

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

Thursday, December 11, 2025

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

1. ROLL CALL:

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

Staff Present: Michael Conneran, Attorney
Carlos Arias, Field Supervisor
Brandon Laurie, Engineer (*via Zoom*)
Patricia Mairena, General Manager

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

3. ELECTION OF OFFICERS FOR PRESIDENT AND VICE PRESIDENT:

President Amuzie opened the floor for nominations for President.

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

With no other nominations, the Board voted unanimously to elect Director Bautista as President.

President Amuzie opened the floor for Vice President nominations.

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

With no other nominations, the Board voted unanimously to elect Director Medina as Vice President.

Director Amuzie thanked the Board for the opportunity to serve as President. President Bautista presented Director Amuzie with a gift on behalf of the Board of Directors and staff and thanked him.

4. CONSENT CALENDAR:

President Bautista presented the Consent Calendar.

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

The motion was carried unanimously.

5. PUBLIC COMMENT: None

6. BUSINESS (OLD): None

The Board shifted the order of discussion for Item 10.A – Engineer Report (Pakpour) to allow our engineer to make his presentation.

10. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

Engineer Laurie thanked the Board for their flexibility with moving the order of this item and proceeded to report on the Appian-280 Easement Sanitary Sewer Improvement Project.

2. Update on Appian-280 Easement Sanitary Sewer Improvements.

Engineer Laurie stated that they were progressing on a 65% design and that the most significant thing that had happened with this project was coordinating with the City of Daly City to clean about 350 linear feet of sewer main alignment, so their subconsultant could afterwards conduct an updated CCTV, allowing them to see what is going on inside the pipe. Engineer

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Laurie mentioned that once that happens, the subconsultant would generate a report that would assist them with completing and submitting a 65% design sometime in February, if all the players and stakeholders lined up and completed their work.

Engineer Laurie asked if there were any questions from the Board and there were none.

1. Update on Skyline No. 3 Retrofit Project.

Engineer Laurie reported that there was no request for a progress payment for this month because in the contractor's opinion, there was not enough value associated with the work performed to generate an invoice, so it will be combined with next month's Progress Payment No. 3 which would also include the steel work being performed inside and hopefully the foundation.

Engineer Laurie pointed out that since the last update and after consulting with General Manager Mairena and Field Supervisor Arias, it was decided to move forward with the overflow modification which had been previously brought up to the Board as potential change orders and the magnitude of this change will be about \$11,000. Engineer Laurie commented that this change entails adding a modified tank drain under the overflow to facilitate draining larger amounts of water instead of the 4" hose, and the contractor was given authorization to proceed.

Engineer Laurie stated that a couple other things that have come up were a request for increase on one of the bid items: the anchoring system on the tank. Engineer Laurie stated that these were special parts with material that was manufactured overseas and a tariff increase request was presented for this particular part. Engineer Laurie mentioned that the magnitude was about a \$20,000 increase due to tariffs and that currently they were in the process of requesting additional documentation from the contractor justifying the tariff increase. Engineer Laurie reviewed the process for handling tariff increase requests and reported that they had accounted for a 25% tariff increase for the aluminum part of this material. Engineer Laurie commented that a written explanation will be presented at the next board meeting. Engineer Laurie replied to a question from Director Bautista regarding tariffs on steel.

Engineer Laurie commented on additional work that has been done by the subconsultant structural engineer and explained how this additional work developed. Engineer Laurie stated that the cost for the additional work will most likely be absorbed due to not needing the total amount of services listed by other consultants which were included in the total budget. Engineer Laurie mentioned that he wanted the Board to be aware in the event

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that this type of request comes up in the future.

Engineer Laurie mentioned that the contractor continues to move forward with welding inside the tank and in the coming month should be pouring the foundation, and when that work is completed, they will move on to sandblasting and coating work. Lastly, Engineer Laurie reported that the project was on schedule.

Attorney Conneran asked a further question regarding tariffs. Engineer Laurie replied that they were in the process of gathering all the documentation regarding the requested increase due to tariffs and once their scrutinizing process was completed, they would share the information, and it would be treated as a proposed change order.

Engineer Laurie thanked the Board once again and apologized for not being there in person.

7. BUSINESS (NEW):

- A. Review/Approve Proposals from Backflow Prevention Specialists, Inc. to Assist with the Review and Redevelopment of the Cross-Connection Control Program (CCCP) and Ordinance.**

General Manager Mairena provided some background on the original agreement with SoCal to prepare the first Cross-Connection Control Program (CCCP).

General Manager Mairena reported that Field Supervisor Arias, Field Worker Armstrong, and she had met with Ben Bennett from Backflow Prevention Specialists. Mr. Bennett had trained some of the District's field staff on backflow device testing and cross-connection control. General Manager Mairena mentioned that Mr. Bennett had reviewed the CCCP prepared by SoCal and had pointed out several areas that would need revising, and in addition, the revised CCCP ordinance would need to be developed. General Manager Mairena stated that in addition, field staff would need to be trained on hazard assessments.

General Manager Mairena reviewed the agreement that Attorney Conneran had prepared. Attorney Conneran explained that after the \$9,600 contract price, the rest could be used for hazard training services, but the District did not need to spend it all if there was no need. Attorney Conneran mentioned that changes in State legislation warrant more scrutiny on backflow prevention, it involves having a plan that meets the new requirements, updating our

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ordinance, and also having training for staff in how they implement the ordinance so they can appropriately check the backflow devices and make sure nothing gets syphoned back into the system.

General Manager Mairena stated that given the background she had provided, she had not considered SoCal's quote for hazard assessment training and instead would recommend that the Board approve the proposal and agreement with Backflow Prevention Specialists to have Ben Bennett make the revisions to the existing CCCP, develop the required CCCP ordinance, and do hazard training with field staff.

Director Chambers asked what other districts were using Ben Bennett. General Manager Mairena asked Field Supervisor Arias if he knew. Field Supervisor Arias replied that he was not sure, but Mr. Bennett was local, compared to SoCal, he had done a good job with training, and was highly regarded in his field.

Director Chambers asked if Mr. Bennett had submitted a proposal for the preparation of the original CCCP. General Manager Mairena replied that he had, but SoCal's was less expensive.

Director Chambers moved to Approve Proposals from Backflow Prevention Specialists, Inc. to Assist with the Review and Redevelopment of the Cross-Connection Control Program (CCCP) and Ordinance, seconded by Director Amuzie.

The motion was carried unanimously.

General Manager Mairena thanked the Board.

B. Consideration of Holiday Bonus for District Employees.

General Manger Mairena stated that this expense had been budgeted for, and it had been granted in the past. General Manger Mairena recommended giving District Employees a \$150 holiday bonus, including the on-call worker, as everyone had done an excellent job during the year, and she asked that she be excluded from consideration for the holiday bonus.

President Bautista mentioned being the one who initially introduced this to the Board, but at the time it was a turkey, and he was glad that it had evolved to a bonus, and asked if this was a gift card. General Manager Mairena replied that this was a cash bonus.

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Director Amuzie commented that the bonus should be increased to \$200 sometime in the future. President Bautista asked Attorney Conneran if there were any restrictions. Attorney Conneran replied that there were none for that range. President Bautista stated the increase would be considered next year.

Director Amuzie moved to approve a \$150 holiday bonus for District Employees, seconded by Director Chambers.

The motion was carried unanimously.

General Manager Mairena thanked the Board.

8. WRITTEN COMMUNICATIONS:

A. Letter Dated December 3, 2025, 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 received the Presidents Special Recognition Award for the year 2024 for maintaining Workers’ Compensation Program low claims ratio.

President Bautista asked Director Amuzie if he knew the number of agencies that had received the award and the number of total JPIA agencies. Director Amuzie replied and also stated that there were close to 500 agencies now.

9. ATTORNEY’S REPORT:

Attorney Conneran stated that he had nothing to report.

Director Chambers asked Attorney Conneran if he knew anything about SB 827. Attorney Conneran replied that he had heard about it and explained that it was a new statute that mandates training for people who manage finances. Attorney Conneran stated that he had received a copy and along with his colleagues, they were reviewing and discussing it internally.

10. GENERAL MANAGER’S REPORT:

A. Engineer’s Report (Pakpour).

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This item was discussed before 7. BUSINESS (NEW).

B. Report on District's Water Conservation for November 2025.

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for November 2025 was a lot lower in comparison to the same period for FY 2020-2021, the last year with average usage before the drought, as District customers continued to conserve and mentioned that although the GPCPD (gallons per capita per day) was higher than last year's average, she hoped this figure would go down now that we were entering the winter months.

C. Report on Water Service Leak near 171 Valleyview Way.

General Manager Mairena stated the District had a leak in front of 171 Valleyview and displayed some pictures. Field Supervisor Arias provided a detailed report of the sequence of events and how field staff attempted to repair it, but it was only two of them, they had a hard time trying to access the Skyline Building due to the rain and the work being done to the tank, and the fact that it got dark quickly. General Manager Mairena stated that she asked Field Supervisor Arias to have SF Underground do the work. Field Supervisor Arias stated that the contractors completed the work the next day, but needed to come back the next Monday to restore the street, and the only thing pending was the stripping on the small area, which the City of SSF inspector had pinpointed already.

D. Update on Car Hitting Fire Hydrant Near 3606 Baldwin Hills Court.

General Manager Mairena mentioned that she had contacted the SSFPD to get an update on their report and see if they had located the person responsible. General Manager Mairena commented that they had replied that their investigation was closed as the officers could not identify the person who had caused the accident.

General Manager Mairena stated that luckily the replacement fire hydrant was pulled from our inventory and most likely, the cost to the District was under \$1,000, compared to the current \$4,000 replacement value.

E. Report on Planned Vacation. (Item added)

General Manager Mairena reported that she will be taking vacation from December 19,

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2025 through January 2, 2026, to attend her son's wedding in Mexico. General Manager Mairena stated that Office Supervisor Bellinger will be in charge of the administrative day-to-day operations and Field Supervisor Arias will be in charge of field operations.

11. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of November 20, 2025 (Chambers).

Director Chambers commented on the WSA (Water Supply Agreement) and that the only agency left to approve it was Hayward, but they had it on their agenda for December 2nd, which was already done. Attorney Conneran asked if they had signed anything. Director Chambers replied that they were all individual agreements. General Manager Mairena mentioned that at the last BAWSCA Water Management Representative meeting, they had been told that BAWSCA will reach out to each agency to get the agreements signed.

Director Chambers reviewed additional items of his written report with the Board.

Director Amuzie stated that he had attended the ACWA/JPIA Fall Conference and that he will present his report at the next meeting.

12. CLOSED SESSION: None

13. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.

Time 8:26 p.m.


Secretary


President


Date

1/8/26