



*1902 - Serving Our Community for over 110 Years - 2019*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JULY 17, 2019 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:02 PM

**Roll Call**

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

BOARD MEMBERS ABSENT: Moritz

STAFF MEMBERS PRESENT: Ramirez, Hall, Kitajima

Others Present: Austrus Rungis - IEDA

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

**3. Public Hearing: Consideration of Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2019/2020**

Motion to open by: Walker 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott reported that Staff has worked very hard to audit water meter data and flow monitors for billing and now have a shortfall of only \$440K. However the DM and Finance Manager were recently made aware that the District only needs to attribute one-month accrual to the 2009 SVCW bonds, as they are now fully redeemed, and therefore now have \$751k of funds available over budget.

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

**4. Consideration of Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2019/2020**

Comments: Motion to approve resolution with correction of punctuation in total dollar amount to read \$1,177.00.

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

**5. District Manager's Report**

Comments:

**1) CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete. Started Winchester easement and working on punch list item.

- b. **FERRF Metal Storage Building Update:** Modified design to accommodate for soils report. Submitted to City.
- c. **FERRF Levee Project:** Attended meeting with Army Corp and Regional Board to discuss FERRF Levee Improvement Project and Bayfront Recycled Water Treatment Facility Project and a combined EIR. Discussed sheet piling along the Flood Slough and enhancing the West Slough habitat with a Living Shoreline concept to protect the site from King Tides and Sea Level Rise. Submitted additional information as requested to supplement our application for IRWM grant for a combined project with the Bayfront Recycled Water project.

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

- a. **Facebook ORTP:** A draft provisional Discharge permit has been written and is being reviewed for Facebook for their Onsite Reuse Treatment Plant. Cannot issue the provisional permit until the State has fully permitted operation of the plant.
- b. **CWEA:** Three employees recently have become CWEA certified.
- c. **Safety Center:** Source Control Inspector Sandoval has received his Safety Center Certificate.

3) **Upcoming Events:**

- a. **Board meetings:** July 17 and August 14. Retirement luncheon on July 18. Goals meeting on August 15
- b. **Union Negotiations:** Presenting MOU for approval July 17.

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

- a. **SSOs:** One SSO for June. 2019 Total = 4.
- b. **10 Coyote Hill, PV:** Geotech firm through F&L Engineering performed soil boring March 29<sup>th</sup>, to help determine cause of erosion on hillside within District easement, document and develop engineering plan for remediation. Reviewing soils report and recommendations.

6. **Consent Calendar**

- A. Approval of Minutes for Regular meeting June 26, 2019
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for July 17, 2019
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 6/30/19
- D. WBSD Operations and Maintenance Report – June 2019
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – June 2019
- F. Consideration of a Resolution of Intention to Annex Certain Territory (30 Holden Court) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

Motion to Approve by: Walker 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 4 NAY: 0  
Abstain: 0

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

Comments: None.

**7. Consider Approval of Resolution to Authorize the District Manager to Execute an Operations & Maintenance Agreement with State of California Through the Department of Transportation (Caltrans) for the Recycled Water Pipeline Within the State Right of Way**

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott outlined the agreement to the Board which will allow the District to use the Caltrans right of way at Sand Hill Road for the recycled water project and reduce the need for road closure on Sand Hill Road.

**8. Consideration of Authorizing District Manager to Enter into an Agreement for Adjustment of Sanitary Sewer Manholes with the City of Menlo Park for the 2019 Street Resurfacing Project**

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

Comments: DM Scott outlined the agreement and stated the budget for the project of as July 17, 2019 is now \$77K.

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

Comments: DM Scott presented aerial drone footage of the construction on the recycled water treatment plant at Sharon Heights Golf Course. He reported that a request to the State of California for a \$1.7M reimbursement on the Sharon Heights project has been submitted in July.

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

Comments: President Dehn reported that the update and review of the 2022 and 2024 long range plan has been tabled for the next meeting in September. She reported on the approval of the amendment of the re-stated franchise agreement and the approved design engineering for phase 1 of the MRF Upgrade Project.

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

Comments: Secretary Otte reported on approval of WIFA loan and on the signed contract in the amount of \$218M with a rate of 2.40%. He also reported that the Clean Water Grant of \$169M at 1.30% rate is in process and projects a savings of approximately \$62M. He also presented photos of the large boring machine that SVCW will use for the CIP.

## 12. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel, IEDA;  
Employee Organization: Exempt Employees, Unrepresented Employees, & Teamsters Local 350
- B. 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.* – SMCSC Case No. 18CIV02183

Entered closed session at 8:05\_p.m. Left closed session at 8:57 p.m.

Reportable action: None

**13. Consideration to Approve and Adopt the Memorandum of Understanding Between West Bay Sanitary District and the Sanitary Truck Drivers and Helpers International Brotherhood of Teamsters, Local 350 and Authorize the President of the District Board to Execute the Memorandum of Understanding**

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

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

Motion to Approve by: Thiele-Sardiña 2<sup>nd</sup> by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Motion to approve as amended for item 8 in the resolution to read: *The District will provide matching contributions for unrepresented employees at a one (1) to 0.75 ratio to a maximum of 3% of salary. I.E. If an employee contributes 4% of their salary to a 457 Deferred Compensation plan the District will contribute 3% of salary equivalent to the employee's 457 Deferred Compensation plan.*

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

Comments: Upcoming items to include discussion on recycled water for irrigation at District headquarters, DM compensation and report on investment portfolio strategy.

**16. Adjournment Time:** The meeting was adjourned at 8:47 PM

/s/ George Otte  
Secretary