPWD is 100% dependent
179 upon SFPUC for water supply. MPWD is seeking methods to augment supply. Systematic
180 annual planning process is being developed and is due in 2022.

181
182 MPWD is following the requirements for the 2020 UWMP and the WSCP. MPWD has
183 completed an extensive public outreach and review process and provided historic and forecast
184 information and data analyses through 2045. The 2020 UWMP update is comprehensive and
185 responsive to the UWMP requirements, including new requirements for a five-year drought risk
186 assessment, a separate WSCP document with six levels, supporting data tables, coordination
187 with local and regional agencies, and integration with MPWD's emergency response plan and
188 LHMP.

189
190 President Schmidt opened the Public Hearing at 8:05PM and asked for any public comments.

191
192 Having none, the public hearing was closed at 8:06PM. The close of the public hearing
193 concluded the public comment period that has been open since June 10, 2021.

194
195 The Operations Manager advised that the next step for the Board will be its action in
196 September to adopt the UWMP and WSCP and then for staff to submit the plans to the
197 State by October 1, 2021.

198
199 Board discussion followed:

200
201 Director Vella asked to review two slides and inquired about the 10% voluntary conservation way
202 of life. The Governor increased this request to 15%. Belmont's population growth has been
203 stable, but now is increasing with a push for more affordable housing by the State. How is this
204 incorporated into this information?

205
206 Marty LaPorte answered that this graph is a look at water purchases through 2020. The
207 affordable housing is included in the projection. The current, 2021 information, would not be
208 shown here because the report relies on previous data from 2018.

209
210 General Manager Rudock commented other agencies are also relying on the ABAG data for
211 their UWMP updates.

212
213 Director Zucca asked about the reference to the LHMP, the MPWD is actively involved in this,
214 but it is not yet final. How is it incorporated in this document? The BDP supply issues and the
215 WSCP must recommend options to get us to the reductions. The WSCP must be feasible by
216 law. Is a 50% reduction achievable?

217
218 Marty LaPorte responded that we used the 2016 LHMP, which is the most recent published
219 document. There is a little bit of uncertainty regarding the BDP due to the whole process
220 being under litigation at present, which is why we projected using both modeling scenarios.
221 Therefore, the supply augmentation section has been added.

222
223 General Manager Rudock responded that the District was careful to use language indicating the
224 uncertainty of the implementation of the BDP, and further that we made it clear about SFPUC's
225 contractual obligation to serve us according to the MPWD's Individual Supply Guarantee. Along
226 with other BAWSCA member agencies, staff feels that a 40% cutback would be drastic within
227 the MPWD system and not likely achievable, but it had to be addressed and included as part of
228 the WSCP.

229
230 Director Mostasisa asked about where we are getting the demographics related to development
231 and wanted to be sure if there is a shortfall of 47% that the city has considered this information.

232
233 Marty LaPorte responded that this has been considered. The developments have been included
234 by name that are forecasted for the next few years.

235
236 President Schmidt added that this is not a forecast of what we anticipate is going to happen, it is
237 a forecast of what could happen if we experience a five- year extended drought. This is the
238 difference between the 2015 plan and the 2020 plan. 2015 looked at a three-year drought
239 while 2020 looks at a five-year drought. He explained he has concerns about the BDP and the
240 Tuolumne Voluntary Agreement.

241
242 President Schmidt asked about language within the WSCP on page 43, within the paragraph
243 about the Communication protocols stating: "If an emergency situation was declared..." He
244 thinks it would be good to have the General Manager have an interim ability to make such a
245 declaration, which would then be shared with the Board of Directors.

246
247 Marty LaPorte recommended that clarification be added that the General Manager could
248 make the decision. The recommendation will be identified during the September meeting
249 for the Board to consider.

250
251 Director Vella commented that normally in an emergency, even the Office of Emergency
252 Services (OES) protocol, the process is that staff bring the matter to the Board because
253 it is a policy decision. The General Manager can bring it to the Board or to the Board
254 President if the full Board is unavailable and a decision needs to be made. The decision
255 should not be made independently from the Board. The General Manager would notify
256 the Board President about the type of emergency and the Board would not need to be

257 convened to declare a Water Shortage Emergency Condition.

258 Director Mostasisa agreed the Board of Directors should declare the emergency.

259
260 Director Zucca added the timing element seems to be missing from this section. During a
261 Water Shortage Emergency, there is a difference between a disaster and an emergency.
262 He didn't believe it is necessary for the clarification. The General Manager has authority
263 under the Emergency Response Plan (ERP) to declare an emergency.
264
265

266 President Schmidt thanked Marty LaPorte for all her work.

267
268 Marty LaPorte acknowledged and thanked all the staff for their hard work as well.
269

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

272 **A. Receive Semi-Annual Reports on 2016 COP Financing through June 30, 2021:**

273 **1. Financial Reconciliation Report; and**

274 **2. Capital Project Fund Report, Presented by Dan Bergmann (Dan) of IGService**

275 Administrative Services Manager Pina introduced the item and consultant Dan
276 Bergmann. She summarized her financial reconciliation report and how it tied to
277 Dan's report, and then turned it over to Dan.
278

279 Dan advised this is his thirteenth report before the Board. The purpose is to provide
280 accountability to the Board for how the COP monies have been spent, answering
281 questions, and independently verifying where the money went. He reviewed his table,
282 pointed out that interest and dividends have dropped. He advised about 47% of the
283 money has been spent. Five years have gone by and the MPWD is at the 50%
284 mark as the biggest projects have been saved for last. The loan has earned
285 \$800,000 in interest.
286

287 Most small projects have been completed. The big items are still pending: El Camino
288 Real (ECR) and Old County Road WMRs and the Dekoven Tanks Replacement.
289 ECR is under construction. Dekoven has been bid out. Old County Road project is
290 nearing the end of the design stage.
291

292 Director Zucca asked are there any concerns about where we are on spending the
293 money. We are 80% of the way through the time spent and only 50% of the money
294 spent.
295

296 General Manager stated there could be a concern as we approach the five-year mark.
297 Staff is scheduled to meet with the MPWD's Municipal Finance Advisor, Bud Levine, to
298 review the matter, and then staff will follow-up with the Board.
299

300 Dan stated one solution is to spend money on other CIP projects or perhaps refinance
301 the money.
302

303 General Manager Rudock commented it may be a good idea to consider the capital
304 projects not previously selected to be funded with the COP projects funds and reimburse
305 the MPWD for the revenue funds expended.
306

307 **B. Approve Resolution 2021-19 Rejecting All Construction Bids Received for the Dekoven**
308 **Tanks Replacement Project (CIP #15-89)**

309 Operations Manager Ramirez introduced the item, advising staff is recommending the Board

310 reject all bids submitted for the Dekoven Tanks Replacement Project. He identified an error in the
311 dollars referenced in the Resolution. If the board approves the Resolution, the Resolution will be
312 corrected. He then turned the item over to District Engineer Joubin Pakpour.
313

314 Joubin provided an overview of the item. The cost of metal/steel has risen due to the COVID-19
315 pandemic and other matters. Bids have come in higher than the project was budgeted.
316 Contractors are unsure as to the future cost of the materials and therefore this is not a good time
317 to go out to bid. This project is not an emergency, and a review of the construction of the tanks
318 and other options are prudent.
319

320 Director Zucca moved to Approve Resolution 2021-19 as amended rejecting all construction bids
321 received for the Dekoven Tanks Replacement Project (CIP #15-89).

322 Director Vella seconded the motion.
323

324 **Roll Call Vote: Agenda Item 7.B. passed unanimously: 5-Ayes, 0-Noes**

325
326 **8. REGULAR BUSINESS AGENDA**

327 Board consensus was reached and Agenda Item 8.A. was heard out of order. This was to allow the
328 Board to consider and appoint the candidate prior to any other items which required Board decision.
329

330 **A. Discuss Board Member Vacancy and Consider Resolution 2021-20 Approving**
331 **Appointment of New Board Member to Fill the Term of the Vacant Position through**
332 **November 8, 2022.**
333

334 **Public Comment:** Five written comments were received by email supporting the appointment
335 of Cathy Mostasisa (Wright) to the vacant Board position.
336

337 General Manager Rudock introduced the item and provided a summary review of the
338 appointment process background. She noted the posting dates for the Notice were listed
339 in the staff report and advised it was also posted on the MPWD website, at the District Office,
340 at the City of Belmont, the San Mateo County Belmont Library, and on the NextDoor platform.
341

342 The MPWD received one application by the deadline. The candidate is Catherine Mostasisa
343 (Wright). Her name will be corrected on Resolution 2021-21 if the Board appoints her to the
344 vacancy. Ms. Mostasisa was verified to be a ratepayer within the MPWD service territory.
345 She was invited to be present at the Board meeting for an introduction to, and interview by,
346 the Board at its discretion.
347

348 General Manager Rudock reminded the Board they have reserved August 5, at 6:00PM, for a
349 Special Meeting should they need to have one for consideration of the Board vacancy.
350

351 Director Zucca stated that the statutory requirements seem to have been met.
352

353 President Schmidt commented the Board previously expressed a preference to an
354 appointment, as opposed to letting this go to election. Adding he would take suggestions
355 from the Board. Further he asked the Board if they wanted to consider an appointment
356 today or defer to the August 5th special meeting? He suggested the Board allow applicant
357 Cathy Mostasisa (Wright) to speak and see if there are questions prior to a decision.
358

359 Board consensus was reached to allow the applicant to speak, ask questions, and determine
360 the next steps as appropriate.

361 President Schmidt asked Ms. Mostasisa to provide the Board with a brief introduction of herself,
362 and why she is interested in the position.
363

364
365 Ms. Mostasisa thanked the Board and staff for allowing her to speak. She stated she agreed
366 with many comments made about Dave Warden. She briefly spoke about listening to the public
367 when she was on the City Council. She believes that all members do not have to agree and that
368 having respectful debate leads to better decisions. She believes her job is to listen, weigh all the
369 options before her, including public comment, Board member and staff comments.
370

371 She was born in San Francisco, served on the PTA at her daughter's school, and was elected
372 to the school board in 2003 and served two terms. When a vacancy occurred on the Belmont
373 City Council in 2014, she applied and was appointed. She understands that she is 1/5th of the
374 decision on the Board and she needs to listen to others with whom she serves, weigh the
375 options, and make a decision that is best for the community. She works in the software industry.
376 Her current private sector work experience allows her to work with every level of customers, from
377 bottom to top. She understands that not everyone communicates in the same way. She believes
378 she meets people where they are and won't be coming to the table asserting her way is the right
379 way. This is what she brings to the table for the MPWD. She met with Brian and thought the
380 District does good things, and this opportunity would be a way to give back to the community.
381 She will be collaborative, listen, ask questions, meet with staff if needed, read the packets, and will
382 advise staff of any questions in advance of board meetings so they are well prepared to answer
383 questions at the meeting. She will be sure to adhere to the Brown Act and understands the District
384 elections will be coming up in the future. She commits to be honest, open, and make informed
385 decisions. She will work diligently to continue to do the good work of this board and lead the
386 agency into the future.
387

388 President Schmidt reminded everyone there were significant letters of support for Cathy, which
389 are part of the record. He then opened the item for Board member questions.
390

391 Director Zucca thanked Cathy for her introduction. He asked what she finds intriguing about
392 water and what the District does that she finds interesting.
393

394 Ms. Mostasisa responded that she met with Brian and asked why the MPWD is separate from
395 the city? He talked about the lines of the District and where the water is supplied. She learned
396 about fire hydrants and the need to have sufficient water in case of a fire. She believes water is
397 something that is taken for granted. She talked to her family and believed, a) This is a good
398 opportunity for her to learn and to give back to the community; and b) more importantly what
399 she brings to the table is the policy making decision and bringing a different voice. She and
400 Brian talked about having plans. She is intrigued to learn more. She isn't planning to leave
401 Belmont and wants to help serve as best she can.
402

403 Director Vella greeted Cathy and stated he enjoyed the introduction. He asked now that she has
404 a better understanding of what the District does and why it is here, and her question about why
405 the District is separate from the city, was she aware of the past two votes within the community
406 about the MPWD as a separate entity? Customers made it clear both times that they wanted
407 the District to remain separate and asked if she had a different opinion?
408

409 She responded she had no opinion. She asked about it and learned that the District serves
410 more than Belmont. She thanked Director Vella for his information and added that because it
411 is working there is no reason to change it. If it is not working, then it should be re-visited.

412
413 Director Vella commented he hopes she can learn more. He feels she understands that being
414 on the Board requires consensus at some point, compromise, and respect of other people's
415 point of view. He knows the school board meetings were sometimes challenging but the District
416 can focus on its one utility of water distribution. He thanked her for coming forward and wanting
417 to learn more about the MPWD.
418

419 Vice-President Wheeler shared he appreciated her presentation and her background and her
420 experience on other boards. He hoped she could hit the ground running, in dealing with staff,
421 the employees, other agencies, rules and regulations, and relationships with some neighboring
422 agencies.
423

424 President Schmidt stated he has had two meetings with Ms. Mostasisa and is impressed with
425 her background. He likes the idea if it is not broken, do not fix it. The District is not broken but there
426 is always room for improvement. He then asked the Board what they wanted to do.
427

428 President Schmidt commented he believes she is an excellent candidate. Director Zucca
429 added he is comfortable deciding tonight.
430

431 Director Vella commented it is rewarding to run for election and you are uncontested. She
432 applied and others did not so she should be welcomed aboard.
433

434 Director Zucca moved to approve Resolution 2021-20 as amended appointing Catherine
435 Mostasisa (Wright) to be a new board member to fill the vacant position through November 8,
436 2022.
437

438 Vice-President Wheeler seconded the motion.
439

440 **Roll Call Vote: Agenda Item 8.A. passed unanimously: 4-Ayes, 0-Noes, (1-Vacant Seat)**
441

442 Administrative Services Manager and Board Secretary Pina administered the Oath of Office as a
443 Board Member for the MPWD to Ms. Mostasisa and she was duly seated on the Board.
444

445 **B. Consider Resolution 2021-21 Authorizing a Public Works Contract with DACO**
446 **Construction in an amount not to exceed \$150,000 for On-Call Water Main Repair**
447 **Services**

448 Operations Manager Ramirez introduced the item and reported that staff has been considering
449 the idea of hiring an on-call contractor who would be used to focus on activities considered "non-
450 capital construction" by the District and for construction activities during emergencies, which are
451 beyond the District staff's human resource capabilities.
452

453 The intent is for the District's Water System Operators (WSO) to focus on maintaining the water
454 system in areas of need. He referenced the table in the staff report of the amount of work
455 conducted in the past, which is what this contract would cover.
456

457 This is a one-year contract and District Counsel has worked with us to develop the contract. If this
458 system is successful, we may bring it back as a budget item for next year's budget.
459

460 Director Wheeler asked if the on-call operator goes out he will make the call as to whom will be
461 making the repair. So, is he committing us to the amount of money based on his decision?
462

463 Operations Manager Ramirez responded that the first couple of times work is required, staff

464 would lean on DACO and evaluate their response and the cost. If it was too expensive or
465 unsuccessful, then staff would reassess the matter.

466
467 Director Wheeler added will there be a USA locate process and a time involved when a waiting period
468 for the on-call contractor would be required.

469
470 Operations Manager Ramirez answered that is true at times, and we deal with that now. Our
471 Operator contacts staff for response and contacts the other utilities to mark underground utilities.
472 We also contact customers when water must be shut off. Waiting on the contractor would allow
473 staff to contact USA. We would use our materials for the repairs as available.
474

475 Director Zucca asked about the fee schedule for scope of work, it was not included.

476
477 Operations Manager Ramirez apologized for this oversight in not including the fee schedule and
478 added that the scope of work would require a task order. He explained staff will track the work.
479

480 Director Vella asked why DACO would have the personnel, but we cannot attract them to the
481 District. Was it a matter of pay?
482

483 General Manager Rudock explained the difference between private and public compensation
484 and that this process would free up District Water System Operators to maintain the system
485 more proactively.
486

487 Director Vella added the contractor and their work need to be monitored carefully. He is willing
488 to try this if they are monitored closely.
489

490 Operations Manager Ramirez assured the board that one staff member will always be on the
491 job site. Our staff know what is required for the repairs.
492

493 District Engineer Joubin Pakpour stated Purissima Hills Water District also uses DACO. His
494 interactions with DACO have been positive in the past. They are efficient and provide the
495 necessary equipment. Augmentation of our crews is important.
496

497 Vice-President Wheeler moved to approve Resolution 2021-21 authorizing a Public Works
498 contract with DACO Construction in an amount not to exceed \$150,000 for on-call water main
499 repair services.

500 Director Zucca seconded the motion.
501

502 **Roll Call Vote: Agenda Item 8.B. passed unanimously: 5-Ayes, 0-Noes**
503

504 **C. Consider Resolution 2021-22 Authorizing:**

- 505 **1. A 2.3% Living Wage Adjustment to Salary Ranges for all MPWD Personnel**
506 **Classifications, effective August 1, 2021; and**
- 507 **2. A 2.3% Increase to each Employee's Salary in Recognition of their Dedicated**
508 **Services during the Ongoing COVID-19 Pandemic, effective the first Full Payroll**
509 **Period after August 1, 2021**
510

511 General Manager Rudock introduced the item and reminded the Board that the
512 Bargaining Agreement with the employees requires consideration of an annual living
513 wage adjustment to employee salary ranges. The proposed Salary Schedules were
514 provided and reviewed.

515 Next the General Manager explained that she was recommending that a 2.3% increase
516 be given to each employee in recognition of their ongoing service during the ongoing
517 COVID-19 pandemic.

518
519 Vice-President Wheeler asked if employees would receive 2.3% or 4.6%.

520
521 The General Manager answered there would only be one increase to employee salaries
522 in the amount of 2.3%.

523
524 Director Zucca stated he supports this. The City of San Mateo is offering a one-time
525 \$2000 stipend for employees in recognition of essential workers.

526
527 Director Wheeler stated he supports the increase.

528
529 Director Vella moved to approve Resolution 2021-22 authorizing: 1) A 2.3% living
530 wage adjustment to salary ranges for all MPWD personnel classifications, effective
531 August 1, 2021; and 2) A 2.3% increase to each employee's salary in recognition of their
532 dedicated services during the ongoing COVID-19 Pandemic, effective the first full
533 payroll period after August 1, 2021.

534 President Zucca seconded the motion.

535
536 **Roll Call Vote: Agenda Item 8.C. passed unanimously: 5-Ayes, 0-Noes**

537
538 **D. Review Previously Approved Request for Proposal for Executive Search**
539 **Services to Assist with the Recruitment for a General Manager and Provide**
540 **Direction to Staff**

541 General Manager Rudock introduced and provided an overview of the item. She shared the
542 schedule, including the Board direction, for some overlap between the new General Manager
543 and General Manager Rudock.

544
545 The Board previously approved the Request for Proposals for an Executive Search
546 consultant to assist with the recruitment for a General Manager. General Manager Rudock
547 included in her staff report that ten recruitment firms would be sent the RFP.

548
549 Board consensus was reached, and it was agreed the item is ready to proceed.

550
551 **E. Receive Reports on the:**

- 552
553 **1. Governor's July 8, 2021, Executive Order that Expanded Drought Emergency**
554 **Declaration to include San Mateo County and Called on Californians to Reduce**
555 **Water Consumption by 15%; and**
556 **2. California and San Francisco Regional Water System Drought Conditions; and**
557 **3. MPWD's Quarterly Water Conservation Activities Report through June 30, 2021**
558 Operations Manager Ramirez added things had changed a lot in the last 12 months and
559 most of California is in a state of drought. He shared the charts and compared the
560 precipitation levels from the last drought year to today's precipitation levels and drought
561 conditions.

562
563 He reviewed the water storage supply and the current capacity levels, adding no additional
564 water supply is expected from snowpack melt.

565
566 Management Analyst Jeanette Kalabolas provided a review of her quarterly report.

567 President Schmidt asked staff to think about what we can ask of the city in ways of
568 conservation. Director Mostasisa suggested a 2x2 committee with the city be explored.
569
570

571 **F. Receive BAWSCA Update**

572 Director Vella provided an overview of the BAWSCA meeting, including discussions about
573 water, storage, snowpack, and cybersecurity. He reported the SFPUC is vigilant on their system,
574 and they have created a new division for cybersecurity. They simulate mock attacks to see how
575 well personnel and the system perform.
576

577 General Manager Rudock reported BAWSCA is refunding a debt issuance amounting to a total
578 of \$28 million in savings. When BAWSCA did recent true ups between SFPUC's cost allocations,
579 a \$2.3 million credit was added to the Wholesale Customers' balancing account.
580

581 **9. MANAGEMENT AND BOARD REPORTS**

582 **A. Management Reports**

583 **1. General Manager**

584 General Manager Rudock reported on the fence project at 1510 Folger Drive in Belmont
585 and presented before and after pictures. She recognized Operations Supervisor Michael
586 Anderson for his good work managing the project and assembling the photos.
587

588 She further reported the next project on that site will be a recommendation for reuse of the
589 property. She added the Board needs to appoint a Director to serve on the Finance
590 Committee to fill the vacancy because there is a tentative meeting planned for October to
591 review the final Finance Management Plan.
592

593 **2. Administrative Services Manager**

594 Administrative Services Manager Pina introduced the item and reviewed her report.
595 Receivables are going well. She explained a spreadsheet updating error on page 128,
596 and that the ending balance for PARS, OPEB, and PSRP should be \$4,525,050.11.
597

598 **3. Operations Manager**

599 Operations Manager Ramirez reviewed the number of monthly USA locate
600 requests. Staff is reviewing 64 development projects. Construction on El Camino
601 Real is progressing nicely. He shared project photos.
602

603 **4. District Engineer**

604 District Engineer Pakpour reported the Hastings and Vine Water Main Replacement
605 projects are designed, and the Harbor Water Main project is just getting off the ground
606 and is slightly behind schedule.
607

608 **B. Financial Reports**

609 **1. Month End June 30, 2021-Preliminary Report**

610 Administrative Services Manager Pina provided an overview of the preliminary report.
611
612

613 **C. Director Reports**

614 Vice-President Wheeler had nothing to report.
615

616 Director Zucca had nothing to report.
617

618 Director Mostasisa stated this was a great first meeting and thanked everyone for their support.
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Director Vella reported that the presentation recently made by the General Manager and the Operations Manager during the Belmont Heights Civic Improvement Association meeting was very interesting and there was good interaction.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

Adjourned at 10:27PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT