

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 24, 2018
Belmont, California

1. **OPENING**

A. **Call to Order:**

The regular meeting of the Mid-Peninsula Water District Board of Directors was called to order by President Warden at 6:30PM.

B. **Establishment of Quorum:**

PRESENT: Directors Warden, Stuebing, Zucca and Linvill.

Director Vella was absent.

A quorum was present.

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

C. **Pledge of Allegiance** – The Pledge of Allegiance was led by Administrative Services Manager Candy Pina.

2. **PUBLIC COMMENTS**

None.

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

None.

4. **ACKNOWLEDGEMENTS/PRESENTATIONS**

None.

5. **CONSENT AGENDA**

A. Approve Minutes for the Regular Board Meeting of April 26, 2018

B. Approve Expenditures from April 14, 2018 through May 15, 2018

C. Consider Approve Resolution 2018-10 Placing in Nomination Director Matthew P. Zucca as a Member of the Association of California Water Agencies (ACWA) Region 5 Board

D. Receive Report on Recent Sale of District Surplus Items and Approve Resolution 2018-11 Establishing Surplus Items List 8-02 and Declaring Items in District Inventory and Surplus and Authorize Staff to Sell via GovDeals.com

Director Stuebing moved to approve the Regular Board Meeting of April 26, 2018 minutes, Expenditures from April 14, 2018 through May 15, 2018, Resolution 2018-

51 10 Placing in Nomination Director Matthew P. Zucca as a Member of the Association of
52 California Water Agencies (ACWA) Region 5 Board, and Resolution 2018-11 Establishing
53 Surplus Items List 8-02 and Declaring Items in District Inventory and Surplus and Authorize
54 Staff to Sell via GovDeals.com. Director Linvill seconded and it was unanimously
55 approved.
56

57 **6. HEARINGS AND APPEALS**

58 None.

59

60 **7. MPWD FY 2016-2021 CAPITAL IMPROVEMENT PROGRAM AND 2016 COP**
61 **(CERTIFICATES OF PARTICIPATION) FINANCING**

62 None.

63

64 **8. REGULAR BUSINESS AGENDA**

65 **A. Consider and Approve MPWD Reorganization effective July 1, 2018 adding**
66 **three (3) Water System Operator Positions**

67 General Manager Rudock briefly summarized the background for staff's
68 recommendation to reorganize by adding three (3) new Water System Operators
69 in anticipation of upcoming long-term employee retirements.

70

71 Director Stuebing asked General Manager Rudock to confirm his understanding
72 that in due time the District employee total count will return to 18 as these
73 individuals will eventually replace retiring operations employees. General
74 Manager Rudock acknowledged that was the intent.

75

76 Director Linvill asked if KOFF and Associates had provided an opinion on staff's
77 recommendation. General Manager Rudock confirmed they had not been
78 engaged for that purpose.

79

80 President Warden commented on the impact new hires would have on future
81 budgets. He also asked that staff provide a more in-depth cost analysis report on
82 new hire verse retiree expenses, which staff stated would be provided at a future
83 meeting.

84

85 Director Zucca moved to approve the recommended MPWD Reorganization.
86 Director Stuebing seconded and it was unanimously approved.

87

88 **B. Review Final Draft MPWD Operating and Capital Budgets for Fiscal Year**
89 **2018/2019 and:**

90 1. Consider Resolution 2018-12 Approving the MPWD FY 2018/2019 Operating
91 Budget; and

92 2. Consider Resolution 2018-13 Approving the MPWD FY 2018/2019 Capital
93 Budget

94

95 Director Stuebing moved to adopt Resolution 2018-12 Approving the MPWD FY
96 2018/2019 Operating Budget and Resolution 2018-13 Approving the MPWD FY

97 2018/2019 Capital Budget. Director Linvill seconded and it was unanimously
98 approved.
99

100 **C. Review and Discuss Working Draft of MPWD Rules of the Board of**
101 **Directors**

102 President Warden reported that the Board committee met with staff to confer on
103 the Rules and shared with the Board their proposed edits. The Board directed
104 District Counsel Sherman to make the agreed revisions and bring it back next
105 month for the Board's review and approval.
106

107 **D. Consider and Approve Resolution 2018-14 Declaring as Surplus Property**
108 **that Real Property owned by the MPWD and Identified by:**

- 109 1. Assessor's Parcel Numbers 044-352-050 and 044-353-080 Commonly
110 Known as 1510 Folger Drive in Belmont, California;
111
- 112 2. Assessor's Parcel Number 044-351-040 Commonly Known as 1513-1515
113 Folger Drive in Belmont, California; and
114
- 115 3. Assessor's Parcel Number 044-321-100 Commonly Known as "F" Street
116 Parcel at the Intersection of El Camino Real and "F" Street in San Carlos,
117 California.
118
119

120 General Manager Rudock provided brief descriptions of the properties. The Board
121 discussed and determined not to declare as surplus Assessor Parcel Numbers
122 044-352-050 and 044-353-080 commonly known as 1510 Folger Drive in
123 Belmont, CA. The Board further directed staff and District Counsel to begin the
124 local agency outreach required by law for surplus public property for Assessor
125 Parcel Numbers 044-351-040 commonly known as 1513-1515 Folger Drive in
126 Belmont, CA and 045-321-100 commonly known as "F" Street Parcel at the
127 Intersection of El Camino real and "F" Street in San Carlos, CA.
128

129 Director Linvill moved to approve the Board's the Resolution as amended. President
130 Warden seconded and it was unanimously approved.
131

132 **9. MANAGER AND BOARD REPORTS**

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

134 Nothing further than her written report.
135

136 **1. Supplemented by Administrative Services Manager's Report**

137 Nothing further than her written report.

138 **2. Supplemented by Operations Manager's Report**

139 Operations Manager Ramirez reported on USA local requests and new
140 development projects. He also shared that the District's valve turning
141 program was set to resume and gave a brief update on the District's and City
142 of Belmont's joint projects.

143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187

Director Zucca asked staff if they had ever considered the use of a Computerized Maintenance Management System (CMMS) to help better organize routine maintenance scheduling. Operations Manager Ramirez stated that to date staff has not considered such a system.

3. Supplemented by District Engineer's Report

District Engineer Pakpour provided a brief update on the status of current CIP projects. He also reported that six (6) firms responded to the Request for Proposals (RFPs) for on-call Construction Management and Construction Inspection services, and that the solicitation for the Dekoven tank replacement project would soon be finalized.

Director Zucca asked if it is a legal requirement to adopt resolutions for completed projects. Staff confirmed they would clarify with legal counsel and report back.

B. Financial Reports

Receive Financial Reports for Month Ended February 28, 2018

General Manager Rudock reported that the MPWD is coming in about 10% higher on revenues and almost on target with expenditures.

C. Director Reports

Director Stuebing reported on the San Mateo County Chapter CSDA election results and shared highlights from the ACWA JPIA conference he attended.

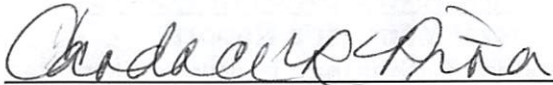
Director Zucca shared that he also attended the ACWA JPIA conference and was impressed with the JPIA and its worker's compensation program. He further reported that he attended three (3) ACWA committee meetings.

10. COMMUNICATIONS

None.

11. ADJOURNMENT

The meeting was adjourned at 7:47PM.


DISTRICT SECRETARY

APPROVED:


BOARD PRESIDENT

