



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 9, 2018 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, Walker, Dehn, Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Scott, Condotti, Kitajima

Others Present: None

3. Communications from the Public: None

4. District Manager's Report

Comments:

1. CIP Project:

a) Belle Haven III CIP was awarded to Precision and working on obtaining contract and insurance documents.

2. Affiliate Agency/Association News:

a) **County:** District staff and Counsel are reviewing a draft Lafco application for transferring the Solid Waste Franchise to the County. A revision to the original resolution declaring withdrawal from SBWMA may be necessary.

b) **East Palo Alto Sanitary District:** Received attached letter thanking District for our help with recent training of new maintenance staff.

3. Upcoming Events:

a) **Board meetings:** May 9, Budget Workshop at 5pm, and Board meeting at 7 pm. May 23.

b) **Kite Day:** District supported the CMPK Kite Day and had a booth at the event Sat, May 5.

c) **Paving on El Camino:** The paving is now complete.

4) Misc./Action Items from Previous Meeting:

a) **SSOs:** 1 SSO in April, caused by Contractor. Total 2 = 2018

b) **Finance Committee:** working on a draft debt management policy, and strategies for the \$13M allocable to the District for the SVCW CIP projects due in Q2 of 2019.

5) Resource Sharing:

a) **Town of Los Altos Hills:** 3 SSO in 2017. 1 caused by Contractor. 0 SSO in 2018. Negotiating terms for contract extension beginning July 2018.

b) **Town of Woodside:** 0 SSO's in 2016. 1 pump station SSO in 2017. 0 SSO's in 2018. The District continues to provide pump station maintenance. District also negotiating terms for 3 year contract beginning in August 2018.

6) District Manager showed an evaluation to Board of the presentation DM and consultant Dave Richardson gave to CWEA in April on recycled water project.

5. Consent Calendar

- A. Approval of Minutes for Regular meeting April 25, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for May 9, 2018
- C. WBSD Operations and Maintenance Report – April 2018
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – April 2018
- E. Consideration of Resolution Accepting Deed of Easement Pursuant to Class 3 Sewer Permit No. 1066 for the Construction of Wastewater Facilities for 135 Shawnee Pass, Portola Valley, California
- F. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1066 for the Construction of Wastewater Facilities for 135 Shawnee Pass, Portola Valley, California
- G. Consideration of Authorizing the District Manager to Grant the Vacation Request of the Existing Public Utility Easement and Accepting a Grant Deed of New Sanitary Sewer Easement at 1049 Almanor Avenue, Menlo Park, CA Pg. 5G-1

President Moritz asked for clarification on the \$109,000.00 charge for Town Ford. DM Scott reported that the charge is for rehab unit 209 which was purchased from the State Bid and delivered to Town Ford for retrofitting.

Motion by: Otte 2nd by: Walker Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

6. Consideration of Adopting Resolution Honoring the Service of John Simonetti to the District

Motion by: Dehn 2nd by: Theil-Sardiña Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: DM Scott presented the resolution honoring John Simonetti's years of service.

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

Comments: DM Scott reported that the design/build committee is re-visiting design of the treatment facility that would include re-locating some buildings and a shorter vehicle turn around. He outlined the different alternatives to the Board.

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

Comments: Secretary Dehn reported that the budget will be reviewed the week of May 14. She reported the fire insurance has been renewed with policy cost of \$838,484.00 and a \$500,000.00 deductible. A battery policy is under review, the zero waste committee will be meeting soon and the accounting services agreement has been extended for one year with the City of San Carlos not to exceed \$151,500.00. An interim measure has been taken on truck gate fees increasing the fees with no effect on solid waste or residential services.

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

Comments: Director Otte reported there will be Committee meeting on May 10. He also reported that \$13.5M of the approximate \$412M in the design/build budget has been spent and final budgets on build should be reported in 2-3 months. Upcoming approval will be considered in June on early work on access tunnel and piling for headworks structures and the bore pit for tunnel. Other items include SVCW proposing a JPA amendment to assign SVCW as the controller and have Redwood City continue to provide audit services. Treasurer Thiele-Sardiña asked for the cost of the Redwood City audit services. Director Otte reported that he will find out and report back.

10. Closed Session

- A. CONFERENCE WITH LEGAL COUNSEL—WORKERS' COMPENSATION CLAIM
(Pursuant to Cal. Govt. Code Section 54956.9)
Claimant: Alberto Patino

Entered closed session at 7:45 p.m. Left closed session at 7:50 p.m.

Reportable action: None

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

Comments: Treasurer Thiele-Sardiña would like to review HomeServe service report.

12. Adjournment Time: The meeting was adjourned at 7:52 PM

/s/ Fran Dehn
Secretary