

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50

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

July 28, 2016  
Belmont, California

1. **OPENING**

A. **Call to Order:**

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

B. **Pledge of Allegiance** – The Pledge of Allegiance was led by Director Vella.

C. **Establishment of Quorum:**

**PRESENT:** Directors Stuebing, Vella, and Warden.

**ABSENT:** Directors Linvill and Zucca.

A quorum was present.

**ALSO PRESENT:** General Manager Tammy Rudock, District Secretary/Administrative Services Manager Candy Pina, Operations Manager Rene Ramirez, District Counsel Julie Sherman, District Engineer Joubin Pakpour who arrived at 6:45PM, and District Treasurer Jeff Ira.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Regular Board Meeting of June 23, 2016.**

B. **Approve Expenditures from June 15, 2016, through July 20, 2016.**

C. **Approve Contract for Professional Services in the amount of \$48,200 with John Davidson d/b/a Jrocket77 Design & Marketing for Public Outreach/Education/Relations Services and MPWD Website Updates**

Director Stuebing moved to approve the Consent Agenda, Director Vella seconded, and it was unanimously approved with the following qualifications:

Director Stuebing abstained on the June 23, 2016 <sup>Regular</sup> Special Board Meeting Minutes as he was not present; therefore, the minutes were pulled from the Consent Agenda until such time as three Board members who were present at the June 23, 2016 meeting can vote on them.

51 **6. HEARINGS AND APPEALS**

52 None.

53 **7. REGULAR BUSINESS AGENDA**

54 **A. Receive DRAFT Seismic Retrofit Evaluation and Strategy Development**  
55 **Report for the Hallmark Tank Site, and Consider First Amendment to**  
56 **Professional Services Agreement between the MPWD and Cornerstone**  
57 **Structural Engineering Group, Inc., in the amount of \$11,400 for Additional**  
58 **Structural Engineering and Seismic Analyses**

59 District Engineer Pakpour provided an overview of the report and summary of the  
60 proposal. Recommendations are included in the report, including a potential retrofit  
61 option involving raising the tank, which should be investigated further for viability.

62  
63 Director Stuebing liked the potential retrofit option. Vice President Warden would like to  
64 look at this from a risk management perspective, with an analysis of each option.  
65 Director Vella would like to receive more information from those agencies that have  
66 successfully executed the retrofit option.

67  
68 General Manager Rudock explained that while this contract amendment was within her  
69 signature authority for approval, staff presented it for the Board's consideration because  
70 the total amount slightly exceeds what might be considered a reasonable amount for a  
71 contract amendment and because she wanted the Board informed about the retrofit  
72 option.

73  
74 Director Stuebing moved to approve the First Amendment to Professional Services  
75 Agreement between MPWD and Cornerstone Structural Engineering and Seismic  
76 Analyses, Director Vella seconded, and it was unanimously approved.

77  
78 **B. Approve Resolution 2016-09 Establishing the Appropriations Limit**  
79 **Applicable to the MPWD during Fiscal Year 2016/2017**

80 District Counsel Julie Sherman summarized the appropriations limit, which while  
81 negligibly impacting the MPWD, is considered by the Board each year. Director Vella  
82 moved to approve Resolution 2016-09 establishing the Appropriations Limit Applicable  
83 to the MPWD during Fiscal Year 2016/2017, Director Warden seconded. Roll was  
84 taken, and it was unanimously approved.

85  
86 **C. Approve Resolution 2016-10 Authorizing a 2.7% Living Wage Adjustment to**  
87 **Salary Ranges for all MPWD Personnel Classifications, effective August 1,**  
88 **2016**

89 General Manager Rudock briefly summarized the existing Letter Agreement between the  
90 MPWD and the MPWD Employees Association (MPWDEA) that includes a living wage  
91 adjustment in 2015, 2016, and 2017 and automatically applies to employees that  
92 successfully received a satisfactory evaluation. Director Vella asked that the salary  
93 ranges in the salary plan include an hourly rate. Director Vella moved to approve  
94 Resolution 2016-10 authorizing a 2.7% Living Wage Adjustment to Salary Ranges for all  
95 MPWD Personnel Classifications, effective August 1, 2016, Director Stuebing seconded.  
96 Roll was taken, and it was unanimously approved.

97  
98 **D. BAWSCA Update**

99 Director Vella summarized the meeting with the following points:

- 100 a. The SFPUC made a presentation discussing the current water levels, which look  
101 promising. Precipitation and snow pack were good.  
102 b. The SFPUC is also working with reduced revenues.  
103 c. The BAWSCA CEO's performance review is coming up.  
104

105 **8. MANAGER AND BOARD REPORTS**

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

- 107     ▪ The MPWD 2015 UWMP was timely submitted to the State by July 1<sup>st</sup>.  
108     ▪ A brief status update on the Personnel Manual was provided, noting that the  
109 MPWD Employees Association's deadline for a response is August 16<sup>th</sup>. It  
110 should be introduced to the Board at its September regular meeting. Vice  
111 President Warden suggested a committee meeting with him and Director Linvill  
112 to discuss the final draft document prior to presenting it to the full Board.  
113     ▪ Staff is working with Bartle Wells on the final review of the MPWD's  
114 miscellaneous fees and charges. The summary of those fees is included on  
115 page 112, and General Manager Rudock asked if the Board had any others to  
116 consider.  
117     ▪ As directed by the Board, the Water Conservation Progress report was attached  
118 to the General Manager's report. There was a 24% reduction in water use for  
119 June 2016 compared to June 2013.  
120     ▪ The Board was briefed on the annual report on the MPWD's Safety and Loss  
121 Prevention Program.  
122     ▪ The Board was also briefed on the annual report on claims filed against the  
123 MPWD in FY 2015/2016.  
124

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

- 126     ▪ Field testing for the audit will start on August 1<sup>st</sup>.  
127     ▪ The accounting portion of the new financial management system,  
128 Springbrook, will be going live the week of August 8<sup>th</sup>.  
129

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

- 131     • The SFPUC might be shutting down its supply line to the MPWD for some  
132 warranty system repair work, and staff has worked out a plan to have its  
133 storage system full prior to that time. Dekoven Tank, which was out of  
134 service, is now back in service as of July. Staff monitored water quality for 4-  
135 6 days, and it has been good. Staff has also developed a notice for  
136 distribution to customers to curtail their water use during the shutdown to  
137 ensure adequate water supply during that time.  
138     • At the 700 Island Parkway site, the building (dealership) is to be demolished  
139 and the hydrant is to be relocated.  
140

141 **3. Supplemented by District Engineer's Report**

142 A progress report was presented on the Alameda de las Pulgas water main  
143 replacement project. The contractor is completing the installation of an eight inch  
144 water main with service tie-ins. Two out of eight tie-ins will be completed by the end  
145 of the week. PG&E had abandoned lines in the construction area, which created  
146 some issues for the project, but the issues have been resolved. Michael Anderson is  
147 doing a great job inspecting in the field on behalf of the MPWD. There were some  
148 issues with the traffic control plan at the last minute with the City of Belmont. The  
149 City had confirmed the traffic control plan back on May 20<sup>th</sup>, but changed their

150 approval just as the project started. There is a total of less than 5% change orders  
151 on this project to date. The project is on schedule.  
152

153 **B. Financial Reports**

154 General Manager Rudock noted that the target budget percentage for this month is  
155 100%. Actual revenues were 91% of budget and actual expenses were 90.5% of  
156 budget. She highlighted the new line added to the summary report, which recorded  
157 Operating Expenditures less Depreciation, as requested by Director Linvill.  
158

159 **C. Director Reports**

160 Director Vella noted that the Belmont Heights site will not be participating in the National  
161 Night Out event this year.  
162

163 Director Stuebing noted that he will be missing Belmont's National Night Out because he  
164 will be attending the San Mateo County CSDA meeting, where Joshua Cosgrove is the  
165 new president.  
166

167 **9. FUTURE AGENDA BUSINESS ITEMS**

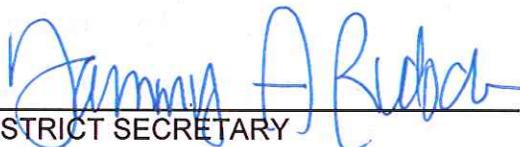
168 None.  
169

170 **10. COMMUNICATIONS**

171 General Manager Rudock made available a report she received regarding the results of the  
172 recent San Mateo County "All Mail Ballot" Election.  
173

174 **11. ADJOURNMENT**

175 Director Stuebing moved to adjourn at 7:50 PM, Director Vella seconded, and it was  
176 unanimously approved.  
177

178  
179  
180   
181 DISTRICT SECRETARY

182  
183 APPROVED:

184   
185  
186 BOARD PRESIDENT  
187