

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

Thursday, August 13, 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
Hamed Khatibi, Engineer (via Zoom)
Patricia Mairena, General Manager
Dayna Louie, Attorney (joined later for the Closed Session via Zoom)

Visitors Present: None

2. PLEDGE OF ALLEGIANCE: Led by Director Medina.

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 (Laurie) to allow the engineer to make his presentation.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

1. Skyline Tank No. 3 – Approve Change Order No. 3 and Progress Payment No. 10.

Engineer Laurie reported that the Skyline Tank No. 3 project was now complete. Water samples were taken to ensure safety of the water and the tank was put back into service on July 16, 2026. Engineer Laurie mentioned that the punch list items were completed and everything was deemed satisfactory.

Engineer Laurie reviewed Balancing Order No. 1 and explained that it was necessary to adjust bid quantities to reflect actual constructed quantities, so that at the end of the job, it would be on record that the District did not owe the contractor anything or vice versa, and there was neither a positive nor negative balance.

Engineer Laurie also reviewed Change Order No. 3, which included an anchor chair cost adjustment for aluminum tariffs paid by OnGuard Seismic Systems, a New Zealand-based company. He reported that the contractor, ESM, had researched tariff reimbursement following the Supreme Court ruling; however, because ESM was not the Importer of Record, its efforts to coordinate with OnGuard to obtain a refund were unsuccessful. Engineer Laurie noted that OnGuard's attempts to obtain reimbursement from the U.S. Government had also been unsuccessful. To close out the project, he discussed passing the tariff costs through to the District as a change order with General Manager Mairena and Attorney Conneran. He explained that the contractor could not reasonably have anticipated this condition, and although it was not site-related, it could be treated as a differing site condition under the agreement. The total cost was less than \$21,000. Engineer Laurie recommended approval and asked whether any directors had questions regarding the tariffs.

Director Chambers asked Attorney Conneran how tariffs were usually dealt with, and mentioned that he could possibly see splitting the cost with the contractor. Attorney Conneran replied that there was no set protocol or practice to deal with this, since this was a very unusual

Three of Ten
Minutes of the Regular Meeting of the Board of Directors
Thursday, August 13, 2026

situation. Attorney Conneran commented that in order for the materials to be released, the contractor had to pay the tariffs.

Engineer Laurie stated that while he understood the additional \$21,000 was not a small sum; he pointed out that the contractor had gone beyond the scope of work on doing additional work, such as applying an entire coat of paint to the top of the roof of the tank when the agreement only called for spot repairs or digging the trench for the electrical conduits. Thus, the extra work performed could offset the additional cost. Engineer Laurie pointed out that there were limited contractors doing this type of projects and it would be in the District's best interest to maintain good relationships with its contractors, so they would continue bidding on the upcoming District tank projects.

Director Chambers asked about Additional Structural Engineering Services. Engineer Laurie explained that the micropile had to be relocated because it was closer to the foundation than expected and conflicted with an existing drain line.

Attorney Conneran added that, as Engineer Laurie noted, ESM was not the Importer of Record. However, Change Order No. 3 included language addressing the tariffs and stating that the Board could reasonably determine the tariffs were an unexpected cost to be borne by the District in order to maintain good relationships. The change order also stated that ESM would continue making best efforts to obtain reimbursement for the tariffs, and if successful, would pass the reimbursement on to the District.

Attorney Conneran asked why additional working days were needed. Engineer Laurie explained that the work resulted from additional repairs, and the District was responsible only for the materials because the labor time was included in the original bid. The cost for the materials was just over \$3,000. Also, additional time was granted to wrap up the punch list.

Attorney Conneran explained that the additional working days were significant because they related to liquidated damages. Documenting the added time would help prevent questions about the delay and why the contractor was not assessed liquidated damages.

Engineer Laurie reviewed the Balancing Change Order with the Board and explained that the total contract amount had decreased by \$22,900 for material/work items not used which included not doing the asphalt work around the tank, since it would be best to address this work together with the Skyline Tank No. 2 Project. Attorney Conneran clarified the process and how the amounts estimated in the bid were higher than those that were actually used.

Engineer Laurie concluded by stating that the net change to the contract was \$1,156.88,

Four of Ten
Minutes of the Regular Meeting of the Board of Directors
Thursday, August 13, 2026

the summation between Change Order No. 3 and the Balancing Change Order.

Engineer Laurie reviewed the Change Order Summary which contained four categories: Owner Requested, Unforeseen Conditions, PS&E (Plans, Specification & Estimates), and Balancing, and touched up on the change orders that were issued for the project. Engineer Laurie pointed out that the total amount of the change orders added to under \$18,000, which was less than 1% of the total \$2.4 million project.

Engineer Laurie told the Board that the change orders remained low largely due to the hard work of Inspector and Engineer Hamed Khatibi, who attended the meeting via Zoom. Engineer Laurie noted that Engineer Khatibi was on site nearly full-time throughout the project and helped keep it on budget. He acknowledged Engineer Khatibi's efforts before the Board, thanked him for his work, and expressed hope that he would be available to assist with the design and inspection of the Skyline Tank No. 2 Project.

Engineer Khatibi expressed appreciation for the opportunity to work on the project and for the assistance provided by Field Supervisor Arias and General Manager Mairena. The Board and staff thanked Engineer Khatibi for his work.

Engineer Laurie reviewed various pictures of the finished tank work and provided descriptions. The Board asked some questions.

Engineer Laurie reviewed the next steps, which include accepting the project, filing a Notice of Completion with the County to insure the contractor pays its subcontractors, and eventually, releasing the retention funds. Engineer Laurie asked if there were any questions on this project.

General Manager Mairena asked on the number of days the District had to release the retention funds. Engineer Laurie responded that the District had 45 days, regardless of whether the contractor paid their subcontractors.

Attorney Conneran suggested holding off the approval of the change order until later in the meeting.

2. Appian Way Sewer Improvements – Brief Update.

Engineer Laurie mentioned that that the Appian Way Sewer Improvements Project had a 90% design and would probably be shovel ready within a month; however, due to the location of the project, their recommendation is to postpone it until after Winter ends. Engineer Laurie

commented that working on cross country terrain during super El Niño weather conditions would be very problematic not only for being messy, but for trying to control backflows, excavation, runoff to the interstate, etc. Engineer Laurie mentioned that the project could go out for advertisement sometime in the late Winter.

3. Skyline Tank No. 2 – 60%.

Engineer Laurie reported that the project was at 60% design and will probably be released out to bidding later in the late Fall, and hopefully begin construction early next year.

4. Specifications Update – Brief Update

Engineer Laurie mentioned that the specifications update project had a little setback because one of their engineers had a family emergency, and the project was put on hold; however, the project should be wrapping up soon. General Manager Mairena stated that she had received a set of the specs and Field Supervisor Arias had reviewed, commented, and sent them back to them.

6. BUSINESS (NEW):

- A. Consideration to Authorize Task Order 26-27-01 with Pakpour Consulting Group, Inc., for Additional Service Request No. 3 for Construction Management and Inspection Services for the Skyline Tank No.3 Structural Retrofit Project in the Amount of \$37,800.**

General Manager Mairena stated that Engineer Brandon had already provided some information on this item in response to Director Chambers' previous question. General Manager Mairena mentioned that a good portion of the additional services were due to subconsultant additional fees, and that staff recommended approval of this increase.

Director Chambers moved to Authorize Task Order 26-27-01 with Pakpour Consulting Group, Inc., for Additional Service Request No. 3 for Construction Management and Inspection Services for the Skyline Tank No.3 Structural Retrofit Project in the Amount of \$37,800, seconded by Director Medina.

The motion was carried unanimously.

B. Consideration to Approve of Resolution 697, Accepting the Skyline Tank No. 3 Structural Retrofit as complete and authorize the recordation of a Notice of Completion with the San Mateo County Recorder.

General Manager Mairena stated that by approving this resolution, the Board will be accepting the project as complete, and authorize the General Manager to record the Notice of Completion with the County as previously conveyed by Engineer Laurie.

Attorney Conneran explained that the Notice of Completion gives notice to suppliers and subcontractors of the project that it is completed and the clock is ticking on issuing the retention funds back. Attorney Conneran stated that the Board still needed to act on the change order.

Director Chambers moved to approve Change Order No. 3 in the amount of \$24,056.88 as detailed in the Engineers Report, seconded by Director Medina.

The motion passed unanimously.

Engineer Laurie explained that generally the Board would not need to approve individual change orders, but there was no contingency assigned to this project. Engineer Laurie commented that the usual contingency would be up to 10% or \$240,000 for this size project; thus, granting the General Manager the authority to approve change orders as needed up to that amount. Engineer Laurie commented that in the future, there will be contingencies for the other projects.

President Bautista asked if there was any additional discussion.

Director Chambers moved to Approve Resolution 697, Accepting the Skyline Tank No. 3 Structural Retrofit as complete and authorize the recordation of a Notice of Completion with the San Mateo County Recorder, seconded by Director Amuzie.

Roll Call

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

The motion was carried unanimously.

Seven of Ten

Minutes of the Regular Meeting of the Board of Directors

Thursday, August 13, 2026

Before moving to the next item, General Manager Mairena enlarged Engineer Khatibi's picture so the Board could meet him before he left the meeting. She thanked Engineer Khatibi for attending and for his work on the project.

C. Authorization for General Manager to Submit Response Regarding Amended Conflict of Interest Code to the San Mateo County Assessor-County Clerk-Recorder.

Attorney Conneran explained that this process was quite simple, as there were no changes from year-to-year. General Manager Mairena asked if anything would have changed with the new fiscal requirements in which head of departments had to do some training on fiscal responsibilities. Attorney Conneran stated that this would only apply if they were approving contracts and there was a question on conflict of interest. General Manager Mairena replied that they did not.

Director Chambers moved to authorize the General Manager to Submit Response Regarding Amended Conflict of Interest Code to the San Mateo County Assessor-County Clerk-Recorder, seconded by Director Medina.

The motion was carried unanimously.

D. Review/Approve District Newsletter.

General Manager Mairena displayed the newsletter and told the Board that there was one small change from the one on their board packet. Attorney Conneran had suggested using an actual picture of Skyline Tank No. 3, and the picture on display was the one that looked the best, so if there were no objections from the Board, she would proceed to replace it.

Director Amuzie moved to approve the Approve District Newsletter, seconded by Director Chambers.

The motion was carried unanimously.

E. Consideration to Authorize Attendance to ACWA Region 5 Program and Tour - Exploring United Water's Integrated Water Systems & Infrastructure Resilience, Oxnard, California, September 3 – September 4, 2026.

President Bautista asked if anyone wanted to attend the Region 5 Program. Director Amuzie stated he would be interested in attending. General Manager Mairena displayed the

Eight of Ten
Minutes of the Regular Meeting of the Board of Directors
Thursday, August 13, 2026

agenda for the 2-day program.

Director Chambers reviewed the items on the agenda and said the meeting seemed to focus on activities we do not do, such as groundwater recharge, water treatment, and dam safety, because we get all our water from SFPUC. He also said we have not budgeted for Region 5 meetings in Southern California although we do fund trips to the Fall ACWA conferences down there. He wondered if attending the Region 5 meeting in SoCal was the best use of our funds.

Director Amuzie withdrew his request for attendance. No action was taken.

F. Consideration to Authorize Attendance to ACWA/JPIA 2026 Membership Summit and Fall Conference, Anaheim, California, November 30 – December 3, 2026.

General Manager Mairena mentioned that the agenda had not been posted yet, but hotel reservations would need to be made soon.

President Bautista asked if anyone would like to attend. Director Amuzie stated he would be interested in attending. General Manager Mairena stated she would pass this time, as it was a busy time for her.

Director Chambers moved to Authorize Director Amuzie's Attendance to the ACWA/JPIA 2026 Membership Summit and Fall Conference, Anaheim, California, November 30 – December 3, 2026., seconded by Director Medina.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS:

A. LAFCo Special District Election 2026 – Regular Member Ballot - Update

General Manager Mairena reviewed the email she received from LAFCo regarding a Special District Election for the vacant position of Alternate Special District member. General Manager Mairena told the Board that requests for nomination would be sent at a later time, and that Director Chambers may be interested in the position.

Director Chambers stated that he had received a call from the Chair of LAFCo encouraging him to run for this position. Director Chambers mentioned that he is planning on submitting his nomination once it comes out.

8. ATTORNEY'S REPORT:

Attorney Conneran stated he had nothing to report. Attorney Conneran mentioned that he had sat in on a webinar presented by a colleague on the treatment of claims for damage by tort claims for public agencies.

9. GENERAL MANAGER'S REPORT:

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

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for July 2026, and reminded the Board that last month's usage was probably higher due to the filing of Skyline Tank No. 3, but overall, the usage is still low in comparison.

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

General Manager Mairena asked Attorney Conneran if it was customary for claims to be rejected by public agencies. Attorney Conneran replied that claims were often rejected due to statutory deadlines, but it did not mean that a claim would not ultimately be paid.

General Manager Mairena reported that a check for the amount she had filed the claim for had been received by the District.

D. Announcement of General Manager Retirement.

General Manager Mairena made an official announcement of her planned retirement date on June 30, 2027.

E. Cybersecurity (*Added*)

General Manager Mairena stated she had forwarded the Board information regarding Cybersecurity, and that Attorney Conneran had also sent her additional information, so she wanted to let the Board know that staff was working diligently with XIO, the District SCADA monitoring company as well as with Selerum, the District IT consulting company, to make sure there were no loose access points where someone could hack into the District's systems. General Manager Mairena stated that luckily the District did not treat any of its water.

Ten of Ten
Minutes of the Regular Meeting of the Board of Directors
Thursday, August 13, 2026

Attorney Conneran mentioned that systems that were connected to the internet had a potential for hacking.

Director Chambers mentioned the connection of the pumps to the internet. General Manager Mairena replied that staff did have access thru the internet for monitoring the pumps, and XIO already planned on adding MFA (multi-factor authentication) to the login process.

10. ITEMS FROM BOARD OF DIRECTORS:

A. Report on ACWA Region 5 Zoom Board Meeting on August 3, 2026 (Amuzie).

Director Amuzie provided the Board with highlights of the meeting he attended via Zoom, among other items, Director Amuzie reported that John Weed stepped down as the Vice Chair of Region 5 but will stay as an alternate for the Vice Chair.

11. CLOSED SESSION:

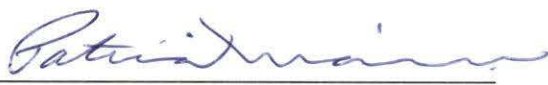
**A. Closed Session – Public Employment (Government Code §54957(b)).
Position: General Manager**

Attorney Conneran took the Board to closed session at 8:42 p.m. to discuss the General Manager position.

The Board reconvened open session at 9:05 p.m. Attorney Conneran stated that the Board had met in closed session to discuss public employment of the General Manager and there was no reportable action taken.

12. ADJOURNMENT:

Without objection, President Bautista adjourned the meeting.
Time 9:05 p.m.


Secretary


President

Date