

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

**Thursday, October 13, 2016**

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

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Perry Bautista  
Thomas Chambers  
David Irwin  
William Lopez

Directors Absent: None.

Staff Present:

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

Visitors Present: None.

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

**3. CONSENT CALENDAR:**

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

The motion was carried unanimously.

**4. PUBLIC COMMENT:** None.

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

**6. BUSINESS (NEW)**

**A. Review/Approve Proposal for Scaffolding at the Skyline Storage Tank.**

General Manager Barrow stated that the scaffolding was needed in order for the inspector to perform the structural and coating analysis for the all three Skyline Storage Tanks.

Director Bautista moved to approve the low bid from Unique Scaffold in the amount not to exceed \$17,000, seconded by Director Medina.

The motion was carried unanimously.

**7. WRITTEN COMMUNICATIONS:**

**A. Letter Dated September 6, 2016, from Cal-OSHA Regarding Complaint Against Contractor.**

General Manager Barrow stated that the Cal-OSHA complaint stemmed from a telephone call he made to them regarding unsafe working conditions against A-1 Construction at the Seafood Supermarket project. Mr. Barrow indicated that Cal-OSHA came out and met with him and A-1 Construction regarding the complaint. Cal-OSHA stated that the A-1 Construction failed to provide documented training to at least two new employees; establish, implement, and maintain an effective written Heat Illness Prevention Plan that contained all of the required elements; and obtain an Annual Permit for the construction of trenches or excavations 5 feet or deeper into which any person is required to descend.

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

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

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

General Manager Barrow stated that the District had zero conservation reduction for the month of August and 37 percent reduction for the month of September compared to 2013 water use.

**B. Report on Letter to San Mateo County Grand Jury.**

General Manager Barrow stated that a copy of the response letter to the San Mateo County Grand Jury was included in the board packet.

**C. Reported on BAWSCA Meeting of October 6, 2016.**

General Manager Barrow passed out a copy of his report on on the BAWSCA Meeting he attended on October 6, 2016, and reviewed it with the Board.

**D. Report on Field Trip for Student from South San Francisco Unified School District Job Development Program.**

General Manager Barrow stated that he and staff met with students from South San Francisco Unified School District for job development program and explained the function of the District.

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

**A. Report on BAWSCA Meeting of September 15, 2016.**

Director Chambers reported on the BAWSCA meeting he attended on September 15, 2016.

**B. Report on Review of District's Personnel Manual.**

General Manager Barrow stated that the Personnel Committee and he had reviewed the District's Personnel Manual. Mr. Barrow stated that he had forward revisions to the Personnel Manual to Attorney Conneran for review.

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 8:05 p.m.

*Darryl A. Barrow*

Secretary

*David Irwin*

President

November 10, 2016

Date