



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, APRIL 8, 2020 AT 7:00 P.M.**

1. Call to Order

President Dehn called the meeting to order at 7:05 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, Thiele-Sardiña, Walker, Moritz (jointed by Zoom @ 7:15pm)

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Scott, Condotti and Ramirez (Zoom), Kitajima, Ledesma, Dave Richardson – W & C (Zoom)

Others Present: None.

2. Communications from the Public: None.

3. District Manager's Report

1) CIP Project:

a. **Design work continuing on FERRF Levee Improvement and 2020 CIP**

b. **Cleaning/TVing Large Diameter lines:** Crews have begun work on cleaning and televising the large diameter sewer lines.

2) Affiliate Agency/Association News:

a. **CWEA:** DM & Operations Superintendent were asked to participate in a Webinar panel discussing what agencies are doing to comply with COVID 19 and SIP requirements. Date to be determined.

b. **CMPK:** Discussions and reviews continue regarding the Metal Building Planning review. Letter to Planning Commission in development. No transportation impact fee will be required.

3) Upcoming Events:

a. **Board meetings:** Next meeting April 22, 2020. We will implement remote meeting capabilities.

b. **Budget Workshop:** May 13, 2020 at 5 pm.

4) Misc./Action Items from Previous Meeting:

a. **SSOs:** Zero SSO for March. 2020 Total = 0. 10 months in a row w/o SSO.

b. **LAH:** 1 SSO for February. 39 gallons in total. **1st SSO in over 12 months.**

c. **COVID 19:** The District website has been updated with COVID 19 messages that include a letter to property owners and video about flushing wipes and towels.

4. Consent Calendar

Motion to Approve by: Walker 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Special meeting March 23, 2020
- B. Approval of Minutes for Regular meeting March 25, 2020
- C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 8, 2020
- D. WBSD Operations and Maintenance Report – March 2020
- E. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – March 2020
- F. Bank of the West Monthly Investment Portfolio Statements

5. **Consider Adoption of Resolution Establishing Rates of Pay and Related Compensation Provisions and Correct Previous Pay Schedules**

Motion to Approve by: Walker 2nd by: Sardina Vote: AYE: 5 NAY: 0 Abstain:0

Comments: DM Scott reported on the need to update the District's rates of pay to include the District Manager per CalPERS requirements.

6. **Update on District's Corona Virus**

Comments: Full PPE is being worn by crews out in the field. An inventory list of critical PPE has been created to assure the proper amount of items will be on hand for staff. Social distancing guidelines have been given to staff and posted on the door of each District working facility. Zoom meet rooms have been set up for meetings and meeting spaces have been marked for social distancing. The District has created a detailed written IIPP Coronavirus (COVID-19) Preparedness and Response Program.

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

Comments: DM Scott reported the ribbon cutting ceremony will be on May 18 @ 9:30am. Invoices for service fees will be sent to SHGCC now that the construction of the treatment plant has been deemed substantially complete. The 2nd round of Water Quality Supervisor/Operator interviews were conducted at the plant on April 7 and a contingent offer has been made to an applicant. Dave Richardson discussed some subsidy options for the Bayfront Recycled Water Project.

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

Comments: President Dehn reported the Organics to Energy Pilot Project equipment has been installed and they are awaiting installation of fire suppression system. The Board considered two additional locations for organics to energy. The Town of Atherton has not signed the re-stated franchise agreement with Recology and has until December 31, 2020 to do so. They are currently in talks with Green Waste Recovery for them to provide services.

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

Comments: None.

10. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Legal Counsel
Unrepresented Employee: District Manager
- B. PUBLIC EMPLOYMENT
(Pursuant to Cal. Govt. Code §54957)
Title: District Manager Recruitment

Entered closed session at 8:21 p.m. Left closed session at 8:51 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: None.

12. Adjournment Time: The meeting was adjourned at 8:55 PM

/s/ David A. Walker
Secretary