



1902 - Serving Our Community for over 110 Years - 2019

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 25, 2019 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:08 PM. President Dehn appointed Director Moritz as Secretary pro-tem.

Roll Call

BOARD MEMBERS PRESENT: Dehn, Thiele-Sardiña, Moritz (Secretary pro-tem)

BOARD MEMBERS ABSENT: Otte, Walker

STAFF MEMBERS PRESENT: Scott, Hall, Sturman

Others Present:

2. Communications from the Public: None.

3. District Manager's Report

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Issued a call for bids for cleaning and televising our large diameter sewer mains. Bid opening October 2.
- c. **Coyote Hill Erosion Control Project:** District staff has installed stitch piers and extended the drainage line through the easement. Progress is very encouraging. Storm inlet installation and ground cover are the last steps remaining.

2) Affiliate Agency/Association News:

- a. **Facebook ORTP:** A draft provisional Discharge permit has been written for Facebook for their Onsite Reuse Treatment Plant. Facebook is installing metering vaults etc., as required by the District before the testing of the facility.
- b. **WaterReuse:** Waterworks Engineering, Woodard & Curran and District Manager have teamed up to present the Recycled Water Project in a session at the WaterReuse Conference in March 2020.
- c. **County of San Mateo:** The County of San Mateo has launched a project by entering into a contract with a consultant, EKI, to establish a California Statewide Groundwater Elevation Monitoring (CASGEM) plan and to begin initial monitoring of the San Mateo Plain Groundwater Basin. They're looking for agencies to participate by monitoring their wells. This would be a first step in establishing a Groundwater Management System.
- d. **Bank of the West:** DM Scott reported on check fraud against the District where a number of counterfeit checks have been attempted to be cashed. To date the District is not aware of any loss but is working with Bank of the West to further secure the account. The FM will upload checks to the bank and only checks uploaded will be honored. This adds about 30 minutes each week of staff time and requires a \$40 monthly fee.

- e. **Golden Acorn Award:** DM Scott presented the Golden Award and proclamations received at the award ceremony. The District received the award for Environmental Stewardship for the Sharon Heights Recycled Water Project.

3) **Upcoming Events:**

- a. **Board meetings:** October 9, possibly cancel October 26 if agenda is too light.
- b. **Solid Waste Rate Study:** Set to establish a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.

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

- a. **SSOs:** Zero SSO for August. 2019 Total = 4.

4. Consent Calendar

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz Vote: AYE: 3 NAY: 0
Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: DM Scott presented a revised Withdrawal Order to the Board. Item 4D was removed from the consent calendar and tabled.

- A. Approval of Minutes for Regular meeting September 11, 2019 Pg. 4A-1
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 25, Pg. 4B-1
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 8/31/19 Pg. 4C-1
- ~~D. Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA Pg. 4D-1~~
- E. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Manhole Pad Pg. 4E-1

4. Update and Discussion on the Metal Building Project at FERRF

Comments: DM Scott presented an update on the project which included putting a hold on the construction contract for 6 months while it goes through the City planning process. Staff will make sure the metal fabricator has not made the materials and will determine the costs of holding the project.

5. Consideration to Approve the Pre-Audit Preliminary FY2018-19 Internal Financial Statements & Analysis of Financial Position for the Fiscal Year ending 6/30/2019

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0
Abstain 0

Comments: None.

Consideration to Approve Addendum No. 1 to the Memorandum of Understanding Dated July 17, 2019 Between West Bay Sanitary District and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 and Authorize the President of the District Board to Execute Addendum No. 1 to the Memorandum of Understanding

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0
Abstain: 0

Comments: DM Scott reported per the terms of a Memorandum of Understanding (MOU) between the District and Teamsters Local 350, the District has been in negotiations to agree upon an Alternate Staffing program for the following classifications: Field Supervisor, Pipeline Inspection Technician, Rehabilitation Technician, Pump Station Maintenance Mechanic, and Source Control Inspector. The Alternate Staffing programs for the above mentioned positions were modeled after the Maintenance Worker position already approved in the recent MOU. Qualifying District Staff will advance within the pay range at an accelerated rate probably resulting in increased costs in the near term. Long term the costs should even out assuming employee retention remains high.

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

Comments: DM Scott reported on the construction of the Sharon Heights project and on the receipt of reimbursement Disb. #13 for \$1.7M from the State of California.

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

Comments: President Dehn reported that the next meeting will be held on September 26, 2019.

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

Comments: None.

11. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel, IEDA;
Employee Organization: Exempt Employees, Unrepresented Employees, & Teamsters Local 350
- 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.* – SMCSC Case No. 18CIV02183

Entered closed session at 8:22 p.m. Left closed session at 8:38 p.m.

Reportable action: None.

12. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into Employment Agreement Between the West Bay Sanitary District And Phil Scott (District Manager)

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 3 NAY: 0
Abstain 0

Comments: None.

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

Comments: None.

14. Adjournment Time: The meeting was adjourned at 8:40 PM

/s/ George Otte
Secretary