

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

**Thursday, October 12, 2017**

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

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Perry Bautista  
David Irwin  
Karema Al-Arabi

Directors Absent:     Director Thomas Chambers excused absence.

Staff Present:

General Manager, Darryl Barrow  
Attorney, Michael Conneran  
Assistant General Manager, Patricia Mairena  
Field Supervisor, Johnny Kennedy  
Joubin Pakpour, Consultant Engineer

Visitors Present:

John Davidson  
Paul Sagues  
John Peairs

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

**3. CONSENT CALENDAR:**

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

The motion was carried unanimously.

**4. PUBLIC COMMENT:**     None.

**5. BUSINESS (OLD):**     None.

**6. BUSINESS (NEW)**

**A. Review/Approve Proposal for New Website Design and Maintenance, Printing Services, Mail House Services (bills and notices), and District Personnel Manual.**

John Davidson from Jrocket77 Design and Marketing reviewed proposal for new website and maintenance, printing services, mail house service and updating District's Personnel Manual. Mr. Davidson stated that the District's website and customer payment process was at risk due to out dated security.

General Manager Barrow stated that in the past the District has had the luxury of doing many task in-house, while every year it's becoming more and more difficult to keep up with the new task and new regulatory requirements while maintaining the same staff size. Mr. Barrow recommended outsourcing the billing and printing services to free up some staff time. Mr. Barrow stated that most agencies already outsource their billing and printing services to save time. Mr. Barrow stated that by outsourcing the printing service the District would be able to use their time more efficiently and come up with a better product by having a professional do the work. Mr. Barrow reported that Mid Peninsula Water District uses Mr. Davidson for printing services.

Director Bautista moved to approve proposal for printing services with Jrocket77 Design not to exceed \$10,000, seconded by Director Irwin.

The motion was carried unanimously.

**B. Review/Approve Proposal for New Scada System.**

Paul Sagues and John Peairs reviewed their proposal for new Scada system to the Board. Mr. Sagues reported that their system is a cloud based system that would monitor and control the District's water distribution system using cellular technology and use the District's radio for backup communication. Mr. Sagues indicated that their system had better security than the existing system. Mr. Sagues reviewed a slide presentation of their equipment with the Board and accessed another water agency's water distribution system to show the system capabilities.

Director Bautista moved to approve proposal from XiO for new Scada system for \$53,799, seconded by Director Irwin.

The motion was carried unanimously.

**C. Consideration to Accept Seafood Supermarket Project as Completed.**

General Manager Barrow stated that all fees and reimbursement for engineering, attorney and staff fees had been paid. Also, installation of the water and sewer system had been

completed satisfactorily so he recommended approval. Mr. Barrow stated that once the Board approves the water and sewer system the warranty period begins.

Director Irwin moved to accept the Seafood Supermarket Project as completed, seconded by Director Al-Arabi.

The motion was carried unanimously.

**D. Review Request from Brenda Leus of 157 Appian Way to Waive \$15.00 Fee Charged by the District for Closed Bank Account.**

Assistant General Manager Mairena reported that the District notified the customer that her electronic check had been returned. The customer never informed the District that her account had been closed and the following month the customer received another returned check. Mrs. Mairena stated had the customer informed the District of the account closure the District would have canceled her automatic payment deduction. Mrs. Mairena indicated that General Manager Barrow had already waived half of the \$30.00 charge.

No action was taken.

**E. Authorization to Proceed with Advertisement to Go Out to Bid for Skyline Storage Building Modification Project.**

Director Irwin moved to proceed with advertisement to go out to bid for Skyline Storage Building Modification Project, seconded by Director Al-Arabi.

The motion was carried unanimously.

**F. Review/Approve Proposal from Pakpour Consulting Group to Prepare Plans, Specifications and Cost Estimate for Athy Drive Improvement Project.**

Joubin Pakpour and General Manager Barrow reviewed the necessity to proceed with the Athy Drive Improvement Project with the Board.

Director Bautista moved to approve proposal from Pakpour Consulting Group to prepare plans, specifications and cost estimate for Athy Drive Improvement Project, seconded by Director Irwin.

The motion was carried unanimously.

**G. Review Preliminary List of Capital Improvement Projects Prepared by Pakpour Consultant Group.**

This item was postponed.

**7. WRITTEN COMMUNICATIONS:**

**A. Letter Dated October 3, 2017, from BAWSCA Regarding 2009 Water Supply Agreement Revised Attachment C.**

General Manager Barrow stated that in accordance with the Water Supply Agreement between the City and County of San Francisco and Wholesale Customers, attachment C was issued which described the executed transfer of 1 million gallons per day of Mountain View's Individual Supply Guarantee to East Palo. Mr. Barrow reported that there was no change in the District's Individual Supply Guarantee.

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

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

**A. Report on Possibility of Leasing Parking Spaces from Colina.**

General Manager Barrow stated that he received a letter from Colina's Attorney, Gregory Bryan, indicating that Colina would be willing to lease 5 parking spaces to the District from 7:30 a.m. to 5 p.m. at \$200 per month per space. The District would have to carry its own liability insurance in the amount of \$5 million, bear cost for signs, all costs associated with enforcement, and all costs of drafting agreements and attorney related fees. The Board gave direction to General Manager Barrow.

**B. General Managers Meeting At District Office.**

General Manager Barrow reported that he hosted a quarterly General Managers meeting with Coastside County Water District, Purissima Hills Water District, Mid Peninsula Water District and Pakpour Consultant Group at the District Office to discuss challenges each agency faces.

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

**A. Report on BAWSCA Meeting of September 21, 2017.**

The Board reviewed Director Chambers report on BAWSCA meeting he attended on September 21, 2017.

**B. Report on CSDA Meeting of October 3, 2017.**

Director Al-Arabi reported on the CSDA meeting she attended on October 3, 2017. Also, the Board reviewed Director Chambers report on the CSDA meeting he attended.

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Irwin.

The motion was carried unanimously.

Time 10:42 p.m.

*Darryl Barrow*

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Secretary

*Janet Medina*

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President

11/09/17

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Date