



1902 - *Serving Our Community for over 110 Years* - 2018

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

1. **Call to Order**

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

2. **Roll Call**

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti, Kitajima

Others Present: Colleen Haley - CSDA, Allen Epstein resident of Town of Los Altos Hills

3. **Communications from the Public:** Colleen Haley of the California Special District Association presented the District with its District Transparency Certificate of Excellence (SDLF) in recognition of its outstanding efforts to promote transparency and good governance.

4. **Public Hearing – Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation**

Motion to open by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____

Comments: DC Condotti reported that the publication notice requirements had not been met for this item. Board consensus was to table this item until April 11 so that requirements can be met.

Motion to close by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____

5. **Consider a General Regulation Amending the Code of General Regulations for Board Member Compensation**

Motion by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____

Comments: Board consensus was to table this item until April 11

11. **Discussion: Strategic Plan Element 4 – Strategic Partners and Public Affairs**

Comments: President Moritz led the discussion on changes on Element 4 of the Strategic Plan. The Board worked page by page on revisions and will present proposed changes for approval at a future meeting.

12. Discussion and Direction on Consolidation Study of Town of Los Altos Hills Collection System

Comments: President Moritz reported that District staff have been in discussions with the Town of Los Altos Hills on an MOU to share costs on consolidation study for the Town's system. The study would include condition and assessment of pipelines, financial outlook, rates, capital improvement projects (CIP) and the LAFCo process. Secretary Dehn asked the cost of and time frame of study. DM Scott responded the estimated cost would be in the neighborhood of \$200,000.00 and take up to 1 year. Allen Epstein resident of Town of Los Altos Hills answered some questions from the Board that included the number of parcels on sewer, number of pumps, how fees are collected, number of new connections a year, future CIPs, sewer main construction and sewer lateral policy. Board consensus was to proceed with a low level preliminary study to allow both sides to determine issues with consolidation. Board requested the preliminary study cost to the District be limited to no more than \$50,000.00 or total \$100,000.00. DM Scott stated this total would be shared 50% each.

6. District Manager's Report

Comments:

1. CIP Project:

- a) Belle Haven II is complete. Notice of Completion on agenda for Board approval. Project under budget.
- b) Bids for Belle Haven III CIP are out and due April 11. Engineer's estimate is \$4.2M.

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) **CWEA:** Annual Conference in Sacramento April 17-20. Several staff will attend as volunteers and potential award winners.

3. Upcoming Events:

- a) Board meetings: March 28, April 11, and April 25=SSC public hearing.
- b) Finance Committee will need to meet in April to discuss 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.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 5 SSO's in 2017. 1 SSO in FEB. Total 1 = 2018
- b) **Recruitment:** 2 vacant Field Supervisor positions have been filled by Damian Madrigal and Eric Madrigal.
- c) **On Site Treatment Systems:** District has selected Consultant for On Site Permitting Project for the anticipated Facebook Blackwater On-Site treatment system. Consultant will assist the District is establishing discharge limits and developing a permitting program for such systems.
- d) **Pipeline Repairs:** The Collection System Rehabilitation crew has been very busy with recent emergencies requiring dig up and repair of portions of the sewer system such as: ECR and Oak Grove (concrete in pipe and PG&E mismatch of High Voltage line), Telecom drilled through line in Atherton & Alameda DeLasPulgas, and cleaning proofer stuck in pipe on Arlington.

- e) **Email:** Treasurer Thiele-Sardiña was contacted by an email from Edward P. Moritz asking for a check payment to a vendor to be sent. Treasurer Thiele-Sardiña immediately realized this was a fraud and a phishing expedition. Mr. Thiele-Sardiña contacted DM Scott and DC Condotti. Menlo Park police were notified. Law enforcement advised that since no money was exchanged there was nothing to be done and advised us to ignore email.
- f) **Form 700's Due:** Due by end of March.
- g) **Finance Committee:** Committee will meet in April.

5) Resource Sharing:

- a) **Town of Los Altos Hills:** 3 SSO in 2017. 1 caused by Contractor. 0 SSO in 2018.
- 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.
- c) **EPASD:** District Field Supervisor on Modified Duty helped train 2 new EPA San District employees for a week while Senior worker is on medical leave and also helped with their preparation for Class B license to operate Jet/Vac Sewer Cleaner.

7. Consent Calendar

- A. Approval of Minutes for Regular meeting February 28, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 14, 2018
- C. WBSD Operations and Maintenance Report – February 2018
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2018
- E. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 25 Kiowa Court, Portola Valley
- F. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1051 for the Construction of Wastewater Facilities for 25 Kiowa Court, Portola Valley, California
- G. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1051 for the Construction of Wastewater Facilities for 25 Kiowa Court, Portola Valley, California

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

8. Consideration of Approving Contract Change Order No. 6 and No. 7 (Balancing Change Order) to Ranger Pipelines, Inc. for the Belle Haven II Sewer Rehabilitation Capital Improvement Project in Menlo Park

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

Comments: Director Walker commented that the District used to really watch change orders closely and negotiate them aggressively. DM Scott pointed out that the same individual is still managing the CIPs and negotiating the change orders.

9. Consideration of Accepting Work by Ranger Pipelines for the Belle Haven II Sewer Rehabilitation Capital Improvement Project and Authorizing the District Manager to File the Notice of Completion

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

Comments: None.

10. Consideration of Resolution Approving Investment in the District's Irrevocable Trust administered by Public Agency Retirement Services (PARS) to Pre-Fund the District's Pension Obligation

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

Comments: President Moritz reported this investment would be used to pre-fund the District's pension liability obligation.

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

Comments: DM Scott reported that the notice to proceed for the Sharon Heights Project has been issued and first year's payment has been received from Sharon Heights Golf Course, and placed in a separate reserve account. A 50% design meeting was held at the project location. The final budget amendment will be submitted to the State Water Resources Control Board for \$22,595,000.00. In addition to the project design and construction, \$325,000.00 will be paid by Sharon Heights for first 6 months of operation. The first reimbursement submittal should be submitted by the end of March.

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

Comments: Secretary Dehn reported the next meeting will be held on March 22.

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

Comments: Director Otte reported that the SVCW 2018 financial plan is complete. He further reported that a rebate of \$258,000.00 has been received from PG&E for the replacement of

the aerators with high efficiency units. The City of San Mateo has asked SVCW for consideration of operations for the City's treatment plant.

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

Comments: Upcoming items to include approve Element 4 – Strategic Plan, MOU for low level preliminary consolidation study with the Town of Los Altos Hills, public hearing for Board compensation for April 11 meeting and the use of FERFF for plant propagation for Salt Pond Restoration Project.

17. Adjournment Time: The meeting was adjourned at 9:19 PM

/s/ Fran Dehn
Secretary