

MEETING MINUTES

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

MONDAY, MAY 19, 2025 - 6:30 PM
BELMONT, CALIFORNIA

1. Teleconference location: 400 Skyloft Dr, #203 Asheville, NC 28801

2. OPENING

A. **Call to Order**

The Special Board meeting of the Mid-Peninsula Water District was called to order by Vice President Vella at 6:30 PM.

B. **Establishment of Quorum**

Present: President Wheeler (via Zoom), Vice President Vella, Director Zucca, Director Cotten, Director Covington.

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, Julie M. Brown of Julie M. Brown and Associates Management Consultants.

C. **Pledge of Allegiance**

ASM Bell led the Pledge of Allegiance.

3. PUBLIC COMMENT

Vice President Vella asked for public comment. There were none.

4. AGENDA REVIEW: ADDITIONS/DELETIONS

Vice President Vella asked if there were any additions, deletions, or items to be pulled from consent. There were none.

5. REGULAR BUSINESS AGENDA

A. **Review of 2024 Accomplishments and Progress on Strategic Plan**

GM Wuelfing started the Special Board Meeting by sharing with the Board members who were not at the Employee Appreciate Dinner the Water Works Super Heros cartoons. Julie Brown then invited the Board members to share what their own superpower would be.

Vice President Vella stated to first ask his wife but then said that his power is to see the bigger picture and options in life.

President Wheeler stated that people would say his superpower is being an analytical problem solver and having fresh ideas while also helping others through volunteering.

Director Cotten stated that his superpower would be his ridiculous love and passion for Belmont and the community, and being a champion on their behalf.

Director Covington stated that her superpower is being a good listener and shared that a colleague had once described her office as Switzerland.

Director Zucca stated that his superpower is being calm in chaos and not causing an emotional response.

GM Wuelfing presented to the Board an edited version of the Accomplishments and Progress document to highlight the success of the District since the last update. GM Wuelfing asked Board members for comments and collaboration during the review.

Discussion highlights:

- While every budgeted position is filled, Vice President Vella asked GM Wuelfing to next explore whether or not the District is properly staffed given future organizational activities and the ongoing dynamic workload. GM Wuelfing stated that needs are continually evaluated, and that if there are staffing needs, she will submit an FTE and budget change recommendation for consideration.
- Director Cotten asked for clarification regarding the tuition reimbursement program and asked the District to reevaluate the amount that the District is offering and how to encourage staff to utilize the program more. GM Wuelfing agreed that the program is not utilized as much as it could be and will reevaluate the program to optimize the benefit. Discussion occurred regarding completion of a SWOT analysis in the future in lieu of the “key driver” components.

Vice President Vella encouraged the Board to set up a future Strategic Plan meeting in January 2026. A Board meeting will be scheduled for January 8, 2026, and this date will be confirmed with the Board closer to the date, such as in November 2025.

B. Review and Discuss Potential Updates to Strategic Plan

GM Wuelfing present a breakdown of the strategic elements with suggested updates. Discussion highlights include:

Strategic Element #1- Employee Services

- Housing costs/cost of living challenges and the impact to attracting and retaining desired employees was discussed. While the move to a three- and four-day work week was an effort to support retention, Directors encouraged leadership to explore what others are doing in the community, and to include MPWD staff as

“essential workers”. Various affordable housing programs and corresponding requirements were discussed, with leadership encouraged to actively inform and communication available options to staff.

- While Artificial Intelligence is not in active use, some applications are present (for example, first drafts of documents, etc.). Directors recognize the opportunities to reduce the burdens for staff but want to first make sure the District is protected through staff education and that there are guardrails in place.
- Directors suggested that the Super Hero concept be expanded to potentially support the development of a staff pipeline (through high school outreach for operators and BAWSCA involvement at the junior college level) stimulating interest in the trades for careers. They also suggested introducing District customers to staff as Super Heros supporting MPWD’s high standards for customer service.

Strategic Element #2-External Relationships and Customer Service

- Employees are attending external organizational meetings and are very energized; they are developing new networks and technical knowledge and are very engaged
- Per the leadership team’s query, Project Priorities No. A-2.3 and No. A-2.5 will be retained in the plan.
- Federal relationship building under Ongoing Priorities No. B-2.3 will be a lower priority.

Strategic Element #3-Resource Management and Resiliency

- The in-house water supply assessments completed by GM Wuelfing and Water Resources Coordinator Drew Bost were very helpful for the District’s demand planning efforts.
- Discussion occurred regarding the recent Stanford pullout of the Notre Dame de Namur purchase. While nothing is officially known, staff will continue to monitor activities taken by current administrations for potential engagement when appropriate.

Strategic Element #4- Infrastructure Management and Operations

- 2016 Capital Improvement Project monies have been spent successfully to fund approximately 30 priority capital projects.
- Re: Project Priority A-4.3, leadership is currently figuring out which projects within the capital plan could potentially be positioned for grant funding.
- Due to current challenges and poor customer service responsiveness, an RFQ for IT support is under development.
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Strategic Element #5-Financial Management

- The Prop 218 process and the 5-year rate study were completed in November 2024.
- Priority No. A-5.4-After extensive discussion regarding the Board and leadership staff requirements and benefits, the District will pursue an Annual Comprehensive Financial Report (ACFR) that meets GFOA standards for a Certificate of Achievement for Excellence in Financial Reporting (COA) Program. No downsides were seen, and leadership can budget time for completion of necessary staff during slower periods.

Strategic Element #6- Emergency Preparedness

- The Directors support the inclusion of this Strategic Element.
- A tabletop preparedness exercise occurred in April, and an additional one will occur in late May.
- Director Zucca shared the District may wish to consider Palo Alto's practice of evaluating all tanks and pump stations for fire risk. Scenarios under evaluation will be shared with GM Wuelfing.
- The GM will determine which preparedness priorities are most important and evaluate infrastructure accordingly. Additionally, staff will meet with the fire department to develop recommended disaster response strategies. A civil engineering firm will likely be engaged to support overall efforts.

Other

The Board agreed to pursue a District of Distinction designation.

C. Review Director Assignments for 2025

The Directors agreed to the following updated assignments:

Director Cotten will be added to ACWA JPIA.

Director Covington will be added to General Manager Support and Evaluation.

Director Cotten will be added to HIA.

Director Cotten will be added to the Two-by-Two meetings with the City of Belmont.

D. Other Topics for the Good of the Order

There were none.

6. ADJOURNMENT

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Meeting adjourned at 8:57 PM.

Signed by:
Alison Bell
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DISTRICT SECRETARY

APPROVED:

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Kirk Wheeler
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BOARD PRESIDENT