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

May 23, 2013
Belmont, California

CALL TO ORDER: The Board of Directors' meeting of the Mid-Peninsula Water District was called to order by President Stuebing at 6:30PM.

1. ROLL CALL:

PRESENT: Directors Stuebing, Vella, Altscher, Linvill, with Zucca absent.

ALSO PRESENT: General Manager Rudock, District Counsel Cassman, District Engineer Pakpour, Treasurer Ira, Superintendent Young, and District Secretary Pina.

MEMBERS OF THE PUBLIC: Tina Schilling & Maria Miller from Sprint

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Henry Young.

3. APPROVAL OF MINUTES:

Director Linvill moved to approve the Minutes and President Stuebing seconded. It was unanimously approved.

4. PUBLIC COMMENTS: None.

5. CONSIDER RESOLUTION 2013-07 APPROVING AN AMENDMENT TO THE COMMUNICATIONS SITE LITE WITH SPRINT NEXTEL AT DEKOVEN WATER STORAGE TANK SITE :

Tina Schilling and Maria Miller discussed Sprint Nextel's plans for cell tower replacement equipment at the Dekoven Water Storage Tank Site, including landscaping and landscaping maintenance. They responded to questions. Staff reported that it is working with Sprint Nextel after discovering that the CPI escalation provision was not being calculated correctly. Directors discussed approving the site lease amendment with the understanding that the Sprint Nextel back-due CPI total payment would be negotiated and paid to the MPWD, and the correct lease amount reflected within the lease amendment. Vice President Vella moved to approve Resolution 2013-07 and Director Linvill seconded. It was unanimously approved.

6. CONSIDER RESOLUTION 2013-08 APPROVING FISCAL YEAR 2013/2014 MPWD OPERATING BUDGET:

The revenue and expenditure details of the FY 2013/2014 Operating Budget were presented. MPWD has instituted a 5-Year Rate Plan under Proposition 218 covering Fiscal Years 2010 through 2014. The Plan contemplates the need for up to a 9% rate increase during each year of that Plan. MPWD is now in the fourth year of this 5-year rate schedule and each year the Board must review and determine the appropriate adjustment up to a maximum of 9% to be implemented. General Manager Rudock summarized the various rate adjustment scenarios and how each would impact the FY 2013/2014 Operating Budget being proposed. After much discussion and consideration, Director Linvill moved to approve the proposed 9% rate adjustment for the coming fiscal year and Vice President Vella seconded. It was unanimously approved. The FY 2013/2014 Operating Budget will be considered at next month's Board Meeting since the staff now has direction to issue the Proposition 218 notice to customers regarding the rate increase and to finalize the revenue details.

7. CONSIDER RESOLUTION 2013-09 APPROVING FISCAL YEAR 2013/2014 MPWD CAPITAL BUDGET:

The FY 2013/2014 Capital Budget will be revisited at next month's Board Meeting after staff makes revisions resulting from the approved rate adjustment.

63 **8. CONSIDER RESOLUTION 2013-10 APPROVING MPWD CAPITALIZATION**
 64 **POLICY:**

65 General Manager Rudock discussed the proposed Capitalization Policy. Vice President
 66 Vella moved to approve Resolution 2013-10 approving the MPWD Capitalization Policy,
 67 and Director Altscher seconded. It was unanimously approved.

68
 69 **9. CONSIDER SAN MATEO COUNTY CANDIDATE POLICY FORM FOR SPECIAL**
 70 **DISTRICTS CONSOLIDATED ELECTION ON NOVEMBER 5, 2013:**

71 General Manager Rudock discussed with the Board the San Mateo County Candidate
 72 Policy Form for the November 5, 2013 election. Director Altscher moved to approve the
 73 form as submitted, Vice President Vella seconded. It was unanimously approved.

74
 75 **10. BAWSCA UPDATE:**

76 Vice President Vella provided a BAWSCA update, including the 10th anniversary
 77 celebration of BAWSCA, upcoming staff changes at BAWSCA, and the recruitment for a
 78 new Executive Director for BAWSCA.

79
 80 **11. MANAGER'S REPORT:**

81 General Manager Rudock reported about the new exterior paint on the MPWD office
 82 building and the refined MPWD logo. She inquired about business cards for Directors
 83 and use of an MPWD email address for Directors. She reported that the spring 2013
 84 edition of the MPWD Waterline newsletter was published and distributed to all
 85 customers.

86
 87 **A. Supplemented by the Administrative Services Manager's Report**

88 District Secretary Pina discussed the Fraud Prevention Class attended by the Customer
 89 Service Team and the changes made in procedures based on what was learned in that
 90 class. She further discussed the work being accomplished by Pam Thompson of
 91 Experis to formalize the MPWD's Policies & Procedures as they relate to financial
 92 controls.

93
 94 **B. Supplemented by the Operations Superintendent's Report**

95 Superintendent Young reported on a cross connection control webinar that operations
 96 staff attended. The Industrial Road emergency intertie was successfully tested and
 97 then later utilized to feed Cal Water customers while they made a system repair. The
 98 Exbourne and Dekoven tanks were cleaned and inspected. Hersom is the last tank to
 99 be cleaned. All MPWD sites are being prepared for the Department of Public Health's
 100 upcoming annual sanitary survey.

101
 102 **C. Supplemented by the District Engineer's Report**

103 District Engineer Pakpour discussed the Buckland Tank project and obstacles we face
 104 on moving forward with the project. The project is supposed to start on October 1,
 105 2013, and he is expecting it to start on time.

106
 107 Vice President Vella moved to approve the Manager's reports, Director Altscher
 108 seconded, and it was unanimously approved.

109
 110 **12. DIRECTORS' REPORTS**

111 Director Altscher discussed the ACWA conference. He highlighted the white papers he
 112 prepared and the conference program.

113
 114 Director Linvill suggested we take a look at the Water Quality Report for Glendale, CA.
 115 She also suggested we make sure our staff is clearly identifiable when approaching a
 116 customer's home because of the increase in burglaries in Belmont.

117
 118 Vice President Vella mentioned the annual Golden Guardian event which occurs in May
 119 every year. Maybe we should look into becoming involved in that in the future. He also
 120 commented on how well the staff handled the Belburn leak. He had visited the site to
 121 see how everything was proceeding.

122
 123 **13. RECEIVE FINANCIAL REPORT AND APPROVE EXPENDITURES FROM**
 124 **MARCH 16, 2013, THROUGH APRIL 18, 2013:**

125 Director Linvill noticed the new report presented "Previous Year Comparison" did not tie
126 to the Net Operating Surplus (Loss) transfer to Capital line item. This is due to the
127 Restricted Earnings Expense, and this will be corrected.

128
129 Director Linvill moved to approve the Financial Reports and Expenditures from April 19,
130 2013, through May 16, 2013, and Vice President Vella seconded, and it was
131 unanimously approved.

132

133 **14. FUTURE AGENDA BUSINESS ITEMS:**

134 None

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137 **15. COMMUNICATIONS**

138 None

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140 **16. ADJOURNMENT at 9:54 PM:**

141 President Stuebing adjourned the meeting at 9:54 PM in honor of Nadia Holober, the
142 Vice Mayor of Millbrae who passed away that week.

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DISTRICT SECRETARY

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150 APPROVED:


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BOARD PRESIDENT

