

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

**Thursday, June 8, 2017**

The meeting was called to order at 7:32 p.m.

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Perry Bautista  
David Irwin  
Tom Chambers  
Karema Al-Arabi

Directors Absent:     None.

Staff Present:

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

Visitors Present:

Joubin Pakpour

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

**3. OATH OF OFFICE FOR NEW DIRECTOR:**

General Manager Barrow administered Oath of Office for new Director Karema Al-Arabi.

**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. Review/Approve Proposal for OPEB Actuarial Valuation and Data Request.**

Director Chambers moved to approve proposal from Demsey Filliger for OPEB Actuarial Valuation, seconded by Director Bautista.

The motion was carried unanimously.

**B. Review/Approve Agreement for the FY 2017-2018 High Efficiency Toilet Rebate Program.**

Director Bautista moved to approve agreement for the FY 2017-2018 High Efficiency Toilet Rebate Program, seconded by Director Chambers.

The motion was carried unanimously.

**C. Review/Approve 2017/2018 Capital Improvement Projects.**

Directors Medina, Irwin and General Manager Barrow reported on the 2017/2018 list of Capital Improvement Projects. The projects under consideration were as follows:

Modification to expand Skyline Storage Building (\$250,000)  
Athy Drive Improvements to abandon water main and replace existing fire hydrant (\$420,000)  
Replace or upgrade scada system (\$50,000)  
Replace sanitary sewer valves and automate transfer switch (\$147,600)  
Replace motor control cabinet at Avalon Sewer Lift Station (\$115,000)

Director Chambers moved to approve the 2017/2018 list of Capital Improve Projects, seconded Director Irwin.

The motion was carried unanimously.

**D. Review Preliminary List of Capital Improvement Projects with Pakpour Consultant Group.**

Engineer Joubin Pakpour reviewed an ongoing preliminary list of new Capital Improvement projects with the Board.

No action taken.

**E. Review/Approve 2017/2018 Operating Budget.**

General Manager Barrow reviewed the 2017/2018 Fiscal Year Operating Budget with the Board and answered questions.

Director Chambers moved to approve the 2017/2018 Fiscal Year Operating Budget with update to the Capital Improvement Project cost, seconded by Director Irwin.

The motion was carried unanimously.

**F. Consideration of Billing Rate Increase from Pakpour Consultant Group, Inc.**

Director Chambers moved to amend the contract with Pakpour Consultant Group, Inc. with the new rates, seconded by Director Bautista.

The motion was carried unanimously.

**G. Consideration of Cost of Living and Salary Adjustment for District Employees.**

General Manager Barrow passed out a memo of recommendation for district employees' salary adjustment.

Director Bautista moved to approve the General Manager's memo of recommendation for District employees' salary adjustment effective July 1, 2017, seconded by Director Chambers.

The motion was carried unanimously.

**H. Consideration of Revised Employment Contract and Salary Adjustment for General Manager.**

This matter was discussed after Closed Session.

**I. ACWA 2017 Fall Conference November 27, 2017 thru December 1, 2017, Anaheim, CA.**

Director Bautista moved to authorize Director Al-Arabi and Assistant General Manager Mairena to attend the ACWA 2017 Fall Conference November 27, 2017 thru December 1, 2017, in Anaheim, CA, seconded by Director Irwin.

The motion was carried unanimously.

**8. WRITTEN COMMUNICATION:**

**A. Letter Dated May 8, 2017, from County of San Mateo Health System  
Regarding Notice of Violation Regarding Sanitary Lift Stations.**

General Manager Barrow stated that he and the North San Mateo County Sanitation District (NSMCSD) met with the San Mateo Health Department on January 10, 2017 for annual inspection. At that meeting the NSMCSD had agreed to update the District's Hazardous Material Business Plan. The updates weren't made timely and the County issued a notice of violation. Since the violation notice was issued, all of the items have been completed.

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

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

**A. Report on Leak on Avalon Drive.**

General Manager Barrow reported on a water service leak on Avalon Drive.

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

**A. Report on ACWA/JPIA Spring Conference.**

Director Medina and General Manager Barrow reported on the ACWA/JPIA Spring Conference they attended in Monterey.

**B. Report on BAWSCA Meeting of May 18, 2017.**

The Board reviewed Director Chambers report on the BAWSCA meeting of May 18, 2017.

**12. CLOSED SESSION:**

**A. CLOSED SESSION – Public Employee Performance Evaluation,  
Government Code Section 54957 Title: General Manager**

The Board went into Closed Session at 10:10 p.m. to discuss the General Manager's performance evaluation and reconvened at 10:30 p.m.

The Board postponed taking action until the July 13, 2017, board meeting, but agreed any salary increase would be retroactive to July 1, 2017.

**13. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Irwin.

The motion was carried unanimously.

Time 10:31 p.m.

*Darryl A. Barrow*

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Secretary

*Janet Medina*

\_\_\_\_\_  
President

07/13/17

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Date