



*1902 - Serving Our Community for over 110 Years - 2019*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, AUGUST 14, 2019 AT 7:00 P.M.**

**1. Call to Order**

President Dehn called the meeting to order at 7:00 PM

**Roll Call**

BOARD MEMBERS PRESENT: Dehn, Otte, Thiele-Sardiña, Moritz

BOARD MEMBERS ABSENT: Walker

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez, Kitajima, Beyer

Others Present: Jim Lewis

- 2. Communications from the Public:** Jim Lewis commented to the Board regarding a recent newspaper article on the former SVCW manager Dan Child. He stated it seems to him that it was a large amount paid out to the former manager. He had a concern that the payout may effect the member agencies including West Bay. President Dehn thanked Mr. Lewis for his comments and also suggested that he visit a SVCW commission meeting to express his views. DC Condotti stated that the item was a business item for SVCW not West Bay and any pertinent information that is available should be gained from SVCW.

**3. District Manager's Report**

Comments:

**1) CIP Project:**

- a. **Belle Haven III:** CIP construction began July 23. 98% complete. Started Winchester easement and working on punch list item.
- b. **FERRF Metal Storage Building Update:** Modified design to accommodate for soils report and flood vents. Submitted to City for the third time.
- c. **FERRF Levee Project:** Attended meeting with Army Corp and Regional Board to discuss FERRF Levee Improvement Project and Bayfront Recycled Water Treatment Facility Project and a combined EIR. Discussed sheet piling along the Flood Slough and enhancing the West Slough habitat with a Living Shoreline concept to protect the site from King Tides and Sea Level Rise.
- d. **IRWM Grant:** Submitted additional information as requested to supplement our application for IRWM grant for a combined project with the Bayfront Recycled Water project. Received notification that our project will not be included in the final award.

**2) Affiliate Agency/Association News:**

- a. **Facebook ORTP:** A draft provisional Discharge permit has been written for Facebook for their Onsite Reuse Treatment Plant. Facebook is installing metering vaults etc., as required by the District before the testing of the facility.
- b. **MPPFD:** WBSD and Menlo Park Fire District are participating in joint trench rescue training Oct. 14-19.

3) **Upcoming Events:**

- a. **Board meetings:** Annual goals meeting Aug. 15. August 28 no meeting. September 11 regular meeting.
- b. **Solid Waste Rate Study:** Agreement for a solid waste rate study this fall for 2020 rates with HF&H for approximately \$42k.
- c. **Weed Control:** FERRF helipad to be utilized this week for spraying of invasive plants in Salt Ponds.

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

- a. **SSOs:** Zero SSO for July. 2019 Total = 4. No spill report filed with State.
- b. **Sinkhole:** Staff found lateral disconnected under Crane street, with a large void and plenty of rats.
- c. **Operations Supt: Presented PowerPoint on District's New Employee On-Boarding procedure at the Annual Collection System Summer meeting in Morro Bay.**

4. **Consent Calendar**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Theile-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

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

Comments: None.

- A. Approval of Minutes for Special meeting July 17, 2019
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for August 14, 2019
- C. WBSD Operations and Maintenance Report – July 2019
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2019
- E. Consider to Ratify and Approve Report on District's Investment Portfolio Including the Transactions of Assets Described Therein as of 7/31/19
- F. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for adjusting manholes to grade on Chilco Street, Menlo Park, CA
- G. Consideration of Authorizing the District Manager to Issue Class 3 Sewer Permit No. 1099 for the Construction of Wastewater Facilities for 35 Sioux Way, Portola Valley, California
- H. Consideration of a Resolution of Intention to Annex Certain Territory (180 Bear Gulch Drive) to the West Bay Sanitary District On-Site Wastewater Disposal Zone and to Establish the Date and Time of Public Hearing
- I. Consideration of Authorizing the District Manager to Issue the Class 3 Permit for the Sewer Main Extension at 846, 848 & 850 Portola Road, Portola Valley

- J. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1064 for the

**5. Report & Discussion from Finance Advisory Group**

Comments: Treasurer Thiele-Sardiña reported that the investments are doing well and as maturities are coming due that are deposited into LAIF to take advantage of the higher interest rate. The state reimbursements for the Sharon Heights Recycled Water Project are now being received helping cash flow.

**6. Consider Adoption of Resolution Approving the Audited & Revised Sewer System Management Plan (SSMP) and Authorizing Re-Certification of Same for 2019**

Motion to Approve by: Theile-Sardiña 2<sup>nd</sup> by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott and RCC Jed Beyer presented the revised plan to the Board.

**7. Discussion on Future Capital Improvements Status**

Comments: DM Scott discussed the selection process for the recommended CIPs which includes use of a hydraulic model, historical maintenance data and CCTV condition assessment which are all put into the Linear Asset Management Program to determine which sewer mainlines need to be rehabilitated or replaced and which are priorities.

**8. Consideration of Authorizing the District Manager to Call for Bids for the Coyote Hill Slope Erosion Mitigation Project**

Motion to Approve by: Moritz 2<sup>nd</sup> by: Theile-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott presented to the Board the need for the project and location to control erosion over the District's easement. An engineering study has been completed with geo tech reports that offer a solution to correct the erosion problem. Board consensus is needed to determine if the District should have staff do the repair or go to bid for an outside contractor. If the District rehab crew performed the repair it would take them away from performing their other repair work and they would not meet their annual PMPP repair goals however the work could get done in much less time ensuring the erosion is controlled by the time winter rains begin. If the Board determined the work done in-house DM Scott would ask the Board to authorize their minimum goals to be met. Board voted for Alternate B to allow the rehab staff to perform the work under the supervision of Operations Superintendent and accept the repairs they have done as meeting the annual goals.

**9. Consideration of Authorizing the District Manager to Call for Bids for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project**

Motion to Approve by: Otte 2<sup>nd</sup> by: Moritz Vote: AYE: 4 NAY:0 Abstain: 0

Comments: DM Scott reported that this work is necessary approximately every seven years to clean and inspect the large lines and regain capacity by cleaning sediment from the lines. The District does not own large enough equipment that would be cost effective in cleaning this small amount of lines on such an infrequent basis.

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

Comments: DM Scott presented time lapse video and drone aerial video of construction of the project to the Board. The District is currently working with Caltrans on conditions of encroachment permit and the State reimbursement for July has been submitted in the amount of \$1.7M. DM Scott also reported that the Bayfront Recycled Water Project did not make the final grant list for IRWM but the application may be used for other grants and a SRF loan application. DM Scott stated that he will be bringing for Board consideration a funding strategy and timeline for grant monies and loans for recycled water, sea level rise and Title XVI loans. This item would require additional expenditures to move the project forward but could be considered an investment if some grant funding is successful.

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

Comments: President Dehn reported that there is a temporary stop to the buyback program and the Shoreway Recycling Center has closed for plastics and cans due to safety concerns. She reported that CRV is still being charged in the State but the recycling availability for the public is unknown.

**12. Report, Discussion & Direction on Silicon Valley Clean Water (SVCW) and Discussion on SVCW CIP Program and Financing and Discussion on Distribution of Proceeds of Sale of Residence**

Comments: None.

**13. Closed Session**

- A. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager, Legal Counsel, IEDA;  
Employee Organization: Exempt Employees, 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.* – SMCSC Case No. 18CIV02183

Entered closed session at 8:54p.m. Left closed session at 9:17p.m.

Reportable action: None.

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

Comments: Discussion on search firms for DM position due to upcoming retirement.

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

/s/ George Otte  
Secretary