

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

Thursday, January 11, 2018

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

1. ROLL CALL:

Directors Present:

Thomas Chambers
Janet Medina
Karema Al-Arabi

Directors Absent: Excused absence, Directors David Irwin and Perry Bautista.

Staff Present:

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

Visitors: Chris Brown, CPA
Sergio Medina

2. PLEDGE OF ALLEGIANCE: Pledge led by Director Medina.

3. CONSENT CALENDAR:

Director Medina moved to approve the Consent Calendar, seconded by Director Al-Arabi.

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (Old): None.

6. BUSINESS (New):

A. Review/Approve June 30, 2017, Audit Report.

Chris Brown of Fedak and Brown LLP, reviewed the 2017 Annual Audit Report with the Board and answered questions concerning the report.

Director Al-Arabi moved to approve the June 30, 2017, Annual Audit Report, seconded by Director Medina.

The motion was carried unanimously.

B. Appointment of Board Committees by President Chambers.

President Chambers appointed board members to the following Board Committees:

Capital Improvement Committee:	Medina & Irwin
Budget Committee:	Chambers & Bautista
Public Relation Committee:	Medina & Irwin
Special District Meeting:	Al-Arabi & Chambers
Personnel Committee:	Bautista & Al-Arabi
BAWSCA/Regional Water System & Financing Authority Representative	Chambers

C. Consideration to Approve Director/Staff Attendance to ACWA/JPIA Spring Conference, May 7-11, 2018, Sacramento, CA.

Director Al-Arabi moved to authorize Director Medina's attendance to the ACWA/JPIA Spring Conference, May 7-11, 2018, Sacramento, CA, seconded by Director Medina.

The motion was carried unanimously.

D. Review/Approve Proposals for Tree Removal at Skyline Tank Site.

General Manager Barrow reported that the District received two bids to remove a tree at the Skyline Tank Site that was leaning towards the storage building. Mr. Barrow stated that the low bid was Pacific Coast Tree Service, Inc. in the amount of \$8,600. Mr. Barrow stated if the District approved the proposal to remove the tree, a permit application for heritage tree removal will need to be filed.

Director Medina moved approve the low bid from Pacific Coast Tree Service, Inc. to remove for tree removal at Skyline Tank Site, seconded by Director Al-Arabi.

The motion was carried unanimously.

E. Review/Approve Proposal from Tesco Controls, Inc. to Replace Motor Control Center and Cabinet at Avalon Sewer Lift Station.

General Manager Barrow stated that with help from the City of Daly City he had received a proposal from Tesco Controls, Inc. to replace the motor control center and cabinet at the Avalon Sewer Lift Station. Mr. Barrow stated that the City of Daly City has standardized the pump controls for the wastewater lift stations to Tesco constructed units. Mr. Barrow indicated that the District had budgeted \$115,000 for the current fiscal year to replace the motor control center and cabinet at the Avalon Sewer Lift Station.

Director Medina moved to approve the proposal from Tesco Controls, Inc. in the amount of \$136,430, seconded by Director Al-Arabi.

The motion was carried unanimously.

F. Review/Approve Proposal to Extend Cellular Lease Agreement.

Attorney Conneran reviewed the terms of the proposal to extend the cellular lease agreement.

The Board instructed the General Manager to notify Crown Castle that they needed to offer a more equitable share of the lease revenues to other cellular companies to the District.

No action was taken.

G. Review/Approve Addendum for Structural Engineering Services for Skyline Storage Building Modification Project.

Director Medina moved to approve the addendum for structural engineering services for Skyline Storage Building Modification Project, seconded by Director Al-Arabi.

The motion was carried unanimously.

7. WRITTEN COMMUNICATION:

A. Letter Dated December 4, 2017, from ACWA/JPIA Regarding Liability, Property, and Workers' Compensation Programs.

General Manager Barrow reported that District had received the President's Special Recognition Award certificate for Liability, Property, and Workers' Compensation Programs for the low ratio of claim losses.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

A. Report on Water Service Leak on Bassett Court.

General Manager Barrow reported that the District planned to excavate and search for a water service leak on Bassett Court.

10. ITEMS FROM BOARD OF DIRECTORS: None.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Director Medina moved to adjourn, seconded by Director Al-Arabi.

The motion was carried unanimously.

Time 8:09 p.m.

Darryl A. Barrow

Secretary

Tom Chambers

President

02/08/18

Date