

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

Thursday, June 10, 2010

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

1. ROLL CALL:

Directors Present:

Robert Craig
Thomas Chambers
Perry Bautista
Janet Medina
William Lopez

Directors Absent: None.

Staff Present:

General Manager, Darryl Barrow
Attorney, Michael Conneran

Visitors Present: None

2. PLEDGE OF ALLEGIANCE: Led by Director Bautista.

3. CONSENT CALENDAR:

Director Bautista moved to approve the consent calendar with correction to the minutes, seconded by Director Medina.

The motion was carried unanimously.

General Manager Barrow requested to add Agreement for Compensation to County of San Mateo for Collection of Special Assessments to the agenda. Mr. Barrow reported that this item came to the Board's attention after the agenda was posted and may require action.

Director Craig moved to add Agreement for Compensation to County of San Mateo for Collection of Special Assessments to the agenda, seconded by Director Lopez.

The motion was carried unanimously.

- 4. **PUBLIC COMMENT:** None
- 5. **BUSINESS (OLD):** None
- 6. **BUSINESS (NEW):**

- A. **Consideration to Approve Agreement for Compensation to County of San Mateo for Collection of Special Assessments.**

General Manager Barrow reported that the County of San Mateo Controller's Office had requested that execution of agreement for the collection of the sanitary sewer charges on the property tax bill.

Director Craig moved to approve the Agreement for Compensation to County of San Mateo for Collection of Special Assessments with approval of the agreement by Attorney Conneran, seconded by Director Medina.

The motion was carried unanimously.

- B. **Review/Approve 2010/2011 Operating Budget.**

General Manager Barrow and the Budget Committee reviewed the 2010/2011 Operation Budget with the Board.

Director Craig moved to approve the 2010/2011 Operating Budget with figure changes to Accountant Services, seconded by Director Medina.

The motion was carried unanimously.

- C. **Review/Approve Proposal From C &A Associates for Monthly Accountant Services.**

General Manager Barrow indicated that the auditors reported problems with the District's accountant financial records. The auditors stated that some of the records were outdated and kept in a handwritten spreadsheets in pencil and could be easily erased. Also, the auditors had difficulty reviewing the financial records entries. Mr. Barrow passed out copies of the accountant's financial spreadsheets to the Board. Mr. Barrow recommended the Board consider approving proposal from C & A Associates for accounting services.

Director Bautista moved to approved the proposal from C &A Associates for monthly

accountant services, seconded by Director Lopez.

Motion was carried unanimously

D. Consideration of Salary Adjustment for District Employees.

General Manager Barrow passed out a memo to the Board regarding his recommendation for salary adjustment for district employees.

Director Medina moved to approve the General Manager's recommendation for salary adjustment for district employees effective July 1, 2010, seconded by Director Craig. Director Craig stated that the Board was very satisfied with Mr. Barrow's work.

The motion was carried unanimously.

E. Approve Revised Employment Contract and Salary Adjustment for General Manager.

After Closed Session, Director Craig moved to approve a 5% salary adjustment for General Manager Barrow effective July 1, 2010, seconded by Director Medina.

The motion was carried unanimously.

7. **WRITTEN COMMUNICATION:** None.

8. **ATTORNEY'S REPORT:** None.

9. **GENERAL MANAGER'S REPORT:**

A. District Newsletter.

General Manager reported that he was working on the district newsletter and informed the Board if they had any new articles they would like to be in the newsletter to let him know.

10. **ITEMS FROM BOARD OF DIRECTORS:** None.

11. **CLOSED SESSION:**

**A. CLOSED SESSION – Public Employee Performance Evaluation
Government Code Section 54957
Title: General Manager**

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Board went into Closed Session at 8:04 p.m. and reconvened at 8:13 p.m.

No action taken.

12. ADJOURNMENT:

Director Bautista moved to adjourn, seconded by Director Medina.

The motion was carried unanimously.

Time 8:16 p.m.

Secretary

President

Date