



1902 - Serving Our Community for over 110 Years - 2019

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 9, 2019 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:00 PM

Roll Call

BOARD MEMBERS PRESENT: Moritz, Dehn, Walker, Otte

BOARD MEMBERS ABSENT: Thiele-Sardiña

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez, Bergeron

Others Present: Rick Simonson – HF&H, Austris Runģis - IEDA

2. Communications from the Public: None.

3. District Board of Directors: Swearing in of New Board Members and New Officers

Comments: DC Condotti presented the Oath of Office to the Board Members in attendance.

4. Discussion/Workshop on Sewer Service Charges Rate Study for Fiscal Year 2019/20

Comments: Rick Simonson of HF&H presented the draft report to the Board. Highlights included projected reserve balances for FY 18/19 total \$31.6M with a target of \$25.6M. The projected rate increase for single and multi-family is 4.5% and various impacts as stated in the report on non-residential.

13. 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

Entered closed session at 7:37 p.m. Left closed session at 8:05 p.m.

Reportable action: No Reportable Action.

5. District Manager's Report

Comments:

1. CIP Project:

- a) Belle Haven III CIP construction began July 23. Currently performing pipe-bursting to replace some segments of sewer main. 50% complete.

2. Affiliate Agency/Association News:

- a) **SLAC:** District Staff and Consultant have arranged a meeting on January 17 to discuss implementation plan for meeting the BMP of the Mandatory Wastewater Discharge Permit Amended November 15, 2018.
- b) **CASA:** Collection System Working Group continuing to meet with the State Water Resources Control Board to incorporate CASA comments into the General Wastewater Discharge Permit that all wastewater agencies operate under for controlling and reporting SSO's. The District will continue to be involved and provide an update at the Board meeting once a draft WDR is ready.

3. Upcoming Events:

- a) **Board meetings:** January 23 and February 13. Quorum for April 24 for sewer rate public hearing.

4. Misc./Action Items from Previous Meeting:

- a) **Finance Manager Recruitment:** Performing screening of applications and will be arranging for interviews by end of January.
- b) **Safety:** 2 accidents – a) debris in eye while cleaning – required first aid at clinic, b) damage to pick up fender when backing out of parking lot.
- c) **SSOs:** Zero SSO for December. Total 4 = 2018
- d) **Town of Portola Valley:** Meeting to discuss Town projects and annexations.

6. Consent Calendar

- A. Approval of Minutes for Regular meeting December 12, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 9, 2019
- C. WBSD Operations and Maintenance Report – December 2018 Pg. 6C-1
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2018

- E. Consideration of Resolution Accepting Revised Deed of Easement for 1260 Westridge Drive, Portola Valley, And Authorizing the District Manager to Quit Claim the original Easement
- F. Consideration of Authorizing the District Manager to Issue the Class 3 Permit (No. 1083) for the Sewer Relocation Required for the Development Project at 500 El Camino Real, Menlo Park, CA

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

7. Consideration of Authorizing the District Manager to Consent to the Vacation of Public Utility Easement at 1345 Willow Road, Menlo Park

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

Comments: None.

8. Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions

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

Comments: DM Scott reported on the need for this item to add the new Finance Manager position.

9. Consideration of Resolution Accepting Deed of Easement for electrical facilities necessary for the operation of the Sharon Heights Recycled Water Treatment Plant

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

Comments: DM Scott reported that this easement is for a 5 foot electrical easement for which Sharon Heights Golf & Country Club has signed the Deed of Easement.

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

Comments: DM Scott reported that the SFPUC permit is in process, construction on the Sharon Heights influent pump station has started. A meeting with Sharon Heights Golf Course has been set regarding finances. The City of Menlo Park will be meeting with the District regarding the Bayfront Facilities Plan. The FERRF Levee Improvement project is moving forward.

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

Comments: None.

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

Comments: Secretary Otte reported that the eminent domain proceedings was approved for three parcels; two residents from the public showed up for the Commission meetings and expressed concerns regarding the tunnel. SVCW is on schedule for the boring machine in June/July.

13. Closed Session

- B. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel
Employee Organization: Exempt Employees - Accountant
- C. 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.* – SM CSC
Case No. 18CIV02183
- D. CONFERENCE WITH LEGAL COUNSEL—WORKERS' COMPENSATION CLAIM
(Pursuant to Cal. Govt. Code Section 54956.9)
Claimants: Alberto Patino
- E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS
Agency designated representatives: Board President/Legal Counsel
Unrepresented employee: District Manager

Entered closed session at 9:06 p.m. Left closed session at 9:22 p.m.

Reportable action: No Reportable Action.

14. Consider Resolution to Approve End-of-Year Goals and Objectives Performance Compensation for the District Manager

Motion to approve End-of-Year Goals by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0
Abstain: 0

Motion to approve compensation resolution by : Moritz 2nd by: Otte Vote: AYE: 4
NAY: 0 Abstain: 0

Comments: President Dehn reported the Board approved resolution for 19% of DM annual salary for performance compensation.

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

Comments: Consider resolution for temporary salary adjustment Accountant, Update on FERRF Levee Project and update on Metal Storage Building Project.

16. Adjournment Time: The meeting was adjourned at 9:29 PM

Motion to Approve Minutes by: Moritz 2nd by: Thiele-Sardiña

Minutes Approved By Roll Call: Vote: AYE: 5 NAY: 0 Abstain: 0
(Moritz – Aye, Walker – Aye, Thiele-Sardiña – Aye, Otte – Aye,
Dehn – Aye)