



*1902 - Serving Our Community for over 110 Years - 2020*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MARCH 11, 2020 AT 7:00 P.M.**

**1. Call to Order**

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

**Roll Call**

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Tory Thompson, Ramirez, Kitajima

Others Present: None

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

**3. District Manager's Report**

**1) CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 100% complete.
- b. **Cleaning/TVing Large Diameter lines:** With Board approval Staff has obtained new heavy duty cleaning nozzle and large tractor for camera for televising large lines. The tractor, called the MudMaster, has now arrived and Staff has begun cleaning and televising lines full time.

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

- a. **WateReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 16, 2020, but the conference was postponed due to the CoronaVirus scare.
- b. **CWEA Annual Conference:** DM & W&C will present on Recycled Water Treatment Facility and the use of Time Lapse photography and Drone Video for construction documentation and messaging on April 3.
- c. **CMPK:** Discussions and reviews continue regarding the Metal Building Planning review. It appears to be on the Planning Commission Agenda March 23 at 7 pm.
- d. **San Mateo County:** The County is asking us to look at our land space and discuss possible sharing of uses for the property (i.e. FERRF).

**3) Upcoming Events:**

- a. **Board meetings:** Next meeting March 25, 2020.
- b. **Budget Workshop:** April 29, 2020 at 5 pm.

**4) Misc./Action Items from Previous Meeting:**

- a. **SSOs:** Zero SSO for February. 2020 Total = 0. 9 months in a row w/o SSO.
- b. **LAH:** 1 SSO for February. 39 gallons in total. **1<sup>st</sup> SSO in over 12 months.**

- c. **COVID 19:** DM Scott shared details of staff notification regarding the COVID 19 virus and safety and health information.

**4. Consent Calendar**

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

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

Comments: None.

- A. Approval of Minutes for Regular meeting February 26, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 11, 2020
- C. WBSD Operations and Maintenance Report – February 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2020
- E. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Connections of 155 and 167 Lake Road in Portola Valley

**5. Consideration of Approving Contract Change Order No. 2 to Precision Engineering, Inc. for the Belle Haven III Sewer Rehabilitation Capital Improvement Project in Menlo Park, CA**

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

Comments: DM Scott outlined change order no. 2 in the amount of \$511,000.

**6. Consideration of Accepting Work by Precision Engineering for the Belle Haven III Sewer Project; and Authorizing the District Manager to Execute the Balancing Change Order and File the Notice of Completion**

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

Comments: DM Scott outlined the total budget for the project of \$5,536,000 and the total cost came in \$9,425 under budget at \$5,526,000.

**7. Consideration to Ratify the Emergency Replacement of the Diesel Fuel Tank at Willow Pump Station**

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

Comments: None.

**8. Consideration of Authorizing the District Manager to Call for Bids for the Diesel Tanks Replacement Project**

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

Comments: The Board discussed various purchase options and came to the consensus to call for bids with including a Bid Alternate option of a share tank.

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

Comments: DM Scott reported that the Sharon Heights project is near completion. He asked for the Board to provide direction for a ribbon cutting date. Board consensus was to hold the ribbon cutting on May 18<sup>th</sup> at 9:30am.

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

Comments: President Dehn reported that the transfer station contract for tipping for repairs has been approved with no impact to the budget. There was much discussion on the Organics to Energy Pilot Project and approving agreements with Central Marin Sanitary Agency and East Bay Municipal Utility District in addition to MOU with Silicon Valley Clean Water. The upcoming March and possibly April SBWMA Board meetings will be by call-in due to the COVID 19 outbreak. DM Scott reported on receiving a public records request for solid waste franchise agreement 2006-2013.

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

Comments: Director Otte reported the solid waste agreement was approved.

**12. Closed Session**

A. 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.* – SM CSC  
Case No. 18CIV02183

B. CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel

Unrepresented Employee: District Manager

C. PUBLIC EMPLOYMENT  
(Cal. Govt. Code §54957)  
Title: Finance Manager

Entered closed session at 8:37 p.m. Left closed session at 8:50 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: None.

**14. Adjournment Time:** The meeting was adjourned at 8:51 PM

David A. Walker  
Secretary