



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, MARCH 22, 2017 AT 7:00 P.M.**

**1. Call to Order**

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

**2. Roll Call**

BOARD MEMBERS PRESENT: Moritz, Thiele-Sardiña, Walker, Dehn, Otte,  
BOARD MEMBERS ABSENT: None  
STAFF MEMBERS PRESENT: Scott, Condotti  
Others Present: Dan Child – Silicon Valley Clean Water, Dave Richardson –  
RMC Water & Environment

**3. Communications from the Public:** John Zabo of Sewer Authority Mid-Coastside addressed the Board regarding the retracted Board item regarding the City of Half Moon Bay.

**4. District's Manager Report**

**1) CIP Project:**

- a) Belle Haven II is approximately 43% complete. Weather continues to pose challenges while working in backyards during rains.
- b) Butler Building will be set to reissue bids.

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

- a) **CWEA:** Annual Conference April 25 – 28.
- b) **Change of Insurance Broker:** District Manager will report to Board regarding changing insurance brokers for cost savings and improved service.

**3) Upcoming Events:**

- a) Budget Workshop – May 3
- b) Sewer Service Charges Public Hearing – May 10

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

- a) **SSOs:** 2 SSO's in 2017. 2 in February.
- b) **PV Forum:** District noted for its fast action in responding to shoring up Alpine Road during February storms to save sewer and water mains.
- c) **Even-year elections resolution:** DM let Board know resolution was changed due to clerical error to include County of Santa Clara.
- d) **City of Half Moon:** the Board has been given a letter from the City of Half Moon Bay City Manager withdrawing their request for proposal for wastewater collection system cleaning and

CCTV inspection services. DM Scott reported the Board agenda had been amended to remove this item in light of the letter.

5) **Resource Sharing:**

- a) **Town of Los Altos Hills:** 1 SSO in 2016. 2 SSO in 2017.
- 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.

5. **Consent Calendar**

- A. Approval of Minutes for regular meeting March 8, 2017
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for March 22, 2017 Pg. 6B-1
- C. WBSD Operations and Maintenance Report – February 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – February 2017
- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 2-28-17
- F. Consideration of Authorizing the District Manager to Call for Bids for the Construction of New Metal Storage Building Located at the Flow Equalization Facility

Motion by: Thiele-Sardiña 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

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

Comments: President Moritz would like O&M reports to run from October to September.

6. **Consider to Approve Change Order #1 for Belle Haven II Capital Improvement Project**

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

Motion to withdraw previous motion: by: Thiele-Sardiña 2<sup>nd</sup> by: Mortiz Vote: AYE: 5 NAY: 0 Abstain: 0

Friendly amendment: Motion by: Dehn 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott outlined the change order quote to the Board. Director Otte stated he would be more likely to support the item with a Recycled Water master plan in place. Director Dehn motioned for a friendly amendment to approve the change order without installing a recycled water line but to commit to looking at pricing to determine technical and economical feasibility as well as determine the best placement for recycled water lines. Original motion withdrawn. Friendly amendment approved by Board.

**7. Consideration to Approve Resolution Authorizing the District Manager to Execute a Contributed Funds Agreement with the U.S. Department of the Interior, Bureau of Reclamation, Mid-Pacific Region**

Motion by: Walker 2<sup>nd</sup> by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM outlined the need for a contributed funds agreement to be considered for federal funding for the recycled water project.

**8. Consideration to Authorize the District Manager to Execute a Professional Consultant Agreement for Phase “B” Project Management Services for the Recycled Water Project – Sharon Heights Not-to-Exceed \$778,500.00**

Motion by: Dehn 2<sup>nd</sup> by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott outlined the next phase of project management in the recycled water project.

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

Comments: DM Scott reported that long-term agreement negotiations are continuing.

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

Comments: Director Dehn reported the next meeting would be on March 23<sup>rd</sup>.

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

Comments: Director Otte reported upcoming items include debt management policy, FY 17/18 budget and design/build policy.

**12. Closed Session**

- A. PUBLIC EMPLOYEE CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager

Entered closed session at 8:30 p.m. Left closed session at 8:57 p.m.

Reportable action: None

**13. Consideration of Resolution Authorizing the President and Secretary of the District Board to Enter into “Amendment Three (2017)” To Employment Agreement Between the West Bay Sanitary District And Phil Scott (District Manager)**

Motion by: Dehn 2<sup>nd</sup> by: Thiele-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

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

Comments: DM employment agreement will be considered at the May 10<sup>th</sup> meeting.

**15. Adjournment Time:** The meeting was adjourned at 9:09 PM

/s/ Roy Thiele-Sardiña  
Secretary