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

Thursday, September 10, 2026

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

In the absence of both the President and Vice President, Director Chambers was elected to chair the meeting.

1. ROLL CALL:

Directors Present:	Don Amuzie Julie Richards Tom Chambers
Directors Excused Absent:	Janet Medina Perry Bautista
Staff Present:	Michael Conneran, Attorney Carlos Arias, Field Supervisor Wendy Bellinger, Office Supervisor Brandon Laurie, Engineer Patricia Mairena, General Manager
Visitors Present:	None

2. PLEDGE OF ALLEGIANCE: Led by Director Richards.

Prior to conducting official business, Director Chambers called for a moment of silence to honor the memory of citizen Sergio Medina, who regularly attended the District's Board meetings.

3. CONSENT CALENDAR:

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

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

The motion was carried unanimously.

4. PUBLIC COMMENT: None

5. BUSINESS (OLD): None

6. BUSINESS (NEW):

A. Nominations for LAFCo Special District Alternate Representative 2026.

Director Chambers stated his interest in being nominated for the LAFCo Special District Alternate Representative, as mentioned in the last meeting, and told the Board he would appreciate their support.

Director Amuzie moved to nominate Director Chambers for LAFCo Special District Alternate Representative 2026 via a letter signed by President Bautista, and for him to submit the ballot electronically, seconded by Director Richards.

Roll Call	
Director Amuzie	Aye
Director Richards	Aye
Director Chambers	Aye

The motion was carried unanimously with Directors Bautista and Medina being excused absent.

B. Review/Approve Proposals for the Rowntree Lift Station Reinforced Concrete Walkway and Pads.

General Manager Mairena reported on two issues within the area where the concrete steps were recently built: the top and bottom landings. General Manager Mairena mentioned that Sanitation had expressed concerns with the area becoming muddy and slippery with the projected El Niño weather. General Manager Mairena mentioned that when the quote for the concrete steps was requested, former Field Supervisor Kennedy decided not to include the top, due to having to relocate the backflow device. General Manager Mairena

stated that with this proposal, the device will be moved and a safe path to the vault will be created, as well as a safe landing at the bottom of the stairs.

General Manager Mairena mentioned that both proposals were similar. Director Chambers asked a question about the railings and the contractors. General Manager Mairena mentioned that Bradshaw was being recommended by Sanitation and that Mission Constructors had done the concrete stairs, but the wait had been a long one.

Director Amuzie moved to approve the Bradshaw Construction's Proposal for the Rowntree Lift Station Reinforced Concrete Walkway and Pads, seconded by Director Richards.

The motion was carried unanimously.

Attorney Conneran stated that we should include a date of completion on the agreement he will be preparing.

C. Consideration to Authorize Task Order 26-27-02 with Pakpour Consulting Group, Inc., for Design Services for the King Drive Water Main Improvements, CIP W20-03, in the amount of $199,800.

General Manager Mairena mentioned that this project was already approved as part of the 5-year CIP, and that this was the task order approving the design work by Pakpour.

Engineer Laurie confirmed that the design for this project will happen this year, and the construction next year. Engineer Laurie provided an overview of what the project consists of and pointed out that the portion of pipe being installed over the fault will be earthquake resistant.

Director Amuzie moved to Authorize Task Order 26-27-02 with Pakpour Consulting Group, Inc., for Design Services for the King Drive Water Main Improvements, CIP W20-03, in the amount of $199,800, seconded by Director Richards.

The motion was carried unanimously.

D. Consideration to Authorize Task Order 26-27-03 with Pakpour Consulting Group, Inc., for Design Services for the Westborough Lift Station Bypass Improvements, CIP S23-30, in the amount of $95,800.

General Manager Mairena mentioned that this project was also approved as part of the 5-year CIP, and that this was the task order approving the design work by Pakpour. General Manager Mairena stated that this project will create a bypass to the lift station, just as it was done with the Rowntree Lift Station.

Director Amuzie moved to Authorize Task Order 26-27-03 with Pakpour Consulting Group, Inc., for Design Services for the Westborough Lift Station Bypass Improvements, CIP S23-30, in the amount of $95,800, seconded by Director Richards.

The motion was carried unanimously.

E. Consideration to Approve Policy on the Use of Artificial Intelligence (AI) by Westborough Water District (WWD) employees, contractors, and Directors.

General Manager Mairena referred to her ACWA Spring Conference report on AI and mentioned that it was JPIA's recommendation that all the boards adopted an AI policy.

Director Chambers asked if the policy was from JPIA. Attorney Conneran stated that General Manager Mairena had requested an AI policy, and that he had been able to obtain a moderate one.

Attorney Conneran pointed out that the main concern was leakage of sensitive or confidential data from the District computers. Attorney Conneran mentioned that public agencies are getting more public records requests on what AI questions that employees are asking, and that one way to protect the District was not maintain any records of AI inquiries.

Director Amuzie suggested sending the policy to JPIA and then bringing it back to the entire board for approval.

7. WRITTEN COMMUNICATIONS: None

8. ATTORNEY'S REPORT:

Attorney Conneran informed the Board that several significant ballot measures are before voters this year, including one concerning taxes. He explained that the measure reflects an agreement between the Legislature and the Howard Jarvis Taxpayers Association regarding the voting threshold and would apply moving forward. If approved, the measure would apply to any future special tax proposed by a district, including the District.

The other measure involves CEQA and it reduces abuse of CEQA to block projects and speeds up the court process on any legal challenge and limits the kind of issues that can be raised in such a challenge. Attorney Conneran mentioned that this measure should help with public infrastructure projects.

9. GENERAL MANAGER'S REPORT:

A. Engineer's Report (Laurie).

1. CIP Update.

Engineer Laurie stated that they had planned to present an update to the CIP this evening showing the progress of how much has been spent, what remains, etcetera, but since two of the five board members were not in attendance, the presentation will be moved to the next meeting.

2. Skyline Tank No. 2 Structural Retrofit.

Engineer Laurie reported that, following completion of the Skyline Tank No. 3 project, design work had begun for Skyline Tank No. 2. The project will similarly retrofit the tank to withstand seismic activity and will include installation of a seismic valve. Engineer Laurie stated that the 65% design is being prepared, with bidding planned for early next year and construction anticipated to begin in March or April.

3. Appian Way Sewer Improvements – Brief Update.

Engineer Laurie mentioned that they were exploring doing some flow monitoring to determine when they would need to bypass to the existing sewer main as they construct the new main. Engineer Laurie reminded the Board that the construction had been delayed due to the upcoming El Niño weather, and the plan was to go out to bid early in the year with construction starting in Springtime.

Engineer Laurie asked if there were questions regarding the projects. Director Chambers asked whether the Skyline Tank No. 2 project would be completed by June 2027, noting that the CIP scheduled the project for fiscal year 2026–2027. Engineer Laurie confirmed that the project would not be completed by that date and explained that the allocated funds would be transferred to reserves if not expended and carried forward to the following fiscal year.

4. Specifications Update – Brief Update.

Engineer Laurie informed the Board that they are close to wrapping up the project with minor adjustments to be updated.

Engineer Laurie thanked the Board for approving the King Drive and the sewer bypass project and mentioned that it was good to have done the rate study and be investing back in the system.

Director Chambers mentioned the CIP had a couple more years left. Engineer Laurie replied that the CIP projects were planned to be completed by then, but if not, the plan would be extended out, and the rate study re-evaluated to determine if more funds were needed.

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

General Manager Mairena displayed the monthly comparison chart of water use and reported that water consumption for August 2026 was low, and she did not expect it to increase by much more. General Manager Mairena told the Board this was good for the water conservation program, but not good for revenue.

C. Status Report on Recruitment for General Manager.

General Manager Mairena reported that the District sent out six RFPs (Request for Proposals), and five were received by the deadline.

Attorney Conneran informed the Board that the next step was for the Ad Hoc Committee to meet review and rank the RFPs. Attorney Conneran mentioned that President Bautista had not yet appointed the second member of the Ad Hoc Committee, which he had thought would be Director Medina but at this point was waiting to see what she wanted to do.

Director Chambers mentioned that the original plan was to receive a presentation for award at this meeting. Attorney Conneran mentioned that the Board had set an aggressive schedule so that it could be moved if needed.

D. Request to Amend Pension Contract to Include PEPRA Provisions.

General Manager Mairena provided a brief overview of the two CalPERS programs the District had: Classic and PEPRA, and mentioned that back in 2013, then Governor Brown, had changed CalPERS to include PEPRA, which lowered contributions substantially.

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General Manager Mairena reported that she had received an email from CalPERS regarding the language of the original pension contract and asking to amend it to match everyone's language to match the PEPRA provisions. General Manager Mairena explained that there would be no changes to the benefits or the cost, and that it would simply be a language update.

General Manager Mairena stated that she wanted to let the Board know that she would initiate this process and will eventually come back to the Board with the updated documents for them to approve, which would include a couple of presentations.

Attorney Conneran clarified that we were simply authorizing them to begin the process and send us the paperwork.

10. ITEMS FROM BOARD OF DIRECTORS: None

11. CLOSED SESSION: None

12. ADJOURNMENT:

Without objection, Director Chambers adjourned the meeting.
Time 8:12 p.m.

Secretary

President

10/8/26
Date