

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

**Thursday, June 9, 2016**

The meeting was called to order at 7:30 p.m.

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Perry Bautista  
David Irwin

Directors Absent: Excused absence Director Chambers and Director Lopez.

Staff Present:

General Manager, Darryl Barrow  
Attorney, Michael Conneran  
Assistant General Manager, Patricia Mairena  
Field Supervisor, Johnny Kennedy

Visitors Present:

Anona Dutton  
Joubin Pakpour

**2. PLEDGE OF ALLEGIANCE:** Led by Director Medina.

**3. CONSENT CALENDAR:**

Director Bautista moved to approve the consent calendar, seconded by Director Medina.

The motion was carried unanimously.

**4. PUBLIC COMMENT:** None.

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

**6. BUSINESS (NEW)**

**A. Public Hearing: Consideration to Approve 2015 Urban Water Management Plan.**

President Irwin declared the Public Hearing open.

Anona Dutton reported on the District's 2015 Urban Water Management Plan and answered questions.

President Irwin declared the Public Hearing Closed.

Director Bautista moved to approve Resolution No. 593, adopting the 2015 Urban Water Management Plan, seconded by Director Medina.

Roll Call

Director Bautista	Aye
Director Medina	Aye
Director Irwin	Aye

The motion was carried unanimously.

**B. Review/Approve 2016/2017 Capital Improvement Projects.**

Engineer Joubin Pakpour and General Manager Barrow reported on the District's 2016/2017 Capital Improvement projects. The projects under consideration were as follows:

- Water and Sewer Rate Study
- Skyline Tanks Structural Analysis/Coating Inspection
- Meter Reading Segways
- Security Glass and Counter (carry over project)
- Skyline Storage Building (carry over project)
- District Wide Sewer Main Cleaning and Inspection
- Rowntree Pump Station Improvements
- Avalon Pump Station Improvements
- Westborough Pump Station Improvements

Director Bautista moved to approve the 2016/2017 Capital Improvement Projects excluding the Water and Sewer Rate Study, seconded by Director Medina.

The motion was carried unanimously.

**C. Review/Approve 2016/2017 Operating Budget.**

General Manager Barrow reviewed the 2016/2017 Fiscal Year Operating Budget with the Board and answered questions.

Director Medina moved to approve the 2016/2017 Fiscal Year Operating Budget, seconded by Director Bautista.

The motion was carried unanimously.

**D. Consideration of Cost of Living and Salary Adjustment for District Employees.**

General Manager Barrow passed out a memo of recommendation for district employees' salary adjustment.

Director Bautista moved to approve General Manager's memo of recommendation for District employees' salary adjustment effective July 1, 2016, seconded by Director Medina.

The motion was carried unanimously.

**E. Consideration of Revised Employment Contract and Salary Adjustment for General Manager.**

This matter was discussed after Closed Session.

**F. Letter from P.G.& E. Dated May 31, 2016, Regarding Removal of Tree Near Gas Pipeline at the Avalon Sewer Lift Station.**

President Irwin excused himself from the room prior to discussions concerning this matter as to prevent any possible conflict of interest.

With no quorum, no action was taken. This matter was postpone to the July board meeting.

**G. Discussion Regarding Potential Changes to Ordinance No. 64 Regarding Conservation Measures.**

General Manager Barrow reported that he would work with Attorney Conneran to provide a comparison of the District's Ordinance No. 64 to the new water conservation measures approved by the State Water Resource Control Board. General Manager Barrow indicated that the Board may want to consider amending the Ordinance No. 64 to align with the State's water conservation measures.

No action was taken.

**7. WRITTEN COMMUNICATION:** None.

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

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

**A. Report on Water Conservation of May 2016.**

General Manager Barrow reported that the District conserved 22% below the District's 2013 water usage.

**B. Report on Charito Capitana Tree Removal.**

General Manager Barrow reported that Ms. Charito Capitana had removed the tree the District requested but the work had not be completed to grind the stump.

**C. Report on Water Service Leak on Wexford Avenue.**

General Manger Barrow reported on a water service leak on Wexford Avenue and passed out pictures of the repair.

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

**A. Report on BAWSCA Meeting of May 9, 2016.**

The Board reviewed Director Chambers report on the BAWSCA meeting of May 9, 2016.

**11. CLOSED SESSION:**

**A. CLOSED SESSION – Public Employee Performance Evaluation,  
Government Code Section 54957 Title: General Manager**

The Board went into Closed Session at 9:11 p.m. to discuss the General Manager's performance evaluation and reconvened at 9:26 p.m.

The Board requested that General Manager Barrow provide them with an update on his goals for 2015/2016 and provide a new list of goals for 2016/2017, at the July board meeting. Also, should the Board elect to grant Mr. Barrow salary increase it would be retroactive to July 1, 2016.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 9:30 p.m.

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Secretary

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President

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Date