



*1902 - Serving Our Community for over 110 Years - 2017*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, SEPTEMBER 13, 2017 AT 7:00 P.M.**

**1. Call to Order**

President Moritz called the meeting to order at 7:01 PM

**2. Roll Call**

BOARD MEMBERS PRESENT: Moritz, Thiele-Sardiña (arrived 7:18pm), Walker, Dehn  
BOARD MEMBERS ABSENT: Otte  
STAFF MEMBERS PRESENT: Scott, Condotti  
Others Present: None

**3. Communications from the Public: None**

**4. Consider to Adopt Resolution Approving Master Fee Schedule (2017)**

Motion by: Dehn 2<sup>nd</sup> by: Walker Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott presented a PowerPoint of the proposed master fee schedule which includes an increase for CIP of 3% each year for a total of 9%. The exhibit shows all fees on the master fee schedule increasing by 9%, some updated fee titles were inadvertently left out of the Board package.

**5. District Manager's Report**

**1) CIP Project:**

- a) Belle Haven II is approximately 90% complete.
- b) Sharon Road work is 90% complete. School started Aug 23<sup>rd</sup>; sewer work done in front of school by opening day except for paving.

**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. Kick off meeting September 11 to develop RFP for Sanitary District's Consolidation Study. Both parties will share cost of the study.

**3) Upcoming Events:**

- a) September 22 – Menlo Movie Series
- b) Next Board meeting Sept. 27 which will include solid waste workshop.
- c) October 28 – Facebook Halloween Festival

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

- a) **SSOs:** 3 SSO's in 2017. 0 in August.
- b) **Recycled Water:** RFP for Sharon Height project issued August 1, 2017.
- c) **Recruitment:** Currently recruiting for Maintenance Worker, Operations Supervisor and Projects & Engineering Technician.
- d) **Flores Case:** The District evaluated the cost adjustment and payment as stated in the court decision which totals approximately \$5,500.
- e) **Waters of the United States:** DM Scott explained that this item is being re-defined by the federal government and the District will provide comments with the help of the consultant that has worked on this issue previously.
- f) **Facebook Festival:** A huge turnout at the festival and at the District booth. The poo emojis were very popular.

5) **Resource Sharing:**

- a) **Town of Los Altos Hills:** 1 SSO in 2016. 3 SSO in 2017. 1 caused by Contractor.
- b) **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. Town has asked District to provide pump station maintenance by amendment to the agreement beginning in October.
- c) **Mosquito Abatement District:** DM Scott presented video of the Resource Recovery Center which was used for helicopter landing and reloading of spray of insects on Bair Island.
- d) **City of Half Moon Bay:** DM Scott reported on a recent SSO and fine by the State Water Resources Control Board and the possible need for collection system maintenance services.

6. **Consent Calendar**

- A. Approval of Minutes for Regular meeting August 23, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 13, 2017
- C. WBSD Operations and Maintenance Report – August 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2017
- E. Consideration of a Resolution of Intention to Annex Certain Territory (160 Fawn Lane) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- F. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1059 for the Construction of Wastewater Facilities for 250 Shawnee Pass, Portola Valley, California
- G. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1059 for the Construction of Wastewater Facilities for 250 Shawnee Pass, Portola Valley, California
- H. Consideration of Resolution Consenting to Annexation of Territory to the West Bay

Sanitary District by the San Mateo County Local Agency Formation Commission – 450 Golden Oak Drive, Portola Valley (079-122-310)

- I. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 4135 Alpine Road, Portola Valley

Motion by: Walker 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

**CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR**

Comments: None

**7. Consideration to Approve the Resolution Establishing the Personnel Policies – Dress Code**

Motion by: Thiele-Sardiña 2<sup>nd</sup> by: Dehn Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott presented the updated personnel policy to the Board which includes a dress code policy.

**8. Consider Authorizing the District Manager to Execute an Amendment to 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**

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_ Vote: AYE: \_\_\_\_\_ NAY: \_\_\_\_\_ Abstain: \_\_\_\_\_

Comments: No vote was taken on this item. DM Scott updated the Board on an agreement with Station 1300 in which they will pay for soil distribution and compaction at the District’s Resource Recovery Center to build up the levees to protect the property from king tides. No grading permit will be necessary as confirmed by the City of Menlo Park, pursuant to Cal. Govt. Code 53091 (d).

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

Comments: DM Scott updated the Board that RFPs for the design/build are due on Oct. 4 which was extended by two weeks. As part of Bayfront Recycled Water project DM Scott discussed meeting with City of Menlo Park and County of San Mateo. He also met with Oro Loma Sanitary District to view a horizontal levee. The City of Menlo Park has submitted comments on the lot line adjustment for the Sharon Heights Golf and Country Club parcel.

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

Comments: DM Scott reported on a recent meeting with Recology which resulted in a draft of franchise agreement changes. The District deadline to approve reinstated franchise agreement is by the end of the year.

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

Comments: President Moritz reported that the next SVCW meeting will include treatment plant HVAC emergency repair order. He reported that SVCW will issue bonds for CIP in February 2018, in an amount yet to be determined.

**12 Closed Session**

- A. LIABILITY CLAIM  
(Cal. Govt. Code §54956.9(d)(2))  
Claim of Jacobs (25528 Hidden Springs Court, Los Altos Hills)

Entered closed session at 8:20 p.m. Left closed session at 8:25 p.m.

Reportable action: None

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

Comments: Director Thiele-Sardina requested upcoming item on considering using 1,000 gallons of recycled water for Boy Scout car wash.

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

Roy Thiele-Sardiña  
Secretary