



1902 - Serving Our Community for over 110 Years - 2018

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 8, 2018 AT 7:00 P.M.**

1. Call to Order

President Moritz called the meeting to order at 7:01 PM

Roll Call

BOARD MEMBERS PRESENT: Moritz, Dehn, Otte

BOARD MEMBERS ABSENT: Thiele-Sardiña, Walker

STAFF MEMBERS PRESENT: Ramirez

Others Present: Nichol Bowersox – Town of Los Altos Hills

2. Communications from the Public: None

5. Consider Adopting Resolution to Amend and Extend the Maintenance Services Agreement Between West Bay Sanitary District And The Town Of Los Altos Hills For The Operation And Maintenance Of The Los Altos Hills Sanitary Sewer System And Authorize The District Manager To Execute the Second Amendment to the Agreement

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

Comments: President Moritz moved up this item in consideration of Nichol Bowersox from the Town of Los Altos Hills being in attendance.

3. District Manager's Report

Comments:

1. CIP Project:

a) Belle Haven III CIP construction began July 23.

2. Affiliate Agency/Association News:

a) **County:** District Staff, District Counsel, County Staff and LAFCo are all reviewing a draft Lafco application, Resolutions and MOUs for transferring the Solid Waste Franchise to the County. The County has indicated their preference for assignment of the franchise to be effective January 1, 2020 and will need through September to review and comment on the documents.

b) **County Grand Jury:** The Grand Jury has issued an advance copy to the SBWMA of the final report titled "South Bayside Waste Management Authority Board: Stakeholder Satisfaction with a Board of Elected Officials". The District has not received a copy yet. The Executive

Director has indicated the report finds the transition to elected officials satisfactory, and identified the need to improve clarity of the website, and identified a need to reinstitute the agency's annual report.

- c) **LAFCo:** Election results for Special Districts' LAFCo representative are that Joshua Cosgrove of North Coast County Water District received 9 votes and Fran Dehn of West Bay Sanitary District received 3 votes. Mr. Cosgrove's term will be through May 2022.
- d) **Elections:** Candidacy filing period is from July 16 through August 10. District has 2 Full Term Offices vacant and 1 Short Term Office vacant.

3. Upcoming Events:

- a) **Board meetings:** August 22
- b) **Upcoming Board Item:** New permit class will be discussed for access to main for CCTV. Secretary Dehn requested competitive data for pricing when the item comes to the Board.
- c) **Movie Night:** District is sponsoring the City of Menlo Park movie night on August 10th.
- d) **Block Party:** District will have a booth for the Block Party on August 16.

4) Misc./Action Items from Previous Meeting:

- a) **SSOs:** Zero SSOs for July. Total 3 = 2018
- b) **LAH & TOW:** Staffs of each agency have agreed to Amendments to each of the maintenance agreements with Towns of Woodside and Los Altos Hills. Formal approval pending.
- c) **IEDA:** Mr. Murray who has consulted with the District over the last 4 labor negotiations has retired. His replacement is Bruce Heid. See attached email.

4. Consent Calendar

- A. Approval of Minutes for Regular meeting July 11, 2018
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for August 8, 2018
- C. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 06/30/18

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None

6. **Consider Adoption Of Resolution Approving Amendment No. 5 To The Maintenance Services Agreement Between West Bay Sanitary District And The Town Of Woodside For Sanitary Sewer Maintenance Services for The Town of Woodside And Authorize The District Manager To Execute the Amended Agreement On Behalf Of The District**

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

Comments: OS Ramirez outlined the 1-year agreement which includes maintenance services for the Town of Woodside to service 4 miles of pipe and two lift stations.

7. **Consideration to Approve the Pre-Audit Preliminary FY2017-18 Internal Financial Statements & Analysis of Financial Position for the Fiscal Year ending 6/30/18**

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

Comments: None

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

Comments: OS Ramirez reported that the construction sign is now in place at the Sharon Heights site outlining the construction details. The District is working on finalizing the City of Menlo Park encroachment permit and the Caltrans permit for the Sharon Heights project.

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

Comments: Secretary Dehn reported that the San Mateo County Grand Jury report has been released and it looks at the difference between elected officials and staff as Board members. She reports over all the report was positive. Some deficiencies noted in the report included the website and the reporting of financial disclosures and an annual report.

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

Comments: Director Otte reported on an upcoming meeting with DM Scott and DC Condotti to discuss JPA amendments. The City of San Carlos and Redwood City will have new Commission members in December. Secretary Dehn asked if the SVCW CIP projects meeting for new Commission members would be an open meeting so that she could attend.

11. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6)
Agency designated representatives: District Manager, Legal Counsel
Employee Organization/Unrepresented Employees: Teamsters Local 350
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Cal. Govt. Code §54956.9(d))
Name of Case: *1740 Oak Avenue, LP v. West Bay Sanitary District, et al.* – SM CSC
Case No. 18CIV02183
- C. CONFERENCE WITH LEGAL COUNSEL—WORKERS’ COMPENSATION CLAIM
(Pursuant to Cal. Govt. Code Section 54956.9)
Claimants: Alberto Patino

Entered closed session at 7:34p.m. Left closed session at 7:40p.m.

Reportable action: None

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

Comments: None

13. Adjournment Time: The meeting was adjourned at 7:41 PM

/s/ Fran Dehn
Secretary