

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

**Thursday, November 9, 2017**

The meeting was called to order at 7:31 p.m.

**1. ROLL CALL:**

Directors Present:

Janet Medina  
Thomas Chambers  
Perry Bautista  
David Irwin  
Karema Al-Arabi

Directors Absent:     None.

Staff Present:

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

Visitors Present:

Joubin Pakpour

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

**3. CONSENT CALENDAR:**

Director Irwin 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 Preliminary List of Capital Improvement Projects Prepared by Pakpour Consultant Group.**

Joubin Pakpour reviewed List of Capital Improvement Projects for zone 2 with the Board.

No action was taken.

**B. Review/Approve Proposal to Update District's Website.**

General Manager Barrow reviewed the proposal from Jrocket77 Design and Marketing with the Board.

Director Chambers stated that since updating the website was not in the budget, he requested an update on how it would affect the current budget.

General Manager Barrow indicated that he would provide an update on the budget next month.

No action was taken.

**C. Review/Approve District Newsletter.**

Director Chambers moved to approve the District's newsletter with the revisions discussed, seconded by Director Irwin.

The motion was carried unanimously.

**D. Consideration to Approve Director Bautista Attendance to ACWA/JPIA Fall Conference, Anaheim, CA.**

Director Irwin moved to approve Director Bautista's attendance to the ACWA/JPIA Fall Conference, Anaheim, CA, seconded by Director Chambers.

The motion was carried unanimously.

**E. Consideration to Approve ACWA's Proxy Designation Attendance Form.**

Director Irwin moved to approve ACWA's Proxy Designation Attendance Form with Director Bautista as the authorized voting representative, seconded by Director Chambers.

The motion was carried unanimously.

**7. WRITTEN COMMUNICATIONS:** None

**8. ATTORNEY'S REPORT:**

**A. Report on CSDA Magazine Article.**

Attorney Conneran stated that he wrote an article in the CSDA magazine.

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

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

General Manager Barrow stated that he proposed to Colina to lease only three parking spaces at \$150 per month and was waiting to hear back from them. Mr. Barrow reported that the office staff and he would use the three parking spaces.

**B. Report on BAWSCA Meeting of November 2, 2017.**

General Manager Barrow reviewed his report with the Board on the BAWSCA meeting he attended on November 2, 2017.

**C. Report on Patrick Sumner Leave of Absence.**

General Manager Barrow reported that Patrick Sumner's wife had a baby and he was out on paternity leave from the City of Daly City and would not be able to serve on-call for the District. General Manager Barrow stated that he would fill in during his absence should the field staff need extra help to perform repairs.

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

**11. CLOSED SESSION:** None.

**12. ADJOURNMENT:**

Director Bautista moved to adjourn, seconded by Director Irwin.

The motion was carried unanimously.

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Minutes of the Regular Meeting of the Board of Directors  
Thursday, November 9, 2017

Time 8:53 p.m.

*Darryl A. Barrow*

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Secretary

*Tom Chambers*

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President

12/14/17

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Date