



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MAY 24, 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, Walker, Dehn (Secretary pro-tem), Otte

BOARD MEMBERS ABSENT: Thiele-Sardiña,

STAFF MEMBERS PRESENT: Scott, Condotti

Others Present: Jim Lewis

- 3. Communications from the Public:** Jim Lewis, Menlo Park property owner of 1101 Alpine Ave. and 365 Pierce Road, addressed the Board and explained his feelings on the need to broadcast District Board meetings on the internet.

**9. Consider Discussion and Direction on Broadcasting District Board Meetings**

Comments: DM Scott discussed his experience and research on the topic. DM Scott stated that previous broadcasting systems he has had installed cost over \$50,000.00. A one camera system would be poor quality and viewers wouldn't be able to tell who is speaking. For a District video and audio system and Board room reconfiguration it would start at approximately \$100,000.00. In addition to large capital costs there would be on-going costs to the District. President Moritz stated that the District is concerned about the costs involved with developing a broadcast system and it may take away from the main objective of preventing sanitary sewer overflows. Treasurer Walker says he believes in face-to-face contact with the public. DM Scott explained to the Board that Board agenda items are noticed to the public involved. The Board thanked Mr. Lewis for his time and Board consensus was to consider this item the first meeting in July with information from the Fire District on their costs.

**4. District's Manager Report**

**1) CIP Project:**

- a) Belle Haven II is approximately 65% complete.

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

- a) **CWEA:** District will host Pump By-Pass training for the Santa Clara Valley Section on June 13.  
b) **County:** Discussions are progressing with the County regarding transfer of Solid Waste Franchise.

**3) Upcoming Events:**

- a) Budget FY17-18 approval May 24, Annual Goals meeting July 13 at 12:00pm

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

- a) **SSOs:** 3 SSO's in 2017. 1 in April

- b) **DM Vacation:** May 26 through June 16.
- c) **AM Consulting:** Working on performing the 5-Year Sewer System Management Plan Audit as required by SWRCB (State Water Resources Control Board). Cost - \$19.5k.
- d) District Office Manager Todd Reese represented the District for the award nomination at the California Transportation Foundation awards in Sacramento on May 24.

5) **Resource Sharing:**

- a) **Town of Los Altos Hills:** 1 SSO in 2016. 2 SSO in 2017. City Manager and District Manager met May 16 in preparation for 3<sup>rd</sup> year of the Maintenance Agreement. Re-iterated District's commitment to providing continued maintenance services for LAH.
- b) **Town of Woodside:** 0 SSO's in 2016. 1 pump station SSO in 2017 (Pump station maintenance performed by others). SWRCB will be visiting the Town of Woodside to perform an inspection of the Collection System. West Bay will be in attendance to attest to the amount of cleaning and Televising work performed.

5. **Consent Calendar**

- A. Approval of Minutes for regular meeting May 10, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for May 24, 2017
- C. WBSD Operations and Maintenance Report – April 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2017
- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 4-30-17
- F. Consideration of Authorizing the District Manager to Grant the Vacation Request of a 5-FT Public Utility Easement at 511 Entrada Way, Menlo Park, CA

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

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

Comments: None

6. **Consideration of Possible Action on the Long-Term Agreement Between West Bay Sanitary District and Sharon Heights Golf & Country Club For Construction and Operation of Satellite Recycled Water Treatment Facility at Sharon Heights Golf & Country Club**

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

Comments: DC Condotti presented a brief report that included that at the last Board meeting the Board authorized entering into the long-term agreement subject to finalizing some edits

and the exhibits, final draft should be ready to send to Sharon Heights Golf & Country Club during the next week. He stated it will pass the May 31 deadline for the SRF loan but the District has been in contact with the State to let them know a final agreement should be reached by mid-June and they showed no concern of that affecting the loan. DM Scott discussed the consideration of the RFP at the June 28<sup>th</sup> meeting and the RFP may not be available for Board review until June 23 and the Board expressed that timeline would be ok.

**7. Consideration to Adopt Resolution Approving the FY 2017/18 General Fund, Capital Assets Fund Budgets, and 10-Year Capital Improvement Plan projection**

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

Comments: DM Scott presented the budget to the Board for consideration.

**8. Consideration of Establishing Date and Time of Public Hearing to Consider Annual Sewer Service Charge Report for Fiscal Year 2017/2018**

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

Comments: None

**10. Discussion and Direction on Recycled Water Project and on Negotiations with Sharon Heights Golf Course on Long-Term Agreement**

Comments: None

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

Comments: Director Dehn reported that the restated franchise agreement will be considered at June meeting and outlined the City of Menlo Park presentation on the recent rate study conducted by them.

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

Comments: DM Scott reported on the status of Stage II capacity showing a remaining 429.52 gallons available. When this is used up DM Scott discussed the possible need for a Board resolution on connection fees. Director Otte would like to meet with DM Scott to review the status of Stage II capacity before the July meeting. Director Otte reported that items at the June 8 meeting included the General Manager evaluation and Director Otte suggested a policy statement on maintaining equipment.

**13. Closed Session**

- A. CONFERENCE WITH LABOR NEGOTIATORS  
(Cal. Govt. Code §54957.6)  
Agency Designated Representative: District Manager  
Unrepresented Employees: Exempt Employees

Entered closed session at 8:20 p.m. Left closed session at 8:35 p.m.

Reportable action: None

**14. Review and Provide Direction on the Personnel Policies – Revised Education Assistance Policy and Housekeeping Changes**

Comments: DM Scott discussed proposed changes to the policy that includes a change in the educational assistance, added temporary and part-time employees sick leave per the Healthy Workplaces, Healthy Families Act 2014 and updates on the salary and PERS amount.

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

Comments: None

**16. Adjournment Time:** The meeting was adjourned at 8:40 PM

/s/ Roy Thiele-Sardiña  
Secretary