



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, NOVEMBER 8, 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 7:10), Walker, Dehn, Otte  
BOARD MEMBERS ABSENT: None  
STAFF MEMBERS PRESENT: Scott, Condotti  
Others Present: 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 Holliday (160 Fawn Lane, Portola Valley)**

Motion to open by: Otte 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None

Motion to close by: Otte 2<sup>nd</sup> 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 Holliday (160 Fawn Lane, Portola Valley)**

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

Comments: None

**6. District Manager's Report**

Comments:

**1) CIP Project:**

a) Belle Haven II is approximately 94% complete.

**2) Affiliate Agency/Association News:**

- a) **County:** Once we receive the HF&H analysis of impacts and challenges to transferring the Solid Waste Franchise to the County we will schedule a meeting to discuss the required LAFCo process.
- b) **City of Menlo Park:** DM met w Director of Public Works and discussed the Recycled Water force main alignment and the Trench repaving requirement.
- c) **Town of Atherton:** District Staff met with Town of Atherton and tentatively agreed to work together and accelerate the District's CIP project to replace the sewer main running through the Town Center. The District will pay for construction costs and the Town will pay for soft costs – engineering and public utility easement acquisition. The main will be relocated toward the south side of the Town campus and will be further away from PD, Town Chambers and the Library.

### 3) Upcoming Events:

- a) November 15 – PMP and Thanksgiving Luncheon 12 pm.
- b) December 14 – Service Awards, Retirement and Holiday Luncheon

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

- a) **SSOs:** 5 SSO's in 2017.
- b) **Recruitment:** Currently recruiting for Maintenance Worker – 2 declinations of job offers. Only 6 Operations Supervisor applications. Advertising for Projects & Engineering Technician, and Source Control Inspector.
- c) **Hydraulic Model Work:** VWHA will assist the District with an update to the Hydraulic Model and once updated help export it to the District's modeling software (2017-18 Budget) and provide the necessary training to run modeled scenarios of the District's pipelines.

### 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). The District will provide pump station maintenance by recent amendment to the Collection System Maintenance agreement. The start date has been delayed due to some engineering problems encountered when performing a test run of the newly renovated pump station at Town Center.

## 7. Consent Calendar

- A. Approval of Minutes for Regular meeting October 25, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for November 8, 2017
- C. WBSD Operations and Maintenance Report – October 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – October 2017
- E. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 160 Fawn Lane, Portola Valley (077-223-050), Lands of Holliday

- F. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 169 Wayside Road, Portola Valley (076-213-020)
- G. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 120 Bear Gulch Drive, Portola Valley (079-122-110), Lands of Sampson
- H. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1072 for the Construction of Wastewater Facilities for 185 Meadowood Drive, Portola Valley, California
- I. Consideration of the District Manager's Issuance of the Class 3 Permit 1074 for the Raising of Manhole 801 E. Bayshore Road, Menlo Park

Motion by: Dehn 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

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

Comments: None

**8. Discussion Regarding Appointment to the District Board, Appointment of District President, Secretary and Treasurer and Committee Appointees and Alternates**

Comments: Officers and appointments effective December 13: Ned Moritz, President; Fran Dehn, Secretary; Roy Thiele-Sardiña, Treasurer. George Otte, SVCW Commissioner; Ned Moritz, SVCW Alternate; Fran Dehn, SBWMA Board of Directors, David Walker, Alternate SBWMA Board; Ned Moritz and Roy Thiele-Sardiña, Finance/Audit Adhoc; Fran Dehn and Roy Thiele-Sardiña, Recycled Water Adhoc committee.

Motion by: Dehn 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

**9. Discussion and Direction on District San Mateo County Tax Collector Line Item Listing**

Comments: DM Scott presented the Board with options to add another line item to the listing on the San Mateo County tax bill. One for sewer service charge and another for treatment of waste water. However, it will cost an additional \$22,000 per year for that second line. The board ultimately decided to not proceed.

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

Comments: District will be meeting with the third ranked team on Monday, November 13. Informal discussions indicate the possibility to get costs closer to Sharon Heights authorized amount. District also met with City of Menlo Park. The City Menlo Park is adamant that the District cut the street 5 feet from both sides of the trench and indicated that they want rubberized asphalt topped off on the whole road. DM Scott will be updating the Council at Menlo Park on December 5<sup>th</sup>.

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

Comments: Director Fran reported that there have been no meetings this month but she will be meeting with SBWMA on Thursday, November 9. DM Scott spoke with Lillian Clark of the County of San Mateo, and Ms. Clark asked WBSD to provide him with proposals from HF&H to do the analysis of the cost and the share of the bond, the franchise fee, rate stabilization fund, etc. He also asked to include the public meetings and meetings with LAFCo and SBWMA regarding the discussion of the County taking over the waste management for WBSD. Director Dehn asked that HF&H include a timeline for the divestment process for the transfer in their revised proposal.

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

Comments: Director Otte discussed the SVCW bond issuance for the CIP program. SVCW will make a presentation at our next board meeting on December 13 on numbers for bonds including all costs as required by SB 450. Director Otte will be a meeting with SVCW on Thursday, November 9.

**13. Closed Session**

- A. LIABILITY CLAIM  
(Cal. Govt. Code §54956.9(d)(2))  
Claim of Jacobs (25528 Hidden Springs Court, Los Altos Hills)
  
- B. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Cal. Govt. Code §54957.6)  
Agency designated representatives: District Manager, Legal Counsel  
Employee Organization: Teamsters Local 350

Entered closed session at 8:14p.m. Left closed session at 8:27 p.m.

Reportable action: None

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

Comments: The Board would like a discussion regarding the hydraulic modeling software and consultation work.

**15. Adjournment Time:** The meeting was adjourned at 8:29 PM

/s/ Fran Dehn  
Secretary