Westborough Water District
2263 Westborough Blvd. | South San Francisco, CA 94080
Mail: P.O. Box 2747 | South San Francisco, CA 94083-2747
Phone: 650-589-1435 Fax: 650-589-5167
Email: WWD@WestboroughWater.org Web: WestboroughWater.org

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS

Thursday, June 11, 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 *(via Zoom)* Patricia Mairena, General Manager
Visitors Present:	Sergio Medina Tina Wang and Tatem Peatie with EKI Environment & Water, Inc. (arrived at 7:32pm)

2. PLEDGE OF ALLEGIANCE: Led by Director Chambers.

3. CONSENT CALENDAR:

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

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Public Hearing for the 2025 Urban Water Management Plan and Water Shortage Contingency Plan.

President Bautista opened the Public Hearing for the 2025 Urban Water Management Plan and Water Shortage Contingency Plan and asked if there were any comments from the public.

Tina Wang from EKI, introduced herself and Tatem Peatie, as having supported the development of the UWMP. Ms. Wang stated she would provide the Board with a brief overview of the Plan and its components, and would point out the 2025 UWMP highlights including the demand projections, the supply outlook, the District's plans for future droughts, and what the conclusions and next steps would be.

Ms. Wang proceeded to review her Power Point presentation with the Board and pointed out that the UWMP is required to be updated every 5 years and submitted to the California Department of Water Resources (DWR). Ms. Wang mentioned that the UWMP is a State-mandated water supply and demand planning document, the foundation for water supply assessments, a key document that articulates long-term water planning strategy to the public and governing, and the framework to discuss water shortage contingency planning, water rates, and other issues.

Ms. Wang reviewed various components of the UWMP, including historical and future water demand, service area demographics, future water demand estimates, water supply and reliability from the SFPUC, how the Bay Delta Plan would impact the SFPUC supply, and SFPUC provided water supply reliability projections. Ms. Wang also reviewed the two possible scenarios with or without the Bay Delta Plan implementation, and stated that regardless of implementation scenario, the District would have sufficient supply to meet its demands given the level of conservation in our district and our existing Water supply agreement with San Francisco. Ms. Wang stated that with the Bay Delta Plan implementation scenario during dry years, the District would face significant shortfalls ranging from 38% during a single dry year to 48% during multiple dry years. Ms. Wang pointed out that this was a very extreme scenario and these numbers were only provided for planning purposes, as there was no way to allocate the water between the wholesale agencies for shortages greater than 20%, and if everyone got the same cutback, which most likely would not occur, there would be concerns about health and safety with the WWD's per capita consumption numbers being so low. Ms. Wang also noted how the SFPUC and the WWD are addressing projected water shortages through Alternative Water Supply Planning Program (AWSP) and BAWSCA's Long-Term Reliable Water Supply Strategy 2050, WWD's water conservation programs and implementation of its Water Shortage Contingency Plan (WSCP) during dry years.

Ms. Wang proceeded to review the plan's WSCP section, which is a required component of the UWMP, but also serves as a stand-alone document and it is included as Appendix 2 to the UWMP. Ms. Wang stated that the WSCP talks about the water supply reliability and how the District would annually assess its supply conditions to see if it would need to take any action. Ms. Wang described the six standard shortage stages, ranging from a 10% to over 50% reduction, and the response actions that would need to be taken. Ms. Wang briefly reviewed the WSCP Guiding Principles and 2025 Update.

Ms. Wang concluded her overview of the UWMP and provided some key take aways:

- WWD's customers are becoming more water efficient over time
- Sufficient supplies available during normal non-drought years through 2050
- Uncertainties on dry-year supplies remain
    - Timeline on BDP implementation
    - Adoption of voluntary agreement (or other agreement)
    - Water supply allocation for shortages greater than 20%
- WWD is proactively managing water demands
- WWD's WSCP provides guidelines, actions, and procedures for managing water supply and demands during a water shortage from any cause

Ms. Wang stated the State requires that UWMPs be updated every 5 years at a minimum, but the District may update the plan more frequently if conditions were to change.

Ms. Wang also stated that today was the public hearing to adopt the UWMP and WSCP. Staff recommends that the Board adopt the District's 2025 UWMP which would need to be submitted to the State by July 1, 2026, and made accessible to the public within 30 days of adoption on the District's website and the California and San Mateo public libraries.

Ms. Wang stated she was opened to questions. Director Chambers asked about the second plan with the SFPUC Voluntary Agreement and commented on a letter that former General Manager Barrow had submitted complaints on the same cutback given the District's low per capita usage. Ms. Wang addressed Director Chambers' question and comment.

Director Amuzie asked if the plan addressed a catastrophic event, and Ms. Wang replied that the WSCP addressed it in the 50% plus supply reduction.

With no other comments from the Board or the public, President Bautista proceeded to close the Public Hearing.

B. Consideration of Adoption of Resolution 693, Adopting the 2025 Urban Water Management Plan and Water Shortage Contingency Plan.

Director Chambers moved to Adopt Resolution 693, Adopting the 2025 Urban Water Management Plan and Water Shortage Contingency Plan, seconded by Director Medina.

Roll Call	
Director Amuzie	Aye
Director Chambers	Aye
Director Medina	Aye
Director Richards	Aye
President Bautista	Aye

The motion was carried unanimously.

General Manager Mairena thanked both Ms. Wang and Ms. Peatie for their assistance with the UWMP and the WSCP, and for presenting.

C. Public Hearing re Employee Vacancies per AB 2561.

Attorney Conneran reported that this was a new statute that did not fit this agency, but nevertheless, it was applicable to all public agencies. Attorney Conneran mentioned that this legislation enables employee representatives to put a focus on agencies that are not filling vacancies.

Director Chambers asked about the two positions that were indicated as open on the staff report. General Manager Mairena replied that she had a conversation with Attorney Conneran regarding any unfilled positions, and the two that came up were her former position of Assistant General Manager and Field Supervisor Arias' former position of Senior Field Maintenance Worker. Director Amuzie questioned whether we should add these positions to the report.

President Bautista opened the Public Hearing regarding Employee Vacancies per AB 2561, and asked Attorney Conneran if there was anything else to add. President Bautista also asked the public if there were any comments.

Director Chambers asked if there was a need to add the positions to the notice. Attorney Conneran replied that the only thing that required was the number of vacant positions and hold the public hearing.

With no other comments from the public, President Bautista closed the Public Hearing.

D. Review/Approve Fiscal Year 2026/2027 Operating Budget.

General Manager Mairena stated that she had met with the Budget Committee and reviewed the draft budget she had prepared, and what was being presented on the board packet was the final draft for Board approval. General Manager Mairena mentioned that Director Chambers had assisted with the preparation of the staff report which detailed the assumptions made as well as the impact on the Water and Sewer Funds. General Manager Mairena pointed to the summary of the budget on the staff report and proceeded to display the budget worksheets on the screen.

General Manager Mairena reviewed the Budget Summary and mentioned that the budget had been prepared using the Rate Study numbers, including rate increases for both water and sewer. General Manager Mairena explained how once again she had listed both funds separately with the revenue, expenses, and bottom line listed for each of the funds, and then provided a combined total net at the very bottom.

Attorney Conneran asked if the rates that were approved with the Rate Study a couple of years back were sufficient to cover the District's expenses and the planned CIP projects, as the District had an option to change the rates if needed to. General Manager Mairena replied that for now, these were fine, as the District had not started financing any of the projects yet. General Manager Mairena mentioned that this year, she planned on getting updated financing rates for the projects.

Director Amuzie asked a question regarding the table displayed for item 6.H. for the proposed employee salary revisions. Director Amuzie stated that he would like to see a column with the previous salaries. General Manager Mairena stated she would make sure to take care of that and pointed out the budget worksheets which detailed the existing salaries and the proposed salaries for both the Water and G&A expenses.

President Bautista asked if there was any additional discussion.

Director Medina moved to approve the Fiscal Year 2026/2027 Operating Budget, seconded by Director Chambers.

The motion was carried unanimously.

E. Review/Approve Proposal to Participate in BAWSCA Water Loss Management Program for 2026-2027.

General Manager Mairena reported that this program is through BAWSCA and the District is mandated by the State to do it every year. General Manager Mairena mentioned that she had a meeting with Tim Marcella from ESource, and as the Board was aware, the District had experienced negative losses in prior years and ESource had conducted an extensive billing analysis which did not shed any light on major oddities. General Manager Mairena mentioned that although the District did have negative losses in the last two years, the reported losses were very minimal, and Mr. Marcella recommended that the District to conduct two valuations this year in order to have a clearer picture that would allow the District to act promptly to fix any issues.

General Manager Mairena's recommendation was to accept the proposal for the two-year valuations in the amount of $44,365, which was already included in the budget.

Director Chambers moved to Approve the Proposal to Participate in BAWSCA Water Loss Management Program for 2026-2027, seconded by Director Medina.

The motion was carried unanimously.

F. Approve Candidate Policy Form For District Election November 3, 2026.

General Manager Mairena stated that there would be two directors in the upcoming November 3, 2026, Election, and they are Directors Bautista and Chambers, and the Board would need to decide whether to have a 400- or 200-word limit for the Candidate Statement and who would pay for it. General Manager Mairena also stated that she had pre-filled the form with what the Board had elected to do in the past, which was a 200-word limit for the Candidate Statement paid by the candidate, but to let her know if the Board would like to change that.

Director Chambers moved to approve the Candidate Policy Form for District Election November 3, 2026, seconded by Director Amuzie.

The motion was carried unanimously.

General Manager Mairena thanked the Board and stated that she would submit the form to San Mateo County right away, as it was due on July 1, 2026.

G. Approve Resolution No. 694, A Resolution of the Board of Directors of the Westborough Water District Calling for an Election to be Held on November 3, 2026, for the Election of two Members of the Board of Directors.

General Manager Mairena stated this resolution will be sent to San Mateo County confirming that the District is calling for an election. Attorney Conneran confirmed.

Director Chambers moved to Adopt Resolution 694, A Resolution of the Board of Directors of the Westborough Water District Calling for an Election to be Held on November 3, 2026, for the Election of two Members of the Board of Directors, seconded by Director Medina.

Roll Call	
Director Amuzie	Aye
Director Chambers	Aye
Director Medina	Aye
Director Richards	Aye
President Bautista	Aye

The motion was carried unanimously.

H. Consideration of Cost of Living and Salary Adjustment for District Employees.

General Manager Mairena stated that she will make sure to add the additional column with existing salaries as previously requested by Director Amuzie. Director Amuzie mentioned that the On Call Worker's salary should be specified as an hourly salary. General Manager Mairena agreed.

Director Chambers asked if the salaries included FICA and Medicare. General Manager Mairena replied that the salaries displayed were base pay only. Attorney Conneran recommended to change the word pay to salary. Attorney Conneran stated that with the passage of SB 707, the new salaries of the department heads, Field Supervisor Arias ($180,900), and Office Supervisor Bellinger ($164,072), needed to be stated orally.

General Manager Mairena told the Board that she was missing the more senior Field Worker position belonging to Tyler Armstrong from the table, and she would need to add it.

General Manager Mairena reviewed with the Board the proposed line addition and displayed the revised salary for Mr. Armstrong as stated on the approved budget worksheet.

General Manager Mairena stated that she would come back next month with the updated salary schedule for Board approval which would then be published on the website as required by CalPERS.

Director Chambers moved to approve the Cost of Living and Salary Adjustment for District Employees as proposed by the General Manager with the additional information for the missing Field Worker, seconded by Director Medina.

The motion was carried unanimously.

I. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

This item was discussed at the end of the meeting after the Closed Session.

7. WRITTEN COMMUNICATIONS:

A. JPIA's Letter Dated June 1, 2026, Regarding Liability, Property, and Workers' Compensation Programs Risk Assessment.

General Manager Mairena reported that Field Supervisor Arias and she had met with Paul Meyers, the District's JPIA Risk Control Advisor, and stated Mr. Meyers had suggested she contact former Field Supervisor Kennedy to see if he was ready to close his claim with the District, which would help with the District's modification rate. General Manager Mairena reviewed Mr. Meyers other recommendations including additional training, applying for the Risk Control Grant Program for $10,000 and the Safety Awards Program, and participating in the KnowBe4 cybersecurity training.

General Manager Mairena mentioned that JPIA now has a dedicated person working solely in Cybersecurity, and she met him at the ACWA/JPIA Conference, and she will be reaching out to him about training and also testing the District's system and email for intrusions.

General Manager Mairena stated that Field Supervisor Arias had taken Mr. Meyers on a tour at the Skyline Tank Site. Field Supervisor Arias replied that the visit had been a brief one, since due to all the construction work, Mr. Meyers did not want to visit the back part of the tank site area.

General Manager Mairena asked the Board if they had any questions on the letter.

8. ATTORNEY'S REPORT: None

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

1. Skyline No. 3 Retrofit Project - Progress Payment No.8 and Update.

Engineer Laurie reported that the project for Skyline Tank No. 3 will be wrapped up this month and the work that had been done this past month included completing the anchoring to the existing foundation, all the remaining steel work both inside and outside the tank, and applying the first coat to the remainder of the interior of the tank. Engineer Laurie also reported that the work to be done in June (if not already completed) included finishing the coating of the interior of the tank and disinfecting it and putting the tank back into service; thus, leaving only some minor site restoration work such as asphalt replacement and general clean up.

Engineer Laurie mentioned that there are a few pending change orders. The first one is for the anchor chair material cost adjustment of $20,000 and to him, it seems like Euro Style Management (ESM) may not be pursuing the tariff reimbursement, as they are now the ones in charge of providing any documentation and there had not been any traction on this. The second pending change order is regarding the tank additional structural repairs (not included in the original agreement) which ESM provided the labor but would need to be reimbursed for the materials. The third pending change order deals with the additional workdays needed, mostly due to the area weather and an anticipated extension carrying the work through June.

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

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

Engineer Laurie reported that the project is 90% designed and is currently being reviewed by WWD and the City of Daly City staff, and once the comments are received in a week or two, they will proceed with the 100% design.

Engineer Laurie stated that they anticipated advertising for the project in August.

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 is mostly an operational project.

Engineer Laurie provided a brief recap on how the CIP approved projects are moving on schedule.

President Bautista asked the Board if there were any questions and thanked Engineer Laurie for his presentation.

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

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for May 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 reminded the Board that it usually takes a bit for customers to get out of conservation mode.

C. Update on SamTrans Bus Hitting Fire Hydrant at 3500 Callan Boulevard.

General Manager Mairena told the Board that earlier today, she had been notified that the claim had been approved and a check will be sent out in a few days.

D. Update on District's Upgrade of its Customer Connect Notification.

General Manager Mairena notified the Board that the District had provided customer contact information to TextMyGov and mentioned that a postcard will be sent out soon to all customers, encouraging them to sign up if they have not done so already. General Manager Mairena stated that once the database is finalized, a test message will be sent out.

10. ITEMS FROM BOARD OF DIRECTORS:

President Bautista stated he was moving Director Chambers' reports ahead of Director Amuzie's.

B. Report on BAWSCA Meeting of May 21, 2026 (Chambers).

Director Chambers asked if there were any questions on his report. President Bautista asked about the status of the Millbrae hardware store extension. Director Chambers replied that there was a one-year extension, but now the SFPUC was developing another design, keeping the store in place, and that would be presented to BAWSCA, but really the SFPUC needs to make the decision.

President Bautista commented on the E. coli incident mentioned in the report concerning another jurisdiction. Director Chambers replied that it was determined not to have been E. coli but a contaminant that proved hard to remove, which is why it took 25 days to clean up.

C. Report on SMC CSDA Meeting of June 8, 2026 (Chambers).

Director Chambers asked if there were any questions about the BAWSCA meeting or the CSDA meeting.

A. Report on the ACWA/JPIA 2026 Membership Summit and Spring Conference, May 4 – May 7, 2026 (Amuzie).

Director Amuzie thanked the Board for allowing him to attend the conference and provided some highlights of the conference. Director Amuzie reported that finally, ACWA had a new executive director, Karla Nemeth, who will assume her role on September 1st. Director Amuzie commented on the keynote speakers: Assemblymember Diane Papan and California Natural Resources Secretary Wade Crowfoot, as well as an appearance by Governor Gavin Newsom who gave a power speech to ACWA highlighting his accomplishments.

Director Amuzie asked if anyone had any questions about his written report.

General Manager Mairena provided a brief report on a session she attended at the conference on What Board Members Need to Know About AI. General Manager Mairena mentioned that Boards need to understand how AI works, but also how it is governed, and they should take the following three actions: request an AI inventory, review the AI governance, and add a standing agenda item on AI. General Manager Mairena asked Attorney Conneran if he was aware of any other districts adopting AI policies.

Attorney Conneran replied that the District clearly needs an AI policy since we are dealing with confidential client information. Attorney Conneran mentioned if staff are using AI, they need to exercise caution and check for accuracy.

11. CLOSED SESSION:

A. Closed Session – Public Employee Performance Evaluation, Government Code Section 54957
Title: General Manager

Attorney Conneran took the Board to closed session at 9:01 p.m. to discuss the General Manager's performance evaluation.

The Board reconvened open session at 9:28 p.m. Attorney Conneran stated that the Board had met in closed session and completed a performance evaluation of their General Manager. Attorney Conneran also stated that there was one pending agenda item, Consideration of Cost-of-Living and Salary Adjustment for the General Manager.

6. BUSINESS (NEW): (Continued)

I. Consideration of Cost-of-Living and Salary Adjustment for General Manager.

President Bautista asked General Manager Mairena if there was something she would like to add to her contract. General Manager Mairena replied that time off was always very welcome. Attorney Conneran stated that General Manager Mairena's current agreement granted her 7 weeks of vacation. General Manager Mairena stated that an extra week of vacation was added last year, as the personnel manual stated 6 weeks of vacation for everyone with her number of years in their position.

The Board commented on the low percentage of the COLA for this year, and Attorney Conneran stated that the District had to use what was published.

President Bautista asked General Manager Mairena if the extra week of vacation and the 6% that was in the budget was acceptable. General Manager Mairena replied that it was more than acceptable.

Attorney Conneran clarified that President Bautista had stated what was in the budget, which included the 1.7% COLA plus the merit increase. General Manager Mairena commented that the 6% in the budget was based on the Rate Study.

Attorney Conneran reported that the Board was recommending a salary adjustment for the General Manager to $318,703 and would extend one additional week vacation for a total of 8 weeks of vacation.

Director Chambers moved to approve a 6% Cost of Living and Salary Adjustment for the General Manager and one (1) additional week of vacation leave, effective July 1, 2026, seconded by Director Medina.

The motion was carried unanimously.

General Manager Mairena thanked the Board for their generosity and also extended staff's gratitude, as they were unable to do so before the closed session.

12. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.
Time 9:33 p.m.

Secretary

President

07/10/2026

Date