



1902 - Serving Our Community for over 110 Years - 2020

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

1. Call to Order

President Dehn called the meeting to order at 7:03 PM

Roll Call

BOARD MEMBERS PRESENT: Dehn, Otte, Thiele-Sardiña, Walker, Moritz by Zoom

BOARD MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Scott, Condotti by Zoom, Ramirez, Kitajima, Fisher

Others Present: John Farnkopf, Gabe Sasser and Rick Simonson of HF&H
(all by Zoom)

2. Communications from the Public: None.

3. Public Hearing: Consideration of Proposed Increase in Sewer Service Charges for Fiscal Year 2020/21

Motion to Open by: Otte 2nd by: Walker Vote: AYE: 5 NAY:0 Abstain: 0

Comments: Rick Simonson presented the final rate study report to the Board.

Motion to Close by: Sardina 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

4. Consideration of a General Regulation Amending the Code of General Regulations and Establishing Sewer Service Charges for Fiscal Year 2020/21

Comments: None.

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

5. Public Hearing - Annexing Certain Territory Within the West Bay Sanitary District's On-Site Wastewater Disposal Zone – Lands of Sick (20 Navajo Place, Portola Valley)

Motion to Open by: Moritz 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

Comments: None.

Motion to Close by: Otte 2nd by: Moritz Vote: AYE: 5 NAY: 0 Abstain: 0

6. 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 Sick (20 Navajo Place, Portola Valley

Comments: None.

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

7. Consideration of Resolution Consenting to Annexation of Territory to the West Bay Sanitary District by the San Mateo County Local Agency Formation Commission – 20 Navajo Place, Portola Valley (077-300-070), Lands of Sick

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

Comments: None.

8. 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 are working on cleaning and televising the large diameter sewer lines; finding substantial amounts of grit.

2) Affiliate Agency/Association News:

- a. **CWEA:** DM & Operations Superintendent participated in a Webinar panel on April 15th, discussing what agencies are doing to comply with COVID 19 and SIP requirements.
- b. **CMPK:** Building permit application has been submitted for Metal Building at FERRF but it is unclear if CMPK is accepting permits now with COVID 19. All building permits are on hold.
- c. **County:** The County confirmed that Tax Roll payments to the District will remain on time in spite of the relaxing of tax payment deadline. April payment has been received.

3) Upcoming Events:

- a. **Board meetings:** Budget workshop and regular Board meeting May 13
- 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. **Emergency Sewer Repair:** 2 new sewer lateral permits have been issued.
- d. **Chief Plant Operation:** An offer has been made and the applicant is going through the pre-employment process.

9. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Dehn asked for clarification on the Pier 2 Marketing and Fremont Urgent Care charges on the withdrawal order. DM Scott explained that the Pier 2 Marketing charges are for as needed website services and Fremont Urgent Care was not due to an injury but rather a pre-employment physical and drug screen.

- A. Approval of Minutes for Regular meeting April 8, 2020
- B. Approval of Minutes for Special Meeting April 15, 2020
- C. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for April 22, 2020
- D. Consideration of Authorizing the District Manager to Consent to the Abandonment of Public Utility Easement at 100 Terminal Avenue, Menlo Park
- E. Ratify and Approve Report on District’s Investment Portfolio Including the Transactions of Assets Described Therein as of 3/31/20
- F. Consider Resolution Authorizing the President and Secretary to Enter into Agreement Creating Covenants Running With the Land for 20 Navajo PI, Portola Valley

10. Consideration to Approve Bid for Diesel Tank Replacement Project

Motion to Approve by: Walker 2nd by: Sardina Vote: AYE: 4 NAY: 0 Abstain: 1

Comments: The estimated cost of the project was approximately \$50,000 or \$60,000 with the additional tank. The bid opening for this project was on April 15, 2020 at 2:00 PM. The District received a total of three (3) bids, which were as follows:

<u>Bidder</u>	<u>City</u>	<u>Base Bid</u>	<u>Additive</u>	<u>Total</u>
Air & Lube Systems, Inc.	Sacramento	\$44,936.43	\$7,822.78	\$52,759.21
Bayside Equipment Company	Redwood City	\$59,970.54	\$6,524.20	\$66,494.74
Aries Construction Corporation	Santa Ana	\$89,676.00	\$9,500.00	\$99,176.00

11. CIP Budget Status Report

Comments: DM Scott presented a report to the Board on FY 2019-20 CIP projects and estimated FY19-20 expenditures including the Sharon Heights and Bayfront Recycled Water Projects.

12. Consideration of Revising Electronic Board Packet Guidelines

~~Motion to Approve by: _____ 2nd by: _____ Vote: AYE: _____ NAY: _____ Abstain: _____~~

Comments: This item was tabled until the next meeting.

13. Update on District's Corona Virus

Comments: DM Scott presented an update on this item which included an Amendment to the COVID 19 Response Program to include the wearing of masks. Training on the Amendment included a Zoom training session with staff. Board consensus was to accept the District's Corona Virus report.

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

Comments: DM Scott reported that the May 18 ribbon cutting ceremony may have to be delayed if the Corona Virus shelter-in-place is extended past May 3. The operations permit for the Sharon Heights project is pending due to additional testing and COVID 19 travel restrictions placed on the test team based in Hawaii.

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

Comments: None.

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

Comments: Director Otte reported that the Commission has approved the FY 20-21 budget and the Belmont pump station project has been changed to micro-tunneling the gravity sewer thus eliminating the pump station.

17. 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
- C. 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
- D. 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 8:50p.m. Left closed session at 9:29p.m.

Reportable action: None.

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

Comments: Director Moritz requested a look at over-time at the next Board meeting.

19. Adjournment Time: The meeting was adjourned at 9:34 PM

/s/ David Walker
Secretary