



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 28, 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, Ramirez

Others Present: None

3. Communications from the Public: None

4. District Manager's Report

Comments:

1. CIP Project:

a) Bids for Belle Haven III CIP are 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: April 25=SSC public hearing. May 9, Budget Workshop 5-7pm, May 9 7pm regular Board meeting.

4) Misc./Action Items from Previous Meeting:

a) **SSOs:** 5 SSO's in 2017. 1 SSO in FEB. Total 1 = 2018

b) **Finance Committee:** Met March 27; discussed debt management policy, bank options, and strategies for the \$13M allocable to the District for the SVCW CIP projects due in Q2 of 2019.

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.

5) Resource Sharing:

a) **Town of Los Altos Hills:** 3 SSO in 2017. 1 caused by Contractor. 0 SSO in 2018. Completing the CCTV of the entire system in March 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, which has led to one worker obtaining his Class B license and two others their Class B Learner's permit to drive with a licensed worker until they pass the driving test.

5. Consent Calendar

- A. Approval of Minutes for Regular meeting March 14, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 28, 2018
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 2-28-18
- D. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1081 for the Construction of Wastewater Facilities for 191 Meadowood Drive, Portola Valley, California

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

6. Discussion on Quit Claim a Sanitary Sewer Easement at 300 Constitution Drive

Comments: DM Scott led the discussion that Facebook has requested a quit claim of sanitary sewer easement at 300 Constitution Drive. Facebook would like the District to prepare a letter for the City Menlo Park to agree in concept to abandon easement once new sewer main construction on Chilco Street is complete. In exchange Facebook will install 2,800 feet of purple recycled water pipe for possible future use.

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

7. Review and Consider Approval of Conflict of Interest Code and General Rules of Office for the District Board

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

Comments: Motion to approve Conflict of Interest Code and General Rules of Office for the District Board with the appropriate adjustments to the designated filers list. DC Condotti will report back to the Board regarding how to identify consultants on designated filers list.

8. Consider Approval of Revisions to Strategic Plan Element 4 – Strategic Partners and Public Affairs

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

Comments: Board consensus approve item with a few minor changes that include on page 8-24 to remove duplicate of bullet point 2 – “to participate” and remove “a” from last sentence in same paragraph.

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

Comments: DM Scott discussed the pipe alignment along Sand Hill Road and concern for safety with PG&E line so close to proposed recycled pipeline. A new proposal is to bring alignment into the Caltrans right-of-way on south side of Sand Hill Road which would include a Caltrans fill station. This proposal would limit traffic delays on Sand Hill Road during construction. DM Scott says Caltrans does not allow alignment in their right-of-way but they do make exceptions for recycled water projects in which Caltrans has access to recycled water for their sweeper vehicles. DM Scott discussed benefits of District investing in recycled water pipe to take line all the way to the SLAC entrance road. Board directed DM Scott to proceed with design for additional recycled water pipe for approximately \$500,000.00 with intention of recovering costs with future connections.

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

Comments: Secretary Dehn reported on a recent article outlining the history of China recycling, China’s Green Fence customs crackdown on recycling material and the large impact on North American recycling programs. Recently 17 containers of fiber material were rejected by the Chinese officials and is now on its way back to the U.S. for an additional cost of \$70,000.00. Fiber material is now being sent to India and Indochina instead of China. Recology does receive revenue from both countries and the purchases help keep fiber material out of the Recology landfill.

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

Comments: DM Scott reported on a recent meeting SVCW regarding on-site discharge permits for the Facebook property and SLAC discharge permits. President Moritz reported that additional bond monies in the amount of approximately \$13M may be needed from the District before May 2019. DM Scott will budget in FY 18-19 for \$6.6M in District reserves to be used towards \$13M allocated from West Bay and determine source for remaining \$6.6M at a later date.

12. Closed Session

A. LIABILITY CLAIMS
(Cal. Govt. Code §54956.9(d)(2))
Claimant: Scott Sisto
Claim Against: West Bay Sanitary District

Entered closed session at 8:22 p.m. Left closed session at 8:28p.m.

Reportable action: None

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

Comments: Notify mgilles@apr.com about easement located at 845 Harvard Ave. Financial Committee report on agenda for April 11.

14. Adjournment Time: The meeting was adjourned at 8:30 PM

/s/ Fran Dehn
Secretary