

MEETING MINUTES

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

Thursday, September 25, 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, Management Advisor (MA) Rene Ramirez, Operations Manager (OM) Sarah Scheidt, Superintendent Michael Anderson, District Treasurer James Ramsey, District Engineer Joubin Pakpour, District Counsel Julie Sherman, Water System Operator (WSO) Trevor Morris.

C. Pledge of Allegiance

District Engineer Joubin Pakpour 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

A. Water Professionals Appreciation Week Proclamation

ASM Bell read from the Proclamation for Water Professionals Appreciation Week.

Aye- 5

No - 0

49 **5. CONSENT AGENDA**

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- 51 **A. Approve Minutes for the Regular Board Meeting on July 24, 2025**
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- 53 **B. Approve Expenditures from July 1, 2025 through July 31, 2025, and from August**
- 54 **1, 2025 through August 31, 2025**
- 55
- 56 **C. MPWD Annual Reimbursements Report (pursuant to Government Code Section**
- 57 **53065.5)**

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59 Director Zucca moved to approve the Consent Agenda.

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61 Vice President Vella seconded the motion.

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63 Roll call vote: 5-0-0

64 Director Zucca – Aye

65 Vice President Vella – Aye

66 Director Cotten – Aye

67 Director Covington – Aye

68 President Wheeler - Aye

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70 **6. HEARING AND APPEALS - None**

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72 **7. CAPITAL IMPROVEMENT PROGRAM**

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- 74 **A. Consider Resolution 2025-24 Authorizing the General Manager to Execute a**
- 75 **Contract Amendment for Professional Services with O'Connor Construction**
- 76 **Management, Inc., for Construction Management and Inspection Services for the**
- 77 **Folger Drive Emergency Operations Center and Project Management for the**
- 78 **Design Phase of the Dairy Lane Operations Center Projects in an Amount not to**
- 79 **Exceed \$733,575.44**

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81 OM Scheidt presented to the Board Resolution 2025-24. GM Wuelfing and District

82 Engineer Pakpour answered questions from the Board.

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84 Director Cotten moved to approve Resolution 2025-24.

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86 Director Covington seconded the motion.

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88 Roll call vote: 5-0-0

89 Director Cotten – Aye

90 Director Covington - Aye

91 Director Zucca – Aye

92 Vice President Vella – Aye

93 President Wheeler - Aye

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9. REGULAR BUSINESS AGENDA

A. Consider Approval of MPWD Cross-Connection Control Plan and Adoption of Ordinance 132 Amending the Water Service Ordinance No. 103 And Superseding Ordinance No. 112 in Part for the Mid-Peninsula Water District Regarding the District’s Cross-Connection Control Program Plan

OM Scheidt, WSO Morris and GM Wuelfing presented the draft Cross-Connection Control Plan. It was acknowledged that additional staff worked on the plan as well; Rene Ramirez, Michael Anderson, Jonathan Anderson, Alberto Maldonado and Deston Swift.

Vice President Vella moved to approve Ordinance 132.

Director Cotten seconded the motion.

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

B. Consider Resolution 2025-25 Updating the MPWD Compensation Plan to Add a Job Description for Cross-Connection Control Specialist, Update the MPWD Salary Schedule, and Update the Organizational Chart

Administrative Services Manager Bell presented to the Board Resolution 2025-25.

Vice President Vella moved to approve Resolution 2025-25.

Director Zucca seconded the motion.

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

C. Consider Resolution 2025-26 Authorizing Key Field Staff to Take Home District Vehicles for the Purpose of Improving Emergency Response Time

Administrative Services Manager Bell presented to the Board Resolution 2025-25. General Manager Wuelfing and Superintendent Anderson answered questions from the board.

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Director Cotten moved to approve Resolution 2025-25.

Director Zucca seconded the motion.

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

D. Receive Report on Escheatment

District Treasurer Ramsey provided the Board with an update on the escheatment of unclaimed money. Per the District’s Escheatment Policy, the unclaimed checkes were advertised and remained unclaimed, and are now property of the District. GM Wuelfing also contributed to the conversation.

E. Receive BAWSCA Update

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

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

MA Ramirez gave an update to the Regional Water System conditions.

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.

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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 overview of their reports.

11. COMMUNICATIONS

There were none.

12. CLOSED SESSION

The Board adjourned to closed session at 9:36 PM.

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

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

13. RECONVENE TO OPEN SESSION

The Board reconvened to open session at 10:25 PM. There was no reportable action.

14. ADJOURNMENT

The regular board meeting of the Mid-Peninsula Water District adjourned at 10:25 PM.

Signed by:
Alison Bell
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DISTRICT SECRETARY

APPROVED:

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Kirk Wheeler
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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, OCTOBER 23, 2025 AT 6:30PM