



1902 - Serving Our Community for over 110 Years - 2017

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MARCH 8, 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, Thiele-Sardiña, Walker, Dehn, Otte,
BOARD MEMBERS ABSENT: None
STAFF MEMBERS PRESENT: Scott, Gallogly, Kitajima, Ramirez, Slusser
Others Present: Rick Simonson – HF&H

3. Communications from the Public: Kathy Matthews – Sewer Authority Mid-Coastside Supervisor of Administrative Services to speak on item 7.

4. 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 by: Dehn 2nd by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: Rick Simonson of HF&H presented the highlights of the final rate study which included an updated 5-year financial planning model that also included SVCW's updated long range financial plan, the District's approved FY 16-17 budget and refinements from discussion with District Board and staff. Mr. Simonson further discussed the need to bring rates for commercial customers in line with the cost of service. Board voted to approve the rate study, establish sewer service charge public hearing for May 10th and approve the issuance of the 218 notice. Director Otte suggested two language additions in the 218 notice, for clarity, that DM Scott will incorporate.

7. Discussion and Direction on Request for Proposal From City of Half Moon Bay for Wastewater Collection System Cleaning and CCTV Inspection Services

Comments: DM Scott presented a request for proposal from the City of Half Moon Bay outlining two options for providing collection system maintenance and training. These services are currently being performed by Sewer Authority Mid-Coastside. Director Dehn asked for clarification on any conflict of legal counsel representing both the District and the City of Half Moon Bay. District Counsel Gallogly stated there would be no conflict with a standard co-wavier agreement. Director Dehn expressed concern over the possibility of District workforce morale being adversely impacted by distance between the two jurisdictions or the creation of separate groups. Secretary Thiele-Sardiña inquired if two employees would be enough for

the services. DM Scott thought two would be enough for option 1. Ms. Matthews of Sewer Authority Mid-Coastside addressed the Board to let them know, should the District be awarded this contract she says, "there will be five people that live on the coastside that will lose their jobs." Board consensus was to bring the item back for consideration at the March 22 meeting with more information.

5. District's Manager Report

1) Comments: **CIP Project:**

- a) Belle Haven II is approximately 43% complete. Weather continues to pose challenges while working in backyards during rains.
- b) Butler Building out to Bid. DM Scott discussed a clerical error that could lead to procedural error in the bidding process which made it necessary to cancel the bid opening for this project, and reissue a call for bids.

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

- a) **CWEA:** February 15, Collection System Specialty Conference Dublin, DM & OS spoke on 3rd party lawsuits.

3) **Upcoming Events:**

- a) March 22 and April 12 next Board meetings
- b) Budget Workshop – May 3

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

- a) **SSOs:** 2 SSO's in 2017. 2 in February. One caused by Fiber Optic boring contractor and one caused by Cyber Terrorist (category 1). The Board agreed that the fiber optic boring SSO should not be included in the performance merit pay program and the cyber terrorism SSO will be included for now and may be revisited later in the year.
- b) **Recycled Water:** USBR meeting February 21. 4 months for cultural review for NEPA approval. SWRCB sent email advising Finance Agreement will be coming with condition for an executed LTA with Sharon Heights.

5) **Resource Sharing:**

- a) **Town of Los Altos Hills:** 1 SSO in 2016. 2 SSO in 2017 (1 SSO caused by City of Palo Alto).
- b) **Town of Woodside:** 0 SSO's in 2016. Reduced annual cleaning in order to save costs this year. Will resume cleaning entire system annually next year.

6. Consent Calendar

- A. Approval of Minutes for regular meeting February 22, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 8, 2017
- C. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1059 for the Construction of Wastewater Facilities for 250 Shawnee Pass, 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. Discussion and Direction on Recycled Water Project and on Negotiations with Sharon Heights Golf Course on Long-Term Agreement

Comments: DM Scott reported on the March 6 meeting on the long-term agreement and discussed work on exhibits to the agreement. The next meeting will be on March 16. DM Scott discussed the need for amendment #5 with RMC Water and Environment for MOU work in the amount \$24,000. Board consensus was to have DM Scott proceed with amendment #5.

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

Comments: Director Dehn reported that the ad-hoc committee approved continuing with five members. SBWMA Executive Director Joe La Mariana will make a presentation to the Board on May 10th on the franchise agreement renewal.

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

Comments: DM Scott reported that the new plant capacity study confirms 29 mgd average dry weather and 71 mgd peak wet weather which differs greatly from a previous SVCW study and is more in line with past SVCW data.

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

Comments: None

12. Adjournment Time: The meeting was adjourned at 8:38 PM

/s Roy Thiele-Sardiña
Secretary