



1902 - Serving Our Community for over 110 Years - 2020

**WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, AUGUST 12, 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: President Dehn, Treasurer Thiele-Sardiña, Director Moritz, Director Otte (secretary pro tem)

BOARD MEMBERS ABSENT: Secretary Walker

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom

Others Present: None

2. Communications from the Public: None.

3. Consideration to Approve the Final Acceptance (Notice of Completion) for the Construction of the Recycled Water Project – Sharon Heights and Authorize the District Manager to Issue a Final Acceptance Letter and Commence the Short Term Operations by Anderson Pacific Engineering Construction per the Design Build and Short Term Operations Agreement

Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

4. Consider to Authorize the District Manager to Remit to Anderson Pacific Engineering Construction Inc., Fifty Percent of Retention for the Construction of the Recycled Water Project – Sharon Heights Prior to the End of the 60 Day Waiting Period

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

Comments: None.

5. Consent Calendar

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

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: President Dehn asked if staff could review past withdrawal orders to make sure the corporate credit card items have been reported correctly.

- A. Approval of Minutes for Regular meeting July 8, 2020
- B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for August 12, 2020
- C. WBSD Operations and Maintenance Report – July 2020
- D. Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – July 2020

- E. Consideration to Approve District's Investment Portfolio Reports Including the Transactions of Assets Described Therein as of 6/30/20
- F. Consideration to Authorize the District Manager to Issue the Class 3 Permit for the Sewer Main Installation on San Antonio Street, Menlo Park, CA
- G. Consideration to Approve Amendment to the District's Excavation, Backfill, and Surface Restoration Detail No. 8

6. District Manager Report

1) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is continuing to work on the Environmental Impact Report. The comment period for the Public Notice of Preparation meeting has concluded.

b. Construction Capital Improvement Projects (CIP)

- i. Design work for Bay North and Ringwood are underway.
- ii. District Contractor has received comments re: Metal Storage Building permit.

2) Operations and Maintenance:

a. Cleaning and Inspecting Large Diameter lines:

- i. Crews are working on cleaning and televising the large diameter sewer lines; 36" From Alpine Road to the Menlo Park Pump Station at Bayfront. To date cleaning and inspections have been completed from Alpine Road to Veterans Hospital.

b. Performance Merit Pay Program:

- i. Staff is monitoring the goals for CCTV and Construction Dig-Ups.
- ii. Bringing next PMPP 20/21 program for consideration in September.

c. Training:

- i. Participating in mutual aid Trench Rescue training with Menlo Park Fire District in late August.
- ii. Working with Town of Portola Valley on their Emergency Evacuation Plan.

3) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. Notice of Applicability and Notice of Operation received from the State Water Board.
- ii. Received Reimbursement Agreement payment for July from SHGCC.

b. Bayfront Recycled Water Plant (BRWP):

- i. Working on Environmental Impact Report (EIR)
- ii. Met with Greystar regarding partnership
- iii. Facebook has shown interest in BRWP

4) Administrative:

- a. Staff is working on physical and electronic files and beginning a Pilot Scanning Project by using local Intern using the established "Part-Time Clerical Assistant" salary rate.
- b. Sent a letter in support of H.R. 7073 the bill makes Special Districts eligible for payments from the Coronavirus Relief Fund. Several Special Districts in the State are supporting the bill.
- c. Updating Detail No. 8 of the District's Standard Specification for Design and Construction. The detail addresses Excavations, Backfill, and Surface Restoration.
- d. Solid Waste Rate Study: District Manager is entering into an agreement for a solid waste rate study this fall for 2021 rates with HF&H for approximately \$38k.
- e. FERRF helipad to be utilized this week for spraying of invasive plants in the Bay.

- 5) **Finance:**
 - a. Paid annual service debt for 2014, 2015, and 2018 bonds totaling \$2.7 million.
 - b. Paid Unfunded Accrual Liability (AUL) down by \$1.6 million per approved budget.
 - c. Paid regular Annual PERs payment of \$382,655.
 - d. Deployed Abila P.O. module in an effort to reduce paper and gain efficiencies.
- 6) **Fleet and Facilities:**
 - a. **Vehicle Maintenance:**
 - i. City of Menlo Park City terminated the Vehicle Maintenance Service Agreement. District Staff has moved swiftly on finding an alternative.
- 7) **Upcoming Events:**
 - a. **Board meetings:** Consider cancelling the August 26th meeting for the summer season. Next meeting would be September 9th, 2020.
- 8) **Misc./Action Items from Previous Meeting:**
 - a. **West Bay SSOs:** Zero SSO for July. 2020 Total = 0. 14 months in a row w/o SSO.
 - b. **LAH Contract:** Zero SSO for July. 2 SSO in 2020. Continuing to maintain the collection system and both Publicly Owned Pump Stations.
 - c. **Town of Woodside Contract:** Cleaned entire Town and continuing to maintain High Frequency cleaning downtown and both Publicly Owned Pump Stations.
 - d. **Revenue:** Accounting for services rendered to others in FY19/20 and will report on revenue in September's financial report.
 - e. **COVID-19 Update:** Protocol Update
 - f. **YouTube Advertising Data:** Report and Chart will be available at Board meeting.

Comments: None.

7. Consideration to Approve Resolution for the Audited & Revised Sewer System Management Plan (SSMP) and Authorizing Re-Certification for 2020

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

Comments: None.

8. Consideration to Approve Purchase of a 2020 Ford Ranger for Water Quality Supervisor

Motion to Approve by: Thiele-Sardiña 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Treasurer Thiele-Sardiña asked to call at least one dealership and request a bid price for the vehicle.

9. Consideration to Approve the Purchase of a 2020 Ford Super Duty F-350 Pump Supervisor Truck with Crane

Motion to Approve by: Thiele-Sardiña 2nd by: Otte Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None.

10. Consideration to Approve Amendment 3 to the Consultant Agreement for Recycled Water Project Management Phase B Dated March 14, 2017

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

Comments: None.

11. Review and Consideration to Approve the Conflict of Interest Code and General Rules of Office for the District Board

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: The District Board reviewed the Conflict of Interest Code and General Rules of Office and did not have any changes.

12. August 12th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported when an employee has been in contact with a known or possible COVID 19 positive patient or been in contact with someone who has been in contact with a confirmed COVID 19 positive patient they will be asked to stay home for a 14-day self-quarantine period and will be asked to be tested for COVID 19. If the employee is well enough during the self-quarantine period, they will work from home during this time. As soon as the employee is COVID 19 negative or have self-quarantined for 14 days, they will be asked to return to work.

13. Consideration to Authorize the District Manager to Enter Into a Fleet Equipment Maintenance Agreement with the City of Redwood City

Motion to Approve by: Moritz 2nd by: Thiele-Sardiña Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: District Manager Ramirez outlined the agreement between Redwood City and the District for the Board. Board was appreciative of staff and the City of Redwood City for collaborating in this manner.

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

Comments: District Manager Ramirez reported staff is meeting with potential partners for the Bayfront Recycled Water Project. President Dehn and Treasurer Thiele-Sardiña will attend as the Recycled Water representatives.

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

Comments: President Dehn reported the Shoreway Environmental Center is now open.

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

Comments: Director Otte reported SVCW will need another \$300M to complete the RESCU treatment plant rehabilitation program. SVCW is considering re-financing debt to help fund the project. He also reported on the Menlo Park Pump Station and the need to have the Flow Equalization Facility valves remain automated. The Board of Directors agreed and asked to have the valves at the pump station remain automated.

17. Closed Session

Entered closed session at 8:32 p.m. Left closed session at 9:18 p.m.

Reportable action: None.

- A. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6) Agency designated representatives: Board President/Legal Counsel
Unrepresented Employee: Finance Manager
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Title: District Manager
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Cal. Govt. Code § 54956.9(d)(2):
(1 potential case)

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

Comments: None.

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

/s/ David Walker
Secretary