



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JULY 8, 2020 AT 7:00 P.M.**

1. Call to Order

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

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, , Director Otte

BOARD MEMBERS ABSENT: Director Moritz

STAFF MEMBERS PRESENT: District Manager Sergio Ramirez; District Counsel Tony Condotti via Zoom; Water Quality Manager Jed Beyer.

Others Present: Former District Manager Phil Scott via Zoom.

2. Communications from the Public: None.

3. Public Hearing: Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2020/2021

Motion to Open Public Hearing by: Thiele-Sardiña 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Treasurer Thiele-Sardiña asked to review the large commercial customer's water usage data for the 2017, 2018, and 2019 years. Former District Manager Scott suggested looking at the last three years' worth of rate study reports to gather the data.

Motion to Close Public Hearing by: Walker 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

4. Consideration to Approve Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2020/2021

Motion to Approve by: Walker 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

5. Consideration to Approve Maintenance Contract with HACH

Motion to Approve by: Otte 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Water Quality Manager Beyer reported we have not received any feedback since the District sent the "Letter of Intent." The Board approved the Maintenance Contract subject to Legal Council's review.

6. District Manager's Report

1) CIP Project:

- a. **Cleaning and Inspecting Large Diameter lines:** Crews are working on cleaning and televising the large diameter sewer lines; 36" From Alpine Road to the Menlo Park Pump Station at Bayfront. To date cleaning and inspections have been completed from Alpine Road to Highway 101.
- b. **Levee Improvement Project:** We concluded the comment period of the Public Notice of Preparation meeting held by Zoom on June 3, 2020; as required for the drafting of the Environmental Impact Report. No out of the ordinary comments have been received.
- c. **Conditions to Operate at Sharon Heights** – Water Board had to revise the draft Notice of Applicability and will be resubmitting to their supervisor. They would like to share the draft with our team early next week, and then after receiving feedback, the last step will be approval and signature by their Division Chief. Staff is following the matter closely.

2) Affiliate Agency/Association News:

- a. **CMPK:** Building permit application has been submitted for Metal Building at FERRF and is being reviewed by CMPK. DPW has put in a good word to the Building Department to help expedite the process; however, many of their staff are still working from home. We will continue to work with Menlo Park to issue the District's building permit.

3) Operations and Maintenance:

- a. **Vacancy:** Selected New Operations Superintendent
- b. **Menlo Park:** The City terminated the Vehicle Maintenance Service Agreement. Menlo Park has yet to respond with their rationale behind their decision. The District is reviewing other government entities or private firms whom would like the extra revenue from such contract. Treasurer Thiele-Sardiña reported he was on the call with the City of Menlo Park as they discussed canceling the Maintenance Service Agreement between Menlo Park and West Bay. He attempted to explain to the City Council about the benefits of the agreement; however, the City Council directed staff to cancel the agreement. President Dehn suggested Staff let Menlo Park know the District is interested in keeping the agreement in place on an "As-Needed" basis. District Manager Ramirez agreed to contact Menlo Park but he will also pursue Redwood City and the City of Palo Alto to obtain their services and offer them the potential revenue from such maintenance service contract.

4) Upcoming Events:

Board meetings: The July 22, 2020 Regular Board Meeting was canceled. The Annual Goals Luncheon will be held on July 29, 2020 at the District's Admin and Maintenance Facilities where Staff will present Annual/Fiscal Goals. The next Regular Board Meeting will be held on August 12, 2020.

5) Misc./Action Items from Previous Meeting:

- a. **SSOs:** Zero SSO for May. 2020 Total = 0. 13 months in a row w/o SSO.
- b. **LAH:** Zero SSO for May. 2 SSO in 2020.
- c. **Revenue:** Last San Mateo County check for FY20/21 was received on July 1, 2020 in the amount of \$1.2M.

- d. **COVID-19 Update:** 3 month YouTube advertisement advising customers not to flush wipes or towels has been viewed by 220,653 people and 24% or 50,759 have viewed the video to completion with one month remaining.

7. Consent Calendar

Motion to Approve by: Otte 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments:

President Dehn inquired about the “Spraying at Flo Equal at FERRF” an item on the Withdrawal Order. District Manager Ramirez reported this item was to pay for weed abatement at the Flow Equalization & Resource Recovery Facility.

- A. Approval of Minutes for Regular meeting June 24, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for July 8, 2020
- C. WBSD Operations and Maintenance Report – June 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2020

8. Discussion of LAFCo Call for Nominations

Motion to Approve by: _____ 2nd by: _____ Vote: ~~AYE:~~ ~~NAY:~~ ~~Abstain:~~

Comments: President Dehn directed Staff to reach out to absent Director Moritz in order to find out if he is interested in running for the LAFCo Board.

9. July 8th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported on the Corona Virus induced “No Wipes” media campaign on YouTube. He reported the campaign is going well. So far the 3 month ad has received almost 51,000 views. President Dehn asked to see data on who, when, and where people are viewing our ad and asked if we can find out on what device they are viewing it on (such as smart phone, tablets, PC, etc.) She requested to see the bell curve on such data.

District Manager Ramirez reported on one of the District’s staff members parents has tested positive for COVID-19. The staff member was asked to stay home through July 10th to allow for a 14 day quarantine. July 10th would be 14 days after his encounter with a now known COVID-19 patient. President Dehn, asked if the staff member could work or prepare for technical certification exams from home while in self quarantine.

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

Comments: District Manager Ramirez reported the State Water Board may be days away from giving the District the "Notice of Applicability" permit in order to deliver water to the Sharon Heights Golf and Country Club. He also discussed an odor issue Staff has been diligently working on. District Crews installed a clean out to a lateral on the golf course to help address the odor issues and to allow for monitoring.

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

Comments: President Dehn reported on Recology's plan to convert their current solid waste and recycling fleet to an all-electric environmentally friendly fleet by 2024. She reported the SBWMA JPA has approved an insurance agreement allowing for higher deductibles while maintaining a lower premium. President Dehn also reported on the JPA's efforts to change their budget to a calendar budget beginning in January 2021. Budget meetings will resume in September or October for the 2021 calendar year budget.

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

Comments: Treasurer Thiele-Sardiña stated SVCW Manager Teresa Herrera has done a great job with the SVCW newsletter. Director Otte reported SVCW will be hosting tours of the large diameter pipeline over the next two weeks. The tour will consist of walking the 1.5 mile long pipeline. The next SVCW meeting will be held on July 19, 2020.

14. Closed Session

Entered closed session at 7:57 p.m. Left closed session at 8:41 p.m.

Reportable action: None.

Comments: No need to place existing litigation item on Agenda if there is nothing to report. DC Condotti will let Staff know when it needs to be added.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Title: District Manager
- B. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: Finance Manager
- C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567
- D. 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.* – SMCS
Case No. 18CIV02183

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

Comments: Board wishes to see the Top 10 Commercial users of 2017, 2018, and 2019 for the purpose of water data and trend of 2020 water usage. Consider placing it on the Agenda in early 2021.

18. Adjournment Time: The meeting was adjourned at 8:42 PM

/s/ George Otte
Secretary (pro tem)