

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

Thursday, April 13, 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

Directors Absent: None.

Staff Present:

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

Visitors Present: None.

2. PLEDGE OF ALLEGIANCE: Led by Director Chambers.

3. ELECTION OF OFFICES:

With the resignation of President Lopez, Vice President Medina declared the offices for President and Vice President vacant.

Director Chambers moved to nominate Director Medina for President, seconded by Director Bautista.

With no other nominations, the motion was carried unanimously.

President Medina opened the floor for nominations for Vice President.

Director Bautista moved to nominate Director Chambers for Vice President, seconded by Director Irwin.

With no other nominations, the motion was carried unanimously.

4. CONSENT CALENDAR:

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

The motion was carried unanimously.

5. **PUBLIC COMMENT:** None

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

7. **BUSINESS (NEW)**

A Letter Dated March 6, 2017, from County of San Mateo Grand Jury Regarding 2015-2016 San Mateo Civil Grand Jury Report “San Mateo County’s Cottage Industry of Sanitary Districts.”

General Manager Barrow reported that the District had addressed all the items in the Grand Jury Report.

The Board authorized General Manager Barrow to send a letter to the San Mateo County Grand Jury indicating that the District has addressed all the items in their letter.

B. Review/Approve District Newsletter.

General Manager Barrow and the Public Relations Committee reviewed the District’s newsletter with the Board.

Director Chambers moved to approve the District’s Newsletter with revisions, seconded by Director Irwin.

The motion was carried unanimously.

C. Review/Approve Request for Adjustment from Lynne Barrera of 2787 Duhallow Way.

The Board postponed making a decision until May to review customer’s water consumption after the leak had been repaired.

No action was taken.

D. Review/Approve Request for Reimbursement for Credit Card Fees from Customer of 2563 Olmstead Court.

Assistant General Manager Mairena reported that the customer had inadvertently paid \$9,046 instead of \$90.46 for their water bill. The District had incurred \$313.44 credit card fee.

Director Bautista moved to authorize crediting the customer's account \$313.44 instead of issuing a refund check under the condition customer signs up for auto payment deduction, seconded by Director Chambers.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

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

General Manager Barrow reported the District achieved 7% water consumption for March 2017 compared to March 2013.

B. Report on Water Leak on Avalon Drive.

General Manager Barrow reported there was a small flow of water coming up in the street on Avalon Drive near the Sanitary Sewer Lift Station. The District will continue to investigate the source of the leak. General Manager Barrow reported that he would be meeting with the North Coast County Water District and the District's Engineer to consult with them.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Letter of Resignation from Director William Lopez and Consideration of Process to Fill Vacancy on the Board.

Director Chambers moved to post notice of vacancy on the Board and interview candidates at the May 4, 2017 board meeting, seconded by Director Irwin.

The motion was carried unanimously.

B. Report on BAWSCA Meeting of March 16, 2017.

Director Chambers reported on the BAWSCA meeting he attended on March 16, 2017.

C. Report on Colina Parking Spaces.

Director Bautista requested an update on the District leasing parking spaces from Colina.

General Manager Barrow reported that the Colina's Board suggested that he wait for a couple months until they resolve other issues concerning increasing Homeowners Association dues because the residents were very upset.

11. CLOSED SESSION:

**A. Existing Litigation – Pursuant to Subdivision (a) of Section 54956.9:
Westborough Water District v. Lorenzo Valdez et al., San Mateo County
Superior Court Case No. 17CIV01194.**

The Board went into Closed Session at 8:36 p.m. and reconvened at 8:46 p.m.

In closed session, Attorney gave an update to the Board on initiation of litigation case.

12. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Irwin.

The motion was carried unanimously.

Time 8:46 p.m.

Darryl A. Barrow

Secretary

Janet Medina

President

05/04/17

Date