

MEETING MINUTES

BOARD OF DIRECTORS  
OF THE MID-PENINSULA WATER DISTRICT

Thursday, December 12, 2024  
Belmont, California

1. **OPENING**

**A. Call to Order**

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

**B. Establishment of a Quorum**

PRESENT: President Zucca, Directors Wheeler, Schmidt, and Vella

A quorum was present.

Also Present: General Manager (GM) Kat Wuelfing, Operations Manager (OM) Rene Ramirez, Administrative Services Manager (ASM) Alison Bell, District Counsel Catherine Groves, District Treasurer James Ramsey, District Engineer Joubin Pakpour.

**C. Pledge of Allegiance**

Director Schmidt led the Pledge of Allegiance.

**D. Receive November 5, 2024, MPWD Certified Election Results from San Mateo County Chief Elections Officer**

General Manager Kat Wuelfing presented the Election Certification results for Divisions 1 and 2, which will be represented by Director Vella and Director Zucca through 2028.

**E. Board Member Oath of Office**

Administrative Services Manager Alison Bell swore into office Director Vella and Director Zucca for their new term.

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

The meeting paused for a few minutes to take a group photo.

**G. Election of Officers for 2025:**

**1. President**

**2. Vice-President**

President Zucca asked for nominations for President.

Director Vella yielded his nomination to Director Schmidt. Director Schmidt declined the term of President due to his forthcoming resignation from the Board of Directors.

Director Schmidt nominated Director Wheeler for President.  
Director Vella seconded the motion.

**Motion Passed, 4-Ayes, 0-Noes, 0-Absent**

Kirk Wheeler proceeded to lead the meeting as President.

President Wheeler asked for nominations for Vice President.

Director Schmidt nominated Director Vella.  
Director Zucca seconded the motion.

**Motion Passed, 4-Ayes, 0-Noes, 0-Absent**

**H. Break for Reception**

The meeting adjourned for refreshments at 6:41 PM.

**2. PUBLIC COMMENT**

President Wheeler asked for public comment.

Cathy Jordan spoke to the Board and the District regarding her time spent on the Board of Directors and expressed her gratitude for the experience.

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

**4. ACKNOWLEDGEMENTS/PRESENTATIONS - None**

**5. CONSENT AGENDA**

**A. Approve Minutes for the Regular Board Meeting on November 21, 2024**

**B. Approve Expenditures from November 1, 2024, through November 30, 2024**

**C. Approve Annual Planning Schedule for Board of Directors**

Director Zucca moved to approve the Consent Agenda.

Vice President Vella seconded the motion.

**Motion passed unanimously 4-Ayes. 0-Noes, 0-Absent**

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**6. HEARING AND APPEALS - None**

**7. CAPITAL IMPROVEMENT PROGRAM - None**

**8. REGULAR BUSINESS AGENDA**

**A. Consider Resolution 2024-25 Authorizing a Three-Year Contract with Automatic One-Year Renewal with Xpress Bill Pay, Xpress Solutions, Inc., for Automated Clearing House (ACH) Services**

Administrative Services Manager Alison Bell provided the Board with an overview of the Express Bill Pay software.

Director Zucca moved to adopt Resolution 2024-25 Authorizing a Three-Year Contract with Xpress Bill Pay.

Director Schmidt seconded the motion.

Roll Call Vote: Motion passed, 4-Ayes, 0-Noes, 0-Absent

**B. Receive BAWSCA Update**

Vice President Vella presented a BAWSCA update.

**C. Receive Report on the California and San Francisco Regional Water System Conditions**

Operations Manager Rene Ramirez presented.

**9. MANAGEMENT AND BOARD REPORTS**

**A. Management Reports**

**1. District Treasurer and Financial Reports for the Month Ending November 30, 2024**

District Treasurer James Ramsey provided a review of his report.

**2. District Engineer**

District Engineer Joubin Pakpour provided a review of his report.

**3. Administrative Services Manager**

ASM Bell provided a review of her report.

**4. Operations Manager**

OM Ramirez provided a review of his report.

**5. General Manager**

GM Wuelfing provided a review of her report.

**B. Director Reports**

Director Schmidt had nothing to report.

Director Zucca had nothing to report.

Vice President Vella reported that he attended the HIA meeting and expressed his gratitude for the reports that are presented monthly by the GM, OM, and ASM.

President Wheeler reported that he also attended the HIA meeting.

**10. COMMUNICATIONS**

There were none.

**11. CLOSED SESSION**

The Board adjourned to closed session at 8:23 PM.

**A. Public Employee Performance Evaluation and Associated Negotiations  
Government Code Sections 54957 and 54957.6  
Title: General Manager**

**Following the closed session, the Board may take action to amend the General Manager's Employment Agreement and associated salary schedule.**

**12. RECONVENE TO OPEN SESSION**

The Board reconvened the open session at 9:33 PM.

District Counsel Catherine Groves provided an oral report of the proposed action and presented the amendment to the General Manager's Employment Agreement to increase in the General Manager's compensation bringing her total base salary to \$241,875 and changes to additional contributions, as of October 1, 2024, and amend the associated salary schedule accordingly.

Director Zucca moved to adopt the Resolution 2024-26.

Director Schmidt seconded the motion.

**Roll Call Vote: Motion passed 4-Ayes, 0-Noes, 0-Absent**

**13. ADJOURNMENT**

Meeting adjourned at 9:37 PM.

Signed by:  
*Alison Bell*  
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DISTRICT SECRETARY

APPROVED:

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*Kirk Wheeler*  
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BOARD PRESIDENT

NEXT REGULAR BOARD MEETING: THURSDAY, JANUARY 23, 2025 AT 6:30PM