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

July 25, 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, and Zucca.

ALSO PRESENT: General Manager Rudock, District Counsel Cassman, Treasurer Ira, District Secretary Pina, Henry Young, Brent Chester, and Michael Anderson.

MEMBERS OF THE PUBLIC: Eric Reed

2. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Director Linvill.

3. APPROVAL OF MINUTES:

General Manager Rudock reported a correction to line 42 of the June 27th Minutes—Resolution 2013-10B—because staff discovered that there were two (2) resolutions numbered 2013-10. Resolution 2013-10A was approval of the MPWD Capitalization Policy. Director Zucca discussed that Action Minutes are agreeable, but to be mindful of the target audience for overall presentation. He would like to capture what was said with specifically focused comments. Director Linvill added that they should be concise but formal. Director Zucca moved to approve the Minutes as amended, and Vice President Vella seconded, and it was unanimously approved.

4. PUBLIC COMMENTS: Eric Reed, a candidate for the Belmont City Council, introduced himself to the Board, and expressed his interest in working with the Board in the future.

5. ACKNOWLEDGEMENTS/PRESENTATIONS:

- A. Backflow Prevention Assembly Tester, American Backflow Prevention Association – Brent Chester
- B. Cross-Connection Control Program Specialist, American Water Works Association/California-Nevada Section – Brent Chester
- C. Water Treatment Operator I, State of California/Department of Public Health – Michael Anderson

General Manager Rudock explained the work Brent Chester and Michael Anderson did to receive their certifications and shared her pride in their accomplishments. The Board members expressed their thanks for the hard work of these two employees and their dedication to the District.

6. CONSIDER RESOLUTION 2013-12 APPROVING JEFFREY J. IRA, CPA, AS DISTRICT TREASURER, AND APPROVING A CONTRACT FOR PROFESSIONAL SERVICES WITH

51 **HIS FIRM, C.G. UHLENBERG LLP FOR DISTRICT TREASURER AND ACCOUNTING**
52 **SERVICES:**

53 The Board requested an additional account code line item within the Operations Budget that
54 itemizes the Treasurer's costs. Director Altscher moved to approve Resolution 2013-12, Vice
55 President Vella seconded, and it was unanimously approved.
56

57 **7. CONSIDER RESOLUTION 2013-13 APPROVING BYLAWS FOR THE MPWD BOARD OF**
58 **DIRECTORS:**

59 The Bylaws were discussed as an initial draft document of guidelines for the Board of Directors.
60 District Counsel Cassman stated these rules were for the Board to develop and she would
61 share other examples. President Stuebing appointed a special Board committee for the
62 purpose of reviewing and further developing the draft Bylaws. Those on the committee are:
63 Director Altscher, Director Zucca, General Manager Rudock, and General Counsel Cassman.
64 They will review and develop a revised draft of the Bylaws for the Board's future consideration.
65

66 **8. CONSIDER APPROVING NEW AGENDA FORMAT FOR MPWD BOARD MEETINGS:**

67 General Manager Rudock presented a new more streamlined agenda format for MPWD Board
68 Meetings. New sections include agenda review for additions, deletions, or pulled consent items,
69 consent agenda, and hearings and appeals. District Counsel Cassman reflected the new
70 agenda is more consistent with other local agency meeting agendas. Vice President Vella
71 suggested changing the order of the Opening with the quorum establishment after the call to
72 order. Vice President Vella moved to approve the new agenda format with the change noted,
73 Director Zucca seconded, and it was unanimously approved.
74

75 **9. MANAGERS REPORT**

76 General Manager Rudock discussed MPWD FY 2013/2014 Operating Budget account code line
77 item 6101 – SFPUC Treated Water. Her concern was that staff might have under-budgeted the
78 annual cost for purchased water based on actual expenditures from FY 2012/2013 being more
79 than what was budgeted for FY 2013/2014. General Manager Rudock presented an analysis to
80 the Board demonstrating past MPWD purchased water costs trends as they related to SFPUC
81 water charge increases. Since the SFPUC cost was reduced this fiscal year, staff believes the
82 estimated budgeted cost for FY 2013/2014 will be sufficient. Staff will be watching this line item
83 closely. General Manager Rudock summarized her written report.
84

85 **A. Supplemented by the Administrative Services Manager's Report:**

86 Preliminary documents for the audit were provided to James Marta & Company, the
87 District's financial auditor, prior to their field testing which will start next week.
88

89 **B. Supplemented by the Operations Superintendent's Report:**

90 Operations Superintendent Young highlighted his written report, including a slide
91 presentation showing work completed on project sites described within his report.
92

93 **C. Supplemented by the District Engineer's Report:**

94 The District Engineer was absent from the meeting.
95

96 **10. DIRECTORS' REPORTS**

97 Director Linvill discussed a gas leak which occurred because the utility company used a
98 backhoe instead of hand digging. She reiterated what Superintendent Young presented in his
99 report about the necessity of knowing the location of the other underground utilities, and the use
100 of the proper equipment to minimize damage.
101

102 Vice President Vella provided a brief BAWSCA update, including the appointment of Nicole
103 Sandkulla as Executive Director once Art Jensen retires in September.

104
105 Director Zucca communicated his attendance at a recent groundwater conference, including a
106 lively discussion about hydraulic fracturing and the Monterey Shale oil formation.

107
108 Director Altscher discussed his recent participation in the MPWD's toilet rebate program, and
109 reiterated the safety importance of calling in to locate underground utilities before digging.

110
111 President Stuebing announced the next San Mateo CSDA (California Special Districts
112 Association) meeting on August 6th at 7:00PM.

113
114 **11. RECEIVE FINANCIAL REPORT AND APPROVE EXPENDITURES FROM**
115 **JUNE 21, 2013, THROUGH JULY 18, 2013:**

116 Director Altscher moved to approve the Financial Reports and Expenditures from June 21, 2013
117 through July 18, 2013, Director Linvill seconded, and it was unanimously approved.

118
119 **12. FUTURE AGENDA BUSINESS ITEMS:**

120 None.

121
122 **13. COMMUNICATIONS**

123 District Secretary Pina read an email from a contractor that was pleased with MPWD staff that
124 worked on the Central Elementary School job. Staff involved in the project: Tava Mataele,
125 Chris Michaelis, Rob Piccolotti, Jon Tschanner, and Brent Chester. The Board expressed
126 appreciation for a job well done.

127
128 *The Board recessed into close session at 7:53PM to consider the following matter:*

129
130 **14. CLOSED SESSION:**

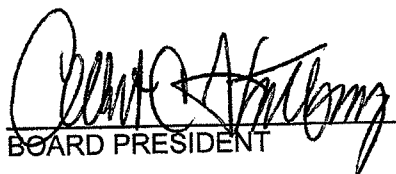
131 A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION AND ASSOCIATED
132 NEGOTIATIONS
133 Government Code §54957 and §54957.6
134 Title: General Manager

135
136 *The Board reconvened into open session at 8:16PM. District Counsel Cassman reported that*
137 *the Board took no reportable action during the closed session.*

138
139 **15. ADJOURNMENT at 8:17PM.**

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144 DISTRICT SECRETARY

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146 APPROVED:

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150 BOARD PRESIDENT
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