

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

Thursday, February 9, 2017

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

1. ROLL CALL:

Directors Present:

Janet Medina
Thomas Chambers
Perry Bautista
David Irwin
William Lopez

Directors Absent: None.

Staff Present:

General Manager, Darryl Barrow
Assistant General Manager, Patricia Mairena
Field Supervisor, Johnny Kennedy
Attorney, Catherine Groves

Visitors Present: None.

2. PLEDGE OF ALLEGIANCE: Led by Director Irwin.

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. Review/Approve Revisions to District's Personnel Manual.

General Manager Barrow reviewed the revisions for the District's Personnel Manual with the Board. Mr. Barrow stated that staff requested to give up one eight hour floating holiday for two half days for Christmas and New Years' Eve. Mr. Barrow handed out a survey of

surrounding water agencies concerning retiree lifetime medical benefits. Mr. Barrow reported that other agencies no longer offer fully paid lifetime medical for retiree and/or their spouses. Mr. Barrow suggested postponing approving the Personnel Manual until the March Board Meeting.

The Board concurred, no action was taken.

B. Review/Approve Proposal for Pump Installation and Electrical Work at Westborough and Rowntree Sewer Lift Stations.

General Manager Barrow shared his meeting notes with the Board in which the Sanitation District had initially agreed to perform the pump installation and electrical work at the Westborough and Rowntree Sewer Lift Stations. Mr. Barrow reported that the Sanitation District indicated that they could no longer perform the installation work. Mr. Barrow recommended approving the proposals from Pump Repair Service for pump installation and Telstar Instruments for the electrical work.

Director Chambers moved to approve the proposals from Pump Repair Service for the pump installation and Telstar Instruments for the electrical work, seconded by Director Irwin.

The motion was carried unanimously.

C. Set Public Hearing for Recertification of the Westborough Water Sewer District (WWSD) Sewer System Management Plan (SSMP).

Director Chambers moved to set Public Hearing for Recertification of the Westborough Water Sewer District (WWSD) Sewer System Management Plan (SSMP) for March 9, 2017, seconded by Director Medina.

The motion was carried unanimously.

D. Consideration to Move May 11, 2017, Board Meeting.

Director Chambers motioned to move the May 11, 2017, Board Meeting to May 4, 2017, seconded by Director Medina.

The motion was carried unanimously.

E. Consideration of Resolution Concurring in Nomination to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority for the Nomination of Kathleen Kiegs.

No action was taken.

F. Request from Patrick Jacobs, 2460 Erin Place Regarding Request to Allow Him to Turn On Fountain.

General Manager Barrow reported that the only way the District could approve Mr. Jacobs request to operate his fountain was to rescind the Emergency Drought Declaration.

The Board agreed to place item on the agenda for the March 9, 2017, Board Meeting to consider to rescinding the Emergency Drought Declaration.

7. WRITTEN COMMUNICATIONS:

A. Letter Dated January 11, 2017, Notice of Violation of Sewer System Management Plan Availability Requirement Violations.

General Manager Barrow stated that the District had failed to post the SSMP to the District's website. Mr. Barrow reported that the information would be completed prior to the deadline.

B. Customer Complaint Letter Regarding District Employee.

General Manager Barrow stated that he had spoken with the customer and she agreed if there were any future complaints that she should ask for him immediately before leaving the office. Mr. Barrow indicated that he thought the complaint was without merit.

Assistant General Manager Mairena explained to the Board that the complaint stem from the customer getting upset because on several occasions she had asked her to move her car blocking customers from entering and leaving the office. The customer had parked in the middle of the parking lot and came in the office to pay her bill. Ms. Mairena indicated that ever since the customer seemed to display animosity towards her.

C. Letter Dated February 3, 2017, Regarding SB 415 California Voter Participation Rights Act and November 7, 2017 UDEL Election Update.

The Board agreed to place item on the agenda for the March 9, 2017, to consider a resolution to move District elections to even years.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for January 2017.

The District achieved 41% conservation for the month of January 2017 compared to January 2013.

B. Report on Attendance at Colina's Board Meeting Regarding Parking Spaces.

General Manager Barrow reported that he had attended Colina's Board Meeting and the meeting was adjourned due to resident skirmish and the police being called. The residents were upset because they were asked to pay for repairs through their homeowners association dues.

C. Report on BAWSCA Meeting of February 2, 2017.

General Manager Barrow reported on the BAWSCA meeting he had attended on February 2, 2017.

D. Report on Main Break on Gellert Court.

Field Supervisor Kennedy reported on a main break on Gellert Court. Mr. Kennedy stated the he and staff had repaired a leak in the water service line between the main and the meter.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting on January 19, 2017.

Director Chambers reported on the BAWSCA meeting he had attended on January 19, 2017.

B. Report on CSDA Meeting of February 7, 2017.

Director Chambers reported on the CSDA Meeting he had attended on February 7, 2017. At the meeting there was a presentation by Jim Irizarry from the County regarding SB415 and even year elections.

C. Update on Archdale Sewer Lateral Problem.

Director Bautista requested an update on the Archdale sewer lateral problem.

General Manager Barrow stated that the customer had not repaired the sewer lateral and that he was working with Attorney Conneran on taking further action. Mr. Barrow indicated that Attorney Conneran and he would provide an update next month.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Irwin.

The motion was carried unanimously.

Time 8:44 p.m.

Darryl A. Barrow

Secretary

Janet Medina

President

04/13/17

Date