1902 - Serving Our Community for over 100 Years - 2011

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, MAY 25, 2011 AT 7:00 P.M.

1. **Call to Order**

President Shepherd called the meeting to order at 7:02 PM

2. **Roll Call**

BOARD MEMBERS PRESENT: Shepherd, Dehn, Harrison, Moritz
BOARD MEMBERS ABSENT: Walker
STAFF MEMBERS PRESENT: Scott, Condotti, Kitajima
Others Present: Rich Laureta, Vivian Housen, John Farnkopf, Sima Mostafaei

3. Communications from the Public: none

4. Consent Calendar

A. Approval of Minutes for the Special Meeting of May 18, 2011

B. Approval of the Withdrawal Order Authorizing Payment of Certain Bills and Salaries and Consideration of Other Financial Matters for May 25, 2011

Motion to approve as corrected by: Moritz 2nd by: Dehn Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: Dehn asked the minutes be corrected in section 9.3 Manager's report page 4A-2, replace "Open House" with "Community Block Party"

7. Consideration of Awarding Bid for the Capital Improvement Project 2010-2011 to Shaw Pipeline, Inc., including additional work on Atherton Avenue.

Motion by: Moritz 2nd by: Harrison Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: DM presented staff report and reported that the low bid came in lower than the engineer's estimate which allows for the contingency to be used for additional work. Capacity related work that was scheduled for the future could be done within this contract avoiding coming back to Atherton Avenue some years from now. The specifications included work such as horizontal directional drilling, pipe replacement, and pipe lining. The additional Atherton Avenue work would fall under the pipe replacement work.

5. Rate Study Report by HF & H

Comments: John Farnkopf presented the rate study model and assisted by Sima Mostafaei, showed the changes as a result of the rate study workshop and updated information from SBSA. The model showed the rates would not need to be increased by quite as much as previously modeled. Factors such as SBSA debt service and SBSA operations were

significant causes of rate increase. Also contributing to the increase was the funding of increased CIP levels and the building of an emergency capital reserve. The next step in the process will be to incorporate the rate study model into the Master Plan scheduled for adoption June 29.

6. Consideration of Establishing Date and Time of Public Hearing to Consider Annual Sewer Service Charge Report for Fiscal Year 2011/2012 for June 29, 2011.

Motion by: Dehn 2nd by: Moritz Vote: AYE: 4 NAY: 0 Abstain: 0

Comments: None

8. Discuss South Bayside System Authority Report on Special Meeting of May 19, 2011

Comments: Mr. Shepherd reported on the SBSA special meeting of May 19, highlighting Action Items. Items #8: A,B,C was estimated at $11M, but bids came in at $6M. Item #8F; WBSD supported the Public Outreach agreement if costs were allocated as presently delineated in JPA agreement. Item #8G: Two "trapeze for conduits" projects were combined into one project thus saving $19k.

9. Manager's Report

1) **CIP Project– 90% complete:** Pipe replacement is complete. The CIPP is complete. Punch list to be completed in 1-2 weeks.
2) **June 22 Board Mtg**: The Chamber of Commerce will be hosting an Community Block Party the night of June 22. It has been suggested to move the District Board meeting to June 29 to allow Directors to attend.
3) **WDR Comments**: Emailed comments sent in a few minutes late but hard copy comments had been sent in earlier.
4) **Report on Action Items from Previous Board Meeting**:
   i) **Master Plan:** Held meeting May 24 for last edit of all chapters. DM has asked WYA for additional hydraulic capacity analysis via contract contingency to confirm the need for capacity projects.
   ii) **LAFCo:** DM resent Sept 10th letter to LAFCo's Executive Director and instead of providing email addresses to commissioners she promised to copy each commissioner with letter originally dated in Sept 2010. Moritz asked that we receive confirmation that the letter was sent to each commissioner and that it is acknowledged in LAFCo minutes or DM send to each individual commissioner.

10. Comments or Reports from Members of the District Board

Comments: None

11. Consider Items to be Placed on Future Agenda

1. June 8: Budget, Connection Fee, and CIP
2. June 29: Adopt Master Plan, Establish Rates of Pay, Approval of Tax Roll

12. CLOSED SESSION – WBSD

A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Subdivision (a) of Section 54956.9)
San Francisco Baykeeper v. WBSD -- USDC Case No. C-09-05676 EMC

B. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Cal. Govt. Code §54957.6)
Agency designated representatives: District Manager, Legal Counsel
Employee Organization/Unrepresented Employees: Teamsters Local 350; All Unrepresented Employees Except Manager

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

Reportable action: Condotti reported that the Board directed staff to engage in a course of public outreach to correct some of the information that has been put out on the Baykeeper website and elsewhere concerning the current judgment.

13. Consideration of Public Outreach Concerning Pending Litigation

Comments: Condotti will work with DM to coordinate public outreach material.

14. Adjournment Time: The meeting was adjourned at 9:33 p.m.

/s/ Ronald Shepherd
Ronald Shepherd, Secretary of the District Board (Pro-Tem)