

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

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

May 28, 2020
Belmont, California

DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE
PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE
ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF
THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC COULD NOT ATTEND THIS MEETING IN PERSON.

Board members, staff, and the public participated remotely.

A public comment submittal option was available via email to
District Secretary, Candy Pina, at candyp@midpeninsulawater.org.
No public comments were received.

1. **OPENING**

A. **Call to Order:**

The regular teleconference meeting of the Mid-Peninsula Water District Board of
Directors was called to order by President Zucca at 6:40PM.

B. **Establishment of Quorum:**

PRESENT: Directors Zucca, Schmidt, Wheeler, Warden and Vella.

A quorum was present.

ALSO PRESENT: General Manager Tammy Rudock, Operations Manager Rene Ramirez,
Administrative Services Manager and Board Secretary Candy Pina, District Engineer Joubin
Pakpour and District Counsel Julie Sherman.

2. **PUBLIC COMMENT**

None.

3. **AGENDA REVIEW: ADDITION/DELETIONS AND PULLED CONSENT ITEMS**

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None.

5. **CONSENT AGENDA**

A. **Approve Minutes for the Board Meeting on April 23, 2020**

Director Vella sought clarification between MPWD's Biennial System-Wide Leak
Detection Survey referenced on lines 45-48 on page 1 of the minutes and BAWSCA's
leak detection efforts and staff explained the difference between the two. He also noted
a typographical error on line 178 to be amended.

51 Vice-President Schmidt requested that line 113 on page 3, where Resolution 2020-07
52 would grant authority to the General Manager to take necessary actions for continued
53 operations due to the pandemic, be amended to include the agreed upon language of “a
54 ninety- (90) day authorization unless extended further by the Board”. An open discussion
55 followed and it was agreed that the minutes would be edited to reflect this inclusion. It
56 was also decided that going forward, Board amendments to resolutions would be
57 included in meeting minutes for transparency purposes. He also asked staff to identify
58 the Spacecraft vendor on page 3 of the Accounts Payable Summary Report, and staff
59 confirmed that they are a furniture consulting business.

60
61 President Zucca requested that line 116 of the minutes be amended to reflect either
62 receive or consider, and staff agreed to remove the word receive.

63
64 Director Wheeler noted an additional typographical error on line 181.

65
66 **B. Approve Expenditures from April 15, 2020 through May 19, 2020**

67 Director Vella moved to approve Minutes for the Board Meeting on April 23, 2020 and
68 Expenditures from April 15, 2020 through May 19, 2020. Director Wheeler seconded and
69 they were unanimously approved.

70
71 **6. HEARINGS AND APPEALS**

72 None.

73
74 **7. MPWD 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**
75 **(CERTIFICATES OF PARTICIPATION) FINANCING**

76 **A. Resolution 2020-09 Accepting As Complete the Notre Dame Ave, Cliffside Court,**
77 **Tahoe Drive Area Water Main Replacement and Improvements Project and**
78 **Authorizing the Recordation of A Notice of Completion For The Project**

79 Operations Manager Ramirez reported on project accounting, change orders and
80 completed punch list items and District Engineer Pakpour provided highlights from their
81 final project report.

82
83 Director Vella inquired about the change order navigation process and District Engineer
84 Pakpour shared details on the components and sensitivities these types of negotiations
85 involve.

86
87 President Zucca commented on the District's practice of seeking Board approval of
88 Project Notices of Completion reporting and filing time constraints. District Counsel
89 Sherman confirmed that Board approval is not a legal requirement, but is a long standing
90 practice of the District and an open Board discussion followed.

91
92 Director Vella moved to approve Resolution 2020-09 Accepting as Complete the Notre
93 Dame Ave, Cliffside Court, Tahoe Drive Area Water Main Replacement and
94 Improvements Project and Authorizing the Recordation of a Notice of Completion for the
95 Project. Vice-President Schmidt seconded and it was unanimously approved.

96
97 **8. REGULAR BUSINESS AGENDA**

98 **A. Consider Resolution 2020-10 Approving MPWD FY2020/2021 Operating and**
99 **Capital Budgets**

100 General Manager Rudock reported that staff met with the Board Finance Committee to
101 discuss the detail sheets and provided highlights from the revenue and expense sections
102 of the Operations Summary Report and an open Board discussion followed.

103
104 Vice President Schmidt and Director Warden agreed with staff's decision to balance the
105 budget.

106
107 President Zucca asked staff for the current balance of the cash reserves and inquired
108 about anticipated COVID-19 Pandemic budget adjustments. General Manager Rudock
109 responded and referenced a number of operational expenses and savings opportunities
110 the District has experienced since the COVID-19 Pandemic began early-March, and
111 pointed out potential financial impacts for FY 2020/2021.

112
113 General Manager Rudock continued with a summary review of the proposed Capital
114 Improvement Program Budget for FY 2020/2021. President Zucca inquired about
115 including the projects funded by the COPs within the FY 2020/2021 CIP. An open Board
116 discussion ensued and General Manager Rudock advised that she would revise to
117 include the approved COP capital projects from the MPWD 5-Year CIP.

118
119 Director Vella moved to approve Resolution 2020-10 Approving MPWD FY2020/2021
120 Operating and Capital Budgets. Director Wheeler seconded and it was unanimously
121 approved.

122
123 **B. Discuss and Consider Revised Attachment "A" to the MPWD Water Service**
124 **Ordinance Regarding Rates and Charges to Reflect A 0.00% Water Rate**
125 **Adjustment, effective July 1, 2020**

126 General Manager Rudock gave an overview of the revised Attachment "A" to the MPWD
127 Water Service Ordinance regarding Rates and Charges, effective July 1, 2020 and
128 shared a copy of the notification customers will receive. A brief Board discussion
129 followed and staff was directed to proceed accordingly.

130
131 **C. Approve Resolution 2020-11 Approving MPWD Other Post-Employment Benefits**
132 **(OPEB) and Pension Rate Stabilization Program (PRSP) Funding Policy**

133 General Manager Rudock reported on policy definitions and section content, and the
134 policy's objective to ensure a stable payment and distribution plan for the MPWD's
135 OPEB and pension liabilities.

136
137 Director Wheeler asked staff to clarify the reasoning behind the decision to suspend
138 contributions should the minimum un-restricted net position fall below \$1,000,000.00 as
139 stated under Section 6 – Annual Contributions of the policy. An open Board discussion
140 followed on the presented net position threshold and the need to establish a contribution
141 and approval timeline. Upon conclusion, Board direction was given to table the item until
142 staff can create and incorporate a schedule into the policy for final consideration.

143
144 **D. Discuss District Treasurer Vacancy and Proposed Appointment Process**

145 General Manager Rudock sought Board direction regarding replacement of the District
146 Treasurer after Jeff Ira's retirement in April. She shared options from the Board Finance
147 Committee meeting. The Board discussed the options and determined that the item
148 would be deferred and brought back next month for further discussion.

149
150 **E. Receive BAWSCA Update**

151 Director Vella reported there were a number of speakers in attendance at this month's
152 virtual BAWSCA Board meeting to weigh in on the Tuolumne River Plan. He also
153 provided an update on the FY 2020/2021 Operating Budget and current water supply
154 conditions.

155
156 General Manager Rudock reported on highlights from the recent Water Management
157 Representatives Meeting she attended.

158
159 **9. MANAGER AND BOARD REPORTS**

160 **A. General Manager's Report**

161 General Manager Rudock reported on the upcoming tasks included in the 3-Month Look
162 Ahead List of her staff report.

163
164 **1. Supplemented by Administrative Services Manager's Report**

165 Administrative Services Manager Pina reported on the Wells Fargo Checking
166 account balance and PARS OPEB Trust Program and PRSP investment returns.

167
168 Vice-President Schmidt asked several questions about the monthly percentage
169 figures on the PARS OPEB Trust Program and PRSP Account Summary Report. An
170 open Board discussion followed and the Board determined that staff would make title
171 description changes to the report for clarification purposes.

172
173 **2. Supplemented by Operations Manager's Report**

174 Operations Manager Ramirez reported on safe work practices and staff efforts during
175 the shelter-in-place order, USA totals for the month of April, recent hydrant and valve
176 maintenance activities and the MPWD Annual Water Consumption Comparison
177 Graph.

178
179 **3. District Engineer's Report**

180 District Engineer Pakpour provided a final report on the Notre Dame Avenue,
181 Cliffside Court, and Tahoe Drive Area Improvements capital project.

182
183 **B. Financial Reports**

184 **1. Month End April 30, 2020**

185 General Manager Rudock reported on FY 2019/2020 revenues, expenditures, YTD
186 targets and a potential opportunity to refund the COPs for cost savings.

187
188 **C. Director Reports**

189 Director Warden thanked staff for performing the recent Happy Hydrant inventory and
190 Board direction was given that staff add this program to a future Board agenda for
191 further discussion.

192
193 President Zucca announced that the City and County of San Mateo Emergency
194 Operations Center (EOC) would be closing their doors on Friday, May 29, 2020.

195
196 **10. COMMUNICATIONS**

197 None.

198
199 **11. CLOSED SESSION**

200 The Board convened to close session at 9:21PM.

201 **A. Conference with Legal Counsel – Anticipated Litigation**

202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)

12. RECONVENE TO OPEN SESSION

The regular scheduled Board Meeting reconvened at 9:34PM and District Counsel advised that no reportable action had been taken.

13. ADJOURNMENT

The meeting was adjourned at 9:35PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT