

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

Thursday, May 14, 2026

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

1. ROLL CALL:

Directors Present: Don Amuzie
Tom Chambers
Julie Richards
Janet Medina

Excused Absent: Perry Bautista

Staff Present: Dayna Louie, 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 Chambers.

The Board shifted the order of discussion for Item 9.A – Engineer Report (Laurie) to allow the Board the opportunity to review and approve Item 9.A3 – Change Order No.1.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

- 1. Skyline No. 3 Retrofit Project - Progress Payment No.7 with Change Order No. 1 and Update. Authorize the General Manager to Execute Change Order No. 1 for the Skyline Tank No. 3 - Structural Retrofit Project for an Amount Not-to-Exceed \$16,679.10.**

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Engineer Laurie apologized for not being present at the last meeting and provided an update of this project to the Board. Engineer Laurie stated that during the month of April, the contractor was able to do quite a bit of work inside the tank as well as wrap up the work on the foundation, and then backfilled. Engineer Laurie mentioned that during the sand-blasting for ceiling repairs, some pinholes popped through due to loss of metal, which had to be repaired. Engineer Laurie also reported that the contractor also began the anchor chair installation which is actually the mechanism that will keep the tank in place in the event of an earthquake.

Engineer Laurie reported that with this month's payment, there was also a request for Change Order No. 1, which included items the Board has seen in the past few months, and mentioned that the four items in the change order were:

- Contract Working Days - 17 days were added due to adverse weather conditions.
- Additional Potholes – 4 more potholes which were covered under the bid item, but the time it took to complete them needed to be added to the contract, or 2 additional days.
- The Overflow Modification – This included relocating the overflow and eliminate underground tank connections. This work added an additional \$11,388.
- The Existing Foundation Chipping – This was done to prevent the new concrete from not having a flat surface (like the previous foundation). This work added an additional 4 workdays and \$5,359.10.

Engineer Laurie stated that the total amount of the change order was \$16,679.10 plus 24 additional working days and asked if the Board needed to take action on the approval of the change order.

General Manager Mairena replied that the item was listed on the agenda for the Board to authorize the General Manager to approve the change order, so the Board should take action.

Director Chambers moved to Authorize the General Manager to Execute Change Order No. 1 for the Skyline Tank No. 3 - Structural Retrofit Project for an Amount Not-to-Exceed \$16,679.10, seconded by Director Richards.

The motion was carried unanimously.

Engineer Laurie gave the Board a brief update on the pending change orders, including the status of the tariffs and the pending cost of the materials related to structural repairs.

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

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Director Chambers asked if the Department of Water Resources (DWR) engineer had seen the work being done to the tank during her last visit. General Manager Mairena replied that she had specifically requested to see it and Field Supervisor Arias had toured the tank site with her. Engineer Laurie commented that DWR's main concern was making sure no critters could get inside the tank, etc.

Director Amuzie asked about the reliability of the epoxy used for the tank. Engineer Laurie replied that it is extremely reliable.

2. Appian-280 Easement Sanitary Sewer Improvements – Brief Update.

Engineer Laurie reported that they had received comments back from Daly City and they were working on addressing those comments, and on the 90% submittal.

Engineer Laurie stated that they anticipated going out to bid in July.

3. Standard Specifications – Brief Update.

Engineer Laurie stated that the update to the Specifications should be wrapped up by June and mentioned that the Board did not need to see the document, as it was to be used internally and by contractors doing developments within the District, as well as by Pakpour's staff.

Vice President Medina asked if there were any other questions and continued with the Consent Calendar.

3. CONSENT CALENDAR:

Vice President Medina asked the Board if there was any discussion; otherwise, she would entertain a motion to accept the consent calendar.

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Review Letter Dated April 6, 2026, from the State Water Resources Control Board Regarding the 2026 Sanitary Survey Findings and District's Letter of Response.

General Manager Mairena stated that the District's DWR engineer, Alison Sim, had visited the District, consisting of a short meeting prior to touring the Skyline Tank Site facilities. Field Supervisor Arias mentioned that Engineer Sim had actually climbed tanks No. 1 and No. 2 with Field Worker Tyler Armstrong.

General Manager Mairena mentioned that the DWR had made some notations in their letter of findings, and the District had responded addressing each one of their concerns. General Manager Mairena proceeded to review her responses with the Board.

Director Amuzie inquired if the responses needed to be reviewed by the District's attorney. Engineer Laurie commented that these matters were operational. General Manager Mairena replied that these were not mandates, but observations.

B. Consideration to Authorize Attendance to ACWA Region 5 Event – Oxnard, CA, September 3 and 4, 2026.

General Manager Mairena reported that the ACWA Region 5 events were rotated between Northern and Southern California, and the next event was to be held in Oxnard, CA. General Manager Mairena stated that the event was brought up at the ACWA Conference and that was the reason she had placed it on the WWD agenda, so there would be enough time for planning; however, the ACWA Region 5 Event agenda has not yet been made available.

Vice President Medina asked if anyone had any interest in attending or if the District should wait. Director Amuzie replied that the District should wait until more details were made available. General Manager Mairena stated that registration for this event would not open until July, and hopefully, more information will be available by next month.

The Board decided to wait until a preliminary ACWA Region 5 Event agenda was made available. No action was taken.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

B. Report on District's Water Conservation for April 2026.

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for April 2026 was lower, in comparison to the same period for FY 2020-2021, the last year with average usage before the last drought. General Manager Mairena mentioned that the GPCPD (gallons per capita per day) was also pretty low and told the Board that customers had been conserving water for the January - February sewer measurement period, and it usually takes a bit for customers to get out of conservation mode.

C. Report of SamTrans Bus Hitting Fire Hydrant at 3500 Callan Boulevard.

General Manager Mairena reported to the Board that finally today, the District received the bill from the contractor that did the fire hydrant repairs, and now that she had all the invoices for related expenses, she would be able to submit the claim form to SamTrans.

General Manager Mairena mentioned that she will be reporting on this matter again and told the Board that she will be requesting a meeting with the SSFPD and SSFFD, as this was the second time the District had not been notified or included in correspondence related to incidents involving District fire hydrants. General Manager Mairena also mentioned that the Sheriff's Department would not release the incident report to her because the District was not mentioned in the report as the owner of the fire hydrant, so it took her a while to sort through that and have them amend and release the updated report.

Field Supervisor Arias reported that in addition, the District had not been notified of another incident involving a backflow device on the median strip at Westborough Boulevard and Gellert Boulevard which was hit by a vehicle. Engineer Laurie asked if the device was protected by a bollard, which Field Supervisor Arias replied that it was not.

General Manager Mairena said that she will be requesting a meeting with the two City of SSF departments very soon.

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D. Report on Local Hazard Mitigation Plan (LHMP) – Report Added

General Manager Mairena reported that Engineer Gary Ushiro, from Pakpour Engineering, had been assisting the District on updating the District's Annex to the LHMP and that the comment period was going to be opening up on May 15th, so the District will be adding a section to its website and also post flyers in front of the office. General Manager Mairena mentioned that the draft of the annex should be available to the public and that it should be ready for publishing tomorrow.

Engineer Laurie stated that related to the Skyline Tank No. 3 project, he had forgotten to mention that next month, Pakpour Engineering will be asking for an additional service request for professional services to their project management contract due to the additional days of work added to the contractor's agreement and the additional work done by the structural engineer. Engineer Laurie also stated that they would be working the numbers with General Manager Mairena.

10. ITEMS FROM BOARD OF DIRECTORS: None

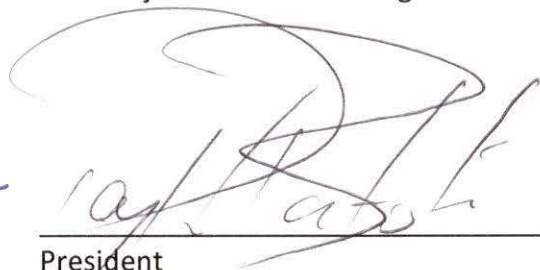
11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, Vice President Medina adjourned the meeting.
Time 8:17 p.m.



Secretary



President

June 11, 2026

Date