

RESOLUTION NO. 2023-12

AUTHORIZING DESTRUCTION OF DISTRICT RECORDS

* * *

MID-PENINSULA WATER DISTRICT

WHEREAS, California Government Code Section 60200 *et seq.* establishes policies by which the Mid-Peninsula Water District's ("District") Board of Directors ("Board") may authorize the destruction or disposition of written records maintained by the District; and

WHEREAS, Government Code Section 60201(b)(1)(A) allows the Board to approve the destruction of a category of records subject to a finding that such destruction will not adversely affect any interest of the public or the District and subject to maintenance of a list, by category, of the records destroyed; and

WHEREAS, the District's Operations Center at 3 Dairy Lane, including administrative offices, shop, and corporation yard, sustained significant property damage due to flooding resulting from extraordinary rainfall on December 31, 2022; and

WHEREAS, as part of this flood damage, a large number of District-retained public records at 3 Dairy Lane were destroyed and are no longer legible; and

WHEREAS, Staff recommends that the Board authorize the destruction of these records, as it is not possible to salvage them.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Mid-Peninsula Water District hereby authorizes the Interim General Manager to destroy District records in accordance with Government Code Section 60201, as follows:

A. CATEGORIES. The Board authorizes the destruction of certain records, as detailed by the attachment to this Resolution.

B. FINDING OF NO ADVERSE EFFECT. The Board finds and declares that destruction of these records will not adversely affect any interest of the public or the District, as required by California Government Code Section 60201(b)(1)(A).

C. CREATION OF DOCUMENT DESTRUCTION LIST. The Board directs the Interim General Manager to maintain a copy of this Resolution, which contains the following information satisfying the Government Code Section 60201(b)(1)(B) requirements for maintenance of a list of the types of records, by category, destroyed:

1. Document Identification. The records authorized for destruction are identified in the attachment to this Resolution.
2. Destruction Date and Method. Any records that contain confidential information will be shredded and all records subject to this Resolution will be destroyed by April 22, 2023 by any method deemed appropriate by the Interim General Manager.

PASSED AND ADOPTED this 27th day of April, 2023, by the following vote:

AYES: 3 – Vella, Zucca, and Schmidt

NOES: --


ABSTENTIONS: --

ABSENCES: 2 – Jordan and Wheeler



President of the Board of Directors,
Mid-Peninsula Water District

ATTEST:



Secretary of the Board

Files Damaged at 3 Dairy Lane from December 31, 2022 Flooding

Accts Payable: H-R 7/2020-6/2021:

Hack
Hanson Bridgett
Hassett Hardware
Health Equity
HF&F Consultants LLC
Home Depot
Misc - H
ICMA
Intergas
Interstate Battery
Interstate Traffic Control
Misc - I
Misc - J
K-119 of California
Kelly Moore Paint
Kimball Midwest
Misc - K
Liftoff Digital
Lyngso Garden Materials
Misc - L
M&M Backflow
Managewater Consulting Inc
Marta, James
Matco Tools
Metro Mobile Communication
Moss Rubber & Equipment
Misc - M
Napa Auto Parts
Northern Safety
Nosaj Disposables
Misc - N
Occupational Health
Office Depot
One Workplace
Operational Technical Services
O'Reilly Auto Parts
Misc - O
Pace Supply
Pacific Office Automotion
Pacific West Security

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Pakpour Consulting
Peninsula Building Supply
Peterson Tractor
Petty Cash
PG&E
Pitney Bowes
Precise Inc
Proforma
Misc - P
Misc - Q
Ray Morgan Company
Robert D. Niehaus Inc

Accounting Related Items:

2002 Energy Systems Invoices
2002 General Ledger Account Reconciliation of Energy Systems
2008-2011 Bank Reconciliation
2013-2019 Lockbox Issues
7/28/2000-7/11/2001 General Ledger Account Reconciliation

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Burns/Nettle Architects 3 Dairy Ln Contract Professional Svcs July 1997
Control Manufacturing Co. Belmont SCADA Subcontract Agreement 1997
Raymond Brooks Eng 3 Dairy Ln Contract for Sprinkler/Alarm March 1997

Bids and Presentations Dekoven Tanks Replacement Project:

Beyaz & Patel Engineering 8/7/2018
Cornerstone Structural Engineering Group 8/21/2018
Tank Industry Consultants 8/21/2018

Meters & Service:

2004 New Services
2015-2017 Meter Change Tags
2019-2022 Meter Change Tags
2013 Meter Change Outs
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88-53 Property Tax
97-93 Income Tax Deposits
94-93 Social Security Deposits
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91-92 Federal Tax Withheld
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Belmont County Water District

6/30/91 Administration

Income Tax Return 6/30/88 Administration
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B. Chester
J. Kalabolas
R. Leithner
M. Malczon
T. Mataele
C. Michaelis
S. Olsen
R. Picolotti
C. Pina
R. Ramirez
L. Ravella
T. Rudock
J. Tschanner
H. Young

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Ralston Avenue Grade Separation 1989

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Shoreway 1979-1981
Shoreway 1981-1982
The Knolls 1969
San Ardo 1982

MAIN Feeder Line

Ralston Avenue 1952-1956

MAINS Relocation

Twin Pines 1980

Mains Replacement:

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Thurm-Bettina 1973
Various 1968-1973
Sterling Downs 1962-1967
Water Main Replacements 1984
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Redwood City 1957-1959
Ralston/Paloma Avenue 1990-1992
Ralston Ave 1994-1995 Grade Separation
Ruth Avenue 1964-1965
Ralston Ave Grade Separation 1944-1995
San Mateo Boundary 1958
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South Road 1973-1974
Ridge Road 1956
Redwood City Supply 1958-1959

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Paloma Ave Main 90-53-17 5/91

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MPWD Hydrant Manual
Oxford Place Liability 15578 Asset 22878
Serendipity School Fire Svc - Ponce
Summerfield Suites
MPWD Route Sheets 2012
Dept of Health Water Sample Reports 1999-2013
Photos
Purchase
Remodeling
Bond #11141574845 Information
Invoices for Legal Svcs Rendered dated 6/14/1996

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Legal Cases Box A 1928-1994

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SCWD vs City/County of SF

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044-353-080	1510 Folger Drive	Lot 7 Less Ely Triang Ptn Re Sub of Sub H Belmont Country Club Property City of Belmont
044-102-380	Metro PCS Hallmark	Being Water Reserve & Ptn Lot 4 Blk 82 Belmont Country Club Property No. 6
044-051-140	Hersom	Lots 50-53 & 40 .5 Ft x 126 Ft Sly Ptn of Lot 49 Blk 30 Belmont CC Prop Sub No. 1 City of Belmont
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044-352-050	1510 Folger Drive	Lots 5&6 Re Sub of Sub H Belmont Co Club Prop Rsm 14/15 City of Belmont
040-344-170	3 Dairy Lane	52 Ft Nwly Ln of Oneill Ave Being Ptn of Blk 7 Homeview No. 1 Rsm 25/56 57 & Portion Lots 3 thru 6 Block

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Misc - J

K-119 of California

Kelly Moore Paint

Kimball Midwest

Misc - K

Liftoff Digital

Lyngso Garden Materials

Misc - L

M&M Backflow

Managewater Consulting Inc

Marta, James

Matco Tools

Metro Mobile Communication

Moss Rubber & Equipment

Misc - M

Napa Auto Parts

Northern Safety

Nosaj Disposables

Misc - N

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One Workplace

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