

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

Thursday, July 9, 2020

The meeting was called to order at 7:33 p.m. by President Medina.

General Manager Barrow stated that he was at the District Office and had unlocked the front door in case anyone from the public wanted to attend the meeting.

1. ROLL CALL:

Directors Present:

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

Directors Absent: None.

Staff Present:

General Manager, Darryl Barrow
Assistant General Manager, Patricia Mairena
Attorney, Michael Conneran

Visitors Present: None.

2. PLEDGE OF ALLEGIANCE: Led by Director Chambers.

3. CONSENT CALENDAR:

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

Roll Call

Director Medina	Aye
Director Bautista	Aye
Director Al-Arabi	Aye
Director Chambers	Aye
Director Irwin	Aye

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. **BUSINESS (OLD):** None.

6. **BUSINESS (NEW)**

A. Consideration to Approve Resolution No. 618 Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2020-2021.

Director Bautista moved to approve Resolution No. 618 to Establish the Appropriation Limit Applicable to the District During Fiscal Year 2020-2021, seconded by Director Chambers.

Roll Call

Director Medina	Aye
Director Bautista	Aye
Director Al-Arabi	Aye
Director Chambers	Aye
Director Irwin	Aye

The motion was carried unanimously.

B. Public Hearing: Consideration of Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request Their Collection by the County of San Mateo, Resolution No. 619.

President Medina declared Public Hearing open.

General Manager Barrow stated that San Mateo County requires the District to submit a resolution adopting the sewer service charges to be collected on the property tax rolls.

With no comments from the public, President Medina declared Public Hearing closed. Director Bautista moved to approve Resolution No. 619, Authorizing the Adoption of Report of Sewer Service Charges to be Collected on Tax Rolls and Request their Collection, seconded by Director Al-Arabi.

Roll Call

Director Medina	Aye
Director Bautista	Aye
Director Al-Arabi	Aye
Director Chambers	Aye
Director Irwin	Aye

The motion was carried unanimously.

C. Consideration to Approve Resolution No. 620 Stating Intention to Change from At-Large to Zone-Base Elections for Election of Members of the Board of Directors Commencing in 2022.

Director Chambers moved to approve Resolution No. 620 with revisions from Attorney Conneran Stating Intention to Change from At-Large to Zone-Based Elections for Election of Members of the Board of Directors Commencing in 2022, seconded by Director Irwin.

Roll Call

Director Medina	Aye
Director Bautista	Aye
Director Al-Arabi	Aye
Director Chambers	Aye
Director Irwin	Aye

The motion was carried unanimously.

D. Consideration to Approve Candidate Policy Form for Special Districts Statewide General Election November 3, 2020, and Resolution No. 621 Calling for An Election To Be Held on November 3, 2020, for The Election of Three Members of the Board of Directors.

Director Chambers moved to approve the Candidate Policy form for Special Districts Statewide General Election November 3, 2020, and Resolution No. 621 calling for An Election to Be Held on November 3, 2020, for the Election of Three Members of the Board of Directors, seconded by Director Irwin.

Roll Call

Director Medina	Aye
Director Bautista	Aye
Director Al-Arabi	Aye
Director Chambers	Aye
Director Irwin	Aye

The motion was carried unanimously.

E. Consideration to Approve Sixth Amendment to Employment Agreement between the Westborough Water District and General Manager Barrow.

Director Chambers moved to approve the Sixth Amendment to Employment Agreement between the Westborough Water District and General Manager Barrow, seconded by Director Al-Arabi.

Roll Call

Director Medina	Aye
Director Al-Arabi	Aye
Director Chambers	Aye
Director Irwin	Aye
Director Bautista	Nay

The motion was carried 4 to 1.

F. Review Report from Pakpour Consulting Group, Inc. Regarding District's Capital Improvement Program.

General Manager Barrow summarized the Capital Improvements totaled 39 million dollars. Mr. Barrow stated that once the shelter-in place is lifted Pakpour Consulting Group, Inc. is prepared to present their report to the Board in person.

7. WRITTEN COMMUNICATIONS: None.

A. Letter Dated July 1, 2020, from San Mateo County LAFCo Regarding Request for Information for the Westborough Water District Municipal Service Review and Sphere of Influence Update.

General Manager Barrow stated that he would prepare a response letter to LAFCo's request for information and work with the District's Attorney on final review.

The Board of Directors directed General Manager Barrow to send a letter to LAFCo requesting an extension to reply so that they will have the opportunity to review response letter.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

A. Report on District Office Activities.

General Manager Barrow reported that the District office is still closed to customers, had not received any complaints from customers, delivered approximately 100 reminder notices to customers, field staff had started replacing water meters, and received delivery of new standby power generator.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report from Personnel Committee Regarding Meeting With General Manager Barrow.

Directors Bautista and Al-Arabi gave an update to the Board on the General Manager's goals, updating procedures and cross-training staff.

11. CLOSED SESSION: None.

12. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Chambers.

The motion was carried unanimously.

Time 8:33 p.m.

Darryl A. Barrow Secretary
Amr Medina President
8/19/2020 Date