



1902 - Serving Our Community for over 110 Years - 2016

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, SEPTEMBER 28, 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, Walker (Secretary Pro-Tem), Otte, Thiele-Sardiña via Phone Conference (Director Thiele-Sardiña called into the meeting from 135 West 45th Street, New York, New York 10036)

BOARD MEMBERS ABSENT: Dehn

STAFF MEMBERS PRESENT: Scott, Kitajima, Gallogy, Ramirez, Slusser

Others Present: Colleen Costien – HF&H, Michael Douglas, Tom Lodato, Louis Ebner

3. Communications from the Public: None

5. Discussion and Status Update on the Solid Waste/Recycling Collection Draft Rate Study for the Year 2017

Comments: DM Scott discussed the need to change rates to match costs for certain solid waste residential customers. He presented the rate analysis prepared by HF&H. Board consensus was to consider additional rate scenarios and review the model and discuss at the next meeting.

6. Consent Calendar

- A. Approval of Minutes for Regular Meeting September 14, 2016
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for September 28, 2016
- C. Consideration of Resolution Amending Reimbursement Agreement between Christopher Buja, Luis Mejia, Sausal Creek Associates and West Bay Sanitary District

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Moritz pulled item 6C for discussion and vote. Tom Lodato discussed the benefits of the proposed amendment. Louis Ebner commented that he has assurances that 3 or 4 more residents will be connecting to sewer with an amended agreement. Michael Douglas commented he is looking forward to working with the community and moving forward with his project with an amended agreement. President Moritz mentioned that an email has been received from an agreement participant that states he has not had time to review the amended agreement. Board consensus was to approve agreement as drafted pending approval by the third participant and any changes to be approved by District legal counsel.

Item 6C Motion by: Walker 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

4. District Manager's Report

1) CIP Project:

- a) Sausal Vista pump station pipeline, Phase I PG&E is complete. Phase II is 80% complete.
- b) Change order proposed for Belle Haven I project.

2) Affiliate Agency/Association News:

- a) **CWEA:** Tri-State Seminar. 6 staff scheduled for exams.
- b) **CMPK:** Working on RFP for Baylands Recycled water feasibility study.

3) Upcoming Events:

- a) October 12, October 26.
- b) Ethics training due.
- c) New Maintenance worker started.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** 4 SSO year to date. 2 in September.
- b) **SHGCC:** Long Term Agreement development in progress. Targeting end of September for completion of agreement.
- c) **Sewer Laterals on Santa Cruz Ave.:** the City of Menlo Park will send out letter to residents when contractor is on board regarding sewer lateral replacement and waive some of the encroachment fees.

5) Resource Sharing:

- a) **Town of Los Altos Hills:** Beginning new contract year of cleaning and TV. 1 SSO to date this calendar year.
- b) **Town of Woodside:** District assisting with Pump station rehabilitation planning. Writing contract for new service year. New DPW.

7. Consider Approving Engineer Design for CIP 2016-17

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott discussed the Belle Haven III project and engineer design for CIP and the need for adding the El Camino Real line and Sharon road section to the CIP design. These projects would replace old pipe, reduce I&I, reduce a capacity issue at Avy Avenue and reverse the flow towards the recycled water influent pump station.

8. Discussion of Public Utility Easements and Street Easements – 1300 El Camino Real, Menlo Park

Comments: DM Scott discussed the PUE proposed and ROW proposed easements to be vacated and the new easement created for the project and options. Board consensus was to proceed with this plan as outlined.

9. Consideration of Authorizing the District Manager to Grant the Vacation Request of a Ten foot Sewer Easement at 2513 Alpine Road, Portola Valley

Motion by: Walker 2nd by: Moritz Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott outlined the County's request to vacate unused District easement on property.

10. Consider Approving Change Order No. 1 and 2 for the Belle Haven I Sewer Rehabilitation Capital Improvement Project to Replace 8" Sewer Main on Sharon Road, Menlo Park

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: Projects and IT Manager Kitajima explained the need for the change order and the projects for which it would be used.

11. Consideration of Accepting Work by Cratus for the Sausal Vista Pump Station – Phase I Rehabilitation Capital Improvement Project and Authorizing the District Manager to File the Notice of Completion

Motion by: Walker 2nd by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott reported that the project is complete and within budget.

12. Report: Update & Discussion on Recycled Water Project and Update on Negotiations with Sharon Heights Golf Course on Long-Term Agreement

Comments: DM Scott gave an update on the project which included continuing negotiations with Sharon Heights Golf Course on a long-term agreement.

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

Comments: Operations Superintendent (OS) Ramirez reported that SBWMA is continuing with negotiations and strategy for extending the franchise agreement with Recology.

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

Comments: President Moritz reported Commission meeting next week.

15. Discussion & Update on Succession Planning

Comments: DM Scott discussed the need for succession planning in the maintenance department due to upcoming retirement and staff turnover. DM Scott suggested hiring a maintenance worker in advance of upcoming retirement so that newer workers may be mentored by this person. Board consensus was to proceed with this plan. DM Scott also discussed the need for permanent, part-time administrative staff which would replace the temporary staff currently working in the front office. Board consensus was to move forward and determine the rate of pay, CALPERS and benefits requirements and present to the Board in a future meeting. DM Scott discussed the increasing need for more and regular public outreach program and the possibility of adjusting the job description and salary range of existing staff with experience in this area. President Moritz expressed that public outreach could be handled by a consultant and Director Otte and Treasurer Walker expressed their views that in-house public outreach may be more effective since with existing staff the expertise exists and knows the District and area events better. Board consensus was there is a need for increased and regular public outreach and to proceed with determining the additional duties and salary range for existing staff member in this area and bring back to the Board for consideration in a future meeting.

16. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation (Government Code §54956.9(d)(4))
Number of potential cases: (1): 775 Menlo Ave. #2, Menlo Park

Entered closed session at 9:23 p.m. Left closed session at 9:24 p.m.

Reportable action: None

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

Comments: None

18. Adjournment Time: The meeting was adjourned at 9:24 PM

/s/ Fran Dehn

Secretary