



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 10, 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 (arrived 7:03pm), Walker, Otte
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: Scott, Hall for Condotti
Others Present: Resident Chris Buja, Dave Richardson – Woodard & Curran,
Marva Shehan – HF&H, Austris Rungis – IEDA, Gino
Gasparini – Recology

- 2. Communications from the Public:** Resident Chris Buja asked for an upcoming agenda item on discussion of reimbursement agreements. The Board stated they would place the topic on the agenda for the November 14 Board meeting.

- 3. Consideration of Setting a Public Hearing Date for December 12, 2018 to Review Proposed Refuse Collection Rates for the Year 2019 and Providing Staff Direction by Minute Order Regarding the Collection Rate Adjustment for 2019 and the Mailing of the Proposition 218 Notice for a Public Hearing**

Motion by: Dehn 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Marva Shehan outlined the rate study which included proposed rate adjustments for 2019. She stated that neither the 20 gallon container rate nor the 32 gallon container rate is paying for the true cost for collection and processing and some commercial customers rates would need a decrease of 5% in order to move towards their cost of service. Secretary Dehn motioned to move forward with the proposed rates in the rate study, set the public hearing for December 12, 2018 and proceed with mailing the Proposition 218 notice for public hearing to the solid waste rate payers.

- 4. Update to and Discussion of the Bayfront Recycled Water Facilities Plan**

Comments: Dave Richardson presented an update to the plan. Board consensus was to proceed with the findings in the Bayfront Recycled Water Facilities Plan and send a copy of the plan to the State Water Resources Control Board and the City of Menlo Park for review.

10. Consider Resolution to Approve Amendment 1 to the Consultant Agreement for Recycled Water Project Management Phase B Dated March 14, 2017

Motion by: Otte 2nd by: Theile-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: President Moritz presented Amendment 1 which transfers over a portion of the recycled water project management agreement to Freyer & Laureta Inc. for construction observation services which will reduce mark up costs, which are not reimbursable by SRF.

7. Consideration of Approving Resolution Authorizing the District Manager to Enter Into an Agreement for Construction Observation Services with Freyer & Laureta, Inc. for the Recycled Water Project – Sharon Heights

Motion by: Otte 2nd by: Theile-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

14. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel & Austris Ruņģis/IEDA
Employee Organization/Unrepresented Employees: Teamsters Local 350

Entered closed session at 8:01 p.m. Left closed session at 8:56 p.m.

Reportable action: No reportable action.

5. District Manager's Report

Comments:

1. CIP Project:

- a) Belle Haven III CIP construction began July 23. Currently performing pipe-bursting to replace some segments of sewer main.

2. Affiliate Agency/Association News:

- a) **County:** District Staff, District Counsel, County Staff and LAFCo are all reviewing a draft Lafco application, Resolutions and MOUs for transferring the Solid Waste Franchise to the County. The County has indicated their preference for assignment of the franchise to be effective January 1, 2020 and will need through September to review and comment on the documents.
- b) **CASA:** Collection System Working Group has a conference call meeting scheduled with the State Water Resources Control Board October 4, to follow up on comments provided to the State for anticipated changes to the General Wastewater Discharge Permit that all wastewater agencies operate under for controlling and reporting SSO's. The District will be on the call and provide an update at the Board meeting.

- c) **CWEA:** The District Manager attended the 34th Annual Tri-State Seminar LLC September 24 – 27. Earned contact hours for certifications and served on Board of Managers.
- d) **SVCW:** Will make presentation on CIP and financial Update at November 14 meeting.
- e) **HomeServe:** 482 Customers in May 2017 to 430 in August 2018.

3. Upcoming Events:

- a) **Board meetings:** October 10th Board meeting will include Solid Waste draft rate study. October 24 to be cancelled. Anticipating only one meeting in November on the 14th.
- b) **Water Professionals Appreciation Week:** The California Legislature officially designated the first week in October *California Water Professionals Appreciation Week*. This year it is October 6-14. It's all about saying thanks to the CA water professional!
- c) **Halloween Hoopla:** Saturday, October 27, 2018 at 11:00 am to 2:00 pm Fremont Park.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** One SSO for September. Total 4 = 2018
- b) **IEDA:** Mr. Austris Rungis will meet with the Board in October.
- c) **Metal Storage Building:** Bids of \$745K and \$1.2M will be considered at November 14 Board meeting.
- d) **Board Ethics Training:** To be completed by November 14.
- e) **Auto Claim:** The District received a claim for minor traffic accident. After an internal investigation DM Scott plans on rejecting claim.

6. Consent Calendar

- A. Approval of Minutes for Regular meeting September 12, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for October 10, 2018
- C. WBSD Operations and Maintenance Report – September 2018
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2018
- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 08/31/18
- F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 185 Meadowood Drive, Portola Valley
- G. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1072 for the Construction of Wastewater Facilities for 185 Meadowood Drive, Portola Valley, California

- H. Consideration of Accepting/Ratifying Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1072 for the Construction of Wastewater Facilities for 185 Meadowood Drive, Portola Valley, California

Motion by: Dehn 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

8. Consideration to Accept the Performance Merit Pay Program Results Oct. 1, 2017 to Sept. 30, 2018 and Authorize the District Manager to Disburse the Final Payout

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

Comments: DM Scott reported that the District achieved 89% of goals which equals a maximum individual payout of \$4,450.00. Pipe dig ups fell short of its base goal and pipe cleaning totaled 50%. There were several new hires, new leads and two employees on limited duty which adversely effected the goal totals this year.

9. Consider Approval of District Reserve Policy

Motion by: Dehn 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: President Moritz reported that he and the Chairman of the Finance Committee met with DM Scott to create a District Reserve Policy. This policy is necessary for the issuance of the next round of SVCW CIP bonds.

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

Comments: DM Scott reported that the Caltrans permit has proceeded to legal review. The District is working together with The City of Menlo Park to meet the requirements for the encroachment permit. DM Scott received word that reimbursements 2 and 3 from the California Water Control Board in the amounts of \$186K and \$57K are being processed and should be received soon by the District soon.

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

Comments: Secretary Dehn reported that 11 agencies have signed the restated franchise agreement and now the agreements will be considered by the FAX committee. The Rethink Recycling day will be held on October 27 at Shoreway Center. The new battery recycling program has seen a 210% increase in participation. Commodities are back up and paper is being sold again. In October the Board will review Budget and capital fund expenditures.

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

Comments: DM Scott reported on the total net position. This total will not affect voting rights on the Commission. Director Otte reported upcoming items for consideration will be the approval of construction design/build for all three pump stations

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

Comments: Upcoming items to include: Next Board meeting a discussion on reimbursement agreements.

16. Adjournment Time: The meeting was adjourned at 9:43 PM

/s/ Fran Dehn
Secretary