



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 11, 2018 AT 7:00 P.M.**

1. Call to Order

President Moritz called the meeting to order at 7:00PM

2. Roll Call

BOARD MEMBERS PRESENT: Moritz, Thiele-Sardiña, Walker, Dehn, Otte

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Scott, Condotti

Others Present: Jessie Olsen, Donna Bell- Save the Bay,
John Bourgeois – Salt Pond Restoration

3. Communications from the Public: None

6. Presentation, Discussion and Direction for 'Save the Bay' Nursery Facility at the District's Flow Equalization and Resource Recovery Facility

Comments: John Bourgeois from Salt Pond Restoration discussed the restoration project and how Save the Bay has partnered with them on it. Donna Bell outlined the need for the use of the District's Flow Equalization and Resource Recovery Facility (FERRF) for a nursery facility to aid the project. The Board provided direction to DM Scott to proceed developing an MOU for the project for Board consideration.

4. Public Hearing – Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation

Motion to open by: Dehn 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain:

Comments: None

Motion to close by: Thiele-Sardiña 2nd by: Dehn Vote: AYE: 5 NAY: 0 Abstain: 0

5. Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation

Motion by: Walker 2nd by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott reported the last Board increase was in 2016. The Board is eligible for a 5% increase for two years for a total of 10%. Board consensus was to increase compensation 3% each of two years for a total of increase of 6% or \$220.00 per meeting. The 3% increase for each year would reflect the same increase District employees received. This regulation will become effective in 60 days on June 10, 2018.

7. District Manager's Report

Comments:

1. CIP Project:

- a) Bids for Belle Haven III CIP are due April 11. Engineer's estimate - \$4.2M. Award scheduled for April 25th meeting.

2. Affiliate Agency/Association News:

- a) **County:** District and County have agreed to share the cost of an analysis of impacts and challenges to transferring the Solid Waste Franchise to the County. Analysis complete by June.
- b) **CWEA:** Annual Conference in Sacramento April 17-20. Several staff will attend as volunteers and potential award winners.
- c) **PG&E:** District staff met with City of Menlo Park to discuss the District and PG&E annual permits for street repairs encroachment costs.
- d) **LAFCo:** Nominations for Special District Representative will be in April and voting in June.

3. Upcoming Events:

- a) **Board meetings:** April 25=SSC public hearing. May 9, Budget Workshop at 5pm, and Board meeting at 7 pm.
- b) **Kite Day:** District is supporting the CMPK Kite Day and will have a booth at the event Sat, May 5

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 1 SSO in April, caused by Contractor. Total 2 = 2018
- b) **Finance Committee:** Met March 27; discussed debt management policy, bank options, and strategies for the \$13M allocable to the District for the SVCW CIP projects due in Q2 of 2019.
Audit RFP: District Manager reported on the audit RFP results: Top 3 firms were evaluated on experience, service provided and cost Chavan & Associates - Fee for 4 years – \$15K per year, Vavrinek, Trine, Day & Co - Fee for 4 years – \$20K; \$20.6K; \$21.2K; \$21.5K, Maze & Assoc. – Fee for 4 years – \$16.2K; \$16.6K; \$17.1K; \$17.7K
- c) **On Site Treatment Systems:** District has selected Consultant for On Site Permitting Project for the anticipated Facebook Blackwater On-Site treatment system. Consultant will assist the District is establishing discharge limits and developing a permitting program for such systems. Kick off meeting held April 5, 2018 with SVCW representative in attendance.
- d) **Belle Haven III:** Bids have been received for the project. The lowest 3 bids are \$4,814,445, \$5,428,125 and \$5,574,900. The bid will be award at the April 25th Board meeting.

5) Resource Sharing:

- a) **Town of Los Altos Hills:** 3 SSO in 2017. 1 caused by Contractor. 0 SSO in 2018. Completed the CCTV of the entire system in March 2018.
- b) **Town of Woodside:** 0 SSO's in 2016. 1 pump station SSO in 2017. 0 SSO's in 2018. The District continues to provide pump station maintenance.

8. Consent Calendar

- A. Approval of Minutes for Regular meeting March 28, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 11, 2018
- C. WBSD Operations and Maintenance Report – March 2018
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2018

Motion by: Thiele-Sardiña 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: Motion to approve the minutes as corrected, to correct one spacing and one spelling error.

9. Consider Authorizing the Board President to Submit Written Nominations to Elect San Mateo LAFCo Regular Special District Member on District letterhead with the Board President Signature and Complete and Submit the "Authorization to Transmit the LAFCo Special District Member Mail Ballot by Electronic Mail"

Motion by: Walker 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott reported that the current Special District Representative may run again. Board consensus was to nominate Secretary Fran Dehn.

10. Report and Discussion District Finance Committee Meeting

Comments: Treasurer Thiele-Sardiña reported that the Committee met to discuss banking options. He stated that a number of banks do not do the investing themselves but hire an outside firm. Treasurer Thiele-Sardiña stated he is not comfortable with that type of service.

11. Consider Authorizing the District Manager to Establish a Pre-Tax Commuter Benefit Program

Motion by: _____ 2nd by: _____ Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: This item was table until the April 25 Board meeting.

12. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Project Status

Comments: DM Scott reported that Anderson Pacific/WaterWorks will be applying for an exception to construct pipeline in the Cal Trans right-of-way. The Board will consider a change order for grating on the aeration tanks at a future meeting. 16 inch water main was discovered to go through the project property and survey is being conducted to determine exact location. A relocation of the water line may be necessary depending on survey results.

13. Report & Discussion on South Bayside Waste Management Authority (SBWMA)

Comments: DM Scott reported that District is working on LAFCo application for transferring the Solid Waste Franchise to the County.

14. Report & Discussion on Silicon Valley Clean Water (SVCW) and Discussion on SVCW CIP Program and Financing

Comments: Director Otte reported that the Commission meeting will be on April 12. Upcoming items to include a pilot food waste receiving project. After two years the air quality permit has been issued. Other items include approval of \$9M for construction projects to repair or replace older systems. A membrane technology pilot program will be considered that could possibly do all the secondary and nutrient removal in one process.

15. Closed Session

- A. PUBLIC EMPLOYMENT
(Cal. Govt. Code §54957)
Title(s): Regulatory Compliance Coordinator; Part-Time Clerical Assistant

Entered closed session at 8:37 p.m. Left closed session at 9:03 p.m.

Reportable action: None

16. Comments or Reports from Members of the District Board and Consider Items to be Placed on Future Agenda

Comments: Report out on District liability and costs for the Salt Pond Restoration project and the Save the Bay and Salt Pond Restoration association with Bay Keeper. Map of County Sanitary Districts will be presented to the Board at a future meeting.

17. Adjournment Time: The meeting was adjourned at 9:09 PM

/s/ Fran Dehn
Signature