



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 14, 2018 AT 7:00 P.M.**

1. Call to Order

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

2. Roll Call

BOARD MEMBERS PRESENT: Walker, Dehn, Otte
BOARD MEMBERS ABSENT: Moritz, Thiele-Sardiña
STAFF MEMBERS PRESENT: Scott, Gallogly, Kitajima
Others Present: Rich Laureta – Freyer & Laureta

3. Communications from the Public: None

4. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Choi (191 Meadowood Drive, Portola Valley)

Motion to open: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: None

Motion to close: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

5. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Choi (191 Meadowood Drive, Portola Valley)

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: None

8. Consider Accepting the “ West Bay Sanitary District Flow Equalization Facility Levee Improvements Constraints Technical Memorandum” Dated January 2018 by Freyer & Laureta

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott outlined the TM which discussed four project alternatives.

- 1) Place fill on the existing levees surrounding the site to raise the levees to an elevation above the FEMA flood zone and to account for sea level rise.
- 2) Reconstruct the levees surrounding the site to an elevation above the FEMA flood zone and to account for sea level rise.
- 3) Raise an interior portion of the facility with placement of fill to an elevation above the FEMA flood zone and to account for sea level rise.
- 4) Install sheet piles around the entire facility to an elevation above the FEMA flood zone and to account for sea level rise.

Board consensus was to proceed with alternative 4 which would take approximately 6 months/2 seasons to complete at an anticipated cost \$3.1M.

9. Consider Authorizing the District Manager to Execute a Cost Sharing Agreement with the Town of Atherton for the Relocation of Sewer Main in the Town Center Area Along Dinkelspeil Lane

Motion by: Otte 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott outlined the cost sharing agreement between the two agencies for the relocation of the sewer main for the Town Center area along Dinkelspeil Lane. He reported the District's 10-year CIP plan had identified these sewer mains for rehabilitation or replacement in the next 3 years. The acceleration of the District's CIP project to replace the sewer main in the area of the Town Center would eliminate the potential additional costs of construction due to the surface improvements and disruption to the new Town Center. Funds for this project would be allocated from the Capital Asset Fund.

6. District Manager's Report

Comments:

1. CIP Project:

- a) Belle Haven II is approximately 99% complete.
- b) El Camino Real sewer main accidentally filled with concrete. District staff performed 60 foot of replacement of sewer main with night work over the last two weeks.

2. Affiliate Agency/Association News:

- a) **County:** District and County have agreed to share the cost of an analysis of impacts and challenges to transferring the Solid Waste Franchise to the County. Should be complete in 3 months.
- b) **SBWMA:** position of Senior Finance Manager is now vacant
- c) **City of Half Moon Bay:** The City of HMB issued an RFP for Collection System Maintenance since the Regional Water Board fines for Sewer Authority Mid-Coastside. The District Manager and staff considered preparing a proposal. Due to manpower shortages, lack of senior level personnel, and the remoteness of the service location, staff concluded that the District is not in an optimal position to provide these services at this time.
- d) **CWEA:** Annual Conference in Sacramento April 17-20. Several staff will attend as volunteers and potential award winners.

- e) **SVCW:** Bonds documents should arrive February 15 for signature. Actual cost 3.43% vs 3.24%.

3. Upcoming Events:

- a) Board meetings: February 28, March 14 and March 28. April 25 sewer service charge rate public hearing.
- b) Finance Committee met on February 5 to discuss Investment Portfolio, banking options, and a debt management policy as well as strategies for the \$13M allocable to the District for the SVCW CIP projects due in Q2 of 2019. The Committee will report out at the February 28th Board meeting.
- c) District has been invited to participate in Poster Session March 30 and present paper on SHGCC recycled water project at WaterReuse conf in Monterey.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 5 SSO's in 2017.
- b) **Recruitment:** Second round interviews for Source Control Inspector took place last week and #1 ranked candidate declined the position. A hiring decision is pending. Projects & Engineering Technician interviews also took place last week. Applications received are in the single digits reflecting tight labor market in the Bay Area. Recruitment announcements have been placed for Field Supervisor.
- c) **Succession Plan:** Staff is working with Donna Wies Consulting to update our 2015 succession plan to document the steps implemented and to explore possible solutions to recruitment challenges.
- d) **On Site Treatment Systems:** District received 2 proposals for On Site Permitting Project for the anticipated Facebook Blackwater On Site treatment system. Selected consultant will assist the District is establishing discharge limits and developing a permitting program for such systems.
- e) **RFP for Audit Services:** RFP is out.

5) Resource Sharing:

- a) **Town of Los Altos Hills:** 3 SSO in 2017. 1 caused by Contractor. 0 SSO in 2018. DM exploring options for consolidation.
- b) **Town of Woodside:** 0 SSO's in 2016. 1 pump station SSO in 2017. 0 SSO's in 2018. The District has commenced to provide pump station maintenance. District is assisting TOW with information for their current rate study to include a sinking fund to replace pump station and CIP plan to replace 1.5% of system annually.

7. Consent Calendar

- A. Approval of Minutes for Regular meeting January 24, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for February 14, 2018
- C. WBSD Operations and Maintenance Report – January 2018
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2018
- E. Consideration of Resolution Consenting to Annexation of Territory to the West Bay

- F. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Relocation Required for the Development Project at 550 El Camino Real, Menlo Park, CA Pg.

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

- 10. Consider Approval of Procedures for Swearing In of Board Members and Installation of Officers**

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott outlined the proposed changes in the Board General Rules which detail swearing in of Board Members and installation of officers. The complete Board Rules will come back for approval in March.

- 11. Consideration of Establishing March 14, 2018 as the Date of Public Hearing to Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation**

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott explained the Board has not received a pay increase in two years. By law it is allowed 5% per year or +5% Yr 1 = \$217.63, plus 5% Yr 2 = \$228.51. Treasurer Walker suggested a smaller increase but would like a small rate survey conducted before the March 14 public hearing.

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

Comments: DM Scott reported that the District is waiting on a letter of authorization from Sharon Heights Golf and Country Club on the project. Once that is received the letter of award and notice to proceed to be issued.

- 13. Report & Discussion on South Bayside Waste Management Authority (SBWMA) and Negotiations for Restated Franchise Agreement**

Comments: Secretary Dehn reported that the February 22 Board meeting was cancelled and that the next meeting is schedule to be held on March 22.

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

Program and Financing

Comments: None

15. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6)
Agency designated representatives: District Manager, Legal Counsel
Employee Organization: Teamsters Local 350
- B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2)
Number of potential cases: Two

Entered closed session at 9:07 p.m. Left closed session at 9:29 p.m.

Reportable action: Motion to authorize DM to advance Pump Station Tech from Step C to Step E in salary range (5%) due to annual evaluation.

Motion by: Otte 2nd by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

16. Consideration to Approve the Resolution Establishing the Personnel Policies – Dress Code

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott outlined to new revisions to the dress code regarding tattoos and piercings.

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

Comments: None

18. Adjournment Time: The meeting was adjourned at 9:34 PM

/s/ Fran Dehn

Secretary