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MEETING MINUTES

BOARD OF DIRECTORS OF THE MID-PENINSULA WATER DISTRICT

Thursday, July 24, 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 6:30 PM.

B. **Establishment of Quorum**

Present: President Wheeler, Vice President Vella, Director Zucca, Director Cotten, Director Covington.

Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager (ASM) Alison Bell, Superintendent Michael Anderson, District Treasurer James Ramsey, District Engineer Brandon Laurie, District Counsel Catherine Groves.

C. **Pledge of Allegiance**

District Engineer Brandon Laurie 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.
There were none.

4. ACKNOWLEDGEMENTS/PRESENTATIONS - None

5. CONSENT AGENDA

A. **Approve Minutes for the Regular Board Meeting on May 22, 2025**

B. **Approve Minutes for the Regular Board Meeting on June 26, 2025**

C. **Approve Expenditures from June 1, 2025 through June 30, 2025**

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D. Approve Updated Salary Schedule, which Includes a 2.15% Living Wage Adjustment to Salary Ranges Effective August 2, 2025, Consistent with the MPWDEA Letter Agreement Dated March 15, 2023

E. Receive Report on Escheatment

Director Zucca moved to approve the Consent Agenda.

Vice President Vella seconded the motion.

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

6. HEARING AND APPEALS - None

7. CAPITAL IMPROVEMENT PROGRAM

A. Consider Resolution 2025-23 Authorizing Task Order 25-15 with District Engineer, Pakpour Consulting Group, Inc., for Capital Project Support Services for Dekoven Tanks Replacement Project (CIP 08-1621-CP) in the Amount of \$239,675

General Manager Wuelfing presented to the Board Resolution 2025-23. District Engineer Brandon Laurie provided additional information to support the resolution.

Director Cotten motioned to approve Resolution 2025-23 Authorizing Task Order 25-15.

Vice President Vella seconded the motion.

Roll call vote: 5-0-0
Director Cotton – Aye
Vice President Vella – Aye
Director Covington – Aye
Director Zucca – Aye
President Wheeler – Aye

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9. REGULAR BUSINESS AGENDA

A. Receive FY 2024/2025 Progress Report on MPWD Website, Marketing and Public Relations/Outreach Activities and Brief Overview of MPWD Website Updates, Presented by John Davidson of JRocket77 Graphic Design and Marketing

John Davidson of JRocket77 Graphic Design and Marketing presented to the Board a wrap-up of the 24/25 fiscal year advertising productions and website updates.

B. Approve Updated COVID-19 Prevention Plan

Administrative Services Manager, Alison Bell presented to the Board the updated COVID-19 Prevention Plan which brought the IPP up to date with all OSHA regulations.

Director Zucca moved to approve the COVID-19 Prevention Plan.

Director Covington seconded the motion.

Roll call vote: 5-0-0

Director Zucca – Aye

Director Covington – Aye

Vice President Vella – Aye

Director Cotten – Aye

President Wheeler – Aye

C. Consider Adopting a Happy Hydrant Program Policy

Superintendent Michael Anderson presented to the Board the background of the Happy Hydrants origin. General Manager Wuelfing added additional information including details of the Happy Hydrant policy.

Director Cotten moved to approve the Happy Hydrant Policy.

Director Zucca seconded the motion.

Roll call vote: 5-0-0

Director Cotten – Aye

Director Zucca – Aye

Director Covington – Aye

Vice President Vella – Aye

President Wheeler – Aye

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D. Receive BAWSCA Update

Vice President Vella gave an update about the latest BAWSCA meeting.

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

General Manager Wuelfing gave a brief overview of Operations Manager Ramirez’s Water System Report.

10. MANAGEMENT AND BOARD REPORTS

A. Management Reports

1. Financial Reports for the Month Ending June 30, 2025

District Treasurer James Ramsey gave a financial update report.

2. District Engineer

District Engineer Brandon Laurie gave an update regarding COP projects.

3. Administrative Services Manager

ASM Bell gave an overview of her report.

4. Operations Manager

In OM Ramirez’s absence, Superintendent Anderson gave an overview of his report.

5. General Manager

GM Wuelfing gave an overview of her report.

B. Director Reports

The Directors gave a brief overview of their reports.

11. COMMUNICATIONS

12. CLOSED SESSION

The Board adjourned to closed session at 9:01pm.

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

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B. Public Employee Discipline/ Dismissal Release (Government Code Section 54957)

13. RECONVENE TO OPEN SESSION

The Board reconvened to open session at 9:26pm. There was no reportable action.

14. Adjournment in memory of MPWD Water System Operator Ryan Gomes

President Wheeler adjourned the meeting in Water System Operator Ryan Gomes’s honor.

Superintendent Michael Anderson spoke about working with Ryan Gomes, on behalf of the Operations Staff.

Signed by:
Alison Bell
5558314A921146D...
DISTRICT SECRETARY

APPROVED:

DocuSigned by:
Kirk Wheeler
9E8A50DBB5804FE...
BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, SEPTEMBER 25, 2025 AT 6:30PM