

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

**Thursday, September 8, 2016**

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

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Thomas Chambers  
David Irwin  
William Lopez  
Perry Bautista

Directors Absent: None.

Staff Present:

General Manager, Darryl Barrow  
Attorney, Michael Conneran  
Assistant General Manager, Patricia Mairena  
Consultant Engineer, Gary Ushiro

Visitors Present: None.

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

**3. CONSENT CALENDAR:**

General Manager Barrow requested to add a letter from the County Counsel of San Mateo County regarding Coastside County Water District's request to move to even-numbered year elections to the agenda. The letter was received after the agenda was posted and may require the Board's attention.

Director Chambers moved to add the letter from the County Counsel of San Mateo County to the agenda, seconded by Director Medina.

The motion was carried unanimously.

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):**

**A. Consideration of Response Letter to San Mateo County Grand Jury.**

General Manager Barrow and Attorney Conneran reviewed the response letter to the San Mateo County Grand Jury with the Board. Mr. Barrow stated that the deadline to respond to the Grand Jury letter was September 27, 2016. Mr. Barrow requested that the District hold off for a couple weeks to allow more time to see if the District receives a copy of the City of Daly City's and the City of South San Francisco's responses. Mr. Barrow pointed out that the District may want to include information from their responses in the District's letter.

Director Chambers moved to allow General Manager Barrow and Attorney Conneran to prepare a final response letter with the Board's comments, wait for both Cities response letters, make revisions if needed, and authorize President Irwin to sign the final response letter, but call a Special Meeting if necessary, seconded by Director Bautista.

The motion was approved unanimously.

**6. BUSINESS (NEW):**

**A. Consideration to Approve Resolution No. 598 Authorizing The Adoption of the San Mateo County Hazard Mitigation Plan Update.**

Consultant Engineer Gary Ushiro reported on adoption of the San Mateo County Hazard Mitigation Plan Update. Mr. Ushiro reported some of the benefits were the State would cover a larger portion of disaster losses. The District would be included in a Hazard Mitigation Grant Program, Pre-Disaster Mitigation, Flood Mitigation Assistance and Severe Repetitive Loss Grant Programs. Mr. Ushiro indicated that adoption of the San Mateo County Hazard Mitigation Plan Update was required by the Board to finalize the plan.

Director Chambers moved to approve Resolution No. 598 Authorizing the Adoption of the San Mateo County Hazard Mitigation Plan Update, seconded by Director Lopez.

The motion was carried unanimously.

Roll Call

Janet Medina	Aye	William Lopez	Aye
Thomas Chambers	Aye	Perry Bautista	Aye
David Irwin	Aye		

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**B. Public Hearing: Consideration to Amend Ordinance No. 64 Prohibiting Wasteful Water Use Within the District.**

Attorney Conneran reported that the District needed to hold a public hearing to consider Amending Ordinance 64 Prohibiting Wasteful Water Use Within the District.

President Irwin declared the Public Hearing open to consider to Amend Ordinance No. 64 Prohibiting Wasteful Water Use Within the District.

General Manger Barrow reviewed the revisions to the Ordinance.

President Irwin declared the Public Hearing closed.

Director Chambers moved to amend Ordinance No. 64 Prohibiting Wasteful Water Use Within the District, seconded by Director Lopez.

The motion was carried unanimously.

Roll Call

Janet Medina	Aye	William Lopez	Aye
Thomas Chambers	Aye	Perry Bautista	Aye
David Irwin	Aye		

**C. Consideration to Approve Resolution No. 599, Adopting Revised Rate and Fee Schedule.**

General Manager Barrow reported that the Rate and Fee Schedule need to be revised to reflect the new rates approved by the District.

Attorney Conneran pointed out that the District's Rate and Fee schedule is an official document that is given out to contractors which list all the District's fees.

Director Lopez moved to approve Resolution No. 599, Adopting Revised Rate and Fee Schedule, seconded by Director Medina.

Roll Call

Janet Medina	Aye	William Lopez	Aye
Thomas Chambers	Aye	Perry Bautista	Aye
David Irwin	Aye		

The motion was carried unanimously.

**D. Review/Approve Conflict of Interest Code.**

Attorney Conneran Reviewed the District's Conflict of Interest Code with the Board and stated that there was no change.

Director Lopez moved to approve the Conflict of Interest Code and authorize General Manager Barrow to sign, seconded by Director Chambers.

The motion was carried unanimously.

**E. Review/Approve Contract for TJC and Associates, Inc. to Perform Services in Conjunction with Skyline Tanks Seismic and Condition Assessment Project.**

General Manager Barrow reported that the 2016/2017 list of Capital Improvement Projects include the seismic analysis of the Skyline Storage Tanks in the amount of \$100,000. Mr. Barrow recommended approving the proposal from TJC and Associates for the seismic and condition assessment project in the amount of \$66,200.

Director Bautista moved to approve the contract with TJC and Associates, Inc. to perform services in conjunction with the Skyline Tanks Seismic and Condition Assessment Project, seconded by Director Medina.

The motion was carried unanimously.

**F. Review/Approve District Newsletter.**

General Manager Barrow reviewed the District newsletter with the Board.

Director Bautista moved to approve the District newsletter with revisions discussed by the Board, seconded by Director Chambers.

The motion was carried unanimously.

**G. Review/Approve Proposals for Security Glass/Door at District Office.**

General Manager Barrow reported that there were two separate proposals for the security glass/door project. One proposal was from Medallion Glass to supply the bulletproof glass and installation and the second proposal from was from RA Burrous Construction to build to install the counter and door.

Director Bautista moved to approve the proposal from Medallion Glass and RA Burrous Construction for the security glass/door project at the District office, seconded by Director Medina.

The motion was carried unanimously.

**7. WRITTEN COMMUNICATION:**

**A. Letter Dated September 2, 2016, from the County Counsel of San Mateo County Regarding the Coastside County Water District's Request to Move to Even-Numbered Year Elections.**

The Board reviewed the letter from the County Counsel of San Mateo County regarding the Coastside County Water District's Request to Move to Even-Numbered Year Elections. No action was taken.

**B. Letter Dated August 23, 2016, from South San Francisco Unified School District Regarding Request for Lead Testing.**

General Manager Barrow reported that he had responded to the South San Francisco Unified School District's request for lead testing and reviewed his response letter with the Board. No action was taken.

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

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

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

General Manager Barrow reported that he hadn't received the San Francisco Water bill for August and will report on the usage at the next board meeting.

**B. Report on Meter Reading with New Segways.**

General Manager Barrow reported that he and Carlos Arias read the entire District using the new segways and meter reading went well. Mr. Barrow reported that the segways travel three to four times the speed of walking without exhausting the energy. Mr. Barrow stated that staff took a segway safety class and that Johnny Kennedy would take the class once he returns to work.

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

**A. Report on Laptop Computer Virus.**

Director Lopez reported that he got a computer virus using open office and recommended the District purchase Microsoft Word instead. The Board discussed using Google Docs. No action was taken.

**B. Report on Water Conservation Article.**

Director Bautista reported on a water conservation article in the Daily Journal.

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Director Irwin moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 8:53 p.m.

*Darryl A. Barrow*

Secretary

*David Irwin*

President

October 13, 2016

Date