

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

Thursday, December 14, 2017

The meeting was called to order at 6:00 p.m.

1. ROLL CALL:

Directors Present:

Janet Medina
Thomas Chambers
Perry Bautista
David Irwin

Directors Absent: Excused absence, Karema Al-Arabi

Staff Present:

General Manager, Darryl Barrow
Assistant General Manager, Patricia Mairena
Attorney, Michael Conneran
Johnny Kennedy
Carlos Arias
Jennifer Genato

Visitors Present:

Sergio Medina
Jackie Bautista
Andrea Irwin

President Medina declared recess at 6:01 p.m.

Reconvened at 7:14 p.m.

2. PLEDGE OF ALLEGIANCE: Led by Director Irwin.

3. ELECTION OF OFFICE

President Medina declared the offices for President and Vice President vacant.

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

With no other nominations, the motion was carried unanimously.

President Chambers opened the floor for nominations for Vice President.

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

With no other nominations, the motion was carried unanimously.

4. AWARD PRESENTATION:

President Chambers presented Director Medina with a plaque for her work and dedication as President of the Board of Directors.

General Manager Barrow presented Assistant General Manager, Patricia Mairena with an award for 30 years of service to the District.

5. CONSENT CALENDAR:

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

The motion was carried unanimously.

6. PUBLIC COMMENT: None

7. BUSINESS (OLD):

A. Review/Approve Proposal to Update District's Website.

General Manager Barrow reviewed the Proposal to Update the District's Website and reported on the status of the current capital improvement projects.

Director Irwin moved to approve the Proposal to Update the District's Website pending approval of the contract by Attorney Conneran, seconded by Director Medina.

The motion was carried unanimously.

8. BUSINESS (NEW)

A. Consider Award of Contract for Skyline Storage Building Modifications.

General Manager Barrow reported that the District received three bids for the Skyline

Storage Building Modifications project with the low bid from Southwest Construction and Property Management in the amount of \$287,600. Mr. Barrow reported that the engineer's estimate was \$220,000. Mr. Barrow reported that Southwest Construction and Property Management met all the qualifications for the project and recommended awarding the project to them.

Director Medina moved to award the contract for the Skyline Storage Building Modifications to Southwest Construction and Property Management, seconded by Director Irwin.

The motion was carried unanimously.

9. WRITTEN COMMUNICATIONS: None.

10. ATTORNEY'S REPORT:

Attorney Conneran handed out a copy of an article he wrote in the California Special District Association e-News on SB 496 changes.

11. GENERAL MANAGER'S REPORT:

A. Report on Leasing Parking Spaces from Colina.

General Manager Barrow reported that he received an email from Colina that the board agreed to lease three parking spaces to the District at \$150 per month.

B. Report on Clearing Access Roadway to Westborough Sewer Pump Station.

General Manager Barrow reported that the sanitation district is unable to access a sewer manhole below St. Francis Terrace due to trees and shrubs that have grown over the years. Mr. Barrow indicated that he is working with the City of South San Francisco to split the cost to clear the roadway.

12. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting on November 16, 2017.

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

B. Report on ACWA/JPIA Fall Conference, Anaheim, CA.

Director Bautista and Assistant General Manager Mairena reported on the ACWA/JPIA Fall Conference they attended and both thanked the board for allowing them to attend the conference.

13. CLOSED SESSION: None.

14. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 7:57 p.m.

Darryl A. Barrow

Secretary

Tom Chambers

President

01/11/18

Date