



*1902 - Serving Our Community for over 110 Years - 2020*

**WEST BAY SANITARY DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD  
WEDNESDAY, JANUARY 22, 2020 AT 7:00 P.M.**

**1. Call to Order**

President Pro Tem Moritz called the meeting to order at 7:03 PM

**Roll Call**

BOARD MEMBERS PRESENT: Otte (Secretary Pro Tem), Thiele-Sardiña, Moritz (President Pro Tem)

BOARD MEMBERS ABSENT: Dehn, Walker

STAFF MEMBERS PRESENT: Scott, Condotti, Ramirez (Operations Supt.), Sturman (Finance Manager)

Others Present: Rick Simonson and Gabriel Sasser of HF&H

**2. Communications from the Public: None**

**3. Discussion/Workshop on Sewer Service Charges Rate Study for Fiscal Year 2020/21**

Comments: Rick Simonson of HF&H presented the draft sewer service charges rate study which included the preliminary results of an updated 5-year financial planning model, preliminary rate increase for “base” sewer service charge and incremental STEP/Grinder charge. Proposed base service charge increase for FY 2020/21 was presented at 5.0% and an annual STEP/Grinder charge of an additional \$120 to cover the costs of repairs and maintenance on these pumps. Board consensus was to evaluate an updated report with both 4.5% and 5% base increases added and additional new connections added which will increase revenue with the hopes that a base increase would be no more than 4.5%.

**4. District Manager’s Report**

1) Comments: CIP Project:

- a. **Belle Haven III:** CIP construction began July 23. 98% complete.
- b. **Cleaning/TVing Large Diameter lines:** Staff has ordered new heavy duty cleaning nozzle and large tractor for camera for televising large lines. Crews have begun cleaning and tving some of the smaller of the large diameter lines but will be limited until the new equipment arrives. Staff will begin cleaning and televising lines full time once the tractor equipment arrives.

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

- a. **CWEA P3S Conference:** DM and W&C will present on time delay discharge at P3S conference January 28, 2020 in Long Beach.
- b. **CWEA Section Awards:** Staff members Damian Madrigal and Victor Garcia recently won CWEA section awards for Supervisor of the Year and Collection System Person of the Year.

- c. **WaterReuse– San Francisco Conference:** DM was asked to join West Yost Associates to present a paper on the Onsite Reuse Treatment Plant discharge permit process on March 16, 2020.

3) **Upcoming Events:**

- a. **Board meetings:** Next meeting February 12, 2020.
- b. **Sewer Service Charges Rate Study:** Rate study setting of public hearing February 12, 2020.
- c. **City of Menlo Park:** City staffers will tour the Sharon Heights recycled water treatment plant on Feb. 3.

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

5. **Consent Calendar**

Motion to Approve by: Otte 2<sup>nd</sup> by: Sardiña Vote: AYE: 3 NAY: 0 Abstain: 0

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

Comments: None.

- A. Approval of Minutes for Regular meeting January 8, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for January 22, 2020
- C. WBSD Operations and Maintenance Report – December 2019
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – December 2019
- E. Consider to Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 12/31/19

6. **Consider to Adopt Resolution Approving Master Fee Schedule (2020)**

Motion to Approve by: Sardiña 2<sup>nd</sup> by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: DM Scott reported on the need to increase fees mostly due to yearly salary increases. In addition, a new fee category must be added for annual flow meter O&M for parcels with such meters.

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

Comments: DM Scott reported the pump station for the Sharon Heights project is complete and electrical has been installed and testing will be underway when the force main is complete. The EIR for the FERFF levee improvement project is in progress. DM Scott reported that a buy-in plan will need to be developed for the Bayfront Recycled Water Project developers and property owners to receive recycled water.

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

Comments: DM Scott reported the next SBWMA meeting will be on Jan. 30.

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

Comments: Secretary (pro tem) Otte reported the next meeting will be on Jan. 23 which will include the long-range financial plan. On Feb. 14 Mr. Otte will be touring the tunnel project. DM Scott reported that SVCW also recently won at the CWEA awards dinner.

**10. 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.* – SMCSC  
Case No. 18CIV02183
  
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION/CONF. WITH LABOR NEGOTIATORS  
Agency designated representatives: Board President/Legal Counsel  
Unrepresented employee: District Manager
  
- C. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: District Manager & Legal Counsel  
Unrepresented & Exempt Employees
  
- D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Subdivision (a) of Section 54956.9)  
Chan, Moreno, Vestnys, Pebbles v. WBSD – San Mateo County Court Case No. 19CIV07567

Entered closed session at 8:31 p.m. Left closed session at 8:56 p.m.

Reportable action: None.

**11. Consider Approval of Reorganization Plan for the Regulatory Compliance Department to Be Renamed the Water Quality Department and Include the Addition of a Wastewater Operator III Position**

Motion to Approve by: Sardiña 2<sup>nd</sup> by: Otte Vote: AYE: 3 NAY: 0 Abstain: 0

Comments: 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 9:00 PM

/s/ David Walker  
Secretary