



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 12, 2018 AT 7:00 P.M.**

1. Call to Order

President Moritz called the meeting to order at 7:01 PM

Roll Call

BOARD MEMBERS PRESENT: Moritz, Dehn, Thiele-Sardiña (arrived 7:18 pm), Walker, Otte
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: Scott, Condotti, Kitajima
Others Present: Rich Laureta

2. Communications from the Public: None.

3. District Manager's Report

Comments:

1. CIP Project:

- a) Belle Haven III CIP construction began July 23. Currently performing pipe-bursting to replace some segments of sewer main.

2. Affiliate Agency/Association News:

- a) **County:** District Staff, District Counsel, County Staff and LAFCo are all reviewing a draft Lafco application, Resolutions and MOUs for transferring the Solid Waste Franchise to the County. The County has indicated their preference for assignment of the franchise to be effective January 1, 2020 and will need through September to review and comment on the documents.
- b) **CASA:** Collection System Working Group is scheduling a meeting with the State Water Resources Control Board in early October to follow up on comments provided to the State for anticipated changes to the General Wastewater Discharge Permit that all wastewater agencies operate under for controlling and reporting SSO's. The District has been very involved with this effort to date.
- c) **CSDA:** Ethics training due Nov. 14.

3. Upcoming Events:

- a) **Board meetings:** September 26 to be cancelled. October 10th Board meeting will include Solid Waste draft rate study. Discuss: Is 1 meeting in November on the 14th sufficient.
- b) **Tri-State Seminar:** DM is on the Board of Managers for this water/wastewater conference which is the largest of its kind in the western US. Runs from September 24 through 28.

- c) **Onetta Harris Community Center:** District will have booth at Open house.
- d) **DM Medical Leave:** DM will be going on medical leave for approx. 1 month to care for a family member starting in October.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** Zero SSOs for August. 1 SSO September Total 4 = 2018
- b) **IEDA:** Mr. Murray who has consulted with the District over the last 4 labor negotiations has retired. His replacement is Austris Rungis will hopefully meet with the Board in October.
- c) **FERFF Storage Building:** Pre-bid meeting was held on Sept. 12
- d) **Finance Committee meeting:** To be held on Sept. 19.
- e) **Consultant Agreements:** HF&H Solid Waste Rate Study, Woodard Curran for SLAC discharge permit and HF&H for Sewer Service Charge Rate Study and loadings charge.
- f) **185 Meadowood Drive** – All fees paid and have requested temp. occupancy. DM will grant with ok from Board.

4. Consent Calendar

- A. Approval of Minutes for Regular meeting August 22, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 12, 201
- C. WBSD Operations and Maintenance Report – August 2018
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2018
- E. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 08/31/18
- F. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 167 Lake Road, Portola Valley (080-072-130) Lands of Nautiyal & Harbury
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 155 Lake Road and Vacant Lot, Portola Valley (080-072-330 & 080-072-580) Lands of Handley
- H. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1064 for the Construction of Wastewater Facilities for 4111 Alpine Road, Portola Valley, California

Motion by: Dehn 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

5. Consideration of Adopting Resolution Delineating Environmental Findings and Authorizing the District Manager to Call for Bids for the Alpine Road Emergency Sewer Replacement Project

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

Comments: None.

6. Consider Approving Performance Merit Pay Program for FY 2018-19

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

Comments: DM Scott outlined the program for upcoming year starting on October 1.

7. Update and Discussion on Lateral Home Warranty Program

Comments: DM Scott reported on the program, enrollment data and claims. Enrollment has declined from a high of 630 two years ago to 430 now.

8. Report & Discussion on Commuter Benefits Program

Comments: DM Scott presented a report for the Board's review containing data on the program. Board consensus was the report would be acceptable moving forward for future reports.

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

Comments: DM Scott presented photos of the progress of the Sharon Heights project. The water use agreement has been submitted for review for the Caltrans permit. The City of Menlo Park encroachment permit is moving forward. DM Scott and District staff met with Menlo Park Fire Protection District (MPFPD) to review plans for the Sharon Heights project. Although exempt from MPFPD building requirements, they made some minor suggestions for the construction project. DM Scott is reviewing final draft of Bayfront Feasibility Study which will be brought to the Board for consideration in October.

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

Comments: None.

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

Comments: Director Otte reported the next meeting will be in October. He reported that the underground rights of certain parcels are being purchased for the CIP.

12. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6)
Agency designated representatives: District Manager, Legal Counsel
Employee Organization/Unrepresented Employees: Teamsters Local 350

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SMCSC
Case No. 18CIV02183

Entered closed session at 8:10 p.m. Left closed session at 8:39 p.m.

Reportable action: None.

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

Comments: DM Scott reported that the Solid Waste Rate Study will be considered Oct. 10 and the rates public hearing will be set for December at that meeting.

14. Adjournment Time: The meeting was adjourned at 8:40 PM

/s/ Fran Dehn

Secretary