

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

**Thursday, February 8, 2024**

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

**1. ROLL CALL:**

Directors Present: Don Amuzie  
Perry Bautista  
Janet Medina  
Julie Richards  
Tom Chambers

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

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

**3. CONSENT CALENDAR:**

President Chambers asked the Board if there were any questions or comments with the Consent Calendar.

President Chambers said that he would like to make a revision to the minutes, Item 9.C, page four, paragraph three, first sentence which read: "President Chambers inquired if work on Skyline Tank No. 2 was moving up in priority due to seismic work." President Chambers stated that was not what he had asked because he already knew it was being moved up in priority, and what he wanted to know was if we needed to do it next year, since the District would not have the funding for it. President Chambers mentioned that unless there were any objections, he would like to change that first sentence to: "President Chambers noted that Tank 2 now had some urgent work required and asked if the seismic work had to be included, making the estimated project cost over \$2.5 million."

President Chambers asked if there were any other comments from the Board on the Consent Calendar; otherwise, he asked if there was a motion to approve.

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Director Medina moved to approve the Consent Calendar with the approved revision to the minutes, seconded by Director Richards.

The motion was carried unanimously.

**4. PUBLIC COMMENT:** None.

**5. BUSINESS (OLD):**

**A. Letter Dated October 1, 2023, Consideration of Request for Billing Adjustment from Customer G. Young – 169 Valleyview Way.**

General Manager Mairena stated that this item was back on the agenda per customer Young's request and that on January 5, 2024, per instructions from the Board, she sent a letter to Mr. Young conveying the Board's decision. General Manager Mairena told the Board that Mr. Young had recently called the office and she had spent close to an hour talking to him and letting him know that he was welcome to have the meter tested, which he declined. General Manager Mairena also told the Board that she suggested to Mr. Young to come to the board meeting or write a letter to be included with the board packet, which he did not do.

President Chambers asked if customer Young had made any payments. General Manager Mairena replied that no payments had been received, even for the current balances.

Director Amuzie asked about the accuracy of the meter readings. General Manager Mairena replied that this was a newer meter, so it was read electronically, and furthermore, when the customer first complained, the meter was read manually, and the readings were correct. Field Supervisor Kennedy added that field staff had also tested the meter and it had tested to be accurate.

Attorney Conneran commented that if customer Young was not paying his bill, he should be subject to the disconnection policy for non-payment. General Manager Mairena mentioned that she had sent him the form to request amortization, but customer Young refused to complete it since he did not think he had used the water. Attorney Conneran stated that since he had not been paying his current bills, he should not get any special treatment and he should be subject to disconnection.

General Manager Mairena asked the Board if she should send a final letter to customer Young letting him know that the Board would not be taking any additional action on this matter, and he had the option to complete the form to request amortization of this balance for

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up to one year; otherwise, he would be subject to the disconnection policy. President Chambers added that he would also need to pay his current bills on a timely basis or be subject to the disconnection policy.

**6. BUSINESS (NEW):**

**A. Consideration to Approve Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2024.**

General Manager Mairena referred to the letter in the board packet from Pakpour Consulting Group requesting a 3.5% billing rate increase due to the CPI and the new rates were stated in the letter.

Director Bautista moved to approve a Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2024, seconded by Director Richards.

The motion was carried unanimously.

**B. Review/Approve EKI's Proposal for the 2024 Urban Water Use Objective Report and Annual Water Supply and Demand Assessment.**

General Manager Mairena stated that the scope of work for this proposal was different than in previous years. She commented that the State Water Resources Board would like updated data on the District's water use and how it would address any water shortages. General Manager Mairena shared a PowerPoint presentation sent by EKI on the new California Water Use Objectives. General Manager Mairena provided an overview of Making Water Conservation a California Way of Life which was approved by the Legislature back in 2018 and how urban water suppliers would need to comply with certain objectives, including this new report. General Manager Mairena reviewed the timeline for achieving the reporting requirements.

Attorney Conneran asked if EKI will be assisting the District with establishing the objectives as well as preparing the report. General Manager Mairena replied that they will be doing both.

President Chambers inquired what budget category the District had used for the annual report. General Manager Mairena replied that she thought it was under special services.

Attorney Conneran commented that it would only be an additional \$8,000 which the District did not budget for the new report.

Director Amuzie moved to approve EKI's Proposal for the 2024 Urban Water Use Objective Report and Annual Water Supply and Demand Assessment not to exceed \$20,000 and subject to attorney's approval of an agreement amendment.

The motion was carried unanimously.

**C. Consideration to Move the May 9, 2024, Regular Board Meeting to May 2, 2024.**

General Manager Mairena reported that in past years, when there was an overlap between the regular board meeting and the ACWA/JPIA Conference, the board meeting would be moved to another date. It was her recommendation that the May 9, 2024, board meeting be moved to May 2, 2024, but that not all the financial reports may be available until the following meeting.

Director Medina moved to approve moving the May 9, 2024, Regular Board Meeting to May 2, 2024, seconded by Director Bautista.

The motion was carried unanimously.

**D. Nominations for the ACWA Region 5 Board Vacancy for the 2024-2025 Term.**

General Manager Mairena stated that she had sent this information to all board members individually for his/her consideration since the paperwork would need to be submitted by tomorrow.

Since there was no interest from the Board, no action was taken.

**7. WRITTEN COMMUNICATIONS: None**

**8. ATTORNEY'S REPORT: None**

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

**A. Report on District's Water Conservation for January 2024.**

General Manager Mairena was unable to display the comparison charts that she had sent to the Board earlier in the day, so she reported that water consumption for January 2024 had gone up slightly in comparison to last month's consumption. General Manager Mairena mentioned that the District was entering a period of conservation for January-February and that she expected the usage to decrease.

**B. Update on the 2023 Water and Sewer Rate Study.**

General Manager Mairena stated that the subcommittee held a meeting with Catherine and Sophia from Lechowicz and Tseng (L&T), the Rate Study consultant, and they presented preliminary data to the District. The subcommittee agreed to schedule a meeting with the Finance/Budget committee to review the different scenarios and narrow the choices to be presented to the entire Board. The meeting was scheduled for February 21, 2024, at the District's office.

General Manager Mairena mentioned that Office Supervisor Bellinger and she had virtually met with Tri-Counties Bank (TCB) to discuss and obtain preliminary rates information in the event that the District opted to finance some of the CIP projects. General Manager Mairena told the Board that TCB had provided the District with different borrowing scenarios which she had forwarded to L&T to integrate to the rate study.

**C. Update on Rowntree Pump Station Overflow *(added)*.**

General Manager Mairena reported on a recent overflow at the Rowntree Pump Station that occurred on Monday, February 5<sup>th</sup>, after the storm. General Manager Mairena told the Board she had received a phone call from Kevin McCarthy from the NSMCSD around 10:24pm letting her know that there had been an overflow at the Rowntree Pump Station which had spilled onto the pump station roof, and eventually onto the control panel. General Manager Mairena stated that in addition, there had been an issue with the generator not kicking in and the cause had yet to be determined. General Manager Mairena mentioned that there were about 39,000 gallons of sewage that were spilled and some of it was not recovered. General Manager Mairena shared pictures showing the overflow and the cleaning efforts. General Manager Mairena mentioned that when the SCADA system sent a signal to the NSMCSD, it showed no level on the wet well, and when their on-call worker arrived at the station, the lights were on, so perhaps, that was the reason the generator had not kicked in.

General Manager Mairena stated that she will be back next month with additional reporting and also the SCADA control panel would need to be replaced.

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

**A. Report on CSDA San Mateo Chapter Meeting of January 16, 2024 (Chambers).**

President Chambers reported on the CSDA meeting of January 16<sup>th</sup> which was attended by Director Richards, General Manager Mairena, and him. President Chambers stated his report was in the board packet and hopefully, the CPA/Treasurer could straighten things out with their bank. President Chambers mentioned that the next meeting should be at the end of May.

**B. Report on BAWSCA Meeting of January 18, 2024 (Chambers).**

President Chambers reported on the BAWSCA meeting held on January 18<sup>th</sup>. President Chambers stated that on January 31<sup>st</sup>, they attempted to do a live streaming test, but it was still not working, but they will keep trying.

President Chambers commented on the progress of Tier 2 negotiations.

Everyone congratulated President Chambers on his new position as the chairperson of the BAWCA Board.

**11. CLOSED SESSION:** None

**12. ADJOURNMENT:**

Without objection, President Chambers adjourned the meeting.  
Time 8:15 p.m.



Secretary



President

18 Mar 2024

Date