



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

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JUNE 28 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 (arrived 7:03pm), Walker, Dehn, Otte,  
BOARD MEMBERS ABSENT:  
STAFF MEMBERS PRESENT: Scott, Hall, Kitajima, Ramirez  
Others Present: Dave Richardson – RMC, Nicole Bowersox – Hydro Science,  
Robin Driscoll and Allison Schutte – Sharon Heights Golf  
and Country Club

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

**4. Public Hearing: Consideration of Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2017/2018**

Motion to Open Public Hearing:

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

Comments: None

Motion to Close Public Hearing:

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

**5. Consideration of Resolution Confirming Report on Sewer Service Charges for West Bay Sanitary District for the Fiscal Year 2017/2018**

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

Comments: None

## 6. District Manager's Report

### 1) CIP Project:

- a) Belle Haven II is approximately 75% complete.

### 2) Affiliate Agency/Association News:

- a) **CWEA:** District hosted Pump By-Pass training for the Santa Clara Valley Section on June 13.
- b) **County:** Discussions are progressing with the County regarding transfer of Solid Waste Franchise.

### 3) Upcoming Events:

- a) Goals Luncheon July 13 at noon. No meeting July 12 and August 9. Meetings July 26 and August 23.

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

- a) **SSOs:** 3 SSO's in 2017. 0 in May
- b) **AM Consulting:** Completed rough draft of the 5-Year Sewer System Management Plan Audit as required by SWRCB (State Water Resources Control Board). Anticipating Board certification and approval in August 2017.
- c) **Public Relations:**
  - i) One Opinion article was written in Daily Post on June 12 with incorrect information regarding Board compensation. DM wrote two responses to try to get the story corrected. DM presented his response that was published in the Daily Post on June 27.
  - ii) Office and Communications Manager has enrolled the District in the Menlo Movie Series July – Sept, the Chamber of Commerce Block Party Aug 16, and Facebook festivals Aug 26 and Oct 28.

### 5) Resource Sharing:

- a) **Town of Los Altos Hills:** 1 SSO in 2016. 2 SSO in 2017. City Manager and District Manager met May 16 in preparation for 3<sup>rd</sup> year of the Maintenance Agreement. Re-iterated District's commitment to providing continued maintenance services for LAH.
- b) **Town of Woodside:** 0 SSO's in 2016. 1 pump station SSO in 2017 (Pump station maintenance performed by others). SWRCB made a site visit with the Town of Woodside to perform an inspection of the Collection System. West Bay representatives were in attendance to attest to the amount of cleaning, Televising, and FOG work that had been performed.

## 7. Consent Calendar

- A. Approval of Minutes for Regular meeting May 24, 2016
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for June 28, 2017
- C. WBSD Operations and Maintenance Report – May 2017
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – May 2017

- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 5-31-17
- F. Consideration of the District Manager's Issuance of the Class 3 Permit for the Rerouting of District Main to Chilco Street for the Chilco Street Improvement Project Required for the Facebook (MPK 23 and Bldg. 305) Development in Menlo Park, CA
- G. Consideration of a Resolution of Intention to Annex Certain Territory (135 Shawnee Pass) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing

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

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

Comments: None

#### **8. Consideration of Authorizing the District Manager to Grant the Relocation Request of a 4-FT Public Utility Easement at 1049 Almanor Avenue, Menlo Park,**

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

Comments: DM Scott presented the item and stated the property owner is willing to give a 4 foot easement on the other side of the District's 6 foot easement for a total 10 foot easement.

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

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

Comments: DM Scott presented the item to the Board and stated change in the rates of pay effective July 1 are due to the terms of the MOU and included in the FY17/18 budget. 2 new positions have also been added and 1 change of title and salary has been updated.

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

Comments: DM Scott discussed three long-term agreement (LTA) options with the Board. Board consensus was to proceed with signing the agreement and all exhibits, record the easement with San Mateo County and don't sign memo of Spring Lien but prepare a side letter agreeing up to 120 days to complete security and present a binding plan approved by the District Board for providing security.

**11. Consider to Authorize the District Manager to Execute a Memorandum of Understanding Between Sharon Heights Golf and Country Club and West Bay Sanitary District Regarding the Development of Additional Pump Stations to Service the Recycled Water Treatment Facility on Sharon Heights' Property**

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

Comments: DM Scott reported this item which includes pipeline changes, which will reserve part of the flow, on and around Sharon Road and Vine Street. It will also repair sewer lines and add recycled water pipe for the recycled water project. SHGCC has agreed to pay for part of the work.

**11. Consider Approval of Issuance of RFP for Design Build Delivery of West Bay Sanitary District Recycled Water Project – Sharon Heights**

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

Comments: None

**12. Discussion and Direction on Email Policy**

Comments: DM Scott discussed that Board members private email and may be considered public records if used for District business and whether the District should provide separate email addresses for Board members. Consensus was to set up separate District email addresses through the District.

**14. Discussion of and Direction for Response to the San Mateo County Grand Jury Report “Can We See You Now? San Mateo County’s Independent Special Districts Website Transparency Update”**

Motion by: Thiele-Sardiña 2<sup>nd</sup> by: Dehn Vote: AYE: 3 NAY: 1 Abstain: 1

Comments: DM Scott outlined the Grand Jury Report to the Board. The report recommends joining the California Special Districts Association in order to meet their criteria for website transparency. Board consensus is to join the association and proceed with website transparency certificate.

**15. Report & Discussion on South Bayside Waste Management Authority (SBWMA) and Negotiations for Franchise Agreement Extension**

Comments: Director Dehn reported on the June 22 meeting which included the approval of the restated model franchise agreement which will be used as a model agreement for negotiations for each JPA agency. Current insurance company will not renew policy due to recent fires. New rates will be higher and the new policy requires additional fire suppression and a battery management program.

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

Comments: Director Otte reported on the recent meeting which included the approval of the \$4M construction contract for front pond and the approval of rates of pay.

**17. Closed Session**

- A. CONFERENCE WITH LABOR NEGOTIATORS  
(Cal. Govt. Code §54957.6)  
Agency Designated Representative: District Manager  
Unrepresented Employees: Exempt Employees

Entered closed session at 9:00 p.m. Left closed session at 9:16 p.m.

Reportable action: None

**18. Consideration to Approve the Resolution Establishing the Personnel Policies – Revised Education Assistance Policy and Housekeeping Changes**

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

Comments: DM Scott discussed proposed changes to the policy that includes a change in the educational assistance section, added temporary and part-time employees sick leave per the Healthy Workplaces, Healthy Families Act 2014 and updates on the salary and PERS amount.

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

Comments: Director Thiele-Sardiña would like upcoming item on metal storage building at the FEF.

**20. Adjournment Time:** The meeting was adjourned at 9:17 PM

Roy Thiele-Sardiña  
Secretary