



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 12, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:04 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, , Walker, Moritz

BOARD MEMBERS ABSENT: Thiele-Sardiña

STAFF MEMBERS PRESENT: Scott, Condotti, FM Sturman

Others Present: HF&H - John Farnkopf and Gabe Sasser

2. Communications from the Public: Tom Carey was present for Item 8F but had no comments.

8. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting January 22, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for February 12, 2020
- C. WBSD Operations and Maintenance Report – January 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – January 2020
- E. Consideration of Accepting the Work Pursuant to Class 3 Sewer Permit No. 1101 for the Access Path and Grading Around an Existing Manhole
- F. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1075 for the Construction of the Gravity Main Extension for 105 & 109 Santa Maria, Portola Valley, California

3. **Public Hearing: Consideration to Approve a General Regulation Amending the Code of General Regulations for Section 406. Backflow Prevention Devices and Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit**

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

Comments: None.

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

4. **Consideration to Approve a General Regulation Amending the Code of General Regulations for Section 406. Backflow Prevention Devices and Section 901. Sewer Connection Charges (03) Charges by Type of Connection – Accessory Dwelling Unit**

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

Comments: DM Scott outlined the need for a code change for these two items.

5. **Consideration of the Establishment of a Public Hearing Date for Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Updated Sewer Rate Study and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing**

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

Comments: John Farnkopf of HF&H presented the draft rate study which included a 5-year revenue requirement projection. The revised rate model predicted rate increases for residential in the order of 4.0% in 2020-21. Approximately 79 homes in the Portola Valley area (located within the On-Site Wastewater Disposal Zone) pay higher charges for the maintenance of the STEP or Grinder Sewer Collection Systems that they require. The District currently charges an additional \$320 annually to maintain these collection systems. However, the current cost of service per account exceeds the current charge by \$599. To realign charges with the cost of service, charges for the maintenance of the STEP/Grinder Sewer Collection Systems are proposed to increase annually over the next five fiscal years. For fiscal year 2020/21, the proposed STEP/Grinder Sewer Collection System charge is \$470, an increase of \$150. A 4% increase in residential sewer service charges will result in annual sewer service rates for a single family home increasing from \$1,177 to \$1,224 per year. For homes (approximately 79 homes) within the OWDZ (Onsite Wastewater Disposal Zone), primarily in Portola Valley, the anticipated sewer service charge will increase from \$1,497 to \$1,694 per household. Overall, this equates to an increase in revenues of approximately \$1.2M per year.

6. **Consider to Approve Second Quarter Internal Financial Statements & Analysis of Financial Position as of Quarter End December 31, 2019**

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

Comments: None.

7. District Manager's Report

1) Comments: CIP Project:

- a. **Belle Haven III**: CIP construction began July 23. 99% complete.
- b. **Cleaning/TVing Large Diameter lines**: Staff has ordered new heavy duty cleaning nozzle and large tractor for camera for televising large lines. Crews have begun cleaning and tving some of the smaller of the large diameter lines but will be limited until the new equipment arrives. Staff will begin cleaning and televising lines full time once the tractor equipment arrives expected to arrive in about 2 weeks.

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

- a. **CWEA P3S Conference**: DM and W&C presented on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **WaterReuse– San Francisco Conference**: DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 16, 2020.
- c. **CWEA Annual Conference**: DM & W&C will present on Recycled Water Treatment Facility and the use of Time Lapse photography and Drone Video for construction documentation and messaging on April 3.
- d. **CMPK**: Met with City staff regarding Onetta Harris Community Center to discuss sewer main location and possibly vacating an easement. Also discussed Metal Building Planning review.

3) **Upcoming Events**:

- a. **Board meetings**: Next meeting February 26, 2020.
- b. **Sewer Service Charges Rate Study**: Rate study public hearing anticipated April 22, 2020.

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

- a. **SSOs**: Zero SSO for January. 2020 Total = 0. 8 months in a row w/o SSO.
- b. **LAH**: 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**
- c. **Investment Reports**: DM would like to submit investments reports for Board approval quarterly instead of monthly. Monthly reports will still be provide for Board information purposes.
- d. **1540 El Camino Real Project**: An agreement has been made with the District.

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

Comments: DM Scott reported the forcemain through the Caltrans right-of-way is nearly complete and the connection at treatment facility has been made. He met with the City of Menlo Park regarding the Facebook facility and will also meet next week to work on costs of Bayfront Recycled Water facility. He is continuing to work on needed easements for Bayfront project.

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

Comments: President Dehn reported that the Board of Supervisors are considering banning all single use containers. The Organics to Energy equipment has been installed. A transition is underway at SBWMA from a fiscal year budget to a calendar year budget with the budget approval in May or June for a 6 month budget and then approval for a 12-month calendar year budget.

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

Comments: Director Otte reported that there are two new Commission members. He recently was able to tour the tunnel part of the CIP. DM Scott reported that when the recent \$13M payment was made to SVCW it included stage 2 capacity fees in the amount of \$1.3M. DM would like to Board's input into whether the District should still be collecting the stage 2 capacity fees now that the District is not being charged for them by SVCW. Board consensus was to continue this discussion on stage 2 capacity fees to another Board meeting.

12. Closed Session

- A. 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

- B. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel
Unrepresented Employee: District Manager

- C. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment

- D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567

Entered closed session at 9:00 p.m. Left closed session at 9:37 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 Mortiz has requested an April report on forecasted capital expenditures as well as a review of monthly or quarterly over-time for the last couple years.

14. Adjournment Time: The meeting was adjourned at 9:42 PM

/s/ David A. Walker
Secretary