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

October 22, 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](mailto: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 6:31PM.

**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. Rick Bisio, Lead Operator - Service Retirement (23 Years of Service)**

General Manager Rudock spoke about Mr. Bisio's many achievements at the District over  
his years of service and invited Operations Manager Ramirez to say a few words on behalf  
of Mr. Bisio's accomplishments.

Operations Manager Ramirez shared several personal stories and provided some  
background on Mr. Bisio's work duties.

49 Mr. Bisio informed the Board that he learned much during his time with MPWD and  
50 expressed that it was a good run. He also complimented management and thanked the  
51 Board of Directors for the opportunity to serve.  
52

53 President Zucca and Director Vella both congratulated Mr. Bisio and wished him a happy  
54 retirement and General Manager Rudock concluded this item by reporting on the retirement  
55 luncheon the District hosted in Mr. Bisio's honor.  
56

57 **5. CONSENT AGENDA**

58 **A. Approve Minutes for the Board Meeting on September 24, 2020 and Special Board**  
59 **Meeting on October 8, 2020**

60 (There was no MPWD Board Meeting in August)

61 **B. Approve Expenditures from September 19, 2020 through October 13, 2020**

62 **C. Approve Resolution 2020-29 Authorizing the Ninth Amendment to the Master**  
63 **Professional Services Contract with Pakpour Consulting Group, Inc., in the total**  
64 **amount of \$85,530, for Additional Engineering Services related to the Dekoven**  
65 **Tanks Replacement Capital Project (#08-1621-CP)**

66 **D. Approve 2020 MPWD Catalog of Enterprise Systems per Government Code**  
67 **Section 6270.5**

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

71 **6. HEARINGS AND APPEALS**

72 None.  
73

74 **7. REGULAR BUSINESS AGENDA**

75 **A. Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30,**  
76 **2020, Presented by David Becker, CPA, of James Marta & Company, LLC**

77 General Manager Rudock took a moment prior to discussing Regular Business items to  
78 present the District's new Temporary Part-Time Employee and Retired Annuitant,  
79 Monique Madrid, to the Board. Her first project is completion of a draft financial  
80 management policy.  
81

82 Administrative Services Manager Pina introduced David Becker, of James Marta &  
83 Company, LLC. Mr. Becker reported on the Financial Audit Report findings for Fiscal  
84 Year Ended June 30, 2020 and an open Board discussion followed.  
85

86 **B. Consider and Approve Revised Request for Proposal for Professional Accounting**  
87 **Services and Optional District Treasurer Services, and Notice of Intention to Fill**  
88 **District Treasurer Vacancy**

89 General Manager Rudock reported on the changes the Board asked for to the Request  
90 for Proposal (RFP), advised that staff consulted with Mr. Becker at James Marta &  
91 Company, LLC on accounting services and she reviewed the proposed deliverables and  
92 key dates.  
93

94 Director Wheeler inquired about the stipend statement pertaining to serving as Treasurer  
95 and an open Board discussion followed.  
96

97 President Zucca, Directors Warden and Vella commented on the intention to fill the  
98 District Treasurer Vacancy and the Board gave staff direction to issue the RFP and  
99 vacancy notice.

- 100 **C. Receive Progress Report from General Manager on Revised MPWD 2019-2020**  
101 **Strategic Plan**  
102 General Manager Rudock provided an update on staff's progress toward the 2019-2020  
103 Strategic Plan.  
104  
105 Director Schmidt asked a question about the Estimated Annual Budget Goal and the  
106 development of the records retention policy and management responded.  
107 General Manager Rudock acknowledged that Vice President Schmidt mentioned the  
108 omission of the shallow aquifers study under Strategic Element #2 – Resource  
109 Management, and after a review the report was updated to the revised plan adopted by  
110 the Board in February of this year  
111  
112 Director Wheeler requested that the date be amended to reflect July 2020 under priority  
113 number 5/6-20 of Strategic Element #5 – Financial Management.  
114  
115 **D. Schedule MPWD Strategic Planning Special Meeting in January 2021**  
116 General Manager Rudock reported on the date recommendations listed on the staff  
117 report provided in the Board packet. The Board discussed the recommendations and  
118 direction was given to proceed with the date of Thursday, January 14, 2021 at 6:00PM.  
119  
120 **E. Receive Update from General Manager regarding Actions taken During COVID-19**  
121 **Pandemic, and Consider Resolution 2020-32 Authorizing an Extension through**  
122 **January 28, 2021 of the General Manager's Authority to take Necessary Actions**  
123 **for Continued Operations of the MPWD due to the COVID-19 Declared Emergency**  
124 General Manager Rudock stated that she had nothing to add to her written report.  
125  
126 President Zucca moved to approve Resolution 2020-32 Authorizing an Extension  
127 through January 28, 2021 of the General Manager's Authority to take Necessary Actions  
128 for Continued Operations of the MPWD due to the COVID-19 Declared Emergency.  
129 Director Vella seconded. Roll call vote was taken and it was unanimously approved.  
130  
131 **8. MANAGER'S AND BOARD REPORTS**  
132 **A. General Manager's Report, including the Quarterly Water Conservation Activities**  
133 **Report, through September 30, 2020, supplemented by:**  
134 General Manager Rudock discussed the 2019 Grand Jury Report Recommendations on  
135 Cyber Security, which was attached to her report.  
136  
137 Director Warden asked what closed session classification description a Board discussion  
138 related to this Grand Jury cyber security topic would fall under and District Counsel  
139 Sherman explained the applicable exemption.  
140  
141 **1. Administrative Services Manager's Report**  
142 Administrative Services Manager Pina reported that funds from the sale of 1513  
143 Folger Dr. were received. She also shared that the balance of the LAIF account  
144 changed upon receipt of these funds and reminded Board members to complete their  
145 ethics training by their respective designated deadlines.  
146  
147 General Manager Rudock expressed that she will be having a conversation with the  
148 Finance Committee soon about the cash reserves account.  
149  
150 **2. Operations Manager's Report**

151 Operations Manager Ramirez reported on the El Camino Real Improvements project  
152 outreach, valve maintenance, recent water quality issues, new development, water  
153 conservation, and the urban water management plan.  
154 Director Schmidt commented on the water quality issues and an open Board  
155 discussion followed.  
156

### 157 **3. District Engineer's Report**

158 District Engineer Pakpour reported on the Dekoven Tanks capital project, adding that  
159 a stand-alone building will be constructed that will allow controlled chlorine injections  
160 to help address future water quality concerns.  
161

162 Director Wheeler asked if all existing tanks are already equipped with mixing  
163 systems and District Engineer Pakpour confirmed that they are.  
164

## 165 **B. Financial Reports**

### 166 **1. Month End September 30, 2020**

167 Administrative Services Manager Pina reported on year-to-date revenues and  
168 expenses, the debt services ratio and the addition of the actuals through June 30,  
169 2020 and July 1, 2020 through September 30, 2020 columns to the CIP's Budget  
170 Report page.  
171

172 Director Wheeler requested additional clarification as to why the year 2016 continues  
173 to be used under column 4 on the CIP Budget Report Page. Staff explained that the  
174 title is intentional to maintain consistency when referencing the original round of CIP  
175 debt issued.  
176

177 Director Warden inquired about the new format of the report and staff replied that it  
178 was trying to present it in a format that included both the COP- and revenue-funded  
179 capital projects, as requested by the board.  
180

### 181 **2. Development Revenues Compared to MPWD CIP and Water Conservation** 182 **Program Expenditures through Fiscal Year End June 30, 2020**

183 General Manager Rudock reminded the Board that this report was created and is  
184 provided to recognize fees collected and expenditures for transparency purposes.  
185

186 President Zucca requested that staff share this report with the current rate study  
187 consultants and General Manager Rudock acknowledged and confirmed this  
188 direction.  
189

190 Director Warden commented on water conservation program expenditures as  
191 compared to demand offset fees.  
192

## 193 **C. Director Reports**

194 Board members commented on the delivered hard copy of the agenda packet and that  
195 each item is stapled and that each agenda item report should be started on an odd  
196 numbered page.  
197

## 198 **9. COMMUNICATIONS**

199 General Manager Rudock reported that there will be a slight delay in the Request for  
200 Proposals to seek a private placement agent regarding the potential refunding of the COPs  
201 due to the municipal finance advisor's recommendations.

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**10. CLOSED SESSION**

The Board recessed into closed session at 8:35PM to discuss one matter:

- A. Public Employee Performance Evaluation and Associated Negotiations  
Government Code §§54957 and 54957.6  
Title: General Manager**

**11. RECONVENE TO OPEN SESSION**

The Board came out of closed session at 9:23PM. District Counsel reported that no reportable action had been taken.

**12. ADJOURNMENT**

The meeting was adjourned at 9:24PM.

  
DISTRICT SECRETARY

APPROVED:

  
BOARD PRESIDENT