



1902 - Serving Our Community for over 110 Years - 2017

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 22, 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 (arrived 7:25pm), Walker, Dehn, Otte,
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: Scott, Condotti, Bahrami
Others Present: William Smith. Trang Do and Doug Matsomto – Miyo Yogurt

3. Communications from the Public:

4. Consideration of Refund of Supplemental Connection Fees 842 Santa Cruz Ave., Menlo Park

Motion by: Walker 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Business owner Trang Do explained to the Board the tenant improvements completed to save water and the reason her business does not need the additional wastewater entitlement. Board consensus was to refund the full amount paid \$3,635.90 and lower the entitlement back to the previous capacity of 300 gallons per day.

5. District's Manager Report

1) CIP Project:

- a) Belle Haven II is approximately 43% 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 spoke on 3rd party lawsuits.

3) Upcoming Events:

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

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 0 SSO's in 2017. 0 in January.

- b) **Recycled Water:** State Water Board contacted DM February 16. 3 -6 month for grant approval for Bayfront Facilities Plan
- c) **Equipment:** Vac Com and Dump Truck are down and getting repaired due to damage.

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.

6. **Consent Calendar**

- A. Approval of Minutes for regular meeting February 8, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for February 22, 2017
- C. WBSD Operations and Maintenance Report – January 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2017
- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 1-31-17
- F. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1028 for the Construction of Wastewater Facilities for 145 Bear Gulch Drive, Portola Valley, California
- G. Consider Resolution Authorizing the District Manager to Enter into Agreement Creating Covenants Running With the Land for 1105 Almanor Ave., Menlo Park
- H. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit Nos. 1060-63 for the Construction of Wastewater Facilities Located at 1260 Westridge Dr., Portola Valley, California

Motion by: Walker 2nd by: Dehn Vote: AYE: 4 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

7. **Consider Ratification of Declared Emergency for Sewer Work on Alpine Road and Approve the Expenditures Related to Mitigating the Emergency**

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

Comments: DM Scott outlined to the Board the need for the repair was storm related damage to the Alpine Trail above the District's 15" sewer mainline and related costs for the emergency repair.

8. Consideration of Authorizing the District Manager to Execute a Reimbursement Agreement for Staff Costs Associated with the Review of Technical Studies, Legal Documents, and Design Plans for the High-Speed Rail Project

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

Comments: Board approved item with amendment for an adjusted rate for District legal counsel.

9. Discussion of Cash Flow Projection Model

Comments: DM Scott and District Accountant Bahrami outlined the model. Board consensus was to add \$500K for FY 17-18 and FY 18-19 in connection fee revenues and leave the residential rate structure at 4%, 5%, 5%, 5%.

10. Consider to Approve Resolution to Reschedule West Bay Sanitary District Elections from Odd-Numbered Years to Even-Numbered Years and Requesting the Approval of County of San Mateo to Consolidate the Same with the Statewide General Elections

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

Comments: This results in extended terms for Board members President Moritz, Secretary Thiele-Sardiña and Director Otte to 2018 and Treasurer Walker and Director Dehn to 2020.

11. Discussion and Direction on Recycled Water Project and on Negotiations with Sharon Heights Golf Course on Long-Term Agreement

Comments: DC Condotti discussed the last negotiation meeting which included discussion on construction and cost of O&M and agreement on the security portion. He stated he is trying to move forward on a shorter timeline due to rising construction costs and the issuance of the State of California SFR finance agreement. The next meeting is scheduled for March 6. DM Scott reported that he received word from the SWRCB they are prepared to issue the finance agreement to the District with the condition of executing a successful long-term agreement with Sharon Heights. DM Scott met with the US Bureau of Reclamation and discussed a review of the feasibility study in order to be qualified for NEPA and be considered for Title 16 funding if available from the federal government for the project. This process would require a cultural review and a contribution agreement that would cost approximately \$12,000-\$15,000.

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

Comments: None

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

Comments: Director Otte reported on the item approving consultant funding for grant consideration and asked for additional information regarding the amount spent and the total grant potential. Compensation and class study will be agendized at a future meeting.

14. Closed Session

A. PUBLIC EMPLOYEE CONF. WITH LABOR NEGOTIATORS

Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager

B. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(d)(2)
Number of potential case 1: (1) 845 Harvard Ave., Menlo Park (sewer main easement issue)

Entered closed session at 8:36 p.m. Left closed session at 8:47 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: None

16. Adjournment Time: The meeting was adjourned at 8:48 PM

/s/ Roy Thiele-Sardiña
Secretary