



1902 - Serving Our Community for over 110 Years - 2016

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, JANUARY 27, 2016 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, Dehn, Walker, Kinder

BOARD MEMBERS ABSENT: Thiele-Sardiña,

STAFF MEMBERS PRESENT: Ramirez, Choi, Kitajima

Others Present:

3. Communications from the Public: None

5. Consent Calendar

A. Approval of Minutes for Regular meeting January 13, 2016

B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 27, 2016

C. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1040 for the Construction of Wastewater Facilities on 100-190 Independence Drive, Menlo Park, California

Motion by: Dehn 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Moritz asked that item C be removed from the Consent Calendar for discussion.

6. Consider to Authorize the District Manager to Execute a Developer's Agreement with Menlo Gateway, LP for 100-190 Independence Drive and 101-105 Constitution Drive, Menlo Park

Motion by: Dehn 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Secretary Dehn and the developer complimented staff on the work to negotiate an agreement mutually beneficial for the District and the development project.

5. Consent Calendar – items continued

- C. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1040 for the Construction of Wastewater Facilities on 100-190 Independence Drive, Menlo Park, California

Motion by: Dehn 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: President Moritz outlined the need for 3 manholes to be added to the District's mainline for this project and added that this item is related to the project mentioned tonight in item 6.

4. District Manager's Report

1) CIP Project:

- a) Belle Haven I is approximately 80% complete.
- b) Sausal Vista pump station pipeline, phase I including PG&E conduit is installed and contractor working on punch list items. Phase II is awarded to McGuire and Hester.

2) Affiliate Agency/Association News:

- a) **CWEA:** January Board meeting and workshop for DM Jan 27-30.
- b) **CASA:** Collection System of the Future meeting at CASA January 20 & 21. Board President attended and represented the District in the workshop at CASA and provided input as to the Board's vision for the future of Collection Systems. Discussed lateral ownership and inspection upon property sale.
- c) **SVCW:** DM and staff working with District Counsel for revisions to JPA.

3) Upcoming Events:

Board meetings: February 10, 2016 @ 7 PM.

4) Misc/Action Items from Previous Meeting:

- a) **SSOs:** 0 SSO in January, thus far as of January 27th.
- b) **HomeServeUSA:** Monthly report attached. More renewals than expected so far. They sent 18 surveys but only received one completed.
- c) **WRWC:** Attached the first page of the proposed bill for recycled water project funding and the page mentioning West Bay's project.

5) Resource Sharing:

- a) **Town of Los Altos Hills:** Performed 1st round of 12 High Frequency cleaning approximately 20,000 lf.
- b) **Town of Woodside:** Performed System wide cleaning December 2015.
- c) **Sewer Authority Mid-Coast Side:** Submitted draft FOG program assessment; waiting for their comments in order to final.

7. Report: Update & Discussion on Recycled Water Project

Comments: Kitajima reported DC Condotti is working on a draft agreement with Sharon Heights Golf and Country Club for the project and DM Scott will present an update on the project to the City of Menlo Park City Council on February 9.

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

Comments: Secretary Dehn reported on the special meeting which included the renewal of one-year extension option for the lease agreement at San Carlos Library and the open recruitment of a new Executive Director and she further reported on items for the upcoming meeting which include the naming of the Interim Executive Director.

9. Report & Discussion on Silicon Valley Clean Water (SVCW)

Comments: President Moritz reported that he did not approve the financial plan because there was not a clear breakdown of the Capital Improvements Projects in order of priority as he had requested. SVCW rehired recently retired Finance Manager as a contractor to train his replacement. SVCW is predicting a 5% rate hike is all that is needed for the West Bay even though no formal rate study has been completed by them.

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

Comments: Secretary Dehn would like to discuss installing recycled water pipe in the area of Menlo Gateway Project as well as establishing a meeting date of the upcoming annual budget workshop.

11. Adjournment Time: The meeting was adjourned at 8:12 p.m.

/s/ Fran Dehn
Secretary