

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

Thursday, July 14, 2016

The meeting was called to order at 7:32 p.m.

1. ROLL CALL:

Directors Present:

Janet Medina
Thomas Chambers
William Lopez
Perry Bautista
David Irwin

Directors Absent: None.

Staff Present:

General Manager, Darryl Barrow
Assistant General Manager, Patricia Mairena
Attorney, Michael Conneran

Visitors Present:

Maurice Rivas

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW)

A. Public Hearing: Consideration of Increase in Sewer Rates from \$7.52 to \$8.02, Ordinance No. 66.

President Irwin opened the Public Hearing for Consideration of Increase in Sewer Rates.

Attorney Conneran reported that the District received three written protests against raising the water and sewer rates.

General Manager Barrow handed out an analysis of the sewer rate increase. Mr. Barrow stated in order to balance the budget the District would need to approve a sewer rate increase of \$0.50. Mr. Barrow pointed out that the North San Mateo County Sanitation District had increased the rate \$0.50 and the District would simply be passing on the same increase.

Mr. Rivas inquired why his bimonthly meter service charge of \$12.70 was so high.

President Irwin stated that the public hearing was to discuss the sewer rate increase.

General Manager Barrow stated that the meter service charge was to cover replacement of the meter, meter box, lid, and meter maintenance. Mr. Barrow pointed out that the District had conducted a survey of the meter service charges of neighboring agencies and the District had the lowest charge by far among all the other agencies.

With no comments from the public, President Irwin closed the Public Hearing.

Director Chambers moved to approve Ordinance No. 68, Authorizing the Increase in Sewer Rates from \$7.52 to \$8.02, seconded by Director Lopez.

Roll Call

Director Medina	Aye	Director Lopez	Aye
Director Chambers	Aye	Director Bautista	Aye
Director Irwin	Aye		

The motion was carried unanimously.

B. Public Hearing: Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request Their Collection, Resolution No. 594.

President Irwin opened the Public Hearing for the Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request their Collection.

With no comments from the public, President Irwin closed the Public Hearing.

Director Chambers moved to approve Resolution No. 594, Authorizing the Adoption of

Report of Sewer Service Charges to be Collected on Tax Rolls and Request their Collection, seconded by Director Medina.

Roll Call

Director Medina	Aye	Director Lopez	Aye
Director Chambers	Aye	Director Bautista	Aye
Director Irwin	Aye		

The motion was carried unanimously.

C. Public Hearing: Consideration of Increase in Water Rates from \$5.91 to \$6.48, Resolution No. 595.

President Irwin opened the Public Hearing for Consideration of Increase in Water Rates.

General Manager Barrow handed out an analysis of the water rate increase. Mr. Barrow stated in order to balance the budget the District would need to approve a water rate increase of \$0.57.

With no comments from the public, President Irwin closed the Public Hearing.

Director Lopez moved to approve Resolution No. 595, Authorizing the Increase in Water Rates from \$5.91 to \$6.48, seconded by Director Medina.

Roll Call

Director Medina	Aye	Director Lopez	Aye
Director Chambers	Aye	Director Bautista	Aye
Director Irwin	Aye		

The motion was carried unanimously.

D. Public Hearing: Consideration of Amending Rate and Fee Schedule to Increase Certain Collection and Reconnection Fees, Resolution No. 596.

President Irwin opened the Public Hearing for Consideration of Amending Rate and Fee Schedule to Increase Certain Collection and Reconnection Fees

General Manager Barrow handed out his recommendation and analysis to increase the

Reconnection Fees, Shutoff Notice Fee, Non-Sufficient Funds Fee, Credit Card Charge Back Fee, and Unauthorized Connection Fee.

With no comments from the public, President Irwin closed the Public Hearing.

Director Bautista moved to approve Resolution No. 596, Amending the Rate and Fee Schedule to Increase Certain Collection and Reconnection Fees, seconded by Director Chambers.

Roll Call

Director Medina	Aye	Director Lopez	Aye
Director Chambers	Aye	Director Bautista	Aye
Director Irwin	Aye		

The motion was carried unanimously.

E. Consideration of Resolution No. 590 to Establish the Appropriation Limit Applicable to the District During Fiscal Year 2016-2017.

No action was taken. The Appropriation Limit Applicable to the District During Fiscal Year 2016-2017 was tabled until the August board meeting.

F. Review/Approve Proposal to Purchase 2 Segways for Meter Reading.

General Manager Barrow reported that the 2 segways would be used for meter reading and that he believes it may save time and hoped to be able to reduce the number of meter readers from three employees to two.

Director Chambers moved to approve the proposal to purchase 2 segways from Silicon Segways, seconded by Director Medina.

The motion was carried unanimously.

G. Consideration to Authorize Attendance to ACWA 2016 Fall Conference, Anaheim, California, November 28 thru December 2, 2016.

Director Medina moved to authorize Director Lopez and Assistant General Manager

Mairena to attend the ACWA 2016 Fall Conference in Anaheim, California November 28 thru December 2, 2016, seconded by Director Bautista.

The motion was carried unanimously.

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

This matter was discussed after Closed Session.

I. Letter Dated June 29, 2016, From San Mateo County Grand Jury Concerning San Mateo County's Cottage Industry of Sanitary Districts.

General Manager Barrow indicated that the Grand Jury Report left out a lot of information he and Assistant General Manager Mairena had given them. Mr. Barrow recommended that he and Attorney Conneran prepare a response for the Board's consideration at their next meeting.

It was the consensus of the Board to have General Manager send letters to the City Manager of the City of South San Francisco and City of Daly City to see whether or not there was any interest in forming a committee of Board members to discuss assumption of services provided by the Westborough Water District into their agency. The Board agreed to have General Manager Barrow and Attorney Conneran prepare a response letter to the Grand Jury Report.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for June 2016.

General Manager Barrow reported that the District had achieved 23% conservation for the month of June 2016.

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

General Manager Barrow reported that P.G.&E. needed to move forward with the project and proceeded without removing the tree.

C. Self Certification Exemption form.

General Manager Barrow stated that he had applied for exemption for the 8% conservation requirement and completed a Self Certification form.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Request for H.O.A. to receive District Newsletters.

Director Bautista requested the property managers for various H.O.A.'s receive a copy of the District newsletter. Director Bautista indicated that he would provide the District Staff with a list of H.O.A. property managers.

General Manager Barrow stated that he would add them to the mailing list.

11. CLOSED SESSION:

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

The Board went into Closed Session at 8:59 p.m. to discuss the General Manager's performance evaluation and reconvened at 9:12 p.m.

After Closed Session, Director Medina moved to revise the General Manager's employment contract for 2 years with a 7% salary adjustment for General Manager Barrow effective July 1, 2016, seconded by Director Bautista.

The motion was carried unanimously.

12. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 9:15 p.m.

Darryl A. Barrow

Secretary

David Irwin

President

August 11, 2016

Date