

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

Thursday, February 12, 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
Patricia Mairena, General Manager
Brandon Laurie, Engineer (via Zoom)

Visitors Present: Sergio Medina

2. PLEDGE OF ALLEGIANCE: Led by Director Amuzie.

3. CONSENT CALENDAR:

President Bautista asked the Board if there was any other discussion.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

The Board shifted the order of discussion for Item 9.A – Engineer Report (Pakpour) to allow our engineer to make his presentation.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

1. Update on Skyline No. 3 Retrofit Project and Progress Payment No. 4.

Engineer Laurie apologized for not reporting in person and provided an update on this project. Engineer Laurie stated that January was a fairly productive month in terms of wrapping up the majority of the structural steel work inside the tank, primarily on the rafters, installing a cross-bracing throughout the tank roof, and installing the formwork of the foundation with concrete being poured tomorrow.

Engineer Laurie reported that the pending three change orders remained the same and mentioned that a new change order for tank repairs would be added due to structural concerns being identified for repairs. Engineer Laurie pointed out that in an effort to keep the change order from being too large, it would be separated into two items: labor and materials. Engineer Laurie mentioned that in construction, the labor cost usually tended to be 95% of the cost, and that labor associated with welding or structural repairs had been included as a bid item, and the materials would be paid for via a change order.

Engineer Laurie displayed various pictures of the work being done for the project, provided descriptions, and asked if the Board had any questions.

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

Engineer Laurie reported that they had been coordinating with different lining companies for the existing sewer main located in a very precarious and steep location, and mentioned it was more feasible to re-line the pipe versus actual pipe replacement due to its location and slope.

Engineer Laurie stated that they expected to submit a 65% design by the end of the month.

3. Update on Standard Specifications.

Engineer Laurie stated that significant progress had been made with regard to updating the Standard Specifications for the Water System which will be used by developers or contractors for new developments or remodels. Engineer Laurie reported that a three-agency meeting was held to review the progress and mentioned that all three agencies (Westborough WD, Mid-Peninsula WD, and Purissima Hills WD) share similar Standard Specifications, and that the next meeting would be held at Purissima Hills WD.

6. BUSINESS (NEW):

A. Review/Approve Contract Amendment No. 1 - Public Works Contract - Westborough and Avalon Sensaphone Controls with Calcon.

General Manager Mairena reminded the Board of the work being done at the sewer lift stations to update the Sensaphone controls and mentioned that after the work was completed and tests were run, Calcon discovered that the current PCL (Programmable Logic Controller) was not receiving any communications about the generator or the ATS (Automatic Transfer Switch) onsite and mentioned that bringing these signals back to the PLC would allow the new Daly City SCADA system to see their status and alarms but also allow the signal to go to the Backup Dialer.

General Manager Mairena stated that she had asked Attorney Conneran to prepare an amendment to the agreement and that the work detailed on the quote would be done on a time and material basis, not to exceed \$10,000.

Director Chambers inquired if this project was still open on the District's CIP and if the expense would affect the CIP. General Manager Mairena replied that it was still open and she would review the updated sewer CIP expenses and if needed, would make modifications to stay within the CIP amount or come back to the Board with an updated Sewer CIP Plan.

Director Chambers moved to Approve the Contract Amendment No. 1 - Public Works Contract - Westborough and Avalon Sensaphone Controls with Calcon, seconded by Director Medina.

The motion was carried unanimously.

B. Consideration to Approve Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2026.

General Manager Mairena referred to the letter in the board packet from Pakpour Consulting Group requesting a 3% billing rate increase due to the CPI and the new rates were stated in the letter, including a newly created job classification for an Associate Principal. General Manager Mairena stated that this was a reasonable request and her recommendation was to approve it.

Director Medina moved to Approve a Billing Rate Increase for Pakpour Consulting Group, Inc., Effective March 1, 2026, seconded by Director Chambers.

The motion was carried unanimously.

C. Review/Approve New Fiscal and Financial Training Requirements for Local Agency Officials Under SB 827.

General Manager Mairena asked Attorney Conneran if he wanted to present this item.

Attorney Conneran stated that State Legislature had passed a couple of bills that increased training requirements to help local board members become more fiscally savvy, so under SB 827, board members would need to complete this requirement, and General Manager Mairena had found online training being offered by CSDA. Director Chambers stated that he was signed up for that same training as a representative of BAWSCA.

General Manager Mairena commented that she had checked with JPIA for any training, but she had been referred to CSDA. Attorney Conneran stated this was the only training he had heard of. General Manger Mairena stated that in service board members would need to complete this training by January 1, 2027.

Director Chambers moved to Approve four board members to attend the New Fiscal and Financial Training Requirements for Local Agency Officials Under SB 827, seconded by Director Medina.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS:

- A. Notice of Public Meeting of the South San Francisco Planning Commission: Consideration of an Application for Design Review for the Westborough Preschool Expansion at 2360 Galway Drive, South San Francisco.**

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General Manager Mairena reported that the City of South San Francisco plans on relocating their current preschool facility located at the Avalos Community Center to a new location adjacent to the firehouse, and that the number of children being serviced would increase. General Manager Mairena mentioned that the District had already received a request for a fire flow test.

Director Chambers inquired if the preschool was in the SSFUSD area. General Manager Mairena replied that it was part of the City of SSF Parks and Rec Department. Field Supervisor Arias reviewed the location. General Manager Mairena mentioned that eventually, the District could receive plans for review and approval.

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Pakpour).

This item was discussed before 6. BUSINESS (NEW).

B. Report on District's Water Conservation for December 2025 and January 2026.

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for December 2025 and January 2026 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 the GPCPD (gallons per capita per day) was also pretty low. General Manager Mairena reminded the Board that customers were currently conserving water for the January - February sewer measurement period.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on BAWSCA Meeting of January 15, 2026 (Chambers).

Director Chambers briefly reviewed his written report and mentioned that due to decrease in consumption, the SFPUC was predicting a steeper rate increase than they had anticipated, from 1% to 6.7%. Director Chambers talked about the proposed CIP improvements to the Millbrae Operations Center. Director Chambers commented on an incident that occurred on January 29th, when a 5 ½' diameter pipe from Calaveras Reservoir to the water treatment plant sprang a leak. Since the Mountain Tunnel supply from Hetch Hetchy was also

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out of service for repairs, SFPUC had to draw on San Antonio Reservoir (with some help from Valley Water) to supply east and south bay customers. Fortunately, SFPUC had made plans and tested cross connections in anticipation of the possibility of this unusual event.

11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.

Time 8:06 p.m.



Secretary



President

March 12, 2026

Date