

MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, October 23, 2025
Belmont, California

1. **OPENING**

A. **Call to Order**

The regular meeting of the Mid-Peninsula Water District was called to order by President Wheeler at 6:40 PM.

B. **Establishment of Quorum**

Present: President Wheeler, Vice President Vella (arrived at 6:42 PM) Director Covington, Director Cotten.

Absent: Director Zucca

Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Alison Bell, Management Advisor (MA) Rene Ramirez, Operations Manager (OM) Sarah Scheidt, Superintendent Michael Anderson, Water Resource Coordinator Drew Bost, District Treasurer James Ramsey, District Engineer Joubin Pakpour, District Counsel Catherine Groves, OCMI Representatives Claire O'Connor, John Olsson, and Conor Clarke, and Tom Beil with Noll & Tam.

C. **Pledge of Allegiance**

Management Advisor Rene Ramirez led the Pledge of Allegiance.

2. **PUBLIC COMMENT**

President Wheeler asked for public comments.

There were none.

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

President Wheeler asked if there were any additions, deletions, or items to be pulled from consent.

Consent Item 5E "Task Order 26-07" was pulled to talk about in open session due to an error in the uploading in the backup of the item. The staff report was correct, but the supporting document was not. The Board was provided with the correct task order during the meeting.

4. ACKNOWLEDGEMENTS/PRESENTATIONS

A. Proclamation Honoring Operations Manager Rene Ramirez upon his Retirement from the Mid-Peninsula Water District.

ASM Bell read the Proclamation in honor of Rene Ramirez. Staff and Board member shared their sincere thanks and well wishes for Rene.

B. Proclamation for National First Responders Day

ASM Bell read the Proclamation in honor of First Responders Day.

5. CONSENT AGENDA

- A. Approve Minutes for the Regular Board Meeting on September 25, 2025.
- B. Approve Expenditures from September 1, 2025 through September 30, 2025
- C. Approve 2025 MPWD Catalog of Enterprise Systems per Government Code Section 6270.5
- D. Receive Report on Records Destruction to be Completed, Consistent with MPWD Records Retention Policy.
- E. Consider Authorizing the General Manager to Execute Task Order 26-07 with District Engineer Pakpour Consulting Group, Inc., for Capital Project Support Services for the State Route 101 Crossing at Palo Alto Medical Foundation (15-72) in the Amount of \$98,560.00

President Wheeler moved item 5.E. into open session for discussion.

Director Cotten moved to approve the Consent Agenda.

Director Covington seconded the motion.

Roll call vote: 4-0-1

Director Cotten – Aye

Director Covington – Aye

Vice President Vella – Aye

President Wheeler – Aye

Absent: Director Zucca

Review of Item 5.E.

General Manager Wuelfing presented to the Board Task Order 26-07. District Engineer Joubin Pakpour answered questions.

Vice President Vella motioned to approve Task Order 26-07.

Director Covington seconded the motion.

Roll call vote: 4-0-1

Vice President Vella – Aye

Director Covington – Aye

Director Cotten – Aye

President Wheeler – Aye

Absent: Director Zucca

6. HEARING AND APPEALS - None

7. CAPITAL IMPROVEMENT PROGRAM

A. Receive Update on Folger Drive Emergency Operations Center Project (CIP# 24-07)

Tom Beil from Noll & Tam and OCMI Representatives Claire O'Connor, John Olsson, and Conor Clarke presented to the Board an update on the Folder project.

B. Consider Resolution 2025-27 Authorizing the General Manager to Execute a Contract Amendment with Noll & Tam Architects for Construction Administration Phase Services for the Folger Drive Emergency Operations Center Project in an Amount Not to Exceed \$203,037

Vice President Vella motioned to approve Resolution 2025-27.

Director Cotten seconded the motion.

Roll call vote: 4-0-1

Vice President Vella – Aye

Director Cotten – Aye

Director Covington – Aye

President Wheeler – Aye

Absent: Director Zucca

C. Consider Authorizing the General Manager to Execute Task Order 25-08 with District Engineer Pakpour Consulting Group, Inc., for Design Services for the Lower Notre Dame Avenue (15-63), Willow Lane (15-48) and Oak Knoll Cross Country Water Main Improvements in the Amount of \$294,876.00

Director Cotten motioned to approve Task Order 25-08.

Director Covington seconded the motion.

Roll call vote: 4-0-1
Director Cotten – Aye
Director Covington – Aye
Vice President Vella – Aye
President Wheeler – Aye

Absent: Director Zucca

9. REGULAR BUSINESS AGENDA

A. Quarterly Water Conservation Activities and Programs Report

Water resource Coordinator Drew Bost presented to the Board the Quarterly Water Conservation Report. General Manager Kat Wuelfing answered questions.

B. Consider Resolution 2025-28 Revising the Mid-Peninsula Water District Financial Management Policy Manual to Add Section 7.K, Real Property Acquisition and Disposition Policy

General Manager Wuelfing presented to the Board an update to the Financial Management Policy. District Treasurer Ramsey answered questions.

Director Covington motioned to approve Resolution 2025-28.

Director Cotten seconded the motion.

Roll call vote: 4-0-1
Director Covington - Aye
Director Cotten – Aye
Vice President Vella – Aye
President Wheeler – Aye

Absent: Director Zucca

C. Receive Report of Review of Health Savings Account (HSA) Amounts with Respect to Current Consumer Driven Health Plan (CDHP) Deductibles

ASM Bell presented updated information to the Board regarding the District's current HSA contributions.

D. Consider and Confirm MPWD 2026 Regular Board Meeting Schedule

General Manager Wuelfing presented the Board Meeting Schedule for approval.

Director Cotten motioned to approve the schedule.

Vice President Vella seconded the motion.

Roll call vote: 4-0-1

Director Cotten – Aye

Vice President Vella– Aye

Director Covington – Aye

President Wheeler – Aye

Absent: Director Zucca

E. Receive Report on the California and San Francisco Regional Water System Conditions

Management Advisor Rene Ramirez presented his last San Francisco Regional Water System report to the Board.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Months Ending July 31, 2025 and August 31, 2025

District Treasurer James Ramsey gave a financial update report.

2. District Engineer

District Engineer Joubin Pakpour gave an update regarding capital projects.

3. Administrative Services Manager

ASM Bell gave an overview of her report.

4. Operations Manager

OM Scheidt gave an overview of her report.

5. General Manager

GM Wuelfing gave an overview of her report.

B. Director Reports

The Directors gave a brief reports.

11. COMMUNICATIONS

There were none.

12. CLOSED SESSION

The Board adjourned to closed session at 9:51 PM.

A. Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code §54956.9 Subdivision (b)

Two potential cases.

B. Public Employee Performance Evaluation and Associated Negotiations Government Code Sections 54957 and 54957.6 Title: General Manager

13. RECONVENE TO OPEN SESSION

President Wheeler reconvened the meeting to open session at 11:00 pm. Catherine Groves shared that there were no reportable actions in closed session.

14. ADJOURNMENT

President Wheeler adjourned the meeting to open session at 11:00 pm.

Signed by:

Alison Bell

5558314A921146D

DISTRICT SECRETARY

APPROVED:

DocuSigned by:

Kirk Wheeler

9E8A50DBB5804FE...

BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: WEDNESDAY, NOVEMBER 19, 2025 AT 6:30PM