



*1902 - Serving Our Community for over 110 Years - 2018*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JUNE 27, 2018 AT 7:00 P.M.**

**1. Call to Order**

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

**Roll Call**

BOARD MEMBERS PRESENT: Moritz, Dehn, Thiele-Sardiña, Walker, Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez, Kitajima

Others Present: Donna Wies, Rich Lauretta

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

**3. Presentation of Succession Plan 2018**

Comments: Donna Wies presented highlights of the succession plan update 2018 which included alternative staffing recommendations, approving an emergency succession policy for the General Manager, strengthening the District's ability to recruit from the private sector, performing a comprehensive salary survey prior contract negotiations and offering salaries and benefits competitive with those offered by other Bay Area government agencies. Board consensus was to accept the report and direct DM to bring some of the items back to the Board for discussion such as alternate staffing and the GM succession policy.

**4. District Manager's Report**

Comments:

**1. CIP Project:**

- a) Belle Haven III CIP preconstruction meeting was held June 21. Construction to begin late July or early August.

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

- a) **County:** District staff and Counsel are reviewing a draft Lafco application for transferring the Solid Waste Franchise to the County.
- b) **County of San Mateo Elections:** Candidate filing period July 16- Aug. 10
- c) **CASA:** Annual conference will be in August.

**3. Upcoming Events:**

- a) **Board meetings:** July 11<sup>th</sup>, Goals Luncheon and John Simonetti's Retirement July 10<sup>th</sup> at noon, possibly on August 8, August 22.
- b) **Movie Night:** District is sponsoring the City of Menlo Park movie night on August 10<sup>th</sup>.

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

- a) **SSOs:** 1 SSO in February, 1 SSO in April caused by Contractor, 1 SSO in May caused by Contractor. Total 3 = 2018

## 5. Consent Calendar

- A. Approval of Minutes for Regular meeting June 13, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for June 27, 2018
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 5-31-18
- D. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Construction on Chrysler Drive, Menlo Park, CA
- E. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Extension Required for the Development Project at 105,125,135&155 Constitution Dr, Menlo Park, CA (Project known as Menlo Gateway Phase II)
- F. Consideration of a Resolution of Intention to Annex Certain Territory (155 Cherokee Way) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- G. Consideration of Approving Resolution Authorizing the District Manager to Enter Into an Agreement for On-Call Construction Administration Services with Freyer & Laureta, Inc. for the Belle Haven III Sewer Project

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

## 6. Consideration of Authorizing the District Manager to Call for Bids for the Construction of New Metal Storage Building Located at the Flow Equalization and Resource Recovery

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

Comments: DM Scott discussed the benefits of the storage building. Board consensus was to approve this item and consider future building for office use.

## 7. Consideration of Authorizing the District Manager to Accept Proposal for Engineering Design Services for Alpine Road Emergency Sewer Replacement, Portola Valley

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

Comments: DM Scott discussed that the worst segments of the damaged pipeline could be point repaired on an emergency basis however the 2,400 feet of 12 inch asbestos cement pipe would need to be replaced within the next one or two years or so and the remaining 1,600 feet of 15 inch asbestos cement pipe would need to be replaced within the next 8 to 15 years. Director Otte stated he would like all repairs and replacement on this project done at the same time. Board consensus was to repair all 4,000 feet at the same time as part of this project.

**8. Consideration of Approval of First Amendment to Agreement between West Bay Sanitary District and Real Social Good Investments, LLC**

Motion by: Otte 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott discussed approval of the First Amendment to the Agreement between West Bay Sanitary District and Real Social Good Investments, LLC with the collection of \$218,647.14 to the Capital Fund.

**9. Consider Authorizing the District Manager to Execute a Recycled Water Use Agreement with Caltrans**

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

Comments: DM Scott presented highlights of the agreement which include cost recovery from the purchase of 1500 gallons per day of recycled water, a plan to avoid gas main crossing and reducing the impact on Sand Hill Road. DC Condotti recommended changed action wording. Secretary Dehn motioned, with the corrected wording, that the Board approve authorizing the District Manager to execute a recycled water agreement with Caltrans substantially in the form outlined in the attachment approved as to form by legal counsel and contingent upon approval by Caltrans of the District's exception request and by Sharon Heights Golf and Country Club.

**10. Consider Approval of a Resolution Amending the Silicon Valley Clean Water Joint Powers Agreement (JPA) to Re-Designate the Roles of Treasurer and Controller**

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

Comments: DM Scott reported that the SVCW Treasurer role will be taken on by SVCW and the Controller role will stay with the Redwood City.

**11. Consider Resolution to Call for Elections – County of Santa Clara**

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

Comments: None

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

Comments: None

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

Comments: No meeting, nothing to discuss.

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

Comments: No discussion – nothing to report.

**15. Closed Session**

- A. CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Negotiators: Board President/District Counsel  
Unrepresented Employee: District Manager  
(Government Code §54957.6)

Entered closed session at 8:45p.m. Left closed session at 9:15p.m.

Reportable action: None.

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

Comments: Upcoming items to include 845 Harvard Ave. and Janus v. AFSCME. President Moritz reported he will step down as president effective, January 1, 2019

- 17. Adjournment Time:** The meeting was adjourned at 9:23 PM

David A. Walker  
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Secretary (pro tem)