

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, January 14, 2016

The meeting was called to order at 7:31 p.m.

1. ROLL CALL:

Directors Present:

David Irwin
Perry Bautista
Thomas Chambers
Janet Medina
William Lopez

Directors Absent: None.

Staff Present:

Darryl Barrow, General Manager
Michael Conneran, Attorney
Patricia Mairena, Assistant General Manager
Joubin Pakpour, Consultant Engineer

Visitors: John Farnkopf
Rick Simonson
Sergio Medina

2. PLEDGE OF ALLEGIANCE: Pledge led by Director Lopez.

3. CONSENT CALENDAR:

Director Chambers moved to approve the Consent Calendar with correction to the minutes, seconded by Director Lopez.

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (Old): None.

6. BUSINESS (New):

A. Review/Approve June 30, 2015, Audit Report.

Review of Audit Report was postponed to the February board meeting

B. Appointment of Board Committees.

President Irwin appointed board members to the following Board Committees:

Capital Improvement Committee:	Medina & Irwin
Budget Committee:	Bautista & Chambers
Public Relation Committee:	Medina & Irwin
Special District Meeting:	Lopez & Chambers
Personnel Committee:	Lopez & Bautista
BAWSCA/Regional Water System & Financing Authority Representative	Chambers

C. Review/Approve Proposal From Pakpour Consulting Group to Prepare A Hydraulic Model of District's Water Distribution.

Consultant Engineer Joubin Pakpour and General Manager Barrow reviewed the benefits of the District having a hydraulic model of the water distribution system with the Board and answered questions.

Director Medina moved to approve the proposal from Pakpour Consulting Group to prepare a Hydraulic Model of the District's Water Distribution System, seconded by Director Lopez.

The motion was carried unanimously.

D. Consideration to Approve Updated Connection Fee Analysis Report from HF&H Consultants.

John Farnkopf and Rick Simonson reviewed their analysis report on updating the District's water connection fee and answered questions from the Board.

The Board requested a survey connection fees for other water agencies.

Director Chambers moved to accept the Updated Connection Fee Analysis Report from HF&H Consultants, seconded by Director Medina.

The motion was carried unanimously.

E. Consideration to Approve Director/Staff Attendance to ACWA/JPIA Spring Conference, May 2-6, 2016, Monterey, CA.

Director Chambers moved to authorize Director Medina and General Manager Barrow's attendance to the ACWA/JPIA Spring Conference, May 2-6, 2016, Monterey, CA, seconded by Director Bautista.

The motion was carried unanimously.

F. Consideration to Approve Removal of Tree Planted on Top of District Water Main Located at 2957 Shannon Drive.

Director Lopez moved to approve offering the customer of 2957 Shannon Drive up to \$1,000 to remove the tree and grind the stump planted on top of District's water main, seconded by Director Chambers.

The motion was carried unanimously.

7. WRITTEN COMMUNICATION:

A. Letter Dated December 24, 2015, from San Mateo County Election Office Regarding All Mailed Ballot Pilot Project.

General Manager Barrow reported that the District received a letter from the County of San Mateo thanking the District for participating in the All Mail-in Ballot Pilot Project.

B. Letter Dated December 4, 2015, from ACWA/JPIA Regarding Liability, Property, and Workers' Compensation Programs.

General Manager Barrow reported that the District received a President's Special Recognition Award for having a loss ratio of 20% or less in Liability, Property and Workers' Compensation Programs.

C. Letter Dated December 17, 2015, from ACWA/JPIA Regarding Liability, Property, and Workers' Compensation Programs Risk Assessment.

General Manager Barrow reported that Scott Woods from JPIA inspected the District's records and facilities and found them excellent and commended the District an outstanding job.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for December.

General Manager Barrow reported that the District achieved 14% water conservation during the month of December which was 6% above the District's target set by the state.

B. Report on Main Break on Shannon Drive.

General Manager Barrow reported that there was a water main break on Shannon Drive. Mr. Barrow reported that the main break was caused by a corroded saddle. Mr. Barrow had the corroded saddle on display.

C. Update on Skyline Storage Building Modification.

General Manager Barrow asked Joubin Pakpour to explain the delays in moving forward with the Skyline Storage Building project.

Mr. Pakpour stated that the processing of getting the plans approved by the City of Pacifica has taken some time. Mr. Pakpour stated that the plans were with City of Pacifica Planning Department and waiting for their approval.

10. ITEMS FROM BOARD OF DIRECTORS: None.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Chambers.

The motion was carried unanimously.

Time 8:45 p.m.

Secretary

President

Date