



1902 - Serving Our Community for over 110 Years - 2017

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 23, 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 7:30pm), Walker, Dehn, Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez

Others Present: None

16. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into "Tuition Loan Agreement Between the West Bay Sanitary District And Sergio Ramirez (Operations Superintendent)

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

Comments: None

3. Communications from the Public: None

4. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Chang (135 Shawnee Pass, Portola Valley)

Motion to Open Public Hearing:

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

Comments: None

Motion to Close Public Hearing:

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

5. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board– Lands of Chang (135 Shawnee Pass, Portola Valley)

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

Comments: None

6. District Manager's Report

1) CIP Project:

- a) Belle Haven II is approximately 90% complete.
- b) Sharon Road work is 70% complete. School starts Aug 23rd; should be done in front of school by opening day.

2) Affiliate Agency/Association News:

- a) **County:** Discussions are progressing with the County regarding transfer of Solid Waste Franchise. County will participate in the consultant fee to analyze the Solid Waste Franchise transfer cost and process. West Bay will provide an RFP for Sanitary District's Consolidation Study. Both parties will share cost of the study.
- b) **Mosquito Abatement:** Helicopter for spraying will use the District's Resource Recovery Center for landing for spraying at Bair Island.

3) Upcoming Events:

- a) August 16 Block Party. District was well represented. Facebook Festival on August 26, Menlo Movie Series on September 22.
- b) The next Board meeting will be September 13.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 3 SSO's in 2017. 0 in July.
- c) **Recycled Water:** RFP for Sharon Height project issued August 1, 2017.
- d) **Flores Case:** District costs should be approximately \$5,500
- e) **Public Outreach**5) **Resource Sharing:**
- e) **Town of Los Altos Hills:** 1 SSO in 2016. 3 SSO in 2017. 1 caused by City of Palo Alto and 1 caused by Contractor.
- f) **Town of Woodside:** 0 SSO's in 2016. 1 pump station SSO in 2017 (Pump station maintenance performed by others). Collection System Maintenance agreement has been renewed. Option to provide pump station maintenance may be forth coming as an amendment to the agreement.
- g) Dress Code Policy will be on upcoming agenda.

7. Consent Calendar

- A. Approval of Minutes for Regular meeting July 26, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for August 23, 2017
- C. WBSD Operations and Maintenance Report – July 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2017
- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 7-31-17

- F. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 135 Shawnee Pass, Portola Valley (182-34-011), Lands of Chang
- G. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1039 for the Construction of Wastewater Facilities for 135 Shawnee Pass, Portola Valley, California
- H. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 135 Shawnee Pass, Portola Valley
- I. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 228 Westridge Drive, Portola Valley (077-271-090)
- J. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 105 Santa Maria Avenue, Portola Valley (076-211-530)
- K. Consideration of a Resolution of Intention to Annex Certain Territory (185 Meadowood Drive) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- L. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 345 Golden Oak Drive, Portola Valley (079-102-070)
- M. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 250 Shawnee Pass, Portola Valley

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

8. Consideration to Approve the Pre-Audit Preliminary FY2016-17 Internal Financial Statements & Analysis of Financial Position for the Fiscal Year ending 6/30/2017

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

Comments: DM Scott presented highlights of the report which included ending the fiscal year slightly above projected revenues and slightly below projected expenses. \$1.6M was left over in non-operating expenses and it has been moved into the rate stabilization fund.

9. Consider Adoption of Resolution Approving the Audited & Revised Sewer System Management Plan (SSMP) and Authorizing Re-Certification of Same for 2017

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

Comments: DM Scott discussed the 5-year audit of the Sewer System Management Plan (SSMP) which suggested minor changes that included format changes to SOP's, changing SSO field notes in some cases and a suggestion to increase the root foaming program. Overall the plan reports the District is performing very well.

10. Consider Approval of District Response to the San Mateo County Grand Jury Report "Can We See You Now? San Mateo County's Independent Special Districts Website Transparency Update"

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

Comments: None

11. Discussion and Direction to Amend the Developer's Agreement With Real Social Good Investments LLC for Soil Distribution and Compaction Services at FEF for Soil from 1300 El Camino Real

Comments: DM Scott outlined the need for soil to build up the levies and protect the Resource Recovery Center from king tides. It would also be used to fill up pond 4. DM Scott requested using the \$150,000 outlined in the developer's agreement for soil compaction and distribution and part of the \$500,000 budgeted for this project if needed. Director Otte stated there is a large benefit to the District to receive the soil and is ok with paying for the compaction and distribution. Board consensus was not to pay for compaction and distribution of soil, if possible.

12. Discussion and Direction on Recycled Water Projects - Sharon Heights & Bayfront, Including Grant Applications

Comments: DM Scott updated the Board that the RFPs went out on August 1 and interviews have been conducted with the 3 design/build teams. The USBR WIIN grant application has been completed and submitted on August 16 and included letters of support from BASCWA, WRWC and some Sharon Heights homeowners associations. DM Scott will be meeting with the City of Menlo Park on August 24 to discuss the Bayfront recycled water and Sharon Road projects. The parcel split for the Sharon Heights Golf and Country Club is underway and pending City of Menlo Park approval.

13. Report & Discussion on South Bayside Waste Management Authority (SBWMA) and Negotiations for Restated Franchise Agreement

Comments: DC Condotti reported a conference call is scheduled with SBWMA council next week regarding the District transferring its solid waste franchise to the County of San Mateo.

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

Comments: Director Otte reported that the Commission has authorized preliminary design for the Menlo Park Pump Station and a grant has been issued for \$6M for advanced treatment processes.

15. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Cal. Govt. Code §54957.6)
Agency Designated Representative: District Manager
Unrepresented Employees: Exempt Employees
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (1 case)
Significant exposure to litigation pursuant to Cal. Govt. Code §54956.9(b)

Entered closed session at: 8:10 p.m. Left closed session at 8:25 p.m.

Reportable action: None

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

Comments: DM Scott reported that an upcoming item will include an update to the personnel policy outlining a dress code policy.

18. Adjournment Time: The meeting was adjourned at 8:27 PM

Roy Thiele-Sardiña
Secretary