



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 25, 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, Thiele-Sardiña, Walker, Moritz
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: Scott, Condotti (via video call)
Others Present: None

2. Communications from the Public: None

3. District Manager's Report

1) CIP Project:

- a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**
- b. **Cleaning/TVing Large Diameter lines:** Crews have begun work on cleaning and televising the large diameter sewer lines.

2) Affiliate Agency/Association News:

- a. **WateReuse– 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, but the conference was postponed due to the Corona Virus scare.
- b. **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~~ October 30, 2020.
- c. **CMPK:** Discussions and reviews continue regarding the Metal Building Planning review. It appears to be on the Planning Commission Agenda March 23 at 7 pm. District Manager will provide an update at the Board Meeting.
- d. **San Mateo County:** The County is asking us to look at our land space and discuss possible sharing of uses for the property (i.e. FERRF).

3) Upcoming Events:

- a. **Board meetings:** Next meeting April 8, 2020. We will likely implement remote meeting capabilities.
- b. **Budget Workshop:** April 29, 2020 at 5 pm.

4) Misc./Action Items from Previous Meeting:

- a. **SSOs:** Zero SSO for February. 2020 Total = 0. 9 months in a row w/o SSO.
- b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**
- c. **Form 700s:** Due April 1.
- d. DM Scott reported an increase in wipes in Sharon Heights pump station. The Board directed DM to conduct public outreach for the community to decrease the amount of wipes in the system.

- e. DM Scott notified the City of Menlo Park that an emergency repair to District facilities on College Ave. is necessary to replace a damaged wye connection.
- f. **Pipe Hunter:** The new Pipe Hunter has arrived.
- g. **Metal Storage Building:** The planning commission approved the building at its March 23 meeting subject to: Obtaining building permit, 15 day appeal period, comply with Menlo Fire Dist. and pay \$15K transportation impact fee (unless waived).
- h. **Corona Virus:** DM Scott reported that DC Condotti prepared a COVID 19 memo for District employees showing that they are essential employees.

4. **Consent Calendar**

Motion to Approve by: Otte 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting March 11, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 25, 2020

5. **Consideration of Resolution Authorizing the District Manager to Enter into Agreement Between The Town of Portola Valley and the West Bay Sanitary District**

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

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

Motion to Approve by: Moritz 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott discussed this item which adds the new Water Quality Supervisor and increases the salary range for Water Quality Manager due to increased duties with the Recycled Water treatment plant coming online.

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

Comments: Ribbon cutting for the plant will be May 18. DM Scott presented a draft of the building plaque for ribbon cutting. The Board suggested putting SHGCC logo on it and send them a draft for approval.

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

Comments: President Dehn reported that upcoming discussion topics will be the Town of Atherton changing to Green Waste for services and terminate agreement with JPA.

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

Comments: Director Otte reported the boring of 1.1 miles is proceeding better than expected.

10. Update on District's Corona Virus Response

Comments: DM Scott reported that the old treatment plant building at the FERRF has been updated with new flooring, paint, countertops etc. to make room for half of the maintenance staff. Essential crews are assigned to report to the FERRF or at the Corp Yard each morning and lunch to reduce the number of essential employees that are together at one time and to create a work space that maintains adequate social distancing for staff. Personal Safety Wear is being laundered regularly and there are extra coveralls and protective suits (Tyvek) should staff need them. Various types of gloves, masks, and respirators are available to employees and additional product orders have been made and are expected to arrive soon to maintain minimum inventory.

11. 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. 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 8:10 p.m. Left closed session at 8:20 p.m.

Reportable action: None.

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

Comments: Director Moritz asked to have all expenses for the proposed budget for 2020-2021 reviewed for possible reduction or elimination.

13. Adjournment Time: The meeting was adjourned at 8:27 PM

/s/ David A. Walker
Secretary

