

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

Thursday, October 10, 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
Joubin Pakpour, Engineer

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Richards.

3. CONSENT CALENDAR:

President Chambers asked the Board if there were any questions or problems regarding the Consent Calendar. General Manager Mairena reminded the Board that the Accountant's Report was one month behind and that hopefully, they will catch up by the next board meeting.

Director Bautista moved to approve the Consent Calendar as written, seconded by Director Medina.

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD):

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A. Update - Report on Losses Filed with JPIA for Overflow Damages at the Rowntree Lift Station - February 5, 2024 (Claim #24-0795).

General Manager Mairena reminded the Board that at the last meeting she had reported the District would be getting a payment from JPIA, and she wanted to let the Board know that the District had received a check in the amount of \$77,468.88, which represented all the expenses the District had incurred for these damages, less the \$2,500 deductible.

President Chambers inquired where these funds would be credited to, and whether it would be to Miscellaneous Revenue or to the expenses that were paid. General Manager Mairena replied that she was not totally sure since it involved two different fiscal years, and also because the auditors had created a revenue account called Insurance Reimbursements.

6. BUSINESS (NEW):

A. Consider Authorization of Task Order 25-01 with District Engineer, Pakpour Consulting Group, Inc., for Design of Skyline Tank No.2 Improvements in the Amount of \$233,519.

Engineer Pakpour mentioned to the Board that, back in May 2024, the District had taken a big step by approving a multi-year road map for the water system, which specified which projects and how much was to be spent each year, and it was unanimously approved by the Board. Engineer Pakpour mentioned that for this fiscal year, there were two projects, one of them being Skyline Tank No.3, with the design already completed, and that the only pending thing was to go out to bid later in the year, so that \$1.2M would be spent this year, and the remaining expenses next fiscal year.

Engineer Pakpour also stated that for this fiscal year, the District had budgeted \$300,000 for Skyline Tank No.2 design. Engineer Pakpour mentioned that after putting together the proposal and getting costs from sub-consultants, the actual proposal came in at \$233,519, which was less than the \$300,000. Engineer Pakpour also stated that there may be some additional costs, but he is pretty confident that it should be pretty close to this proposal.

Engineer Pakpour told the Board what they had in front of them was the first task order of the fiscal year, with the detail proposal, the schedule, and the budget attached to it.

Engineer Pakpour mentioned that the work was pretty similar to what was done to Skyline Tank No.3. Engineer Pakpour commented that this was a professional services

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agreement for time and materials only, and nothing was bid.

Attorney Conneran asked if the quotes from the sub-consultants were also based on time and materials. Engineer Pakpour confirmed that they were procured on the same basis. Engineer Pakpour stated that they had anticipated various tasks and whatever was not necessary, would not be done, and the money would not be spent.

Director Amuzie moved to approve Task Order 25-01 with District Engineer, Pakpour Consulting Group, Inc., for Design of Skyline Tank No.2 Improvements in the Amount of \$233,519, seconded by Director Medina.

The motion was carried unanimously.

B. Consider Authorization of Task Order 25-02 with District Engineer, Pakpour Consulting Group, Inc., for Updating District Water and Sewer Maps in the Amount of \$55,600.

Engineer Pakpour mentioned that this was not a capital project, and that it would be a direct expense. Engineer Pakpour commented that the District maps were older and had not been updated for several years and that before the District embarks in their capital program, it would be good to update the maps, and eventually next year, update the specifications.

Engineer Pakpour stated that the update would be for the water and sewer maps, and that a proposal was attached to this task order, and it would be on time and materials basis.

President Chambers inquired if the maps were on a hard disk somewhere. Engineer Pakpour replied that the maps were digital, and that a lot of districts had transitioned to storing them on a device such as an iPad, which could be brought to the field, as well as paper copies which could be used in the event of an earthquake.

General Manager Mairena commented that all the new developments are not on the current maps, and therefore would need to be updated.

Director Amuzie suggested creating a mechanism for automatically updating our maps. Engineer Pakpour replied that larger districts have someone on staff that would do that, and that smaller districts essentially updated their maps every year or two, which was not really a problem since there were not too many changes and as long as changes were being tracked. Engineer Pakpour commented that this would be more than an update and more like an

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overhaul, since they would be setting up maps to be more digitally friendly.

President Chambers asked if the maps would use GIS. Engineer Pakpour replied that the maps would not be GIS based, but a drawing, but that further down the road the District could look into transitioning to GIS, which was more costly. Engineer Pakpour stated that the maps would be in paper and PDF, or whatever format the District wanted, but an AutoCAD license would not be needed.

Director Medina moved to approve Task Order 25-02 with District Engineer, Pakpour Consulting Group, Inc., for Updating District Water and Sewer Maps in the Amount of \$55,600, seconded by Director Amuzie.

The motion was carried unanimously.

C. Review/Approve Pump Repair Service Company Quote and Agreement for Westborough Main Pump Station, Pump #1 to Repair the Floway Vertical Booster Pump and GE 150HP Motor.

General Manager Mairena recalled to the Board that work had already been done to Pump #2, and now the District would need to have the same work done for Pump #1.

Field Supervisor Kennedy commented that since two pumps were running at the same time, it would be good to have the third pump back in service.

President Chambers asked if work had been done to Pump #3, since he recalled that the work had stopped due to parts availability problems due to the war in Ukraine. General Manager Mairena stated that Pump #3 had been shipped, and the expense was capitalized, since it extended the life of the pump.

Director Bautista moved to approve Pump Repair Service Company Quote and Agreement for Westborough Main Pump Station, Pump #1 to Repair the Floway Vertical Booster Pump and GE 150HP Motor, seconded by Director Medina.

The motion was carried unanimously.

D. Report by General Manager Regarding the Emergency Repair of the District's 12" Leaky Main Located Near 2263 Westborough Boulevard, and Emergency Expenditures.

Field Supervisor Kennedy mentioned that there was a 2" line coming off the 12" line that the District was unaware of and explained that the leak was on the side of the Colina property. Field Supervisor Kennedy reported how they had investigated the leak, and eventually had SF Underground assist them. Field Supervisor Kennedy also reported that SF Underground closed a cork stop; however, the water continued to flow for the next few days until it was determined that the cork stop was not fully closed, but once it was, the flow had stopped. There were additional comments about the potential purpose of that line. Field Supervisor Kennedy stated that they would keep it closed at the stop cork and not fill the hole for the next few days to ensure nothing else was affected. General Manager Mairena stated that the District was still waiting for the invoice for the repairs.

7. WRITTEN COMMUNICATIONS:

A. BAWSCA's Statement on the Board's Selection of a New BAWSCA CEO/General Manager, Effective December 1, 2024.

President Chamber reported that BAWSCA had announced they had selected Thomas (Tom) Smegal as the new CEO/General Manager, effective December 1, 2024. President Chambers stated that Tom was in the BAWSCA Board until about a year ago and he was also the CFO for Cal Water. President Chambers expanded on Tom's educational qualifications.

General Manager Mairena commented that Tom was present at the last BAWSCA Water Management Representatives meeting. President Chambers stated that Tom was also present at the BAWSCA BPC meeting. General Manager Mairena mentioned that he will also be attending the ACWA Conference. President Chambers also stated that Tom will be attending the Hetch Hetchy Tour.

B. Correspondence to the City of South San Francisco from District's Customer E. Garzaro Regarding Billing Process and Reply from WWD General Manager.

General Manager Mairena reported that Mr. Garzaro had emailed Mayor Coleman, of South San Francisco about the District not billing correctly. General Manager Mairena stated that she was also contacted by phone by Mr. Rich Lee, the Assistant City Manager, and that she had explained to him how the District did not round up to the next whole number when billing, as Mr. Garzaro had stated incorrectly in his email to Mayor Coleman. General Manager Mairena told the Board that Mr. Lee had asked her to send a written reply to Mr. Garzaro explaining the District's billing process, and her correspondence to Mr. Garzaro was included with the board packet. General Manager Mairena told the Board that Mr. Garzaro had replied

to her thanking her for the explanation.

8. ATTORNEY'S REPORT:

A. Governor Signs Three New Laws Protecting Water Agencies and their Customers From Higher Costs.

Attorney Conneran reported on the three bills that one of his partners had worked on and gotten through the Legislation and signed into law. He commented that these three are remedial actions when there is a successful challenge when water was being billed in violation of Prop. 218.

Attorney Conneran stated that the first one was SB 1072, which applies when an overcharge is found and the people, often customers with larger stakes ask for a refund, but the District had already spent those funds in operations. In that instance the District would have to pay the money back and then increase rates to recover the costs. Attorney Conneran explained that the law would allow the District to keep the excess monies and use it for future costs unless there was some kind of impropriety with billing.

Attorney Conneran reviewed the second bill, AB 1827, which affirms the long-standing industry practice of using meter size (and peak water use) for billing.

Attorney Conneran then talked about the third bill, AB 2257, which deals with challenges to water rates, which now need to be filed prior to the District adopting those rates. Attorney Conneran mentioned that a procedure will need to be adopted by the Board by which the District can make sure that any objection to the methodology for imposing the rates is brought to the attention of the Board before acting on adopting the rates.

Attorney Conneran mentioned that these laws will be effective January 1, 2025.

9. GENERAL MANAGER'S REPORT:

A. Update on Meeting with City of Daly City to Discuss CIP Sewer Projects.

General Manager Mairena had a prioritized list of CIP Sewer Projects prepared by the City of Daly City handed out to the Board, and also displayed it on the screen. General Manager Mairena told the Board that on October 4, 2024, she had met with four members of the Sanitation Department of the City of Daly City, Engineer Brandon Laurie, and Field Supervisor

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Kennedy, and reviewed a list of recommended CIP projects that had been previously prepared by Kevin McCarthy, who was now retired. There was also a review of additional projects that the Sanitation Department thought should be added to the CIP list.

General Manager Mairena stated that the prioritized list was sent to her after the meeting, and she believed the next step was for Pakpour to create a 5-year CIP sewer projects plan. Engineer Pakpour confirmed that it would be the next step. He mentioned that they would take the \$1M in the budget and create a plan similar to the water CIP plan. Engineer Pakpour mentioned that once the plan is ready, it will come back to the Board for approval.

General Manager Mairena commented that some of these projects would not need design. Engineer Pakpour stated that these could be worked out with the City taking the lead.

Director Amuzie asked how these projects relate to the old sewer CIP list. Engineer Pakpour stated that some of these projects are already part of that list, and they would be reviewing each project to create the updated CIP list, similar to the water CIP list.

B. Report on District's Water Conservation for September 2024.

General Manager Mairena displayed the comparison chart of water use and reported that although water consumption for September 2024 was higher than last month's, it was lower in comparison to the base period SFPUC is using for comparison or 2020-2021. General Manager Mairena stated that the increase is most likely due to the warmer weather. General Manager Mairena also pointed out that the next report may show higher usage due to the leak near the parking lot.

C. Update Regarding the Submission of the Initial Lead Service Line Inventory (LSLI) to the State Water Resources Control Board - Division of Drinking Water (DDW) due October 16, 2024.

General Manager Mairena reported that the District had to create an initial inventory listing of all the service lines connecting the water main to the interior plumbing of a building. General Manager Mairena told the Board that field technician, Tyler Armstrong, had inspected all the connections to determine what materials were used. Field Supervisor Kennedy explained that not only did Tyler inspect our meter boxes, but he also inspected the customers' connections.

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Field Supervisor Kennedy and General Manager Mairena both agreed that Steve Salazar from San Bruno Water had provided essential assistance to the District during this process by providing the District with a template. General Manager Mairena explained that a worksheet was developed with all the information and this data was then uploaded to the State's website. General Manager Mairena mentioned that the State had accepted the District's file ahead of the deadline of October 16, 2024.

Field Supervisor Kennedy confirmed that there was no lead in the service lines, only a few galvanized connections. General Manager Mairena stated that this was only the first part of the project, as the State may want the District to replace those galvanized connections.

10. ITEMS FROM BOARD OF DIRECTORS:


A. Report on BAWSCA Meeting of September 19, 2024 (Chambers).


President Chambers reviewed his written report with the Board and mentioned that Nicole's evaluation had been completed as well as the hiring of Tom Smegal. President Chambers reviewed other items on his report.

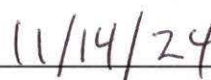
11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, President Chambers adjourned the meeting.
Time 8:37 p.m.


Secretary


President


Date