

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

Revised

Thursday, December 8, 2022

Note: Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of the AB 361 [Government Code Section 54953(e)]. Directors participated remotely, but the public was welcome to attend the meeting in person, as the General Manager and Office Supervisor were present at the Westborough Water District Office, in addition to participating on the teleconference.

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

1. ROLL CALL:

Directors Present:

Don Amuzie
Tom Chambers
Janet Medina
Julie Richards
Perry Bautista

Staff Present:

Michael Conneran, Attorney
Johnny Kennedy, Field Supervisor
Wendy Bellinger, Office Supervisor
Patricia Mairena, General Manager

Visitors Present: None

For the record, General Manager Mairena stated that both Office Supervisor Bellinger and she were present at the District's Office for any visitors who wished to attend the board meeting in person.

2. PLEDGE OF ALLEGIANCE: Led by Director Chambers.

3. SPECIAL ORDER OF BUSINESS:

A. Consideration of Resolution 667, Declaring that District Meetings will Continue to be Held Via Teleconference.

Attorney Conneran stated that the District was still able to operate under the Governor's Emergency Order which is coming to an end in late February. Attorney Conneran noted that thru that order and the provisions of AB 361, the Board could adopt this resolution to authorize their continued meeting in a hybrid mode via teleconference, and he

Two of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, December 8, 2022

recommended adopting this resolution. Attorney Conneran also stated that he will make sure to get the flyer to everyone which discusses the newly adopted procedures, but as of now, it is expected to return to in-person meetings starting in March 2023.

Director Chambers moved to approve Resolution 667, Declaring that District Meetings will Continue to be Held Via Teleconference, seconded by Director Medina.

Roll Call

Director Amuzie	Aye
Director Chambers	Aye
Director Medina	Aye
Director Richards	Aye
Director Bautista	Aye

The motion was carried unanimously.

4. ELECTION OF OFFICERS FOR PRESIDENT AND VICE PRESIDENT:

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

Director Chambers moved to nominate Director Medina for President, seconded by Director Amuzie.

Roll Call

Director Amuzie	Aye
Director Bautista	Aye
Director Chambers	Aye
Director Richards	Aye
Director Medina	Aye

With no other nominations, the motion was carried unanimously.

General Manager Mairena and other board members congratulated President Medina.

President Medina thanked Director Bautista for a job well done as President of the Board for the past year.

President Medina opened the floor for Vice President nominations.

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

Three of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, December 8, 2022

Roll Call

Director Amuzie	Aye
Director Bautista	Aye
Director Chambers	Aye
Director Richards	Aye
Director Medina	Aye

With no other nominations, the motion was carried unanimously.

General Manager Mairena and other board members congratulated Vice President Chambers.

General Manager Mairena informed the Board that the District had a thank you gift that was yet to be delivered and will be presented it to former President Bautista. President Medina extended her appreciation to Director Bautista for his outstanding job as President of the Board of Directors.

5. CONSENT CALENDAR:

President Medina asked the Board if there was any discussion; otherwise, she would entertain a motion to accept the consent calendar.

Director Chambers moved to approve the Consent Calendar, seconded by Director Bautista.

Roll Call

Director Amuzie	Aye
Director Bautista	Aye
Director Chambers	Aye
Director Richards	Aye
Director Medina	Aye

The motion was carried unanimously.

6. PUBLIC COMMENT: None.

7. BUSINESS (OLD): None.

A. Update on Claims Reimbursement from ACWA JPIA for Sinkhole (*corrected*) Repair – Loss of September 9, 2021, Claim #22-289 in the amount of \$51,285.88.

Four of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, December 8, 2022

General Manager Mairena recapped for the Board the offer that JPIA had made for the September 9, 2021 loss, in the amount of \$51,285.88 which she had presented at the last board meeting and had accepted on behalf of the Board. Ms. Mairena stated that JPIA emailed her afterwards requesting that once the District had paid the City of South San Francisco the \$51,285.88 to send copies of the agreement and the check. General Manager told the Board she asked for Attorney Conneran's assistance in drafting a reply, since the District undertook the repairs and paid MK Pipelines directly the sum of \$74,135.37 for the pipeline repairs and the restoration of the sinkhole/street. Ms. Mairena told the Board that a copy of the reply letter was included with their board packet and asked Attorney Conneran if he wanted to add anything else.

Attorney Conneran explained that JPIA's offer to compensate the District was to repair the sinkhole or damage to the City's facilities, a third party, and that JPIA was confused about the City paying for the repairs, when in fact, the District had used the same contractor that repaired the pipeline to do the sinkhole repairs and re-pavement of the street. Attorney Conneran stated that the purpose of the letter was to clarify that the District had made the payment to the contractor and not the City, and correspondence showing that the City had requested the repairs had been included with the reply.

Director Chambers pointed out a correction that was needed to the agenda and that the title for that item should be stated "for Sinkhole Repair" and not for Pipe Repair. Attorney Conneran concurred.

B. Update on Volvo Portable Generator Problems due to Possible Bad Fuel and Quote for Repairs.

General Manager Mairena restated the generator bad fuel problems she had reported at the last board meeting and recalled to the Board the allowance of up to \$25,000 that they had approved for its repairs. Ms. Mairena stated the quote she had signed for the repairs ended up being for \$12,373.12, and the repairs were completed on December 2, 2022. General Manager Mairena told the Board that the bad fuel had been removed and replaced with new fuel, the filters and gauge were replaced as well, and the generator was run both without and with a load without any problems.

Field Supervisor Kennedy reported that the reason the generator was run again on December 5, 2022, was that there was a high fuel level, and in order to avoid getting an alarm which could cause the Colina residents to complain about the noise, staff decided to run it, and will run it at least one more time this month and will keep running it every month. Mr. Kennedy also reported that when the new fuel was put in, stabilizer and conditioner were added so that the fuel would not go bad since the generator was not run as often, and also, the engine was treated with conditioner, so everything looked good to go.

Five of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, December 8, 2022

Director Amuzie asked if there was a regular testing schedule. Field Supervisor Kennedy replied that it was monthly.

Director Chambers asked about the capacity for the Westborough sewer pump station generator and how often it needed to be refueled. Field Supervisor Kennedy replied that he thought it was about 500 gallons, but he would need to make sure. Director Chambers stated that fuel tends to go bad, and that both generators ought to be in the same refueling cycle. Field Supervisor Kennedy stated that he would check with Dave from California Generator Service to find out what his recommendation of a schedule for adding fuel and stabilizer is.

8. BUSINESS (NEW):

A. Review/Approve District Newsletter.

General Manager Mairena reported that on November 17, 2022, she met with the Public Relations Committee, and they had put together a draft of the newsletter, which she had sent to John Davidson for formatting, and a copy of it was on the board packet for the Board's review and possible approval. General Manager Mairena briefly reviewed the newsletter articles with the Board and asked if anyone had any comments.

Director Chambers suggested that the title of the article "Stage 2 Water Alert in Effect" should be restated as "Stage 2 Water Alert *Still* in Effect." Director Chambers also suggested that on the COVID-19 Update article, the sentence "we continue to assess the situation and hope to reopen after the holidays" be revised to "we continue to assess the situation and *expect* to reopen the office after the holidays." President Medina concurred with the changes.

Director Chambers moved to approve the District Newsletter with the above two changes, seconded by Director Richards.

Roll Call

Director Amuzie	Aye
Director Bautista	Aye
Director Chambers	Aye
Director Richards	Aye
Director Medina	Aye

The motion was carried unanimously.

B. Consideration of Holiday Bonus for District Employees.

General Manger Mairena recommended giving District Employees a \$150 holiday bonus

Six of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, December 8, 2022

as everyone had done a very good job during the year and the pandemic. Ms. Mairena asked that she be excluded from the consideration for the holiday bonus.

Director Amuzie inquired if the bonus was included in the budget. General Manager Mairena replied that it was.

Director Amuzie moved to approve a \$150 holiday bonus for District Employees in accordance with the wishes of the General Manager, seconded by Director Chambers.

Roll Call

Director Amuzie	Aye
Director Bautista	Aye
Director Chambers	Aye
Director Richards	Aye
Director Medina	Aye

The motion was carried unanimously.

General Manager Mairena thanked the Board for the generosity on behalf of the District's staff.

C. Consideration to Reappoint Representative to Bay Water Supply and Conservation Agency and Regional Water System Financing Authority.

General Manager Mairena asked Director Chambers if he wanted to present this.

Director Chambers mentioned that BAWSCA representatives' terms were four years and normally aligned with the directors' terms. Director Chambers stated that his 4-year term was coming to an end, and he would appreciate being re-appointed since he was currently the BAWSCA vice chair and could be chair in a year or two. He also stated that he hoped the Board was satisfied with the work he was doing in keeping everyone informed.

Director Amuzie moved to approve to Reappoint Director Chambers as the Representative to the Bay Water Supply and Conservation Agency and Regional Water System Financing Authority , seconded by Director Bautista.

Roll Call

Director Amuzie	Aye
Director Bautista	Aye
Director Chambers	Aye
Director Richards	Aye

Seven of Nine
Minutes of the Regular Meeting of the Board of Directors
Thursday, December 8, 2022

Director Medina Aye

The motion was carried unanimously.

D. Consideration of Resolution 668, Amendment of Guidelines for Inspection of Public Records.

Attorney Conneran reported that General Manager Mairena had requested that the policy be updated. Director Chambers commented that the policy was thirty-three years old. Attorney Conneran replied that the policy had not really changed much with time, but the new policy was certainly more up-to-date, and it now included a list of documents that are not available for inspection; thus, making it easier for District staff to make a determination instead of having to contact legal staff for advice. Attorney Conneran stated that currently, most of the requests come in for electronic records, and that was certainly not in the previous policy. Attorney Conneran recommended to approve the revised policy.

General Manager Mairena added that the reason she had asked Attorney Conneran to update the policy was that John Davidson, who maintains the District’s website, had asked about updating it, and as Attorney Conneran stated, most of the requests now come in for electronic records, and if these are not available, they do not want them.

Director Bautista moved to approve Resolution 668, Amendment of Guidelines for Inspection of Public Records, seconded by Director Chambers.

Roll Call

Director Amuzie Aye
Director Bautista Aye
Director Chambers Aye
Director Richards Aye
Director Medina Aye

The motion was carried unanimously.

9. WRITTEN COMMUNICATIONS:

A. Letter Dated November 28, 2022, from ACWA/JPIA Regarding the “President’s Special Recognition Award” for Achieving Low Loss Ratio of Claims.

General Manager Mairena reported that the District had attained this award for achieving a low ratio of “Paid Claims.” President Medina complimented District staff for getting this award, especially during the pandemic.

10. ATTORNEY'S REPORT: None

11. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for November 2022.

General Manager Mairena reported on the water conservation efforts for November 2022 and reminded the Board about the District supplying water to the North Coast County Water District (NCCWD) due to repairs to their transmission line during this period. Ms. Mairena presented worksheets comparing water consumption for the previous two years, less the 11,916 HCF which was supplied to the NCCWD.

Director Chambers added that the year-to-date GPCD was 54.6 which was 4% down from last year (FY 20-21) and 6.3% from FY 19-20, and San Francisco is asking for a 10% reduction, so the District was not quite there yet, but he hoped that it would improve as customers irrigate less.

B. Update on Intertie Water Deliveries to North Coast County Water District due to Transmission Line Repairs

General Manager Mairena explained to the Board how she had calculated the bill for the water that was provided to the NCCWD while they performed the repairs to their transmission line. Ms. Mairena stated that the total bill for the 11,916.34 HCF plus pumping charges had amounted to \$62,607.84, and a bill had been sent to General Manager Adrienne Carr.

C. Report by Field Supervisor Kennedy on Waverly Repairs (*not originally on the agenda*).

Field Supervisor Kennedy reported on repairs that were performed on Waverly Court. Mr. Kennedy stated the leak had been reported to the on-call worker, and Senior Field Technician had met them and postponed the repairs until the next morning. The repairs were performed by field staff and involved the replacement of a saddle and a portion of the pipe. Field Supervisor Kennedy also stated that the area being repaired was muddy and a customer reported to him that the leak had been going on for at least three days.

General Manager Mairena pointed out that with the rain, customers sometimes do not report leaks because they assume it is just runoff. Director Chambers stated that sometimes it is the other way around.

12. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of November 17, 2022 (Chambers).

Director Chambers reported that this meeting was held in person in Burlingame, and he had one correction to his report: "Water Bank (in *San* Pedro Reservoir)" should be changed to "Water Bank (in *Don* Pedro Reservoir)." Director Chambers mentioned that the Demand Study he referred to on his report was now on the BAWSCA website.

Director Chambers stated that he had received an email from Santa Clara Valley Water (which is partly Santa Clara and partly San Jose) announcing that they were now holding in-person tours, either on the first Friday or the second Saturday of the month, and they offer two tours: 10am to 12pm (Fridays) or 9am to 11am (Saturdays). Director Chambers provided a website for signups: purewater4u.org.

Director Bautista asked Director Chambers about AMI meters. Director Chambers replied that they were more accurate and able to tell faster if there was a leak present, and BAWSCA was trying to get everyone to move to AMI.


General Manager Mairena asked Field Supervisor Kennedy for his input. Field Supervisor Kennedy replied that our meters were SRII and were AMI, but he would have to find out more information about their AMI capabilities from our supplier. Director Chambers suggested he talked to Purissima Hills instead because if we were using the same meters, we would be able to learn more from them. Field Supervisor Kennedy stated that he would bring it up when we meet with them next week.


Director Amuzie stated he would have his ACWA Conference report for next month's meeting. He also suggested to create internships for high school or junior college students to expose them to the water industry.

13. CLOSED SESSION: None.

14. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 8:20 p.m.


Secretary


President


Date