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2 **MEETING MINUTES**

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4 **SPECIAL MEETING**  
5 **BOARD OF DIRECTORS**  
6 **OF THE MID-PENINSULA WATER DISTRICT**

7  
8 **Wednesday, December 17, 2025**  
9 **Belmont, California**

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13 **1. OPENING**

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15 **A. Call to Order**

16 The special meeting of the Mid-Peninsula Water District was called to order by President  
17 Wheeler at 6:30 PM.

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19 **B. Establishment of Quorum**

20 Present: President Wheeler, Vice President Vella, Director Zucca, Director Cotten, Director  
21 Covington.

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23 Also Present: General Manager (GM) Kat Wuelfing, Administrative Services Manager  
24 (ASM) Alison Bell, Operations Manager (OM) Sarah Scheidt, District Treasurer James  
25 Ramsey, District Engineer Brandon Laurie, District Counsel Julie Sherman, Noll & Tam  
26 Representative Tom Beil.

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28 **C. Pledge of Allegiance**

29 President Wheeler led the Pledge of Allegiance.

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31 **D. Board Member Group Photo, Acknowledging Completion of a Successful Year**

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33 **E. Election of Officer for 2026:**

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35 1. President

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37 2. Vice President

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39 President Wheeler asked for a motion to nominate the upcoming President.

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41 Director Cotten nominated Vice President Vella for President.

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43 Director Zucca seconded the motion.

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45 Roll call vote: 4-0-0

46 Director Cotten – Aye

47 Director Zucca – Aye  
48 Director Covington – Aye  
49 President Wheeler – Aye

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51 Director Wheeler nominated Director Zucca for Vice President.

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53 Director Covington seconded the motion.

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55 Roll call vote: 4-0-0  
56 Director Wheeler – Aye  
57 Director Covington – Aye  
58 Director Cotten – Aye  
59 President Vella – Aye

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62 **2. PUBLIC COMMENT**

63 President Vella asked for public comments.

64 There were none.

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

67 President Vella asked if there were any additions, deletions, or items to be pulled from  
68 consent.

69 There were none.

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71 **4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

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73 **A. Proclamation honoring Kirk R. Wheeler for his dedication and service to the Mid-  
74 Peninsula Water District**

75 GM Wuelfing read from the Proclamation honoring Director Kirk Wheeler.

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77 **B. Proclamation honoring Brian Schmidt for his dedication and service to the Mid-  
78 Peninsula Water District**

79 Former Director Schmidt was not present, so his proclamation was not read. It will be  
80 mailed to his home.

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82 **C. Proclamation honoring Catherine M. Jordan for her dedication and service to the  
83 Mid-Peninsula Water District**

84 ASM Bell read from the Proclamation honoring former Director Cathy Jordan.

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**5. CONSENT AGENDA**

- A. Approve Minutes for the Regular Board Meeting on November 19, 2025**
- B. Approve Expenditures from November 1, 2025 through November 30, 2025**

Vice President Zucca moved to approve the consent agenda.  
Director Wheeler seconded the motion.

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

**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM**

- A. Receive Report on Dairy Lane Operations Center Rehabilitation Project (CIP #20-09)**

Noll & Tam Representative Tom Beil and GM Wuelfing presented to the Board, updated plans for the Dairy Lane project and the Board provided feedback on building finishes and layout.

**8. REGULAR BUSINESS AGENDA**

- A. Receive Report on Two by Two Meeting with the City of Belmont**

GM Wuelfing, President Vella, and Director Cotten gave a summary of the annual Two by Two meeting that was held with the City of Belmont on December 9th.

- B. Receive BAWSCA Update**

President Vella gave a detailed overview of the November BAWSCA meeting. GM Wuelfing also commented on BAWSCA updates.

**9. MANAGEMENT AND BOARD REPORTS**

- A. Management Reports**

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**1. Financial Reports for the Month Ending November 30, 2025**

District Treasurer James Ramsey gave a financial update report.

**2. District Engineer**

District Engineer Brandon Laurie gave an update regarding capital projects.

**3. Administrative Services Manager**

ASM Bell gave an overview of her report.

**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 reports of their activities.

**10. COMMUNICATIONS**

There were none.

**11. CLOSED SESSION**

The Board adjourned to closed session at 9:32 PM.

**A. Conference with Legal Counsel – initiate litigation – one case (Government Code §54956.9 Subdivision (d)(4))**

**12. RECONVENE TO OPEN SESSION**

The Board reconvened to open session at 9:47 PM. There was no reportable action.

**13. ADJOURNMENT**

The special board meeting of the Mid-Peninsula Water District adjourned at 9:47 PM.

Signed by:  
  
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DISTRICT SECRETARY

APPROVED:

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Signed by:  
  
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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, JANUARY 22, 2026 AT 6:30PM