

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

**Thursday, July 13, 2017**

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

General Manager Barrow revised the Agenda by removing the Oath of Office, Item 3, and re-numbering other items.

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Thomas Chambers  
Karema Al-Arabi  
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 Irwin.

**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. Public Hearing:**     **Consideration of Increase in Sewer Rates from \$8.02 to \$8.87, Ordinance No. 70.**

President Medina opened the Public Hearing for Consideration of Increase in Sewer Rates.

Attorney Conneran reported that the District received three written protests against raising the sewer rates.

General Manager Barrow stated in order to balance the budget the District would need to increase the sewer rate \$0.85. Mr. Barrow pointed out that the North San Mateo County Sanitation District had increased the rate charged to the District by \$0.54.

With no comments from the Public, President Medina closed the Public Hearing.

Director Chambers moved to approve Ordinance No. 70, Authorizing the Increase in Sewer Rates from \$8.02 to \$8.87, seconded by Director Bautista.

Roll Call

Director Medina	Aye	Director Al-Arabi	Aye
Director Chambers	Aye	Director Bautista	Aye
Director Irwin	Aye		

The motion was carried unanimously.

**B. Public Hearing: Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request Their Collection, Resolution No. 605.**

President Medina opened the Public Hearing for the Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request their Collection.

With no comments from the Public, President Medina closed the Public Hearing.

Director Irwin moved to approve Resolution No. 605, Authorizing the Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request their Collection, seconded by Director Chambers.

Roll Call

Director Medina	Aye	Director Al-Arabi	Aye
Director Chambers	Aye	Director Bautista	Aye
Director Irwin	Aye		

The motion was carried unanimously.

**C. Consideration of Adoption of Billing Adjustment Policy.**

General Manager Barrow reported that Directors Irwin, Chambers, and he met to draft the Billing Adjustment Policy included in the Board Packet.

After discussion on the policy, Director Irwin moved to approve the Adoption of the Billing Adjustment Policy with changes effective with the July 15<sup>th</sup> billing, seconded by Director Chambers.

The motion was carried unanimously.

**D. Consideration to Obtain Appraisal for Colina Condominiums Parking Spaces.**

Director Bautista discussed obtaining appraisal for Colina Condominiums parking spaces to assist with negotiations for purchasing the property.

No action was taken.

**E. Consideration to Declare 1998 Ford Truck Surplus and Authorization to Sell.**

Director Chambers moved to declare the 1998 Ford truck surplus and authorize its sale, seconded by Director Irwin.

The motion was carried unanimously.

**F. Consideration of Salary Adjustment for General Manager.**

After Closed Session, Director Bautista moved to approve a 6% salary increase for General Manager Barrow retroactive to July 1, 2017, and pay for a gym membership, seconded by Director Irwin.

The motion was carried unanimously.

**G. Review Appointment of Board Committees By President Medina.**

President Medina appointed Director Al-Arabi to the Special District and Personnel Committee.

**7. WRITTEN COMMUNICATIONS:**

**A. Grand Jury Report on San Mateo County's Independent Special Districts Website Transparency Update Dated June 19, 2017.**

General Manager Barrow reviewed the report with the Board.

The Board agreed to place this item on the agenda for the August Board Meeting under Old Business so that they may take action. No action was taken.

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

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

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

General Manager Barrow reported that the water leak on Avalon Drive near the sewer pump station dried up after the leak further up the street was repaired.

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

**A. Request for Staff Contact City of San Bruno to Investigate Leak on Seville Way.**

Director Bautista requested that Staff contact the City of San Bruno to further investigate the water leak on Seville Way.

**11. CLOSED SESSION:**

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

The Board went into Closed Session at 8:27 p.m. to discuss the General Manager's performance evaluation and reconvened at 8:34 p.m.

After Closed Session, the Board returned to item 6.F. on the Agenda.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Chambers.

The motion was carried unanimously.

Time 8:42 p.m.

*Darryl A. Barrow*

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Secretary

*Janet Medina*

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President

08/10/17

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Date