



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

WEST BAY SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF THE DISTRICT BOARD
WEDNESDAY, FEBRUARY 24, 2021 AT 7:00 P.M.

1. **Call to Order**

President Dehn called the meeting to order at 7:01 PM

Roll Call

BOARD MEMBERS PRESENT: President Dehn, Secretary Walker, Treasurer Thiele-Sardiña, Director Moritz, Director Otte

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Ramirez, Condotti by Zoom, Debra Fisher, Finance Manager

Others Present: Rick Simonson and Gabe Sasser with HF&H, Resident EJ Shalaby, Rich Laureta with F & L.

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

3. **Consent Calendar**

Motion to Approve by: Sardiña 2nd by: Otte Vote: AYE: 5 NAY: 0 Abstain: 0

CONSIDERATION OF ITEM(S) REMOVED FROM THE CONSENT CALENDAR

Comments: None.

- A. Approval of Minutes for Regular meeting February 10, 2021
- B. Consideration of Accepting Sewer Facilities Constructed Pursuant to Class 3 Sewer Permit No. 1099 for the Construction of Wastewater Facilities for 35 Sioux Way, Portola Valley, California

4. **Consideration of the Establishment of a Public Hearing Date for Proposed Increase in Sewer Service Charges as Required by Proposition 218, Adopt the Updated Sewer Rate Study and Provide Staff Direction Regarding the Sewer Service Charge Rate Adjustment and the Mailing of the Proposition 218 Notice for a Public Hearing**

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

Comments: Gabe Sasser of HF&H presented the draft rate study to the Board and was approved by the Board.

5. District Manager's Report

1) Administrative:

- a. The Board of Directors should consider an update to the Board Goals/Strategic Plan. District Manager would like to set up an Ad Hoc Committee to review the new Personnel Policy. District Manager would like to set up an Ad Hoc Committee to review the new Personnel Policy. Board consensus was to appoint Directors Moritz and Otte to the committee to review updates to the personnel policy. The Finance Advisory Group will remain Treasurer Thiele-Sardiña and Director Moritz and the Recycled Water Committee will remain President Dehn and Treasurer Thiele-Sardiña.
- b. Staff has prepared the letter of appreciation for the work Anderson Pacific performed on the Recycled Water Facility.
- c. Housen and Associates is completing the EPA Development Flow Study. Information will be shared during the Board meeting on February 24, 2021.

2) Finance:

- a. District Manager would like to ask the Finance Advisory Committee to review the new Purchasing Policy and Investment Policy.
- b. Payroll has been working on and verifying deductions and contributions on the new Prime Pay module in order to streamline payroll. The implementation is nearing completion.
- c. Staff has reviewed the latest draft to the HF&H Sewer Service Rate Study for 2022.

3) CIP & IT Projects:

a. Levee Improvement Project:

- i. F&L is gathering EIR comments from approximately 6 entities and is responding accordingly.

b. Construction Capital Improvement Projects (CIP)

- i. The Board should consider hiring for the design of the Bayfront Entrance Improvements in order to stay ahead of three different projects in the area. The other projects include work by San Mateo County, Salt Pound Restoration, and the City of Menlo Park. The improvements would include the replacement of the thirty six inch Reinforced Concrete Pipe that was recently discovered to be poor condition.
- ii. The metal storage building contractor, Aztec, should begin staging at the FERFF before the end of February 2021.

4) Operations and Maintenance:

a. Collection System:

- i. Crews have been working in Los Altos Hills.

b. Training:

- i. Hazardous Materials training was conducted on February 17, 2021.

5) Water Quality:

a. Sharon Heights Golf and Country Club:

- i. The District and Sharon Heights O&M meeting continue monthly.

b. Bayfront Recycled Water Facility (BRWF):

- i. District Manager would like to discuss the Woodard & Curran to provide support services for the next steps in the BRWF.
- ii. Discuss the Western Recycled Water Coalition February 11th meeting.
- iii. Environmental Impact Report (EIR) could be certified by April 2021.
- iv. Menlo Park City Staff reported some last minute concerns with the Water Purveyor MOU which are being addressed.
- v. District Manager will be scheduling meeting to include the Recycled Water Ad Hoc Committee and District Counsel, as we continue talks with Developers.

c. **West Bay:**

- i. Staff will begin to sample near Bayfront Park to support future projects in the area.
- ii. Staff has been using the “As-Needed Services” of the previous Anderson Pacific, Chief Plant Operator (CPO) to help support the District’s CPO for the first part of 2021.

6) **Fleet and Facilities:**

a. **Vehicle Maintenance:**

- i. Maintenance Staff Managers are reviewing the need for an additional hydro cleaning machine for collection system maintenance.

7) **Personnel:**

- i. Personnel Policy is under review.

8) **Upcoming Events:**

- a. **Regular Board Meeting:** February 24, 2021
- b. **Next Regular Board meetings:** March 10, 2021

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

- a. **West Bay SSOs:** Zero SSOs for January 2021.
- b. **LAH Contract:** Had 3 SSOs in 2020. Negotiations for the next contract will begin.
- c. **Town of Woodside Contract:** No SSOs for 2020. Crews cleaned the entire system in 2020. Negotiations for the next contract will begin.
- d. **Revenue:** Invoiced Los Altos Hills for the work performed in January.

6. **Consideration to Authorize District Manager to enter into Agreement for Engineering Design Services for the “Bayfront Sanitary Sewer Improvements Study” with Freyer & Laureta, Inc.**

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

Comments: District Manager Ramirez presented to the Board the need for the agreement for engineering services.

7. **Consideration to Approve the Financial Statements FY 2020-21, Second Quarter Ending 12/31/2020**

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

Comments: District Manager Ramirez and Finance Manager Fisher presented the second quarter financials to the Board.

8. February 24th Update Report on District Response to Corona Virus

Comments: District Manager Ramirez reported that a vaccine letter has been given to employees to help speed up the vaccine process.

9. Report and Discussion on Sharon Heights Recycled Water Plant

Comments: District Manager Ramirez reported on the District's operations at the plant and that delivery of recycled water has been restarted to the golf course. He also reported that all payments for 2020 have been received and the District is preparing for the first SRF payment.

10. Discussion and Direction on Bayfront Recycled Water Project and Status Update

Comments: District Manager Ramirez reported that developer agreements and recycled water code updates are in the works for this project, as well as, finalizing cost for partners. Staff is reviewing a consultant agreement proposal for \$43M. President Dehn asked to bring the consultant agreement back to the Board with a timeline of the project.

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

Comments: President Dehn reported that there will be a task force meeting on February 25th and next Board meeting on March 25th.

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

Comments: None.

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

Comments: The Board requested a project schedule for the Bayfront entrance project.

12. Adjournment Time: The meeting was adjourned at 8:54 PM

/s/ David A. Walker
Secretary