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

November 18, 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 President Zucca at 6:38PM.

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 Brandon Laurie and District Counsel Julie Sherman.

2. PUBLIC COMMENT

None.

3. AGENDA REVIEW: ADDITION/DELETIONS AND PULLED CONSENT ITEMS

General Manager Rudock reported that the closed session Agenda Item would be moved to the December 2020 meeting.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

None.

5. CONSENT AGENDA

A. Approve Minutes for the Board Meeting on October 22, 2020

B. Approve Expenditures from October 14, 2020 through November 9, 2020

C. Approve Resolution 2020-36 Authorizing Award of Construction Contract to Mitchell Engineering for Construction of the El Camino Real Water Main Replacement Project (#06-1621-CP) in the amount of \$2,113,072, Plus a 10% Contingency in the amount of \$211,000 for a Total Project Budget of \$2,324,072

- 51 **D. Approve Resolution 2020-37 Authorizing a Professional Services Contract with**
52 **TRC Engineers, Inc. in the amount of \$345,134 for Construction Management and**
53 **Inspection Services related to the El Camino Real Water Main Replacement Capital**
54 **Project(CIP #06-1621-CP) and provide a contingency of 10% or \$34,500, for a total**
55 **of \$379,634**

56 Director Vella moved to approve Consent Agenda Items 5.A. through 5.D. and Vice-
57 President Schmidt seconded. Roll call vote was taken and they were unanimously
58 approved.

59
60 **6. HEARINGS AND APPEALS**

61 None.

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63 **7. REGULAR BUSINESS AGENDA**

64 **A. Consider and Confirm MPWD 2021 Regular Board Meeting Schedule**

65 General Manager Rudock reviewed the schedule with the Board, which was confirmed
66 by the Board.

67
68 **B. Update from General Manager on Actions Taken During COVID-19 Pandemic**

69 General Manager Rudock reported on the use of a new entry questionnaire that staff is
70 using to screen any non-employees who enter the District office.

71
72 President Zucca inquired about vehicle sanitation measures in place and General
73 Manager Rudock explained daily cleaning procedures.

74
75 General Manager Rudock also shared that the District had its first employee test positive
76 for the Coronavirus after their family members tested positive, and testing information
77 was provided to employees.

78
79 **8. MANAGER'S AND BOARD REPORTS**

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

81 General Manager Rudock reported the January 2021 Special Board meeting was
82 confirmed for Thursday, January 14, 2021 @ 6:00PM with the District's Consulting
83 Facilitator, Julie Brown of Julie M. Brown and Associates.

84
85 Director Vella asked if Ms. Brown would be able to accommodate the interactive format
86 of the meeting virtually and General Manager Rudock confirmed in the affirmative.

87
88 **1. Administrative Services Manager's Report**

89 Administrative Services Manager Pina reported on the LAIF account balance and
90 General Manager Rudock reported on the recent Board Finance committee meeting.

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92 **2. Operations Manager's Report**

93 Operations Manager Ramirez reported on USA totals, recent flushing activities, a hit
94 hydrant at 1301 Shoreway Rd, new development and October 2020 water
95 consumption totals in relation to water conservation.

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97 Director Vella commented on the hit hydrant and water loss and an open Board
98 discussion followed.

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Director Wheeler inquired about the new meter that is being tested. Operations Manager Ramirez advised that it is a residential 5/8-inch meter and staff is simply evaluating the product at this point.

3. District Engineer's Report

District Engineer Laurie gave a progress report on capital projects.

President Zucca asked if staff was no longer requiring a written Engineer's report. General Manager Rudock expressed written reports occur when substantive project information is available. Larger projects are being worked on now and reports will be forthcoming from those engineering teams soon.

B. Financial Reports

1. Month End October 31, 2020

Administrative Services Manager Pina reported on year-to-date revenue and expense totals. She discussed the impact on the sale of 1513 Folger and its impact on Revenues and Expenses.

Director Vella sought staff confirmation that the financial reports are viewed by the Board Finance Committee. General Manager Rudock confirmed that they are not; however other financial reports are shared when necessary.

Administrative Services Manager Pina also commented that she meets with Vincent Xi from C. G. Uhlenberg, LLP, which performs a mini-audit on a monthly basis as oversight on the District financials.

C. Director Reports

Vice-President Schmidt and Director Warden commented on the Board Finance Committee meeting.

Director Vella reported that the BAWSCA Report has been moved next month's agenda.

Director Wheeler reported that he would be attending the ACWA JPIA Virtual Conference in two weeks.

9. COMMUNICATIONS

None.

10. CLOSED SESSION

A. Public Employee Performance Evaluation and Associated Negotiations

Government Code Section §§54957 and 54957.6

Title: General Manager

Postponed until December 17, 2020

11. RECONVENE TO OPEN SESSION

None.

12. ADJOURNMENT

The meeting was adjourned at 7:18PM.

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Carla K. Rina
DISTRICT SECRETARY

APPROVED:

Ben Schmitt
BOARD PRESIDENT

