

**AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, January 14, 2021  
7:30 p.m.

NOTE: DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

**1. ROLL CALL:**

**2. PLEDGE OF ALLEGIANCE:**

**3. CONSENT CALENDAR:**

All items listed under the Consent Calendar are approved by a single motion of the Board. A Board member may request removal of any item for discussion and separate action:

**A. Approval of Minutes:**

1. Regular Meeting of December 10, 2020.

**B. Accountant's Report for Period Ending November 30, 2020.**

**C. Investment Report for Period Ending December 31, 2020.**

**D. Claims Register for December 31, 2020.**

**4. PUBLIC COMMENT:**

*Members of the public are invited to participate during the public comment period or when an item on the agenda is introduced. Anyone wishing to speak should, after the recognition, give their name and address, speak clearly, and direct their remarks only to the Board. Please limit your remarks to no more than five (5) minutes. Items not on the agenda may be referred to Staff for consideration at a later date.*

*Public comment also may be submitted in advance of the meeting via email to [dbarrow@westboroughwater.org](mailto:dbarrow@westboroughwater.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Directors before, and, as feasible, during the meeting. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email.*

**5. BUSINESS (OLD):**

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### 6. BUSINESS (NEW):

- A. Review/Approve June 30, 2020, Audit Report.
- B. Appointment of Board Committees By President Chambers.
- C. Consideration to Quitclaim Easement at 2211 & 2245 Gellert Boulevard.
- D. Review/Approve Proposal to Purchase 550 Water Meters.

### 7. WRITTEN COMMUNICATIONS:

- A. Letter Dated January 5, 2021, From ACWA/JPIA Regarding Liability, Property, and Workers' Compensation Programs Risk Review.

### 8. ATTORNEY'S REPORT:

### 9. GENERAL MANAGER'S REPORT:

- A. Discussion of a Succession Plan for General Manager.
- B. Report on Water Main Break on Westborough Boulevard.

### 10. ITEMS FROM BOARD OF DIRECTORS:

- A. Report on Letter Dated December 22, 2020, to Miguell Ordenana, Terreno Management Group, LLC Regarding 14 Day Termination Notice for 11 Sunrise, 3752 Fairfax Way, 3784 Fairfax Way, and 3887 Radburn Drive.

### 11. CLOSED SESSION:

- A. CLOSED SESSION: Public Employment (Gov't Code §54957)  
Title: General Manager

### 12. ADJOURNMENT:

*Upon request, the Westborough Water District will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the auxiliary aid or service at least 3 days before the meeting. Request should be sent to Westborough Water District at 2263 Westborough Boulevard, South San Francisco, CA 94080 or email [wwd@westboroughwater.org](mailto:wwd@westboroughwater.org).*

*Availability of Public Records: all public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Acts, that are distributed to a majority of the legislative body will be available for public inspection at 2263 Westborough Boulevard, South San Francisco, CA 94080, at the same time that the public records are distributed or made available to the legislative body.*