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# MEETING MINUTES

## BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, March 26, 2026  
Belmont, California

### 1. OPENING

#### A. **Call to Order**

The regular meeting of the Mid-Peninsula Water District was called to order by President Vella at 6:30 PM.

#### B. **Establishment of Quorum**

Present: President Vella, Vice President Zucca, Director Patel, Director Cotten, and Director Covington.

Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Alison Bell, Operations Manager (OM) Sarah Scheidt, Interim District Treasurer Kamiko Tsuchida, District Engineer Joubin Pakpour, District Counsel Julie Sherman, Kyle Bartle from Eide Bailly, Christopher Brown from CJ Brown & Company CPAs, and Anthony Elowsky with RDN, Inc.

#### C. **Pledge of Allegiance**

Director Covington led the pledge of allegiance.

#### D. **Board Member Oath of Office**

Division 3 Board Member, Neela Patel, was sworn in by Administrative Services Manager Bell. Director Patel expressed her appreciation to the other Director's and staff for welcoming her.

### 2. PUBLIC COMMENT

There were no public comments.

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

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

There were none.

### 4. ACKNOWLEDGEMENTS/PRESENTATIONS - None

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**5. CONSENT AGENDA**

- A. Approve Minutes for the Regular Board Meeting on February 26, 2026**
- B. Approve Expenditures from February 1, 2026 through February 28, 2026**
- C. Consider Resolution No. 2026-08 authorizing the General Manager to execute Task Order – Amendment No. 8 to Professional Services Agreement with West Yost Associates, in the amount of \$132,007, for completion of engineering design services in conjunction with the State Route 101 Crossing at the Palo Alto Medical Facility Phase 2 Project (CIP 04-1621/15-72), for a total contract value of \$536,349**
- D. Consider Resolution 2026-09 Adopting the Revised Conflict of Interest Code**

Vice President Zucca motioned to approve the Consent Agenda.

Director Cotten seconded the motion.

- Roll call vote: 5-0-0
- Vice President Zucca – Aye
- Director Cotten – Aye
- Director Covington – Aye
- Director Patel – Aye
- President Vella – Aye

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM**

- A. Receive Update on the Folger Drive Emergency Operations Center Project (CIP 24-07) and Defer of Award of the Construction Contract Pending Additional Discussion at a Special Meeting**

General Manager Wuelfing presented to the Board a short update on the Folger contractor selection process. More information will be shared at the Special Board Meeting scheduled for April 2, 2026.

**8. REGULAR BUSINESS AGENDA**

- A. Receive Report on Water Capacity Charge Study by RDN, Inc.**

General Manager Wuelfing introduced Anthony Elowsky to the Board. Anthony presented on the Water Capacity Charge Study. The Board asked detailed questions regarding the study with follow-up information to be presented at a future Board Meeting.

92 **B. Receive and Accept the Financial Audit Report for Fiscal Year Ended June 30,**  
93 **2025, presented by District Auditor, C.J. Brown & Company CPAs**

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95 District Auditor C.J. Brown presented the financial audit report to the Board and answered  
96 follow-up questions. Interim District Treasurer Kamiko Tsuchida and Eide Bailly  
97 representative Kyle Bartle were present to also answer questions if needed. The Board  
98 accepted the audit report.

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100 **C. Receive Report and Recommendation on Updates to the Rules of the Board of**  
101 **Directors – Introduction and Sections 1 through 5**

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103 Administrative Services Manager Alison Bell, presented to the Board suggested changes  
104 to the Rules of the Board document. This discussion with additional changes will continue  
105 at the April Board Meeting before approval.

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107 **D. Receive Update on Local Hazard Mitigation Plan Process and Solicit Public**  
108 **Feedback**

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110 General Manager Wuelfing presented to the Board an update on the development of the  
111 Local Hazard Mitigation Program and solicited any feedback from the public. There was  
112 none provided.

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114 **E. Receive BAWSCA Report**

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116 President Vella presented an update from the last board meeting of BAWSCA.

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118 **9. MANAGEMENT AND BOARD REPORTS**

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120 **A. Management Reports**

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122 **1. Financial Reports for the Month Ending November 30, 2025**

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124 Interim District Treasurer Kamiko Tsuchida gave a financial update report.

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126 **2. District Engineer**

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128 District Engineer Joubin Pakpour gave an update regarding capital projects.

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130 **3. Administrative Services Manager**

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132 ASM Bell gave an overview of her report.

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135 **4. Operations Manager**

136 OM Scheidt gave an overview of her report.

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138 **5. General Manager**

139 GM Wuelfing gave an overview of her report.

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141 **B. Director Reports**

142 The Directors gave brief reports of their District-related activities.

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145 **10. COMMUNICATIONS**

146 General Manager Wuelfing shared with the Board the communication received from LAFCo  
147 regarding the vacant seat on the Board and the voting procedure.

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149 **11. CLOSED SESSION**

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151 The Board adjourned for Closed Session at 9:24 PM

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153 **A. Conference with Legal Counsel – initiate litigation – one case (Government  
154 Code §54956.9 Subdivision (d)(4))**

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156 **12. RECONVENE TO OPEN SESSION**

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158 The Board reconvened the Open Session at 9:35 PM.


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160 District Counsel Julie Sherman reported out from closed session that the Board voted to  
161 initiate litigation. The vote was 5-0 in favor. At this time, we will not identify the Defendant, but  
162 once litigation has formally commenced, that information will be disclosed upon inquiry,  
163 unless it jeopardizes service of process or settlement negotiations..

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165 **13. ADJOURNMENT**

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167 The regular board meeting of the Mid-Peninsula Water District adjourned at 9:36 PM.

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172 DISTRICT SECRETARY

173 APPROVED:

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177 BOARD PRESIDENT  
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180 NEXT REGULAR BOARD MEETING: THURSDAY, APRIL 23, 2026 AT 6:30PM