



1902 - Serving Our Community for over 110 Years - 2019

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, DECEMBER 11, 2019 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez, Hulsmann

Others Present: SVCW – Matt Anderson, Teresa Herrera, Leslie Murphy-PFM, Recology - Mike Kelly, HF&H – Marva Sheehan and Rick Simonson, and member of the public Ron Snow

2. Communications from the Public: None.

3. Public Hearing: Consideration of Proposed Solid Waste/Recycling Collection Rates for the Year 2020

Motion to Open by: Sardiña, 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Marva Sheehan of HF&H presented the rate study highlights which included the need for 20 and 32 gallon bins to be increased to get closer for the actual cost of service. Ron Snow protested the rate increase citing the increase is not fair for those who use the smaller bins such as the 20 and 32 gallon bins.

Motion to Close by: Sardiña, 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

4. Consideration of Resolution to Approve Solid Waste/Recycling Collection Rates Effective January 1, 2020, and adoption of the rates for “Rates for Other Services”, and accept the Solid Waste/Recycling Rate Study 2020

Motion to Approve by: Moritz, 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

5. Consent Calendar

Motion to Approve by: Moritz, 2nd by: Otte Vote: AYE:5 NAY:0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Dehn would like a further breakdown of BankCard payments over \$1,000. The Board would like a discussion at a future meeting on USA service. DM Scott

suggested that he cover the topic when he presents the Performance Measurement Report next year and the Board agreed.

- A. Approval of Minutes for Regular meeting November 13, 2019
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for December 11, 2019
- C. WBSD Operations and Maintenance Report – November 2019
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – November 2019
- E. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 11/30/19
- F. Consideration of a Resolution of Intention to Annex Certain Territory (20 Navajo PI) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

6. Presentation and Discussion on Silicon Valley Clean Water 2019/20 Budget Status and Financial Plan

Comments: Matt Anderson and Teresa Herrera of SVCW presented information on this item that included a discussion on Reserve Fund Policy. Mr. Anderson outlined the current reserves which include Stage 2 Capacity (currently \$12.1M), Operating Reserves (currently \$3.6M) and CIP Reserves Fund (currently \$18.7M). DM Scott reported that the JPA states SVCW will bill quarterly but they have been billing monthly. Ms. Herrera said she will look into why it is now monthly and report back to DM Scott. Leslie Murphy of PFM discussed that the SVCW reserve investments are focused on safety, liquidity and return.

7. Presentation on S.T.E.P and Grinder Pump Systems

Comments: Pump Facilities Supervisor Bob Hulsmann presented to the Board on the topic of S.T.E.P. and Grinder Pump Systems that are in the On-Site Wastewater Disposal Zone (OWDZ). S.T.E.P. systems do not work with gravity mains only forcemains. They can be as large as a 2500 gallon tank. With this system only the effluent water gets pumped out to the forcemain. They work much the same way as a septic tank. Grinder Systems contain a 150 gallon tank with a self-contained pump and require less maintenance than the S.T.E.P. system. PFS Hulsmann reported that there are currently 29 private S.T.E.P. systems and 50 Grinder stations with 4 more in process. He stated that as these grow in the District there may be the need for additional personnel to keep up with maintenance, repairs and inspections.

8. Consideration to Approve Purchase of Portable Generator

Motion to Approve by: Walker 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: PFS Hulsmann presented the need for a portable generator to be used in case of pump station emergency including a PG&E power shut off.

9. Consideration of Adopting the District's Audited Financial Statements for the Year Ended June 30, 2019

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Treasurer Thiele-Sardiña and Director Moritz reported that there are no deficiencies to report and only a few small adjustments were made. Director Moritz reported that 3-4 employees were also interviewed and no problems were exhibited.

10. Consideration of Authorizing District Manager to Execute the Agreement for Engineering Design Services from Freyer & Laureta, Inc. for the North Bay Road and North Palo Alto Project Areas (2019 – 20) and Authorize the District Manager to Approve up to Ten Percent Contingency for Additional Work on an As-Needed Basis

Motion to Approve by: Walker 2nd by: Sardiña, Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott reported that engineering design is needed for the District's next Capital Improvement Project.

11. Consideration of Authorizing District Manager to Execute the Agreement for Feasibility Services from Barker Wagoner Architects for the Feasibility Study for the Replacement of the District's Corporation Yard Service Building and Authorize the District Manager to Approve up to Ten Percent Contingency for Additional Work on an As-Needed Basis

Motion to Approve by: Moritz 2nd by: Sardiña, Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott reported that the study cost is estimated at \$10-15K and is necessary in the planning of the repair on the aging corporation yard.

12. District Manager's Report

Comments:

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Cleaning costs have skyrocketed and District Manager is working with a contractor to break project into phases and investigating in-house capabilities.

2) Affiliate Agency/Association News:

- a. **P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **CWEA – Advanced Water Treatment Certification Committee:** DM was asked by CWEA to present Dec 9 on the Recycled Water Project – Sharon Heights at a lunch meeting of the AWT certification committee in Pacifica. DM helped organize this committee (Joint committee of CWEA and American Water Works Association)

(AWWA)) while President of CWEA. Committee has now developed certification requirements for operators running Advanced Water Treatment plants, typically Membrane Bio-Reactors such as the Sharon Heights facility.

- c. **CSRMA** – The District has been notified that it will be receiving a retro - adjustment invoice for \$23,503 for the Pooled Liability program and will be receiving dividends for the Pooled Liability program of \$27,614.

3) **Upcoming Events:**

- a. **Board meetings:** Next meeting January 8, 2020.
- b. **Sewer Service Charges Rate Study:** Beginning work on rate study for Board workshop in January
- c. **BOW Investment Portfolio Meeting:** Dec. 18

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

- a. **SSOs:** Zero SSO for November. 2019 Total = 4.
- b. **871-819 Hamilton Ave:** The District Manager executed a Demand Letter and Substitution of Trustee and Full Reconveyance for the 871-879 Hamilton address since the commitment in the form of Agreement with the District to pay supplemental connection fees in 2003, 2004 and 2005 has been fulfilled.

13. Consideration to Approve Purchase of a CUES Steerable MUDMASTER Wheeled Transporter for the Existing Video Pipeline Inspection Unit and Accept Report on Large Diameter Pipeline Cleaning and CCTV

Motion to Approve by: Walker 2nd by: Moritz Vote: AYE: 5 NAY:0 Abstain: 0

Comments: DM Scott reported that this equipment is necessary for large sized pipe for the large diameter pipe cleaning project. The cost of the CUES unit will be paid for by the monies set aside for money budgeted for the bid project.

14. Revised Report on Commuter Benefits Program

Comments: DM Scott presented a revised report that show a total of 15 employees participating in the program and 12 net vehicles have been removed from the commute.

15. Consider Resolution to Elect to the District Board, President, and Secretary, and Appoint a Treasurer and Consider Appointment of Committee Appointees and Alternates

Motion to Approve by: Sardiña, 2nd by: Moritz Vote: AYE:5 NAY:0 Abstain: 0

Comments: Officers and appointments effective January 2 2020: Fran Dehn, President; David Walker Secretary; Roy Thiele-Sardiña, Treasurer. George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate; Fran Dehn, SBWMA Board of Directors, George Otte, Alternate SBWMA Board; Ned Moritz and Roy Thiele-Sardiña, Finance Advisory Group; Fran Dehn and Roy Thiele-Sardiña, Recycled Water Advisory Group.

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

Comments: DM Scott reported that the Caltrans encroachment permit is issued and construction on Sand Hill Road is underway thorough the Caltrans right-of-way. A grant was not obtained for the FERRF levee Improvement Project. A meeting with the City of Menlo Park to discuss easements for the project was held.

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

Comments: President Dehn reported that the Organics to Energy Pilot program staff would like to collaborate with County Office of Sustainability on their work on sea level rise and how it relates to Shoreway Center. Construction of the equipment for the pilot project is 60% complete and equipment testing has started. SVCW is ready to take material now but have been delayed due to a permitting issue with the Air Quality Board and can only take one truck load a day for now. Tipping fees will not be increased effective January of 2020

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

Comments: Secretary Otte reported three leaks have been found and repairs are underway.

19. Closed Session

- .A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager

- C. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager & Legal Counsel
Unrepresented & Exempt Employees

Entered closed session at 9:58 p.m. Left closed session at 10:20 p.m.

Reportable action: None.

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

Comments: SVCW returning on Jan. 22 meeting for presentation, S.T.E.P. and Grinder Pump Systems should be added to rate analysis and progress report on RFP on DM recruitment.

21. Adjournment Time: The meeting was adjourned at 10:23 PM

/s/ David Walker
Secretary