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

July 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 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 Vice President Schmidt at 6:30PM.

B. Establishment of Quorum:

PRESENT: Directors Schmidt, Wheeler, Warden and Vella.

President Zucca was absent.

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

None.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

Consent agenda items 5.B. and 5.C. were pulled for additional discussion.

A. Approve Minutes for the Board Meeting on June 25 , 2020

B. Approve Expenditures from June 17, 2020 through July 17, 2020

50 C. **Approve Resolution 2020-21 Authorizing the Eighth Amendment to the Master**
51 **Professional Services Contract with Pakpour Consulting Group, Inc., referenced**
52 **as Contract No. 09-1621-CP, in the amount of \$243,300, for Engineering Design**
53 **and Construction Support Services related to the Hastings Drive Service**
54 **Connection Replacements, Hastings Drive Water Main Replacement, and Vine**
55 **Street Water Main Replacement Capital Projects**

56
57 D. **Approve Resolution 2020-22 Adopting the Revised MPWD Conflict of Interest**
58 **Code**

59
60 Director Schmidt noted a typographical error on line 114 and requested that the
61 sentence be amended to include the word "followed" at the end of the sentence. He also
62 inquired about the San Mateo County Environmental Health charge on the July 2020
63 Accounts Summary Report. General Manager Rudock advised that this is the annual
64 charge for our cross connection control program administered by the County of San
65 Mateo.

66
67 Administrative Services Manager Pina also commented on the new Accounts Payable
68 Transactions by Account formatting.

69
70 Director Vella moved to approve Consent Agenda Items 5.A. through 5.D. Director
71 Warden seconded. Roll call vote was taken and they were unanimously approved.

72
73 **6. HEARINGS AND APPEALS**

74 None.

75
76 **7. MPWD FY 2016-2021 Capital Improvement Program and 2016 COP (Certificates of**
77 **Participation) Financing**

78 A. Receive Semi-Annual Reports on 2016 COP Financing through June 30, 2020:

- 79 1. Financial Reconciliation Report; and
80 2. Capital Project Fund Report, Presented by Dan Bergmann of IGService

81
82 Administrative Services Manager Pina shared details about the Financial Reconciliation
83 Report she provided.

84
85 Dan Bergmann reviewed highlights from the Capital Project Fund Report as of June 30,
86 2019 and an open Board discussion followed.

87
88 **8. REGULAR BUSINESS AGENDA**

89 **A. Receive 2019/2020 Progress Report on MPWD Website, Marketing and Public**
90 **Relations/Outreach Activities, Presented by John Davidson of JRocket77 Graphic**
91 **Design and Marketing**

92 General Manager Rudock introduced John Davidson and he reported on the civic pay
93 portal, MPWD publications, marketing, the annual water conservation calendar contest,
94 website progress and the future addition of the Novus Agenda platform.

95
96 Director Vella asked how publication information staff provides is verified and checked
97 for accuracy and he also inquired about viewership numbers. General Manager Rudock
98 advised that it is collective staff effort to contribute content and that management
99 confirms before posting. She also commented on website hit calculations and readership
100 spacing of communications and a brief Board discussion followed on cost analysis and

101 value to customers. John Davidson and staff shared their roles in the process and
102 coordination efforts as well.

103
104 Director Schmidt inquired about the total number of customers with Home Water Use
105 Accounts and staff shared that they would look into this and report back on the total. He
106 also asked about the press release articles and the process involved and General
107 Manager Rudock explained the distribution process and provided a list of the District's
108 local media contacts.

109
110 Director Warden commented on the newsletter and placement of the customer portal on
111 the home page for easier access.

112
113 **B. Approve Resolution 2020-23 Authorizing a 2.2% Living Wage Adjustment to Salary**
114 **Ranges for All MPWD Personnel Classifications, effective August 1, 2020**

115 General Manager Rudock provided background details and reviewed the CPI Bureau of
116 Labor statistics analysis provided. She also discussed the salary schedule exhibit
117 provided in the Board packet.

118
119 Director Vella moved to approve Resolution 2020-23 Authorizing a 2.2% Living Wage
120 Adjustment to Salary Ranges for All MPWD Personnel Classifications, effective August
121 1, 2020. Director Warden seconded. Roll call vote was taken and it was unanimously
122 approved.

123
124 **C. Discuss District Treasurer Vacancy and Revised Draft Request for Proposal for**
125 **District Treasurer and Accounting Services**

126 General Manager Rudock reported on existing Board member contracts, scope of
127 services and candidate(s) qualifications sections of the RFP, the sample professional
128 services agreement, and DRAFT notice of intention to fill vacancy provided.

129
130 Director Schmidt commented on the accounting services and treasurer options
131 description tables provided in the DRAFT RFP. An open Board discussion followed and
132 direction was given that staff makes the changes discussed and bring the item back for
133 further discussion in September.

134
135 Director Wheeler asked that the first sentence on page 84 of the DRAFT RFP under
136 section H, Terms of Contract be changed to read more clearly and General Manager
137 Rudock confirmed staff and District Counsel would look into and edit accordingly.

138
139 **D. Receive Update from General Manager Regarding Actions taken During COVID-19**
140 **Pandemic and Consider Resolution 2020-24 Authorizing an Extension through**
141 **October 22, 2020 of the General Manager's Authority to take Necessary Actions**
142 **for Continued Operations of the MPWD due to the Covid-19 Declared Emergency**

143 General Manger Rudock reported no change or action taken since the last report update
144 provided in July. She acknowledged expiration of the adopted COVID-19 Resolution
145 2020-07 and staff's recommendation for extension and shared she would like to take the
146 opportunity to consider and discuss further some things with the MPWD Employee
147 Association that have been brought to her attention as a result of the Pandemic.

148
149 Director Warden moved to approve Resolution 2020-24 Authorizing an Extension
150 through October 22, 2020 of the General Manager's Authority to take Necessary Actions

151 for Continued Operations of the MPWD due to the COVID-19 Declared Emergency.
152 Director Vella seconded. Roll call vote was taken and it was unanimously approved.
153

154 **E. Receive BAWSCA Update**

155 Director Vella reported on highlights from the BAWSCA Board meeting last week and
156 General Manager Rudock commented on the proposed Los Vaqueros Reservoir
157 Expansion Project and the Water Service Agreement Amendment related to minimum
158 purchase requirements currently under review.
159

160 **9. MANAGER AND BOARD REPORTS**

161 **A. General Manager's Report, Including Quarterly Water Conservation Activities**
162 **Report (First and Second Quarters)**

163 General Manager Rudock reported on contract executions, the election documents, and
164 the 1510 Folger Drive encroachment resolution and fence installation.
165

166 Director Vella inquired about the potential of soil giving way in one particular section and
167 asked if drainage was installed. General Manager Rudock confirmed there is no threat of
168 soil erosion and proper drainage was installed.
169

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

171 Administrative Services Manager Pina reported on the June increase in water use
172 and the CalPERS UAL payment.
173

174 General Manager Rudock also commented on the uptick in June water use and the
175 stay-at-home practice as the potential reason for the spike.
176

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

178 Operations Manager Ramirez reported on USA totals, hydrant maintenance, valve
179 turning, water quality, new development, water conservation and Demand
180 Projections provided to BAWSCA.
181

182 Director Schmidt asked if the FY2020-2021 Water Conservation Campaign that was
183 postponed due to COVID-19 per staff's report would resume post-pandemic and
184 General Manager Rudock confirmed that it would.
185

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

187 District Engineer Pakpour reported on current projects out to bid.
188

189 **B. Financial Reports**

190 **1. Month End June 30, 2020**

191 Administrative Services Manager Pina reported on a number of items on the
192 Preliminary Budget and Capital FY2019-2020 Summary reports provided.
193

194 **C. Director Reports**

195 Director Wheeler reported that he would be attending the virtual ACWA JPIA conference
196 next week along with General Manager Rudock.
197

198 Director Vella commented on the benefit of having installed AMI meters in place prior the
199 COVID-19 pandemic.
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Director Warden reported on the City of Belmont's Local Reinvestment and Recovery Measure on the Council Agenda and scheduled for vote next week.

Director Schmidt asked how the virtual Board meetings and the platform used are publicized to the general public. An open Board discussion followed and direction was given that staff place a direct meeting link in the agenda for the public to access.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

The meeting was adjourned at 9:04 PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT

