Westborough Water District
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MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, July 9, 2026

The meeting was called to order at 7:40 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 Joubin Pakpour, Engineer Patricia Mairena, General Manager
Visitors Present:	None

2. PLEDGE OF ALLEGIANCE: Led by Director Amuzie.

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

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. Skyline Tank No. 3 – Progress Payment No. 9 and Update.

Engineer Pakpour reported that all the work had been completed and the tank was now full of water up to the overflow level, but was not connected to the water system as the water quality was still being tested for bacteria/E.coli. Engineer Pakpour mentioned that in addition, the water was also being tested for VOCs (volatile organic compounds) to make sure these were not present due to the new coating. Engineer Pakpour also mentioned that there were two rounds of testing, and right now, the District was waiting for the results of the 2nd tests.

Engineer Pakpour stated that he anticipates coming back to the Board in August for acceptance of the project, essentially taking it back from the contractor as a completed project. Engineer Pakpour mentioned that there is no work remaining, but there are a couple of minor change orders to be resolved with the contractor which will not hold putting the tank back in service. Engineer Pakpour asked if there were any questions on the schedule of the project.

Engineer Pakpour reported that there was one change order with zero dollars, and that anytime there was a change to the contract, it had to be done through a change order process, and it could be dollars or it could be number of days being added to the contract. In this case, there were a total of 30 working days that were being added to the project, 15 were due to weather delays and the others to additional work, and they were all accounted for under Changer Order no. 2.

Engineer Pakpour mentioned that there were two pending change orders and one of them has been dragging since December 2025. Engineer Pakpour stated that this change order has to do with the tariffs issue with the foundation work, and it was close to being resolved soon. Engineer Pakpour also stated that they will be working with our attorney to make sure there are agreements in place in the event the contractor receives refunds, the District would get its money back, as we would not want to hold off closing out this project waiting to see if the refunds were issued, which may or may not happen. Engineer Pakpour told the Board that the contractor did in fact spend the $20,000 in order to keep the project moving forward.

Engineer Pakpour reported that the other change order had to do with the materials for the structural repairs which they were still working on the cost and the amount should be between $2,500 and $3,000.

Engineer Pakpour mentioned that these pending change orders will be brought up at closing of the project, but the total percentage of the change orders would amount to about 1.5% to 2% of the total project, and that typically in California, the percentage runs between 10 to 15% for these types of projects.

Engineer Pakpour asked if the Board had any questions. Director Amuzie asked if there was any other way to test the quality of the water in the tank other than dumping it. Engineer Pakpour replied that unfortunately, the water had to soak with the coating and then be tested, but that in his professional career, if there were any bacteria problems, the water would be additionally treated, or in the event of VOCs being present, the water would be let to sit in the tank for about 20 days, and that would cause the VOCs to dissipate by the time the water was re-tested.

Director Chambers asked what a spark test was. Engineer Pakpour replied that it was used to test the thickness, but it no longer involves any sparks.

Engineer Pakpour reviewed various pictures of the work that was done for the project, and provided descriptions. The Board asked some questions.

Engineer Pakpour mentioned that the project will be on next month's agenda for acceptance. Engineer Pakpour also mentioned there will be a request for additional time spent on inspections, which Engineer Laurie had already brought up to the Board and General Manager Mairena's attention and will run about $30K to $35K. Engineer Pakpour stated the total cost of the project was about $2.5 million.

2. Appian Way Sewer Improvements – Brief Update.

Engineer Pakpour mentioned that 90% plans were submitted to the City of Daly City and the District for review and comments, and that hopefully the design could be wrapped up in the next couple of months, and then go out to bid for construction.

3. Specifications Update – Brief Update.

Engineer Pakpour mentioned that the project was running about a month behind, but they should be ready by the end of July.

6. BUSINESS (NEW):

A. Consideration to Call a Special Meeting for Last Week of July, 2026, for Public Hearing on Collection of Sewer Charges.

General Manager Mairena mentioned that normally at the July meeting, the Board is presented with the sewer assessment file to be approved for inclusion in the property taxes; however, the public hearing was not duly advertised two weeks prior to the public hearing. General Manager Mairena stated that the advertising options to meet the July 31st deadline for the file submittal to San Mateo County would be to hold the public hearing either on Wednesday, July 29th or Thursday, July 30th. General Manager Mairena also stated that her recommendation was for the Board to call a special meeting to hold a Public Hearing on the Collection of the Sewer Charges on either of these dates.

President Bautista asked the other board members if they would be fine with calling a special meeting for July 30th at 7:30 p.m., and all the board members concurred.

Director Chambers moved to call a Special Meeting for July 30, 2026, at 7:30 p.m. for a Public Hearing on Collection of Sewer Charges, seconded by Director Richards.

The motion was carried unanimously.

B. Consideration to Approve Resolution No. 695, Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2026-2027.

Attorney Conneran provided a brief background on the Gann Limit, which is an initiative that was passed in the 1970s, similar to Prop. 13, which limits the amount of funds public agencies can spend during a fiscal year and allows for annual adjustments to the amount that was spent the prior year. Attorney Conneran reported that each year, the agencies that are subject to this get income and population statistics from the State and that the expenditure limit is adjusted every year using a factor that reflects changes in population and the per capita personal income. Attorney Conneran noted that the change was applied to last year's Appropriation Limit to come up with this year's limit of $15,477,357. Attorney Conneran mentioned that there was a notice posted in accordance with the requirements.

Director Chambers moved to Adopt Resolution 695, Establishing the Appropriation Limit Applicable to the District During Fiscal Year 2026-2027, 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.

C. Consideration to Approve Billing Rate Increase from District's Attorney, Effective with the August 2026 Invoices.

Attorney Conneran explained to the Board that this was a periodic increase with the last one being back in March 2025. Attorney Conneran mentioned that they had actually been losing money with the meeting retainer amount as it had remained the same for several years and they certainly appreciated working with the District.

General Manager Mairena commented that the retainer amount had been in place for decades, and she remembers it was former General Manager Yee, who last brought it up.

Director Chambers moved to approve the Billing Rate Increase from District's Attorney, Effective with the August 2026 Invoices, seconded by Director Medina.

The motion was carried unanimously.

D. Consideration to Approve Amendment to Employment Agreement Between the Westborough Water District and Patricia Mairena.

Attorney Conneran reminded the Board that this was simply what the Board had agreed at the last board meeting and it had been put in paper form.

Director Chambers moved to approve the Amendment to Employment Agreement Between the Westborough Water District and Patricia Mairena, seconded by Director Medina.

The motion was carried unanimously.

E. Approve District's Salary Schedule.

General Manager Mairena clarified that this was also a restatement of what the Board had approved at the last meeting. General Manager Mairena mentioned that CalPERS required the Board to approve a Salary Schedule periodically. General Manager Mairena confirmed that this schedule contained the information Director Amuzie had requested only in a more condensed format.

Director Chambers moved to approve the District's Salary Schedule for 2026-2027, seconded by Director Medina.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

Attorney Conneran reported that there is going to be a ballot measure in November regarding a possible adjustment to Prop. 13. Attorney Conneran mentioned that this measure was a compromise between the Jarvis Gann Taxpayers Advocates and the Legislature. Attorney Conneran proceeded to explain what the measure consisted of and how it may or may not affect the District.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena stated that she was unable to retrieve the SFPUC monthly bill, so she could not prepare the report, but she will be reporting on it next month.

Attorney Conneran suggested reporting on it at the meeting of July 30th.

C. Update on the Final Approval of the 2025 Amended and Restated Water Supply Agreement (2025 Amended and Restated WSA).

General Manager Mairena reported that the SFPUC had approved the 2025 agreement and that it had been distributed to all the agencies, and she had received both a hard copy and an electronic copy. General Manager Mairena asked Attorney Conneran if it would be okay to distribute it to the Board, and Attorney Conneran replied it would be fine.

General Manager Mairena asked if the Board would like a copy and replied that she will be sending everyone a copy.

Director Chambers asked if the District had received the updated Tier 2 worksheets. General Manager Mairena replied that she would follow up on that.

D. Update on SamTrans Bus Hitting Fire Hydrant at 3500 Callan Boulevard – *Report Added*

General Manager Mairena reported that the District had not yet received reimbursement from SamTrans. She stated that she contacted SamTrans at the beginning of the week and received a call today advising that, due to the amount, the claim required a second approval; however, the check should be mailed soon.

10. ITEMS FROM BOARD OF DIRECTORS: None

11. CLOSED SESSION:

A. Closed Session – Public Employment (Government Code §54957(b)). Position: General Manager

Attorney Conneran took the Board to closed session at 8:23 p.m. to discuss the General Manager position.

The Board reconvened open session at 8:33 p.m. Attorney Conneran stated that the Board had met in closed session to discuss a plan for the General Manager position and there was no reportable action taken.

12. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.
Time 8:34 p.m.

Secretary

President

08-13-2026

Date