

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

Thursday, January 12, 2017

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

**1. ROLL CALL:**

Directors Present:

Perry Bautista  
Thomas Chambers  
Janet Medina  
William Lopez

Directors Absent: Excused absence, Director David Irwin.

Staff Present:

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

Visitors: Jeff Palmer

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

**3. CONSENT CALENDAR:**

Director Chambers moved to approve the Consent Calendar with correction 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, 2016, Audit Report.**

Jeff Palmer of Fedak and Brown LLP, reviewed the 2016 Annual Audit Report with the Board and answered questions concerning the report.

Director Chambers moved to approve the June 30, 2016 Annual Audit Report, seconded by Director Bautista.

The motion was carried unanimously.

**B. Appointment of Board Committees by President Lopez.**

President Lopez appointed board members to the following Board Committees:

Capital Improvement Committee:	Medina & Irwin
Budget Committee:	Bautista & Chambers
Public Relation Committee:	Medina & Irwin
Special District Meeting:	Lopez & Chambers
Personnel Committee:	Lopez & Bautista
BAWSCA/Regional Water System & Financing Authority Representative	Chambers

**C. Consideration to Approve Director/Staff Attendance to ACWA/JPIA Spring Conference, May 8-12, 2017, Monterey, CA.**

Director Bautista moved to authorize Director Medina and General Manager Barrow's attendance to the ACWA/JPIA Spring Conference, May 8-12, 2017, Monterey, CA, seconded by Director Chambers.

The motion was carried unanimously.

**D. Consideration to Administer Washing Machine Rebates In-House and Approve Rebate Amount.**

General Manager Barrow reported that BAWSCA no longer had a vendor to administer the washing machine rebate program which ended December 31, 2016. BAWSCA's rebate program was for \$150 which included a partnership with PG&E to pay \$50 of the rebate. General Manager Barrow recommended that the District continue the washing machine rebate program and administer the rebates in-house. Mr. Barrow recommended offering a \$100 rebate to customers who qualify for the rebate.

Director Bautista moved approve to offer a \$100 washing machine rebate to customers who qualify and administer the program in-house, seconded by Director Chambers.

The motion was carried unanimously.

**E. Review/Approve Proposal from Pakpour Consulting Group to Update District's Standard Plans and Specifications.**

General Manager Barrow stated that the District's Standard Plans and Specifications were out dated and not updated and had not been updated since the early 2000. Mr. Barrow indicated that contractors use the Standard Plans and Specifications to estimate their cost for new development. Mr. Barrow pointed out that the District had received preliminary plans for constructions behind Oakmont Drive off Westborough Boulevard. Mr. Barrow stated the Pakpour Consultant Group was scheduled to update Mid Peninsula Water and Pruisima Hills Water District Standard Plans and Specifications and that there would be a cost savings because of shared cost if the Board elected to move and update our plans now. Mr. Barrow recommended the District approve the proposal from Pakpour Consultant Group to update the District's Standard and Specifications.

Director Chambers moved to approve the proposal from Pakpour Consultant Group to update the District's Standard Plans and Specifications, seconded by Director Medina.

The motion was carried unanimously.

**F. Consideration to Repair and/or Replace 2005 C2500 Utility Truck.**

Director Bautista moved to authorize the repair the 2005 C2500 utility truck and purchase a new utility truck as submitted in the General Manager's report to the Board under option C, seconded by Director Chambers.

The motion was carried unanimously.

**7. WRITTEN COMMUNICATION:**

**A. Letter Dated December 14, 2016, from San Mateo County LAFCo Regarding Municipal Service Review Survey.**

General Manager Barrow reported that Attorney Conneran and he would be completing the San Mateo County LAFCo Municipal Service Review Survey.

**B. Letter Dated December 6, 2016, from ACWA/JPIA Regarding President's Special Recognition Award for Achieving Low Loss Ratio of Claims.**

General Manager Barrow reported that the District received a President's Special Recognition Award for having a loss ratio of claims.

**C. Letter Dated December 1, 2016, from ACWA/JPIA Regarding Liability, Property, and Workers' Compensation Program Risk Assessment.**

General Manager Barrow reported that the District received a President's Special Recognition Award for achieving a low ratio of paid claims in the Workers' Compensation Program.

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

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

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

General Manager Barrow reported that the District achieved 17% water conservation during the month of December compared to December 2013.

**B. Report on Fallen Tree and Skyline Tank Site.**

General Manager Barrow reported that a tree off Skyline Boulevard had fallen on the fence at the Skyline Tank Site.

**10. ITEMS FROM BOARD OF DIRECTORS:** None.

**A. Report on Status Update of General Manager's Goals.**

General Manager handed out a copy of the status of his goals and reviewed them with the Board.

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Chambers.

The motion was carried unanimously.

Time 8:27 p.m.

Page Five of Five  
Minutes of the Regular Meeting of the Board of Directors  
Thursday, January 12, 2017

*Darryl A. Barrow*

---

Secretary

*William Lopez*

---

President

02/09/17

---

Date