

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

Thursday, February 11, 2016

The meeting was called to order at 7:35 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

Visitors:

Chris Brown  
Sergio Medina  
Dustin Yu

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

**3. CONSENT CALENDAR:**

Director Chambers moved to approve the Consent Calendar with corrections to the minutes, seconded by Director Medina.

The motion was carried unanimously.

**4. PUBLIC COMMENT:** None.

**5. BUSINESS (Old):** None.

**6. BUSINESS (New):**

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

Chris Brown of Charles Fedak reviewed the 2015 Annual Audit Report with the Board and answered questions concerning the report.

Director Chambers moved to approve the June 30, 2015 Annual Audit Report, seconded by Director Bautista.

The motion was carried unanimously.

**B. Consideration to Approve Proposal from Crown Castle for Extension of Cellular Lease.**

Upon review of the Proposal from Crown Castle for Extension of the Cellular Lease, the Board directed General Manager Barrow to contact Crown Castle and inform them to submit a new proposal should they get a new tenant.

**7. WRITTEN COMMUNICATION:**

**A. Letter Dated January 29, 2016, from San Mateo County Grand Jury Regarding Seeking Information from Sanitary Districts.**

General Manager Barrow reported that the San Mateo County Grand Jury had requested information regarding the District's sanitary sewer budget and sewer system. Also, Mr. Barrow reported that the Grand Jury had scheduled a meeting on February 29, 2016, to review the data at the San Mateo County Court House. Mr. Barrow stated that he would update the Board at the March board meeting.

**8. ATTORNEY'S REPORT: None.**

**9. GENERAL MANAGER'S REPORT:**

**A. Report on District's Water Conservation for January 2016.**

General Manager Barrow reported that the District had achieved a 29% water conservation for the month of January 2016, which was 21% above the target set by the state.

**B. Report on Special District Leadership Foundation Transparency Certificate Of Excellence Program.**

General Manager Barrow reported he had submitted the application for the Special District Leadership Foundation Transparency Certificate of Excellence Program and received approval.

**C. Report on BAWSCA Meeting of February 4, 2016.**

General Manager Barrow reported on the BAWSCA meeting he attended on February 4, 2016.

**D. Report on Rowntree VFD Failure.**

General Manager Barrow reported that the variable frequency drive (VFD) for one of the three pumps at the Rowntree Sewer Lift Station had failed last month which disabled the pump. During normal operation the lift station uses two pumps and with no backup pump. Mr. Barrow authorized the Sanitation District to order a new VFD.

**10. ITEMS FROM BOARD OF DIRECTORS:**

**A. Report on BAWSCA Meeting of January 21, 2016.**

Director Chambers reported on the BAWSCA meeting he attended on January 21, 2016.

**B. Christen Hill Tour.**

Director Lopez reported that he had toured the new Christen Hill Water Storage Tank and thanked Staff and the North Coast County Water District for arranging the tour.

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 8:32 p.m.

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Secretary

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Vice President

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Date