



*1902 - Serving Our Community for over 110 Years - 2017*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, FEBRUARY 8, 2017 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: John Farnkopf, Rick Simonson – HF&H

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

**4. Public Hearing: Consideration of Proposed Amendment to the Code of General Regulations – Sewer Connection Fee Charges Effective March 1, 2017**

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

Comments: DM Scott reported that the Building Industry Assoc. had been contacted regarding the public hearing as requested by them.

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

**5. Consideration of a Proposed Regulation, Amending the Code of General Regulations – Connection Fee Charge**

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

Comments: DM Scott outlined the new SFR connection fee and the connection fee rate study.

**6. Discussion/Workshop on Sewer Service Charges Rate Study for 2017**

Comments: Rick Simonson of HF&H discussed the draft rate study for sewer service charges for 2017 which included a review of the WBSD and SVCW budgets. Board consensus was to consider a 4% increase in SFR rates, bring the commercial/industrial cost of service closer to the true costs and update the loading rates for commercial/industrial users and bring study back to the Board in March for approval and set public hearing for sewer charge rates for May 10.

## 7. District Manager's Report

### 1) CIP Project:

- a) Belle Haven II is approximately 40% complete. Weather continues to pose challenges while working in backyards during rains.
- b) Butler Building out to Bid. Bids due March 8.

### 2) Affiliate Agency/Association News:

- a) **CWEA:** February 15, Collection System Specialty Conference Dublin, DM & OS speaking on 3<sup>rd</sup> party lawsuits.
- b) **CASA:** Winter conference Jan 18 to 20 – Simonetti attended

### 3) Upcoming Events:

- a) February 22 Board meeting
- b) March 8 Board meeting – Sewer Service Charges
- c) Budget Workshop – May 3

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

- a) **SSOs:** 0 SSO's in 2017. 0 in January.
- b) **Recycled Water:** Making progress on Security Provision and working on Option 5 MOU and Long Term Agreement with SHGCC. SWRCB anxious to review LTA. Feb 17 meeting scheduled.
- c) **Personnel Changes:** In house recruitment in progress to backfill 3 technician positions.
- d) **CalPERS:** Discount rate change letter attached for informational purposes.
- e) **Menlo Park Pump Station:** Report on recent flooding at pump station.
- f) **Claim:** DM reported a \$660 claim has been settled.

### 5) Resource Sharing:

- a) **Town of Los Altos Hills:** 1 SSO in 2016. 1 SSO in 2017.
- b) **Town of Woodside:** 0 SSO's in 2016. Reduced annual cleaning in order to save costs this year. Will resume cleaning entire system annually next year.

## 8. Consent Calendar

- A. Approval of Minutes for regular meeting January 25, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for February 8, 2017
- C. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1051 for the Construction of Wastewater Facilities for 25 Kiowa Ct., Portola Valley, California

Motion by: Otte 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

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

Comments: Item 8A pulled for discussion and the minutes were approved as amended.

**9. Discussion on West Bay Sanitary District's Historic Operating and Financial Metrics Update**

Comments: DM Scott lead the discussion and presented an update on the District's historic operating and financial metrics. Board found the spreadsheet useful and asked for annual updates to coincide with the rate setting process.

**10. Report: Update & Discussion on Recycled Water Project and Update on Negotiations with Sharon Heights Golf Course on Long-Term Agreement**

Comments: DM Scott and DC Condotti provided an update on negotiations with SHGCC on long-term agreement.

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

Comments: Director Dehn reported on the recent meeting which included election of officers and the Board requesting the San Mateo County to add events for household hazardous waste. The expenses were approved for the Shoreway facility due to the fire, a single month re-newel with Zanker for construction and demolition materials was approved and FACTS committee recommended to stay at five instead of replacing lost representative from the City of Menlo Park. The Board discussed the possibility of opening discussions with the County of San Mateo to annex the District's solid waste franchise. Board consensus was to open discussions to include District annexing County sanitary districts.

**12. Report & Discussion on Silicon Valley Clean Water (SVCW) and Discussion on SVCW CIP Program**

Comments: Director Otte reported the upcoming meeting will be held on February 9 and will include the consideration of approving a contract for the Flo-Beast installation project for \$96,432. The last meeting highlights included approval of design/build for the rehab of the SVCW conveyance system.

**13. Closed Session**

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: District Manager

Entered closed session at 9:18 p.m. Left closed session at 9:30 p.m.

Reportable action: None

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

Comments: Upcoming items to include FEF flow monitoring options.

**16. Adjournment Time:** The meeting was adjourned at 9:32 PM

/s/ Roy Thiele-Sardiña  
Secretary