



1902 - Serving Our Community for over 110 Years - 2019

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, OCTOBER 9, 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, Walker, Moritz

BOARD MEMBERS ABSENT: Thiele-Sardiña

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez

Others Present: Marva Sheehan - HF&H

2. Communications from the Public: None

3. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Stone (180 Bear Gulch Drive, Portola Valley)

Motion to Open by: Walker 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None

Motion to Close by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

**4. Consideration of Adopting Resolution Ordering Annexation of Certain Parcels in the Territory of West Bay Sanitary District to the West Bay Sanitary District's On-Site Wastewater Disposal Zone Including Certain Determinations, Findings and Declarations of the District Board – Lands of Stone (180 Bear Gulch Drive, Portola Valley)
District Manager's Report**

Motion to Approve by: Moritz 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

5. Consideration of Setting a Public Hearing Date for December 11, 2019 to Review Proposed Refuse Collection Rates for the Year 2020 and Providing Staff Direction by Minute Order Regarding the Collection Rate Adjustment for 2020 and the Mailing of the Proposition 218 Notice for a Public Hearing

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

Comments: Marva Sheehan of HF&H presented the draft rate study which included alignment of rates to cost of service and a rate comparison. Board consensus to set public hearing and move forward with the 20 gallon cart to increase 10.25% from \$39.00 to \$43.00 and the 32 gallon cart to increase 4.09% from \$49.00 to \$51.00

6. District Manager's Report

Comments: Director Moritz will not be at the Nov. 13th Board Meeting.

1) CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Bid for Cleaning/TVing Large Diameter lines:** Issued a call for bids for cleaning and televising our large diameter sewer mains. Bid opened October 2.
- c. **Coyote Hill Erosion Control Project:** District staff has installed stitch piers and extended the drainage line through the easement.

2) Affiliate Agency/Association News:

- a. **WateReuse:** Waterworks Engineering, Woodard & Curran and District Manager have teamed up to present the Recycled Water Project in a session at the WateReuse Conference in March 2020.

3) Upcoming Events:

- a. **Board meetings:** Cancel October 26 and Nov. 27.
- b. **Solid Waste Rate Study:** Establishing a Solid Waste 218 public hearing date on Oct 9 for Dec 11, 2019.
- c. **Halloween Hoopla:** Oct. 26
- d. **PMP/Thanksgiving Luncheon:** Nov. 14

4) Misc./Action Items from Previous Meeting:

- a. **SSOs:** Zero SSO for Sept. 2019 Total = 4.
- b. **Corporate Credit Card:** The District will issue corporate credit cards for various employees to pay bills and reduce the number of checks issued.

7. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

Approval of Minutes for Regular meeting September 25, 2019

- A. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for October 9, 2019
- B. WBSD Operations and Maintenance Report – September 2019

- C. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – September 2019
- D. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 180 Bear Gulch Drive, Portola Valley (079-092-150), Lands of Stone
- E. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 180 Bear Gulch Drive, Portola Valley
- F. Consideration of Accepting Sewer Facilities Pursuant to Class 3 Sewer Permit No. 1096 for the Sewer Manhole Rehabilitation at Menlo College, Atherton, CA
- G. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 9/30/19

8. Consider to Approve a Resolution Authorizing the District Manager to Negotiate a Contract for the Large Diameter Sanitary Sewer Main Cleaning and Televising Project

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott notified the Board previously that no bids for this project were received. He would like the Board to authorize the DM to negotiate a contract with an interested party to perform the work.

9. Consideration to Accept the Performance Merit Pay Program Results Oct. 1, 2018 to Sept. 30, 2019 and Authorize the District Manager to Disburse the Final Payout

Motion to Approve by: Moritz 2nd by: Walker Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM Scott reported that the District achieved 99.16% of goals which equals a maximum individual payout of \$4,958.00.

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

Comments: DM Scott presented drone video footage showing the progress of the construction of the Sharon Heights project. The encroachment permit agreement with Caltrans has been finalized, the levee improvement project is moving along and the District has received the State reimbursement in the amount of \$75K for the Bayfront Facilities Plan.

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

Comments: President Dehn reported that the SBWMA bond refinancing is complete and the administrative and financial services contract transition is complete with the Redwood City finance team now performing the services. The compensation application for Recology was presented and approved for the 2020/21 rate year. SBWMA is researching the feasibility of re-opening the Shoreway recycling center as well as considering other options.

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

Comments: Secretary Otte reported on the approval of the scope of work and budget for engineering services related to organics co-digestion and the approval of a reserve policy. DM Scott reported he has confirmation from SVCW that the District's net position is now 19.8%, up from 16% last year.

13. Closed Session

A. 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

Entered closed session at 8:32 p.m. Left closed session at 8:45 p.m.

Reportable action: No Reportable action.

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

Comments: Future topics include: DM search firms RFP and presentation on STEP/Grinder systems.

15. Adjournment Time: The meeting was adjourned at 8:52 PM

/s/ George Otte
Secretary