



*1902 - Serving Our Community for over 110 Years - 2018*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, APRIL 25, 2018 AT 7:00 P.M.**

**1. Call to Order**

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

**2. Roll Call**

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

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Scott, Hall, Ramirez

Others Present: Rick Simonson John Frankopf– HF&F,

**3. Communications from the Public: None**

**4. Public Hearing: Consideration of Proposed Increase in Sewer Service Charges for Fiscal Year 2018/19**

Motion to open by: Thiele-Sardiña 2<sup>nd</sup> by: Dehn Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Rick Simonson of HF&H outlined the proposed residential increase of 5%, and non-residential increases average 5%, although depending on commercial category some categories such as restaurants shall see a significant increase, in order to pay for cost of service, in year 2 of a 3-year phase in. This was followed by a brief Q&A for 2 residents in attendance.

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

**5. Consideration of a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2018/19**

Motion by: Otte 2<sup>nd</sup> by: Walker Vote: AYE:5 NAY: 0 Abstain: 0

Comments: None

**6. District Manager's Report**

Comments:

**1. CIP Project:**

a) Award for the Belle Haven III CIP is scheduled for April 25<sup>th</sup> meeting.

**2. Affiliate Agency/Association News:**

a) **County:** District staff is reviewing a draft Lafco application for transferring the Solid Waste Franchise to the County. Analysis complete by June. A revision to the original resolution declaring withdrawal from SBWMA may be necessary. DM has also revived discussion with the County regarding consolidation of Sewer Maintenance Districts. Secretary Dehn requested to be invited to staff meeting with LAFCo Executive Director.

- b) **CWEA:** Annual Conference in Sacramento April 17-20. Several staff attended as volunteers and potential award winners.

**3. Upcoming Events:**

- a) **Board meetings:** May 9, Budget Workshop at 5pm, and Board meeting at 7 pm. May 23.
- 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:** Will meet to discuss debt management policy, and strategies for the \$13M allocable to the District for the SVCW CIP projects due in Q2 of 2019.

**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.

**7. Consent Calendar**

- A. Approval of Minutes for Regular meeting April 11, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 25, 2018
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 2-28-18

Motion by: Dehn 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Comments: None

**8. Consideration of Awarding Bid for the Belle Haven III Sewer Project to Precision Engineering Inc.**

Motion by: Walker 2<sup>nd</sup> by: Otte Vote: AYE:5 NAY: 0 Abstain: 0

Comments: DM Scott reported on the bids received for the project and the apparent low bidder Precision Engineering Inc. with the bid of \$4,814,455.00. He reported there have been no protests and no irregularities.

**9. Consideration to Accept the District's 2017 Performance Measurement Report**

Motion by: Walker 2<sup>nd</sup> by: Otte Vote: AYE:5 NAY: 0 Abstain: 0

Comments: DM Scott reported that 84% of measures rated "satisfactory or above." Secretary Dehn said it was a wonderful report but would like to have the "watch" symbol changed to reflect that goals are being met in these categories but the need to "watch." Board consensus was to approve report subject to correcting a spelling error and adding new symbol for "watch."

**10. Consideration to Accept Third Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End March 31, 2018**

Motion by: Dehn 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: President Moritz reported the District is ahead on revenues and has received \$500,000.00 in connection fees.

**11. Discussion and Direction on Commuter Benefit Program**

Comments: DM Scott outlined the need for a commuter benefit program to help reduce traffic and to get single occupancy vehicles off the road. Options include: 1) Pre-tax benefit program that would include \$260/mo limit, Debit card can be used to purchase tickets, EE could save \$100/month, ER - \$4.81/mo, Cost to District is \$25/month minus savings in Medicare tax; 2) Van Pool: Cost \$37,500 10 year life, 10 – 12 Employees may take advantage; Go Pass: \$19,950 or \$237/EE whichever is greater, requires a contract and 80 EE's. Board consensus was to proceed with a test program for one month using District vehicles for car pool and have the District provide train passes for interested employees.

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

Comments: DM Scott reported that it has been determined that the project location was a former dump site and will require excavation and cleanup for a large unanticipated cost. He reported there will be an upcoming meeting with Sharon Heights Golf Course to discuss the pending final budget amendment approval by the State, discuss moving a water line and cleaning up dump site. He reported that purple recycled water pipe is now being laid on Chilco Street in conjunction with Facebook. Treasurer Thiele-Sardiña was there to kick off construction.

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

Comments: Secretary Dehn reported that the next Board meeting will be held on April 26.

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

Comments: Director Otte reported the SVCW General Manager is on leave and Theresa Herrera is Interim General Manager. The design of the Menlo Park Pump Station is now in progress.

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

Comments: President Moritz would like to review 2-4 annual benefit letters given to employees.

**16. Adjournment Time:** The meeting was adjourned at 8:52 PM

/s/ Fran Dehn

Secretary