



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 9, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 6:59 PM.

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: Marva Sheehan and Dave Hilton with HF&H Consultants

2. Communications from the Public:

3. 2021 Solid Waste and Recycling Collection Rate Study Draft Workshop and Direction

Comments: HF&H presented the draft Solid Waste Rate Study demonstrating three rate increase scenarios. Board discussed a concern about commercial customers paying too much for their service, particularly at this time. The Board gave direction to complete the report with scenario number two which is less than projected in the prior study and allows for an overall 4.34% reduction to the commercial accounts which better aligns those accounts to their actual cost of service. The final report will be brought back to the Board at the September 23rd meeting.

4. District Manager's Report

1) Administrative:

- a. The City of East Palo Alto has approached the District about annexing a portion of East Palo Alto into the West Bay Sanitary District's Sphere of Influence. The territory would include the area North of Bay Road adjacent to the Illinois Pump Station. District Counsel Condotti suggested bringing this item back as an agenda item and discuss a differential rate structure.
- b. HF&H to submit proposal for the FY21/22 Sewer Rate Study and to address SVCW Bond Refunds and the plant's Regional Environmental Sewer Conveyance Upgrade (RESCU) Program.
- c. Staff is reviewing scanners for the Pilot Scanning Project. A local Intern will be used once staff has created a planned approach to the project.
- d. The District assisted the City of Menlo Park with drainage issues at the duck pond in the Burgess Complex.
- e. The current and former District Managers presented on the WBSD/SHGCC Recycled Water Plant project to the Sustainable San Mateo County Water Reuse group.

2) Finance:

- a. Preparing the End of the Year Preliminary Financial Statement for the September 23rd Board meeting.
- b. Abila P.O. module is going well. Noticed a reduction of paper and gained efficiencies. More to follow.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is continuing to work on the Environmental Impact Report and preparing Draft.

b. Construction Capital Improvement Projects (CIP)

- i. Design work for Bay North and Ringwood are underway. COVID-19 Precaution Language is being considered when contractor is interacting with the public.
- ii. District Contractor is working with Menlo Park on the Metal Storage Building permit.

4) Operations and Maintenance:

a. Performance Merit Pay Program:

- i. Staff is monitoring the goals for CCTV and Construction Dig-Ups. So far it appears staff will be close to accomplishing most goals in spite of the shutdown.
- ii. Bringing next PMPP 20/21 program for consideration on September 23rd.

b. Training:

- i. Mutual Aid Trench Rescue training with Menlo Park Fire District went well.
- ii. Overflow Emergency Response Plan Staff Training planned for September 9th.
- iii. COVID 19 Updated Plan Staff Training will occur in Mid-September.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. Operations going well. To date over 9 million gallons of recycled water has been delivered.
- ii. SHGCC Reimbursement Agreement invoice has been sent for August.

b. Bayfront Recycled Water Plant (BRWP):

- i. Working on Environmental Impact Report (EIR)
- ii. Next meeting with potential partners is tentatively planned for September 16th. Discussions will include the District committing to owning a part of the capacity.

6) Fleet and Facilities:

a. Vehicle Maintenance:

- i. The District is now entered into an agreement with the City of Redwood City for vehicle maintenance services.
- ii. The Water Quality Supervisor - Ford Ranger pickup was purchase through Towne Ford.

7) Upcoming Events:

- a. **Board meetings:** Next meeting will be held on September 23, 2020.

8) Misc./Action Items from Previous Meeting:

- a. **West Bay SSOs:** Zero SSO for July. 2020 Total = 0. 15 months in a row w/o SSO.
- b. **LAH Contract:** Zero SSO for July. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
- c. **Town of Woodside Contract:** Continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.
- d. **Revenue:** Better than expected for services rendered to others in FY19/20. Report on revenue in the End of the Year Financial Report on September 23rd.
- e. **COVID-19 Update:** Plan Updated by DuAll Safety.

- f. **HomeServe Insurance Data:** Report and chart will be available at Board meeting.

5. Consent Calendar

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: District Manager Ramirez highlighted the Board's request to consider reviewing prior Withdrawal Orders where credit card purchase had been described. District Manager Ramirez reported the vendor names and amounts had been reported properly, however, minor descriptive error had been made when describing a cell phone bill description versus administrative phone bill description. The Board decided the errors were not sufficient enough to warrant recalling prior withdrawal orders.

- A. Approval of Minutes for Regular meeting August 12, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 9, 2020
- C. WBSD Operations and Maintenance Report – August 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2020
- E. Town of Woodside Operations and Maintenance Report for Work Performed by WBSD – August 2020
- F. Consideration to Approve Resolution of Intention to Annex Certain Territory (17 Redberry Ridge) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

6. September 9th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported DuAll Safety has updated the District's Corona Virus Response Plan using San Mateo County Health Department guidelines.

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

Comments: District Manager Ramirez reported eleven million gallons of recycled water have been delivered as of September 9th to the Sharon Heights Gold and Country Club since July 27, 2020.

8. Discussion on Town of Atherton Ceasing SBWMA Joint Powers Authority

Comments: President Dehn reported to the Board the Town of Atherton's desire to exit the SBWMA Joint Power Authority. The issue will have to go before the Town Council and then back to the SBWMA Board.

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

Comments: None. Discussed as previous item.

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

Comments: Director Otte stated the next Commission meeting will be held on September 21, 2020.

11. Closed Session

Entered closed session at 8:31 PM Left closed session at 8:38 PM

Reportable action: No reportable action.

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2):
(1 potential case)

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

Comments: None.

13. Adjournment Time: The meeting was adjourned at 8:39 PM

/s/ David Walker
Secretary