



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JUNE 13, 2018 AT 7:00 P.M.**

1. Call to Order

President Moritz called the meeting to order at 7:02 PM

2. Roll Call

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti

Others Present: None

3. Communications from the Public: None

4. District Manager's Report

Comments:

1. CIP Project:

- a) Belle Haven III CIP was awarded to Precision and working on obtaining contract and insurance documents.
- b) Alpine AC pipe: We have approximately 2,400 to 4,000 feet of 12" Asbestos Cement Pipe that looks to be in very poor condition and may need to be designed/replaced under emergency conditions. Staff is currently in the process of evaluating the pipeline and replacement options.
- c) Town of Atherton Civic Center: DM discussed that the bids for Town project came in much higher than estimated.

2. Affiliate Agency/Association News:

- a) **County:** District staff and Counsel are reviewing a draft Lafco application for transferring the Solid Waste Franchise to the County. A revision to the original resolution declaring withdrawal from SBWMA may be necessary.
- b) **CWEA:** Training was held on June 5 on hydro flushing and rodding, sewer hoses, gas meters and root control.

3. Upcoming Events:

- a) **Board meetings:** June 27th and July 11th, Goals Luncheon and John's Retirement July 10th at noon.
- b) **Movie Night:** District is sponsoring the City of Menlo Park movie night on August 10th.
- c) **CASA Conference:** Will be held in Monterey in August.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 1 SSO in February, 1 SSO in April caused by Contractor, 1 SSO in May caused by Contractor. Total 3 = 2018. DM discussed SSO caused by outside contractor on Wayside Road in May.

b) **Almanac News:** The District's recycled water project was mentioned in recent article on City of Menlo Park water.

c)

5. Consent Calendar

- A. Approval of Minutes for Special meeting May 9, 2018
- B. Approval of Minutes for Regular meeting May 9, 2018
- C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for June 13, 2018
- D. West Bay Sanitary District Operations and Maintenance – May 2018
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2018
- F. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 4-30-18

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

6. Consideration of Approving the FY 2018/19 General Fund and Capital Assets Fund Budgets and 10-Year Capital Improvement Plan Projection

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

Comments: DM Scott presented the FY 2018/19 budget which includes \$6.6M to pay off part SVCW \$13M upcoming bond payment in March 2019, \$1M for pre-fund pension liability and upgrading on employee from part-time to full-time.

7. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation

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

Comments: DM Scott reported that this item is in accordance with the terms outlined in current MOU.

8. Consideration of Establishing Date and Time of Public Hearing to Consider Annual Sewer Service Charge Report for Fiscal Year 2018/2019

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

Comments: None

9. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1068 for the Rerouting of District Main to Chilco Street for the Chilco Street Improvement Project Required for the Facebook (MPK 23 and Bldg. 305) Development in Menlo Park, CA

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

Comments: None

10. Consideration of Resolution Accepting Abandonment of Sanitary Sewer Easement at 300 Constitution Drive

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

Comments: None

11. Consider Resolution to Call for Elections – County of Santa Clara

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

Comments: Board consensus was to limit candidate statements to 200 words, the District will cover candidates statement costs as in previous years and the method of determining winners in the event of a tie will be by lot. Motion by Secretary Dehn to approve the resolution as corrected, with the removal of past Board members names in the replacement section since each Member has been re-elected since that time.

12. Consider Approval of a District Debt Management Policy

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

Comments: DM Scott presented the policy which has been created by the District's Finance Committee.

13. Consider Establishing a District Commuter Benefit Program

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

Comments: DM Scott discussed the success of the one month trial program which included 11 employees and the elimination of 8 vehicles off the road. He presented the following options to the Board:

Benefit	Option A	Option B	Option Z
Pre Tax Plan	✓	✓	
50% Ticket	✓		
66% Ticket		✓	
District Pool Vehicle	✓	✓	
Reimburse Bridge Toll	✓	✓	
FasTrack	✓	✓	
Special Circumstance	✓	✓	
Electric Bike 66%		✓	
Electric Bike 50%	✓		

President Moritz motioned to continue option B on a trial basis, pending final review and approval, and bring back to the Board a formal policy and discussion on the electric bikes option.

14. Discussion and Direction for Lodging for District Employees On-Call or Working Late

Comments: DM Scott discussed low cost lodging options for District employees on-call or employees working late. Options include the Vallombrosa Center that includes single bed and bath room for \$99 a night. Board consensus was to allow DM Scott stay there over-night on Board meeting evenings and determine interest from on-call employees.

15. Consideration of Approval of First Amendment to Agreement between West Bay Sanitary District and Real Social Good Investments, LLC

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

Comments: DM Scott reported that part of the original Agreement stated that if Station 1300 replaced the 325 LF of sewer main in Garwood Way, WBSD would credit Station 1300 the Downstream Improvement fee of \$218,647.14. District standard is to replace 6-inch mains to 8-inch. Upon further research, the developer discovered several issues. The sewer main is in close proximity to six heritage trees as designated by the City, and close proximity to an existing fire hydrant, drainage inlet and the Marriott Residence Inn's only overnight parking driveway. Due to the issues mentioned above, the developer requesting to alter the Agreement so that Station 1300 pays the \$218,647.14 downstream Improvement Fee to WBSD instead of the main replacement on Garwood.

No motion to approve was made. Board consensus was to honor the original agreement to have developer replace sewer main to 8-inch.

16. Consider Approval of MOU Between West Bay Sanitary District and Save The Bay for Access to and Establishment of a Nursery Facility at the District's Flow Equalization and Resource Recovery Facility

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

Comments: DM Scott outlined the highlights of the MOU. Board consensus to approve the MOU with the addition of language to restore the site to its original form when done.

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

Comments: DM Scott reported there will be change order for layout C.2. DM is in contact with the State of California answering several questions regarding the project.

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

Comments: Secretary Dehn reported new Finance Manager has come onboard and HF&H has been selected to perform a study of the pay process for disposal services. The Technical Advisory Committee (TAC) are now reviewing Cal Recycles annual reporting structure and their long term goals, commodity market assessment and long-range plan pilot updates for school recycling. A new battery recycling program will be introduced in September.

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

Comments: Director Otte reported on upcoming meeting items which include a JPA amendment.

20. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—WORKERS' COMPENSATION CLAIM
(Pursuant to Cal. Govt. Code Section 54956.9)
Claimants: Alberto Patino, Arthur Hildebrand

- B. 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

Entered closed session at 9:44 p.m. Left closed session at 9:52 p.m.

Reportable action: None

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

Comments: None

22. Adjournment Time: The meeting was adjourned at 9:53 PM

/s/ Fran Dehn
Secretary