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

September 24, 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 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.

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 6:41PM.

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**

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

A. **Brad Burwell, Maintenance Technician – Service Retirement (16 Years of Service)**

General Manager Rudock introduced Mr. Burwell to the Board and he thanked both the Board and General Manager Rudock for the opportunity to serve the District over the years. General Manager Rudock also reported on the retirement luncheon the District hosted for Mr. Burwell.

President Zucca congratulated Mr. Burwell on his years of service.

49 **B. Team Contributions on the Notre Dame Avenue, Cliffside Court and Tahoe Drive**
50 **Water Main Replacements and Zone 5 Fire Hydrant Upgrades Project and**
51 **Specifically:**

- 52
53 **1. Rick Bisio, Lead Operator**
54 **2. Michael Anderson, Operations Supervisor**
55 **3. Brent Chester, Operations Supervisor**
56 **4. Victor Fung, EIT, Pakpour Consulting Group, Inc.**
57

58 District Engineer Pakpour introduced Mr. Bisio, Mr. Anderson, Mr. Chester and Mr. Fung
59 to the Board and thanked the team for their project efforts and commended all on a job
60 well done.

61
62 **C. Customer Survey Results from Notre Dame Avenue, Cliffside Court and Tahoe**
63 **Drive Water Main Replacements and Zone 5 Fire Hydrant Upgrades Project**

64 District Engineer Pakpour provided background on the questionnaire used and reviewed
65 the survey results. The average positive response was 85%. An open discussion by the
66 Board followed, including potential follow-up with the one complaint made about
67 pavement repair.
68

69 **D. Introduce and Welcome New Employees:**

- 70
71 **1. Ron Okada, Administrative Assistant**
72 **2. Victor Monge, Maintenance Technician**
73 **3. Conor Killigrew, Maintenance Technician**
74

75 General Manager Rudock welcomed and introduced each employee and described the
76 positions they hold, and then each of their Supervisors shared a few words about their
77 subordinate.
78

79 **5. CONSENT AGENDA**

- 80 **A. Approve Minutes for the Board Meeting on July 23, 2020**
81 *(There was no MPWD Board Meeting in August)*
82 **B. Approve Expenditures from July 18, 2020 through August 17, 2020 and**
83 **Expenditures from August 18, 2020 through September 18, 2020**
84 **C. Approve Resolution 2020-25 Authorizing Award of Construction Contract to D&D**
85 **Pipelines, Inc. for Phase 1 of the SR101 Crossing Capital Project (#04-1621-CP**
86 **Phase 1) – Water Main Installation at Sutter Bay Medical Foundation d/b/a Palo**
87 **Alto Medical Foundation for Healthcare, Research and Education, San Carlos**
88 **Center in the amount of \$289,032 plus a 10% Contingency in the amount of**
89 **\$29,000 for a Total Project Budget of \$318,032**
90 **D. Approve Resolution 2020-26 Authorizing Amendment No. 1 to the Professional**
91 **Services Contract with TRC Companies, Inc. for Additional Pre-Construction**
92 **Services in the Amount of \$50,040 for a total of \$68,400 related to the El Camino**
93 **Real Water Main Replacement Capital Project #06-1621-CP**
94 **E. Approve Resolution 2020-27 Authorizing a Professional Services Contract with**
95 **Vector Vision, Inc. in the amount of \$35,000 for a Total Budget of \$38,500 for the**
96 **Project Management Services Related to the Demolition of the MPWD's**
97 **Abandoned Pump Station Capital Project at 1510 Folger Drive in Belmont, CA**
98 **F. Approve Resolution 2020-28 Establishing the Appropriations Limit Applicable to**
99 **the MPWD during Fiscal Year 2020/2021**

100 President Zucca moved to approve the Consent Agenda. Director Wheeler seconded
101 and a roll call vote was taken and all items were unanimously approved.
102

103 **6. HEARINGS AND APPEALS**

104 None.
105

106 **7. REGULAR BUSINESS AGENDA**

107 Regular Business Agenda items 7.D., 7.E., 7.H. were postponed due to the length of the
108 meeting's agenda and time.
109

110 **A. Consider Resolution 2020-29 Approving MPWD Emergency Operations Plan**

111 Operations Manager Ramirez provided background on development of the policy
112 document and reviewed seven bullet points under the executive summary, which laid the
113 framework for the document. He also noted that staff would be engaging in some
114 training exercises per the contract agreement, and then introduced Bart Spencer with
115 Tetra Tech, Inc. who prepared the document
116

117 Mr. Spencer gave a brief summary of his credentials and then talked about emergency
118 operations plans in general, legislation that provides for their creation, what is found in
119 policy documents, and what was used to develop the District's emergency operations
120 plan document.
121

122 An open Board discussion followed, including concerns expressed about the cost when
123 compared to the deliverable plan, and lack of specificity to MPWD operations, and
124 direction was given that staff consider comments offered by the Board and re-work the
125 plan for reconsideration. The General Manager stated that it made to sense to
126 reconsider the emergency operations plan within the six months following the
127 certification of the Risk and Resiliency Assessment Report due on July 1, 2021.
128

129 **B. Consider Resolution 2020-30 Authorizing the Commencement of Proceedings in
130 connection with the Refunding of the MPWD's Outstanding Certificates of
131 Participation (2016 Financing Project) Retaining a Municipal Advisor, Placement
132 Agent and Bond Counsel and Directing Certain Actions with Respect Thereto**

133 General Manager Rudock reported that the Board's Finance Committee met twice to
134 discuss this Agenda item, confirmed District Counsel's involvement in the process and
135 introduced Bud Levine and Rob Pankratz with Wulff, Hansen & Co.
136

137 Mr. Levine summarized briefly the recommendation and reported on available structure
138 options that can be used to refund the District's outstanding Certificates of Participation.
139

140 An open Board discussion followed. Director Vella moved to approve Resolution 2020-
141 30 Authorizing the Commencement of Proceedings in connection with the Refunding of
142 the MPWD's Outstanding Certificates of Participation (2016 Financing Project),
143 Retaining a Municipal Advisor, Placement Agent and Bond Counsel and Directing
144 Certain Actions with Respect Thereto. Director Warden seconded and a roll call vote
145 was taken and the Resolution was unanimously approved.
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147 **C. Consider Resolution 2020-31 Authorizing a Water Service Agreement Between the
148 MPWD and MP Firehouse Square Associates, LP for a Mixed Use Development
149 located at 1300 El Camino Real in Belmont, CA**

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Operations Manager Ramirez reported that the project is a mixed use multi-family and retail development and that fees due the District by the Developer have been received in full.

Director Wheeler inquired about the project and water conservation compliance. Operations Manager Ramirez clarified that they will have to meet all plumbing code requirements and although the proposed landscape areas are nominal, the Developer will still have to abide by with the District's Water Efficiency Landscape Ordinance.

Director Vella moved to approve Resolution 2020-31 Authorizing a Water Service Agreement between the MPWD and MP Firehouse Square Associates, LP for a Mixed-Use Development located at 1300 El Camino Real in Belmont, CA. Vice President Schmidt seconded and a roll call vote was taken and the Resolution was unanimously approved.

D. Consider Resolution 2020-32 Approving Other Post-Employment Benefits (OPEB) and Pension Rate Stabilization Program (PRSP) Funding Policy
Postponed.

E. Consider and approve Revised Request for Proposal for Professional Accounting Services and Optional District Treasurer Services and Notice of Intention to Fill District Treasurer Vacancy
Postponed.

F. Consider Resolution 2020-33 Approving the Revised MPWD Compensation Plan, including:

- 1. Three (3) New Classification Descriptions for Assistant General Manager, Administrative Supervisor and Management Analyst**
- 2. Revised Organizational Chart, and**
- 3. Revised Salary Charts Adding the Positions of Administrative Supervisor and Management Analyst for Represented Employees and Assistant General Manager for Unrepresented Employees**

General Manager Rudock discussed the proposed plan revisions, fiscal impacts, introduced the three new classification descriptions and part-time annuitant employee concept, succession planning, and the updated organizational chart.

An open Board discussion followed and included feedback about concerns related to adding a management level position—the Assistant General Manager—within the organization. General Manager Rudock explained that the Operations Manager position would remain vacant while the Assistant General Manager would be filled because the position would include responsibility for Operations as well as take on additional duties for General Manager succession planning. The Board supported the plan revisions related to the Management Analyst and Administrative Supervisor but asked Staff to revisit the need for the Assistant General Manager classification and bring it back for a follow-up discussion.

President Zucca moved to approve Resolution 2020-33 Approving the Revised MPWD Compensation Plan, with the exception of the Assistant General Manager classification. Director Warden seconded and a roll call vote was taken and the amended Resolution was unanimously approved.

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G. Consider Resolution 2020-34 Authorizing the Temporary Part-Time Employment of Retired Annuitant Monique Madrid in Accordance with Government Code Sections 7522.56 and 21224 and Executive Order N-25-20

General Manager Rudock introduced the Resolution and explained the need for a part-time District employee and availability of a known candidate who is a retired annuitant. Staff worked with District Counsel on the required resolution to hire a retired annuitant.

Vice President Schmidt moved to approve Resolution 2020-34 Authorizing the Temporary Part-Time Employment of Retired Annuitant Monique Madrid in Accordance with Government Code Sections 7522.56 and 21224 and Executive Order N-25-20. Director Vella seconded and a roll call vote was taken and the Resolution was unanimously approved.

H. Receive Progress Report from General Manager on MPWD 2019-2020 Strategic Plan

Postponed

I. Receive Update from General Manager on Actions Taken During COVID-19 Pandemic

General Manager Rudock reported on actions taken since the last report delivered to the Board. Direction was given to extend General Manager Rudock’s authority on Covid-19 actions at the next Board meeting.

J. Receive BAWSCA Update

Director Vella reported on BAWSCA’s bond surcharge collection, SFPUC Water Supply, the regional decrease in July 2020 water consumption, Bay Delta/FERC (Tuolumne River) Plans and Los Vaqueros Reservoir Expansion Project.

General Manager Rudock also commented that the Los Vaqueros Reservoir Expansion Project would not be further pursued by BAWSCA, but that BAWSCA would be providing oversight to ensure that the SFPUC pursued the project on behalf of wholesale customers. She further reported that the BAWSCA Board had adopted a policy regarding use of the wholesale customers’ balancing account at the SFPUC, and that discussions continued at the Water Management Representatives level regarding proposed amendments to the Water Supply Agreement related to agencies with Minimum Purchase Requirements.

8. MANAGER’S AND BOARD REPORTS

A. General Manager’s Report supplemented by:

General Manager Rudock stated that she had nothing to add to her written report.

1. Administrative Services Manager’s Report

Administrative Services Manager Pina provided an update on the LAIF bank account balance and reminded the Board to review the Public Service Ethics Training schedule provided.

2. Operations Manager’s Report

Operations Manager Ramirez reported on the Dekoven Tanks Replacement Project scope of work amendment, which addresses staff desires for water treatment capability, ease of tank maintenance, and landscape improvements to the front of the

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site along Dekoven Avenue. He also discussed recent water main repairs, new development, and water conservation.

3. District Engineer’s Report

District Engineer Pakpour provided an update on the District’s three major construction projects that are near engineering design completion.

B. Financial Reports

1. Month End July 31, 2020

2. Month End August 31, 2020

Administrative Services Manager Pina reported on the template format of the new report, addition of the prior year project balance carry over column, and YTD revenues and expense totals.

Director Wheeler requested clarification on the year that the 2016 COP funded budget column of the report represents. General Manager Rudock acknowledged the confusion and advised that the report will be amended to define the term more clearly before the report is brought back again next month.

3. MPWD Annual Reimbursements Report for Fiscal Year 2019/2020 (Pursuant to Government Code Section 53065.5)

General Manager Rudock explained regulatory requirements to disclose annual reimbursements to employees in excess of \$100.

4. General Manager’s Annual Report for Fiscal Year Ended June 30, 2020

General Manager Rudock shared highlights for the Fiscal Year End June 30, 2020.

Director Wheeler commented on the revenue funded Capital Improvement Program’s zero expenditures and General Manager Rudock clarified that only a \$50,000 place holder was established for Capital Improvements last year because all projects were funded by Certificates of Participation (COP) financing.

C. Director Reports

Director Wheeler reported on the first ever ACWA JPIA Summer Virtual Conference held July 29-30, 2020 and shared details about some of the workshops he attended.

General Manager Rudock also commented on a few sessions she attended. A Board discussion ensued on new legislation regarding agency employees contracting COVID-19 and the ability to file a workers’ compensation claim. General Manager Rudock ensured the Board that the ACWA JPIA Workers’ Compensation team had already reported on a few claims filed and their processes for ensuring protection of member agencies against claims for COVID-19 not contracted while at work.

9. COMMUNICATIONS

Administrative Services Manager Pina shared an email she received from a customer thanking employee Ron Okada, Administrative Assistant, for his help in accessing and registering the District’s home water use customer portal.

10. CLOSED SESSION

General Manager Rudock read the names of the two top offers made for the MPWD’s surplus property for sale at 1513 Folger Drive in Belmont:

- Matthew Salazar and Elizabeth Lui; and

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• Nicola P. Borisova & Georgana A. Vandova
and the Board recessed into Closed Session at 9:40PM to discuss one matter:

- A. Conference with Real Property Negotiators (Julie Sherman, District Counsel and Tammy Rudock, General Manager) pursuant to Government Code Section 54956.8:**
Property Location: APN 044-351-040, 1513 Folger Drive in Belmont, CA
Owner: Mid-Peninsula Water District
Under Negotiation: Price and Terms of Contract

The Board came out of closed session at 10:20PM. District Counsel reported that no reportable action had been taken.

11. ADJOURNMENT

The meeting was adjourned at 10:25PM.



DISTRICT SECRETARY

APPROVED:



BOARD PRESIDENT

