

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

Thursday, January 8, 2026

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

1. ROLL CALL:

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

Staff Present: Michael Conneran, Attorney
Carlos Arias, Field Supervisor
Wendy Bellinger, Office Supervisor
Brandon Laurie, Engineer
Patricia Mairena, General Manager

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

3. CONSENT CALENDAR:

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

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Appointment of Board Committees by President Bautista.

General Manager Mairena displayed the list of the current Board Committees and mentioned that it was up to the President to decide appointments.

President Bautista stated that if there were no objections, he would keep the Committees as they currently were. There was no comment from the Board.

General Manager Mairena confirmed that there was no motion needed.

B. Consideration to Authorize Attendance to ACWA/JPIA 2026 Membership Summit and Spring Conference, Sacramento, California, May 4 – May 7, 2026.

President Bautista inquired if there were any directors who would be interested in attending this event.

Director Amuzie expressed his interest in attending this event. General Manager Mairena also expressed her interest to attend and mentioned that it would depend on her schedule as the event date was closer.

Director Chambers moved to approve Director Amuzie and General Manager Mairena to attend the ACWA/JPIA 2026 Membership Summit and Spring Conference, Sacramento, California, May 4 – May 7, 2026, seconded by Director Medina.

The motion was carried unanimously.

C. Recognition of Office Supervisor Bellinger Completion of JPIA Supervisor Basics Certification Program and Consideration of Salary Adjustment.

General Manager Mairena reported that she had included confirmation from JPIA that Office Supervisor Bellinger had completed all the requirements of the JPIA Supervisor Basics Certification Program and mentioned that she had included the board packet a checklist of all the courses that Office Supervisor Bellinger had taken in order to accomplish this. General Manager Mairena commented that the process had taken a while longer due to the pandemic,

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and courses not being offered until virtual classes were available. General Manager Mairena stated that Office Supervisor Bellinger had also traveled to at least one JPIA Training Conference where she was able to complete six classes.

General Manager Mairena recommended to the Board a 3.5% salary increase for Office Supervisor Bellinger, just as it had been done in the past for similar achievements.

Director Amuzie moved to approve a 3.5% Salary Adjustment for Office Supervisor Bellinger for her Completion of JPIA Supervisor Basics Certification Program, seconded by Director Chambers.

The motion was carried unanimously.

The Board congratulated Office Supervisor Bellinger. President Bautista asked her when she started the program, and she replied that it was in 2022.

General Manager Mairena told the Board that she had asked Office Supervisor Bellinger to sign up for the JPIA Human Resources Certification Program.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

1. Update on Skyline No. 3 Retrofit Project and Progress Payment No. 3.

General Manager Mairena stated that Engineer Laurie would be presenting his report to the Board.

Engineer Laurie reported that this project was in the fifth month of construction. Engineer Laurie recalled to the Board that there was no progress payment back in December due to the small billable amount and the contractor chose to wait until January to submit it.

Engineer Laurie reported that since November 1st, the contractor has been working continuously on the inside of the tank, structurally retrofitting the roof. Engineer Laurie mentioned that through inspections, they had determined there was some corrosion

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happening, so the contractor has been conducting inspection blasts of the metal followed by an onsite visit by the structural engineer who performed assessments of those areas that have been identified by the contractor as needing repairs. Engineer Laurie also reported that the structural engineer had observed at least ten rafters or so that would need repairs. Engineer Laurie stated that there was already a mechanism in the bid schedule to account for the labor associated with the repairs and that a change order would be needed for any material needed to complete the repairs.

Engineer Laurie provided details on what the next steps of the project would be once the roof retrofit was completed and mentioned that the contractor estimated the steel work to be completed by the end of January, but he thought this would be more like in February.

Engineer Laurie commented on the pending change orders: overflow modification, concrete chipping around the foundation, and a request for material cost adjustment for materials that came from overseas due to tariffs. Engineer Laurie also commented that we were still negotiating on these items, and that he expected to have progress payment no. 4 next month to at least have the first two items resolved. Engineer Laurie told the Board that the first two change orders would add to less than 1% of the total cost of the project, which was very minimal.

Engineer Laurie displayed various pictures of the work being done for the project and provided descriptions. The Board asked questions and Engineer Laurie replied.

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

Engineer Laurie reported that the City of Daly City had officially cleaned the 300± feet sewer main from Appian Way going down cross country to the alignment at 280. Engineer Laurie mentioned that the pipe needed to be cleaned before the line was inspected by video to determine what kind of liner would be needed to be placed in there, and that the work was expected to be completed next week.

Engineer Laurie stated that they expected to submit 65% design by mid-February and to go out to bid in June, with construction starting in August.

3. Update on Standard Specifications. *(Item added)*

Engineer Laurie stated that the District's Standard Specifications have not been updated since 2018. Engineer Laurie explained that every time there was an update to the specs, it was

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in collaboration between the WWD, Mid-Peninsula WD, and Purissima Hills WD, since everyone used the same specifications with minor changes, and because of the similarities, the time and effort was split between the three water districts, making it more efficient. Engineer Laurie stated that a draft of the specs should be ready for staff review by the end of the month.

Engineer Laurie asked the Board if there were any questions.

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

General Manager Mairena reported that as of today, the SFPUC had posted the total dollar amount billed, but not the actual bill, so she had worked back the numbers to come up with the bill's usage of 25,305 HCF; however, there was no way for her to figure out the number of days the bill was for. General Manager Mairena stated that the usage seemed to be in line with previous periods and she will be sending the updated usage with next month's report.

C. Update on the Final Approval of the New Tier 2 Drought Response Implementation Plan and Amendment to the Water Supply Agreement (2025 Amended and Restated WSA).

General Manager Mairena reported that on December 23, 2025, Tom Smegel, CEO of BAWSCA, had notified the water management representatives that there was unanimous approval of the of the New Tier 2 Drought Response Implementation Plan and Amendment to the Water Supply Agreement (2025 Amended and Restated WSA), and verification of the signers for all the agencies was requested, so that the original pages could be sent out.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on the ACWA/JPIA 2025 Membership Summit and Fall Conference, San Diego, California, December 1 – December 4, 2025. (Amuzie).

Director Amuzie thanked the Board for the opportunity to attend the ACWA/JPIA 2025 Membership Summit and Fall Conference, reviewed the highlights of his written report, stated that it was a good conference, and asked if there were any questions.

11. CLOSED SESSION: None

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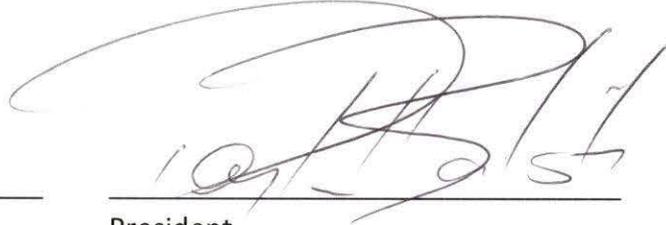
12. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.

Time 8:03 p.m.



Secretary



President



Date