



1902 - Serving Our Community for over 110 Years - 2017

**WEST BAY SANITARY DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 3, 2017 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, Dehn, Walker (arrived 7:08), Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Ramirez, Kitajima, Reese, Bahrami, Simonetti,
Scheidt

Others Present: None

3. Communications from the Public: None

4. Consideration of Authorizing the District Manager to Grant the Vacation Request of a 4-FT Public Utility Easement at 1049 Almanor Avenue, Menlo Park, CA

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

Comments: Board consensus was there would be no benefit to the District and it may make it more difficult to repair the sewer main in the easement should this item be approved.

5. Fiscal Year 2017/18 Budget Workshop – Discussion of General Fund, Capital Fund, Reserves, and Capital Outlay

Comments: DM Scott and staff presented FY 2017-18 draft budget to the Board and discussed each item.

The General Fund was proposed to expend \$19,284,177, and designating \$8,062,157 for Operating Reserve, and transfer \$7,013,855 to the Capital Fund for a Total Allocation of \$34,360,189.

The Capital projects were listed and explained. The consensus of the Board was to present the proposed budget in May. No changes to the proposed budget were recommended by the Board other than the addition of \$22,000.00 to \$25,000.00 (depending on actual cost) for San Mateo County Tax Collector charges to consider adding another line item showing treatment charges. DM will research and bring options back to Board at a future meeting. The Board approved creation of a new position of Operations Supervisor with a salary range of \$7,630-\$9,872 per month. The Board also approved a change of job title for the Office Manager to reflect his increased involvement in public outreach. The new title will be Office & Communications Manager with a 5% salary increase. This will add \$4,599 plus the additional PERS cost to WBSD of \$719 for a total annual increase of \$5,318. Both salary changes were approved by a Motion by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0 and will be included in the proposed budget FY 17-18.

6. Consider Items to be Placed on Future Agenda

Comments: Metal storage building bid results and long-term agreement with Sharon Heights Golf Course for Recycled Water Project.

7. Adjournment Time: The meeting was adjourned at 9:10 p.m.

Roy Thiele-Sardiña
Secretary